

DoD 4100.39-M
VOLUME 2

**FEDERAL
LOGISTICS
INFORMATION
SYSTEM**



FLIS PROCEDURES MANUAL

**MULTIPLE APPLICATION
PROCEDURES**

OCTOBER 1996

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**CHANGE NO. 3
 DoD 4100.39-M**

**CH 3
 DoD 4100.39-M
 Volume 2**

**DLSC-VPH
 1 July 1997**

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 2, DoD 4100.39-M, 1 October 1996, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by *bold-face italic* type. Deletions are indicated in the Significant Changes paragraph below.

90-0315901

	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Glossary	v thru ix, xix thru xxxiv	v thru ix, xix thru xxxiv
Appendix 2-3-A	1 and 2	1 and 2
Chapter 8	2.8-1 thru 2.8-8	2.8-1 thru 2.8-8

II. SIGNIFICANT CHANGES

A. The page changes are effective upon receipt.

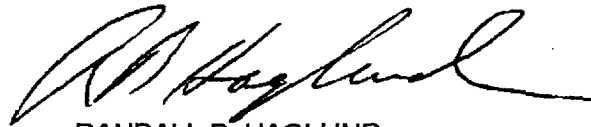
B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for volume 1.

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III. This change sheet will be filed in front of Volume 2 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:



RANDALL B. HAGLUND
Colonel, USMC
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		Volume(s)			Volume(s)
DSOR	Depot Source of Repair	6	FLIS	Federal Logistics Information System	All
DSWA	Defense Special Weapons Agency	2,4,6	FMS	Foreign Military Sales	2
DSWACA	Defense Special Weapons Agency Cataloging Activity	4	FMSN	File Maintenance Sequence Number	2,4,6
EAM	Electronic Accounting Machine	1,2,4,6	FMSO	Fleet Material Support Office	6
ED	Effective Date	2,6	FRD	Formerly Restricted Data	4
ELCD	Extra Long Characteristic Description	2,4	FSC	Federal Supply Classification	1,2,4,6
ELRN	Extra Long Reference Number	2,4	FSG	Federal Supply Group	1,6
EOJ	End of Job		FY	Fiscal Year	
EOT	End of Transmission	2	GIM	Gaining Inventory Manager	2,6
ERRC	Expendability, Recoverability-Reparability Code		GIMM	Gaining Inventory Materiel Manager	2,6
ESDC	Electrostatic Discharge Codes	8,9,10,15	GIRDER	Government/Industry Reference Data Edit and Review	4
FAA	Federal Aviation Administration	1,2,4,6	GSA	General Services Administration	1,2,3,4,6,7,13,14
FC	Foreign Countries	2,4,6	<i>HCC</i>	<i>Hazardous Characteristics Code</i>	
FD	Functional Description	1	HMC	Hazardous Materiel Code	15
FDM	Full Descriptive Method (Item Identification)	2	HMIC	Hazardous Material Indicator Code	8,9,10,15
FG	Foreign Government	4	I&S	Interchangeability and Substitutability	1,5,6,14
FII	Federal Item Identification	2,4,6	ICP	Inventory Control Point	6,13,14
FIIG	Federal Item Identification Guide	1,2,4			

		Volume(s)			Volume(s)
II	Item Identification	1,2,3,4, 5,6,13	JANAP	Joint Army-Navy- Air Force Publication	2,7
IIM	Item Intelligence Maintenance	2	LCL	Less Than Carload Rating Code	15
ILDT	Item Logistics Data Transmittal	4	LIM	Losing Inventory Manager	6
IMC	Item Management Coding	1,2,6, 13,14	LMF	Language Media Format	2
IMCA	Item Management Classification Activity	2,6	LOA	Level of Authority	2,6,13,14
	Item Management Coding Activity	13,14	LR	Logistics Reassignment	4,6
IMM	Integrated Materiel Manager	1,2,4, 6,13,14	LS	Lead Service	6
			LTL	Less Than Truckload Rating Code	15
IMMC	Integrated Materiel Management Committee	6	MAC	Maintenance Action Code	6
IMSS	Item Management Statistical Series	6,14	MC	Marine Corps	1,2
INC	Item Name Code	1,3,4, 5,6,14,15	MCC	Materiel Category Code Materiel Condition Code	
			MCLB	Marine Corps Logistics Base	13
IOS	International Organiza- tion for Standardization	6	MCO	Marine Corps Order	13
IRRC	Issue, Repair and/or Requisitioning Restriction Code		MCSA	Marine Corps Supply Activity	
			MEC	(Marine Corps) Manage- ment Echelon Code	13,15
ISAC	Identified Secondary Address Coding		MFR	Manufacturer	4
ISC	Item Standardization Code	4,5,6,15	MIL-RI	Military Routing Identifier	6
JAIEG	Joint Atomic Informa- tion Exchange Group	4	MILSCAP	Military Standard Con- tract Administration Procedure	1,7,15
JAN	Joint Army-Navy	2			

		Volume(s)			Volume(s)
MILSPEC	Military Specification	3	MRD	Master Requirement Directory	3,15
MILSTAAD	Military Standard Activity Address Directory		MRM	Military Retail Manager	14
MILSTAMP	Military Standard Transportation and Movement Procedure	6	<i>MSDS Serial Number</i>	<i>Material Safety Data Sheet Serial Number</i>	
MILSTD	Military Standard	2,3,4,7	MTMC	Military Traffic Management Command	1,2,4,6,15
MILSTICCS	Military Standard Item Characteristics Code Structures	3,15	NADEX	NATO Data Exchange	1
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedure	15	NAIN	Non-Approved Item Name	
MILSTRIP	Military Standard Requisitioning and Issue Procedure	6	NATO	North Atlantic Treaty Organization	1,2,4,5,6,7,13,15
MIM	Military Inventory Manager	14	NCAGE	NATO Commercial and Government Entity	1,4,5,7,15
MM	Materiel Manager		NCB	National Codification Bureau	2,4
MMAC	Materiel Management Aggregation Code-AF	1,13	NDUP	Non-Duplicate	4
MMC	Materiel Management Category Code-DoD (Commodity)	13	NHCI	Nuclear Hardness Critical Item	2,4
MOE	Major Organizational Entity	1,2,3,4,5,6,13,14	NIDS	Nuclear Integrated Data System	4
MOWASP	Mechanization of Warehousing and Shipment Processing	6	NIIN	National Item Identification Number	All
MRC	Master Requirement Code	1,3,4,5,15	NIMSC	Nonconsumable Item Material Support Code	2,6
			NMFC	National Motor Freight Classification (Code)	1,2,6,15
			NOCA	Nuclear Ordnance Cataloging Activity	2,4
			NOCO	Nuclear Ordnance Cataloging Office	2,4

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		Volume(s)			Volume(s)
NSA	National Security Agency	1,2,4,6,13,14	RD	Restricted Data	4
NSN	National Stock Number	1,2,3,4,	RIC	Routing Identifier Code	1,2,6
OCR	Optical Character Recognition (Reader)	1,2,7	RM	Reference Method (Item Identification)	2,4,14
ODRC	Output Data Request Code	1,2,4,5,6		Retail Manager	6
OE	Organizational Entity	1,4,5,7,15	RNAAC	Reference Number Action Activity Code	1,2,4
PDM	Partial Descriptive Method (Item Identification)	2,4	RNCC	Reference Number Category Code	2,4,6
PIC	Priority Indicator Code	1,2,4,5,14	RNFC	Reference Number Format Code	4
PICA	Primary Inventory Control Activity	1,2,4,5,6,13,14	RNJC	Reference Number Justification Code	1,4
PMIC	Precious Metals Indicator Code	6,15	RNSC	Reference Number Status Code	4
PORM	Plus or Minus	2,3	RNVC	Reference Number Variation Code	6
PSCN	Permanent System Control Number	1,2,4,5,6,15	ROFC	Remote Output Format Code	1
PSMAT	Provisioning Screening Master Address Table	1,5,7	RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4
PSN	Package Sequence Number	1,2,4,5,7	RSC	Record Sequence Code	
PSOS	Pseudo Source of Supply	6	S/A	Military Service/Civil Agency	2
PVC	Price Validation Code		SAC	Secondary Address Code	4
Q/R	Query Response, Electronic Data Transmission		SADC	Service/Agency Designator Code	2,4
QUP	Quantity Unit Pack	2,6,15	SAIC	Secondary Address Indicator Code	
RCS	Reports Control Symbol	2,14	SCN	System Control Number	1,4

		Volume(s)			Volume(s)
SCR	System Change Request (FLIS)	1,6	STDB	Standard Test Data Base	1
SFM	Simplified File Maintenance	1,2	TACOM	U.S. Army Tank-Automotive Command	2,6
SIC	Statistical Indicator Code		TCN	Transportation Control Number	
SICA	Secondary Inventory Control Activity	1,2,6	TIC	Terminal Identifier Code	
SICC	Service Item Control Center	2,6	TSN	Terminal Serial Number	
SIN	Submittal Identification Number		UFC	Uniform Freight Classification (Code)	1,6
SLC	Shelf Life Code	2,6	U/I	Unit of Issue	2,6
SMIC	Special Material Identification Code		U/M	Unit of Measure	
SNOCA	Service Nuclear Ordnance Cataloging Activity	4	USCG	United States Coast Guard	1,2,6
SoS	Source of Supply Code	1,2,4,6			
SoSM	Source of Supply Modifier Code				
SPSN	Submitted Package Sequence Number				
SR	Standard Requirement				
SSR	Supply Support Request	1,2,6			
	System Support Record	1,2,6			

Volume(s)

<p>Federal Supply Classification (FSC). Permits the classification of all items of personal property used by participating activities. Groups and classes have been established for the universe of commodities with emphasis on the items known to be in the supply systems of participating activities. This classification system with its present structure of groups and classes represents those groupings and relationships which are based on current, as well as anticipated, management needs. The Federal Supply Classification structure is modified, as the needs of management change, by the addition of newly developed groups and classes, the subdivision of existing classes, and the revision of definitions of classes. The uniform Federal Supply Classification is governed by daily management requirements and provides uniform management categories throughout military activities and Civil Agency organizations, functions, operations, and supply pipelines. It permits greater uniformity within and between Military Services and Civil Agencies in the operations of reporting, accounting, financial management, inventory control, and budgeting.</p>	<p>1,2,3,4, 5,6,13, 14,15</p>
<p>Federal Supply Classification Group 11, Nuclear Ordnance. A Federal Supply Classification group which includes those nuclear ordnance items which are not specifically commodity classified elsewhere.</p>	<p>4</p>
<p>Federal Supply Group (FSG). See DRNs 3994 and 3996, volume 12.</p>	<p>1,5,6, 13,14,15</p>
<p>File Maintenance Sequence Number (FMSN). See DRN 1515, volume 12.</p>	<p>4,6</p>
<p>Financial Inventory Accounting (FIA). Establishment and maintenance of inventory accounts in monetary terms and the rendition of reports thereon. Covers materiel in storage, in process, on hand, in transit, and on consignment.</p>	
<p>Federal Logistics Information System (FLIS). An ADP system designed to provide a centralized data bank in support of the Department of Defense, Federal Civil Agencies, and foreign countries participating in the integrated logistics support program.</p>	<p>All</p>
<p>FLIS Advance Change Notice. A notification, to users of DoD 4100.39-M, of changes that must be implemented in the period between quarterly publication of changes and revisions.</p>	<p>1</p>
<p>FLIS Data Bank. A totally integrated logistics information repository, including graphics, necessary to support the various logistics functions. The central data bank is organized in two segments, the FLIS data base segment and the System Support Record segment.</p>	<p>1,2,3,4, 5,6,15</p>
<p>Foreign Countries (FC). (Changed from: Friendly Foreign Governments). A non-NATO nation participating in the Federal Cataloging Program through an agreement which provides for the furnishing of Federal catalog data and cataloging services by the United States on a reimbursable basis.</p>	<p>1,2,4,5, 6,7,15</p>

	Volume(s)
Freight Classification. The division of articles into groups according to physical characteristics for the purpose of transportation.	1,2,4,5, 6,15
Full Descriptive Method of Item Identification. The descriptive method of item identification establishes and delimits the concept of an item of supply by the delineation of the essential characteristics of the item which give the item its unique character and serve to differentiate it from every other item of supply. It may contain other characteristic data not used in the assignment of an NSN as specified in section III of the specific FIIG. The Full Descriptive Method (FDM) technique of item identification is a type 1 item identification which contains all essential characteristics of an item and differentiates it from every other item of supply.	2,4,14
Functional/Operational Index (F/O). An index in grid form designed to assist the user in relating the item identification characteristics with the various logistic functions for data output products.	
Gaining Inventory Manager (GIM). The inventory manager responsible for assuming wholesale materiel management functions.	2,6
Guide Number, Federal Item Identification Guide (FIIG). See DRN 4065, volume 12.	2,4
Hazardous Characteristics Code (HCC). <i>A two-digit alphanumeric code developed primarily for storage purposes to assure that incompatible hazards are not stored next to one another. The HCC that is visible in FLIS only pertains to the latest formulation for this CAGE/Part Number. User needs to be aware that additional information may reside in the Hazardous Material Information System (HMIS) for a different formulation of the same CAGE/Part Number. The technical definitions are provided in the agency and services storage manuals (DLAM 4145.11, Army TM 38-410, NAVSUP PUB 573, AFT 69-9, and MCO 4450-12. These manuals are being replaced by DoD 4145.19-R-2). See Volume 10, Table 214.</i>	
Hazardous Materiel Code (HMC). See DRN 2720, volume 12.	1,6
Hazardous Material Indicator Code. A code instructing the user on the type of hazardous material(s) used.	8,9,10,15
Immediate Response. The time elapsed from the point at which DLSC receives the last character of input data until DLSC transmits the first character of output data will not exceed one minute.	

Volume(s)

Industrial Plant Equipment (IPE). IPE is that part of DoD-owned plant equipment with an acquisition cost of \$1000 or more; used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations. IPE is further identified by noun name in joint DoD Handbooks, DLAH 4215 series.

Initial Coding. Application of the established IMC criteria by the ICPs to all National Stock Numbered items existing in FSC classes newly designated as commodity oriented.

6

Initiating Activity. An activity assigned the responsibility for the development, coordination, reconciliation, and submittal to DLSC of a completed FIIG and follow-up maintenance.

Integrated Materiel Manager (IMM). The DoD activity or agency that has been assigned wholesale integrated materiel management responsibility for the DoD and participating Civil Agencies. Integrated materiel management responsibilities include cataloging, requirements determination, procurement, distribution, overhaul repair and disposal of materiel. The terms Integrated Materiel Manager (IMM), Inventory Control Point (ICP) and Materiel Manager are synonymous.

1,2,4,6

Interchangeability and Substitutability (I&S). Conditions which permit the exchange of one item for another without affecting design or performance beyond acceptable limits.

1,6

Inventory Account Code - Coast Guard. See DRN 0708, volume 12.

1

Inventory Control Point (ICP). An organizational unit within the supply system of a Military Service/Defense Logistics Agency which is assigned the primary responsibility for the management of a group of items, either within a particular Military Service or for the DoD as a whole. Responsibilities include computation of quantitative requirements; the authority to require procurement, repair materiel, or initiate disposal; development of world-wide quantitative and monetary inventory data; and the positioning and repositioning of materiel.

6

Item Characteristics. Physical, performance, and other item-related logistics data required to describe, differentiate, and manage items of supply.

4

	Volume(s)
Item Identification (II). A collection and compilation of data to describe an item. The minimum data to develop an item identification are a combination of the item name, CAGE Code, manufacturers' identifying part/reference number, Reference Number Category Code (RNCC), and Reference Number Variation Code (RNVC). The maximum data required are the item name, all of the physical and performance characteristics data prescribed by a specific FIIG, and the manufacturers' identifying part/reference number. It may also include additional related reference numbers.	1,2,4,6
Item Intelligence. The sum total of data for a given item.	4
Item Intelligence Maintenance (IIM). A function in FLIS which provides for the processing of adjustments/revisions to established item identifications and characteristics in the FLIS data base.	
Item Logistics Data Transmittal (ILDT). The medium used for formatting data required to be transmitted to the data bank.	4
Item Management Classification Activity (IMCA). See DRN 4075, volume 12.	2,6
Item Management Coding (IMC). The process of determining whether items of supply in Federal Supply Classes assigned for Integrated Materiel Management qualify for management by the individual DoD components other than DLA or GSA. Coding is accomplished in accordance with DoD 4120.26-M, Defense Integrated Materiel Management Manual for Consumable Items.	1,2,6
Item Management Coding Activity (IMCA). See DRN 2748, volume 12.	2,6
Item Management Statistical Series (IMSS). A series of informational type documents providing statistical data in support of the Federal Catalog System.	6
Item Name. See DRNs 5010 and 5020, volume 12.	1,4,6
Item Name Code (INC). See DRN 4080, volume 12.	1,4,6
Item of Supply. An item of supply may be a single item of production or two or more items of production that are functionally interchangeable or that may be substituted for the same purpose and that are comparable in terms of use. It is more meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, or may be a modification (accomplished by the user or at request of the user) of a normal item of production.	2,4,6
Item of Production. Consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection.	4
Item Standardization Code (ISC). See DRN 2650, volume 12.	1,4,6
Key Data Element(s). Data element(s) submitted to obtain the desired interrogation/search output as specified by the Output Data Request Code.	

	Volume(s)
Language Media Format (LMF). A code used for AUTODIN transmission to the FLIS data bank. The code indicates source media and preferred output media.	2
Less Than Carload Rating Code (LCL). See DRN 2760, volume 12.	1,2
Less Than Truckload Rating Code (LTL). See DRN 2770, volume 12.	1,2
List. One of the types of catalogs within a series of publications (e.g., Identification List).	4
Losing Inventory Manager (LIM). The inventory manager responsible for relinquishing wholesale materiel management functions.	2,6
Maintenance Action Code (MAC). See DRN 0137, volume 12.	6
Maintenance Coding. Application of the approved IMC criteria by the ICPs to all new or existing National Stock Numbered items which enter FSC classes subject to IMC after initial IMC has been accomplished.	6
Major Organizational Entity (MOE). The principal subdivision of Government organization under which component organizational entities are identified (e.g., Army, Navy, Air Force, Marine Corps, DLA, GSA, etc.).	1,2,4,6
Management Cognizance. The duties and responsibilities of a DSC, a Military Service activity, other DoD activity(ies), FAA, or GSA for management of an item of supply to the extent indicated by the MOE Rule.	2,6
Manufacturer (Mfr). A manufacturer may be an individual, company, firm, corporation, or Government activity that controls the design and production of an item, or produces an item from crude or fabricated materials or components, with or without modification, into more complex items.	4
Mass Change Processing. Mass change processing falls into two categories. Pre-programmed mass change is initiated by an SSR transaction which triggers or permits subsequent multiple actions to the DLSC and/or Service/Agency files. Special project mass change will require that original analysis and programming be accomplished to accommodate the requested actions.	1,2,6
Mass Data Retrieval. Mass data retrieval is designed to extract segment data from the FLIS data base or partial or complete files from the SSR based on the input of key data element(s). The content of the segments from the FLIS data base and the content of data elements from the SSR will be controlled through input of the appropriate Output Data Request Code DRN as indicated in volume 10, table 28 (Output Data Request Code/Access Key(s)).	1
Master Requirement Code (MRC). See DRN 3445, volume 12.	1,4

	Volume(s)
Master Requirements Directory (MRD). A publication containing the requirements, reply tables, Military Standard Item Characteristics Coding Structure (MILSTICCS), Master Requirement Codes (MRCs), and mode codes contained in published Federal Item Identification Guides (FIIGs).	1
Materiel Category Codes (MCC). See DRNs 2680 and 9256, volume 12.	
Materiel Condition Codes (MCC). See DRN 2835, volume 12.	
Materiel Management. Direction and control of those aspects of logistics which deal with materiel, including the functions of identification, cataloging, standardization, requirements determination, procurement, inspections, quality control, packaging, storage, distribution, disposal, maintenance, mobilization planning. Encompasses materiel control, inventory control, inventory management, and supply management.	2,6
Materiel Management Aggregation Code - AF (MMAC). See DRN 2836, volume 12.	1
Materiel Manager (MM). The director or organizational component responsible for performing the materiel management functions for assigned items.	1
Materiel Release Order (MRO) An order issued by a Defense Supply Center directing a distribution activity to release and ship materiel.	
<i>Material Safety Data Sheet Serial Number. A five position alphanumeric number assigned to each MSDS entry in the Hazardous Materials Information System (HMIS). User should use this number to interrogate HMIS for technical information for the item.</i>	
Mechanization of Warehousing and Shipment Processing (MOWASP). A uniform data system designed to maintain consolidated freight location data and shipment handling information.	6
Military Service-Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which, due to the nuclear weapons reliability concept, require special testing or control for quality assurance. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will reflect a reference number coded with CAGE 57991, 67991, or 77991.	4

Volume(s)

Military Service Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment), designed or manufactured by a Military Service or design controlled by a Military Service, for use specifically in the nuclear ordnance field. The items or the data for the items are available only from the design controlling military activity; they may be categorized as “war-reserve quality”, “training quality”, or “single quality”. They may be security classified or nonsecurity classified and are not necessarily classified in FSC group 11.

4

Military Specification (MILSPEC). A procurement specification in the military series promulgated by one or more of the military agencies and used for the procurement of military supplies, equipment, or services.

Military Standard (MILSTD). An established or accepted level of performance in the military used as a yardstick in evaluating actual progress.

2,4

Military Standard Contract Administration Procedure (MILSCAP). MILSCAP will provide uniform procedures, rules, formats, time standards, and standard data elements for the interchange of contract-related information between and among DoD components and contractors. The provisions of the Armed Services Procurement Regulation are to be implemented in machine processable form, where feasible, in MILSCAP. The system administrator and the chairman of the ASPR Committee will assure compatibility between the two procedures.

1

Military Standard Item Characteristics Code Structures (MILSTICCS). The coding structure used to code characteristics data for item identifications, transmission, storage, and processing.

Military Standard Requisitioning and Issue Procedures (MILSTRIP). MILSTRIP will prescribe uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information for all materiel commodities (unless specifically exempted by the ASD (MRA&L)) between requisitioners and supply control/distribution systems in DoD and other participating agencies. MILSTRIP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).

6

Military Standard Transaction Reporting and Accounting Procedures

(MILSTRAP). MILSTRAP will prescribe uniform procedures, data elements, documents, and time standards for the flow of inventory accounting information pertaining to receipt, issue, and adjustment actions between inventory control points, stock control activities, storage sites/depots, and posts, camps or bases (unless specifically exempted by the ASD (MRA&L)). Card formats and data elements employed in MILSTRAP will be designed to complement the techniques prescribed in MILSTRIP and to provide the means for generating financial inventory data required for management and transaction reports and financial reports.

6

Military Standard Transportation and Movement Procedure (MILSTAMP). The MILSTAMP DoD Regulation will contain all necessary forms, formats, codes, procedures, rules, and methods required by DoD components in the movement of materiel. It is a complete reference for policy and procedures governing data elements, documentation and information flow, and will be disseminated to the operating levels of the DoD components and participating Government agencies for use as specified therein.

Supplementing procedures issued by DoD components and participating agencies are authorized only to the extent of assuring more detailed operating instruction required by action offices (e.g., keypunch instruction) or to cover variances in capabilities to generate, process, receive, and perpetuate data required by MILSTAMP (e.g., internal operating instruction).

Military Traffic Management Command (MTMC). A command under the Department of the Army responsible for procurement, use, cost, and control of commercial transportation services required in the movement of cargo and passengers for the DoD components.

1,2,4,6

MINIMIZE. A condition wherein normal message and telephone traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed.

2,4

MOE Rule Related Data. Consists of Item Management Status Data and the NIMSC Code, AF Materiel Management Aggregation Code, supplementary data collaborators/receivers, Item Management Code, the IMCA, and effective date.

2,4,6

National Codification Bureau (NCB) Code. See DRN 4130, volume 12.

4

National Item Identification Number (NIIN). See DRN 4000, volume 12.

1,2,4,6

National Motor Freight Classification Code (NMFC). See DRN 2850, volume 12.

1,2,6

National Stock Number (NSN). See DRNs 3960, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.

1,2,4,6

NATO Commercial and Government Entity (NCAGE). See DRN 4140, volume 12.

1,4

NATO Stock Number (NSN). An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.

1,4,6

Navy Cognizance Code. See DRN 2608, volume 12.

1

Volume(s)

Next Higher Classifiable Assembly. This term is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. The term "higher assembly" is used for brevity and may actually include components, sub-assemblies, assemblies, and end items or systems.

4

Nominal Value. A value, excluding tolerance, used for the purpose of general identification usually expressed as a fraction, size number or letter, code number, gage number, or decimal number.

Non-Approved Item Name (NAIN). See DRN 5020, volume 12.

3

Non-Duplicate (NDUP). When the item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing Federal item identification and there are no matching reference numbers.

4

Normal Source of Procurement. See DRN 0721, volume 12.

Nuclear Hardness Critical Item (NHCI). As defined in DoD-STD-100C. A hardware item at any assembly that is mission critical and could be designed, repaired, manufactured, installed or maintained for normal operation, and yet degrade system survivability in a nuclear environment if hardness were not considered.

On Hand/Due In. See DRN 0722, volume 12.

Operational Feasibility. The determination of whether a data system change will operate properly and be properly used once developed and implemented.

1

Operational Need Date. See DRN 0726, volume 12.

Optical Character Recognition (Reader) (OCR). A data processing technique (device) which converts, by optical means, the characters placed on paper into a code suitable for input to a computer.

1,2

Organizational Entity (O.E.). An organizational element, segment, or entity for cataloging; DoDAAC, bidders, manufacturing, or nonmanufacturing activity or establishment, etc.; and attribute data ascribed in the entity for the purpose of intensifying its meaning, characteristics, responsibility, eligibility, and area(s) of authority.

1,4,6

Original Federal Item Identification. An item identification which has been approved by the Defense Logistics Services Center and assigned a National Stock Number, but which has not been revised, transferred, or cancelled.

4

	Volume(s)
Originating Activity. Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency), the originating activity assumes the status also of a submitting activity.	2,4,6
Originating Activity Code. See DRN 4210, volume 12.	1,4,6
Output Data Request Code (ODRC). See DRN 4690, volume 12.	1,2, 4,6
Package Sequence Number (PSN). See DRN 1070, volume 12.	1,2,4
Partial Descriptive Method Item Identification (PDM). A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.	2,4
Permanent System Control Number (PSCN). See DRN 4250, volume 12.	1,2, 4,6
Physical Security/Arms, Ammunition and Explosives Security Risk/Pilferage Codes. See DRN 2863, volume 12.	
Possible Duplicate Item-of-Supply Concepts. An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).	4
Precious Metal Indicator Code (PMIC). A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).	8,9, 10,15
Price Validation Code, Air Force (PVC). See DRN 0858, volume 12.	
Primary Inventory Control Activity (PICA). See DRN 2866, volume 12.	1,2,4,6

	Volume(s)
Primary Reference Number. The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the “design control reference”.	4
Priority Indicator Code (PIC). See DRN 2867, volume 12.	2,4
Procurement Method Code (PMC). See DRN 2871, volume 12.	6
Procurement Method Suffix Code (PMSC). See DRN 2876, volume 12.	6
Production Lead Time. See DRN 0730, volume 12.	
Proposed Original Item Identification. An item identification for an item in or entering a supply system which has not yet been approved by the Defense Logistics Services Center (DLSC) as a Federal item identification assigned a National Stock Number.	2,4
Provisioning Screening Master Address Table (PSMAT). See DRN 0232, volume 12.	1
Provisioning Supply Support Request. Indicated by Card Identification Code P to show that a Supply Support Request received by the CIMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	2,6
Qualitative Value. The portion of a reply that expresses quality such as color, shape, material, condition, etc.	3
Quantitative Value. The portion of a reply which expresses a numeric value for such characteristics as dimensions, measure, magnitude, electrical rating, etc.	3
Quantity Unit Pack (QUP). See DRN 6106, volume 12.	6,15
Rail Variation Code. See DRN 4760, volume 12.	1,2,6,15
Reactivation Coding. Application of the approved IMC criteria by the ICPs to inactivated NSNs for which a CIMM was the last manager, and the ICP is not currently recorded as a user.	6
Receiver Code. See DRN 2534, volume 12.	
Record Separator. The symbol used to indicate the completion of a characteristic reply or to indicate end of record.	16
Reference Drawing. Reference Drawing Groups (RDG) appear in Appendix B of the Federal Item Identification Guide (FIIG). The drawings will be isometric when possible, and will be configured with dimensional requirements necessary to describe basic item features.	

	Volume(s)
Reference Method of Item Identification (RM). The reference method of item identification establishes and delimits the concept of an item of supply by reference(s) to the item-identifying number(s) of one or more manufacturers denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not delineated in the item identification but are ascertainable by research of the data represented by the manufacturers item-identifying number(s).	2,4,6,14
Reference Number. A reference number is any number, other than an activity stock number, used to identify an item of production or, either by itself or in conjunction with other reference numbers, to identify an item of supply. Reference numbers include manufacturers part, drawing, model, type, source-controlling, or specification-controlling numbers and the manufacturers trade name, when the manufacturer identifies the item by trade name only; NATO Stock Numbers; specification or standard part, drawing, or type numbers. The submittal of all known reference numbers related to an item of production or an item of supply, with the applicable Reference Number Category Code, the applicable Document Availability Code, and the applicable Reference Number Variation Code, is mandatory.	2,4
Reference Number Action Activity Code (RNAAC). See DRN 2900, volume 12.	1,4
Reference Number Category Code (RNCC). See DRN 2910, volume 12.	2,4,6, 15
Reference Number Category Code Combination. Consists of the Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) as expressed in volume 10, table 8.	
Reference Number Format Code (RNFC). See DRN 2920, volume 12.	4,5
Reference Number Justification Code (RNJC). See DRN 2750, volume 12.	1,4
Reference Number Status Code (RNSC). See DRN 2923, volume 12.	
Reference Number Variation Code (RNVC). See DRN 4780, volume 12.	2,4,5,15
Reference/Partial Descriptive Method Reason Code (RPDMRC). See DRN 4765, volume 12.	1,2,4
Reinstated Federal Item Identification. A Federal item identification which has been cancelled but which has subsequently been reauthorized for use to identify an item of supply.	4,6
Remote Output Format Code. See DRN 0841, volume 12.	16
Reparability Code - Coast Guard. See DRN 0709, volume 12.	1
Reply. A reply (data item) is the answer to a specific requirement.	4
Reply Code. A code that represents an established reply to an approved requirement.	4

	Volume(s)
Reply Table. A listing of replies (data items) applicable to a requirement or group of requirements derived from a single data element. Each reply in the table is assigned a different reply code.	4
Report Control Symbol (RCS). Set of letters and numbers which identifies an approved report and authorizes its initiation and preparation.	2
Requirement. A definition of a required characteristic.	4
Requirement, Lead-In. A general requirement identifying and providing guidance for reply to a specific range of following requirements. A lead-in requirement is never assigned a MRC, nor does it ever require a reply.	
Requirement, Major. A requirement which, in addition to requiring a reply, may necessitate replies to succeeding subordinate requirements (subrequirements) dependent upon the specific reply given to the major requirement (see definition of Requirement, Lead-In and Requirement, Subordinate).	
Requirement, Subordinate. A requirement for which the reply is dependent on a lead-in requirement or major requirement (also termed "subrequirement").	
Retail Manager (RM). A materiel manager or another designated activity within a Military Service/Agency having retail responsibility for an item of supply where the wholesale materiel management functions are performed by an IMM, including DNA, NSA, and TARCOM.	6
Retroactive Coding. Scheduled application of the approved IMC criteria by the ICPs to item(s) in FSC classes designated as commodity oriented which were previously coded for Service retention.	6
Return Coding. A request to effect the return of an item currently coded for Integrated Materiel Management to Service management by the application of IMC criteria.	6
Routine Reclassification Action. Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied.	6
Routing Identifier Code (RIC). A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks.	1,2,6
Secondary Address Code (SAC). See DRN 8990, volume 12.	1,4
Secondary Address Indicator Code (SAIC). See DRN 9485, volume 12.	
Secondary Inventory Control Activity (SICA). See DRN 2938, volume 12.	1,2,6
Service/Agency Designator Code (SADC). See DRN 4672, volume 12.	2,4

	Volume(s)
Service Item Control Center (SICC). An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.	2,6
Shelf Life Code (SLC). See DRN 2943, volume 12.	6
Simplified File Maintenance (SFM). FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.	1,2
Single Quality Items. Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.	4
Single Submitting Activity. See DRN 9255, volume 12.	2,4
Source Controlled Federal Item Identification. A type 1, 1B, 2, 4, or 4B Federal item identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.	4
Source of Supply Code (SOS). See DRN 3690, volume 12.	4,6
Source of Supply Modifier Code (SOSM). See DRN 2948, volume 12.	6
Specially Designed Item. The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment" as used in the notes in Cataloging Handbooks H2-1 and H2-2. In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.	4
Special Packaging Requirement. See DRN 0725, volume 12.	
Standard Requirement. A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.	4
Standard Test Data Base (STDB). Maintained at DLSC with data input by Services/Agencies participating in the interface test program. See volume 1, chapter 1.7.	1

Volume(s)

Statistical Indicator Code. See DRN 3708, volume 12.	
Submitted Package Sequence Number (SPSN). See DRN 8328, volume 12.	
Submitter Code. See DRN 2535, volume 12.	
Submitting Activity. Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense Special Weapons Agency) through which the originating activity is required to submit its proposals to DLSC.	1,2,4,6
Submitting Activity Code. See DRN 3720, volume 12.	1,4
Supply Management Data. Item data which do not affect NSN assignment but are necessary to support logistics functions.	
Supply Status Code, MILSTRIP. See DRN 8590, volume 12.	
Supply Support and Cataloging Action Request. Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
Supply Support Request (SSR). A request submitted by the activity responsible for supporting an end item being provisioned to a Commodity Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2,6
Suspense File. The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.	1,4
System Change Request (SCR). A formal request for modification of the FLIS. The SCR will be assigned one of the following priorities.	1,6
1. Routine - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 180 days prior to implementation.	
2. Expedite - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation.	
3. Emergency - an SCR required to maintain the operational status of FLIS.	
System Control Number (SCN). See DRN 3735, volume 12.	4,6

	Volume(s)
System Support Record (SSR). The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-Up, Graphics, Process Control, Mass Changes to FLIS data base, Mass Data Retrieval, and Tailored Data Interrogations.	1,2,6
Technical Feasibility. The determination of whether the development of a data system change is possible within the limits of available technology.	1
Training Quality Items. Items designated for use on or with training nuclear weapons or on nuclear ordnance test and handling equipment but not authorized for use on war-reserve nuclear weapons.	4
Transportation Control Number of Government Bill of Lading (TCN/GBL). See DRN 2993, volume 12.	
Type of Cargo Code. See DRN 9260, volume 12.	1,2
Type of Financial Management Control. See DRN 0729, volume 12.	
Uniform Freight Classification Code (UFC). See DRN 3040, volume 12.	1,2,6
Unit of Issue (U/I). See DRN 3050, volume 12.	2,6
Unit of Issue Conversion Factor. See DRN 3053, volume 12.	6
Unprocessable Transaction. Transactions which did not contain the minimum essential control elements required for processing. These transactions are not queued for further processing and are not retained in the FLIS files.	1,2,4,6
Using Service Code. See DRN 0745, volume 12.	
War-Reserve Quality Items. Items authorized for use on or with war-reserve nuclear weapons but not designated for use on training nuclear weapons or test and handling equipment.	4
Water Commodity Code. See DRN 9275, volume 12.	1,2
Withdraw. The word "withdraw" in these procedures refers specifically to activity action to remove existing data from DLSC files.	2,6

CHAPTER 3
APPENDIX 2-3-A
VALID FLIS CHARACTERS

<u>EBCDIC CHARACTERS</u>	<u>EBCDIC HEX REPRESENTATION</u>	<u>CHARACTER NAME</u>
0	F0	ZERO
1	F1	ONE
2	F2	TWO
3	F3	THREE
4	F4	FOUR
5	F5	FIVE
6	F6	SIX
7	F7	SEVEN
8	F8	EIGHT
9	F9	NINE
A	C1	
B	C2	
C	C3	
D	C4	
E	C5	
F	C6	
G	C7	
H	C8	
I	C9	
J	D1	
K	D2	
L	D3	
M	D4	
N	D5	
O	D6	
P	D7	
Q	D8	
R	D9	
S	E2	
T	E3	
U	E4	
V	E5	
W	E6	
X	E7	
Y	E8	
Z	E9	
SPACE or BLANK	40	SPACE (NON-PRINTING)
!	5A	EXCLAMATION POINT
@	7C	COMMERCIAL AT
#	7B	NUMBER SIGN
\$	5B	DOLLAR SIGN
%	6C	PERCENT SIGN

CHAPTER 3
APPENDIX 2-3-A
VALID FLIS CHARACTERS

<u>EBCDIC CHARACTERS</u>	<u>EBCDIC HEX REPRESENTATION</u>	<u>CHARACTER NAME</u>
&	50	AMPERSAND
*	5C	ASTERISK
(4D	LEFT PARENTHESIS
)	5D	RIGHT PARENTHESIS
-	60	HYPHEN (MINUS)
=	7E	EQUAL SIGN
+	4E	PLUS SIGN
:	5E	SEMICOLON
:	7A	COLON
,	7D	APOSTROPHE
"	7F	QUOTATION MARK
,	6B	COMMA
.	4B	PERIOD (DECIMAL POINT)
<	4C	LESS THAN
>	6E	GREATER THAN
/	61	SLANT
?	6F	QUESTION MARK

NOTE: Only the characters and hex representations shown in this appendix are valid for exchange with FLIS. Messages/tapes containing characters other than above will be returned in their entirety to the sending activity. No input data will be processed.

CHAPTER 8 EFFECTIVE DATE PROCESSING

2.8.1 Affected Areas. This chapter contains guidance for the input of maintenance transactions subject to effective date control. Additional information regarding assignment/submission of effective dates is set forth within the volume 4/volume 6 section established for each transaction. The following logistics areas and Document Identifier Codes are affected by FLIS effective date criteria:

a. Catalog Management Data (CMD).

DIC Title

LAD - Add Data Element(s) (Notes 5, 10)
LCD - Change Data Element(s) (Notes 4, 5, 10)
LDD - Delete Data Element(s) (Notes 5, 10)
LAM - Add Catalog Management Data (Notes 2,4)
LCM - Change Catalog Management Data (Notes 4, 5, 10)
LDM - Delete Catalog Management Data (Notes 5, 10)
LMD - Multiple DIC Input (Notes 5, 6)
LMX - Multiple NSN Input (Note 7)

b. Major Organizational Entity (MOE) Rule Number and Related Data (Item Status).

DIC Title

LAU - Add MOE Rule Number and Related Data (Note 2)
LCU - Change MOE Rule Number and Related Data
LDU - Delete MOE Rule Number and Related Data (Notes 3, 5, 8)
LCD - Change Data Element(s)
LMD - Multiple DIC Input

c. Item Identification Maintenance (IIM).

DIC Title

LCG - Change FSC, Item Name, Type II, or RPD MRC (Note 5)
LKD - Cancel-Duplicate (Notes 5, 9)
LKI - Cancel-Inactive (Notes 1, 5)
LKU - Cancel-Use (Notes 5, 9)

DIC Title

LKV - Cancel-Invalid (Notes 5, 9)
LMD - Multiple DIC Input (Note 5)

d. Source of Supply (Defense Special Weapons Agency (DSWA))

DIC Title

LTU - Add Nuclear Ordnance or Special Operations Source of Supply (Note 2)
LTV - Change Nuclear Ordnance or Special Operations Source of Supply (Note 2)
LTW - Delete Nuclear Ordnance or Special Operations Source of Supply (Note 2)

NOTES:

1. Data Record Number 2128 (Date, Effective, Logistics Action) will not be input but will be DLSC-assigned within output DIC KKI.
2. Value for DRN 2128 may be zero filled.
3. Value for DRN 2128 may be zero filled for deletes involving DNA/Defense Industrial Plant Equipment Center (DIPEC)/National Security Agency (NSA) interestonly recordings.
4. Value for DRN 2128 must be zero filled for Coast Guard submittals.
5. Value for DRN 2128 may be zero filled when submitted by Single Service Users (One U.S. MOE Rule recorded on the item and the SICA field of the MOE Rule profile is blank). NATO MOE Rules are exempt.
6. LMD transactions containing an LCU cannot be zero effective dated.
7. Value for DRN 2128 may be zero filled for LMX transactions with LMD transaction(s) containing DIC(s) LAD, LDD, LDM, LK__, LCD, LCM, LCG, or LDU when submitted by Single Service Users (One U.S. MOE Rule recorded on the item and the SICA field of the MOE Rule profile is

blank). NATO MOE Rules are exempt.

8. PICA submittal of a zero effective dated LDU may only be utilized to delete the PICAs MOE Rule. PICA deletion of a SICA MOE Rule with a zero effective dated LDU is not authorized.

9. This DIC may be zero effective dated only when both the NSN being cancelled and the replacement NSN are single service user NSNs (One U.S. MOE Rule recorded on the item and the SICA field of the MOE Rule profile is blank).

10. SICAs may optionally zero effective date Catalog Maintenance Data (CMD) changes except as follows: a. Zero effective dated CMD transactions may not undercut a SICAs future effective dated change. b. Zero effective date may not be used in a SICA CMD transaction in response to a DIC KIM generated from a PICA change. c. Zero effective dated CMD may not be submitted by an Army SICA.

2.8.2 Definitions

a. Effective Date Processing. Includes those transactions that contain effective dates and establishes a FLIS futures file based on effective dates established by the submitting activity, the Defense Logistics Services Center (DLSC) program manager, or publication requirements.

b. Effective Date. The year and Julian day when a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 82121 is 1 May 1982. An effective date will be either a "future" effective date or a "standard" effective date.

(1) A future effective date will be assigned by the submitting item manager/DLSC.

(2) A standard effective date will be determined in relation to a prescribed monthly publications cut-off date, i.e., a specified number of days following a standard monthly cut-off date.

(3) The standard monthly cut-off date is the time when DLSC makes extractions from the basic and futures portions of the FLIS data base for compiling the monthly Consolidated Management Data List (ML-C).

(4) The fifteenth day of the month preceding the DLSC publications cut-off date is established as the standard DLSC "roll-up" cut-off, i.e., the roll-up precedes the effective date by 45 days.

(5) Lock Out. A term used to indicate that once a proposed cancel-duplicate, cancel-use, or cancel-invalid has been entered into the FLIS futures file, only CMD transactions and mass Federal Supply Class (FSC) transfers will be accepted for the item being proposed for cancellation. The lock-out period will be established in accordance with the effective date standards.

(6) Freeze Period. The time between the date the pending data is extracted from the DLSC file for publication and the effective date of the data.

(7) Conflict. A term used to indicate the presence of data in one portion of the FLIS data base which is at variance with data in another portion of the FLIS data base. Conflicts are processed and may or may not require correction. A conflict notification is issued, with codes identifying the specific condition.

2.8.3 Criteria for ED Control

a. There will be one effective date per input transaction Document Control Number. If any transaction in a multiple DIC LMD input is effective dated, the entire LMD transaction will be processed and recorded in the future file of the FLIS data base, with the following exceptions:

(1) Reference number revision actions (LAR, LDR, and LCR) will not be subject to effective date control. They will be processed for FLIS data base update immediately upon receipt and approval.

(2) Item characteristics revision actions not related to an FSC change will not be subject to effective date control; they will be processed for FLIS data base update immediately upon receipt and approval. Characteristics actions which do relate to an FSC change will be retained and processed to be effective on the same date as the new FSC.

(3) Characteristics data recorded in the futures file will be subject to revision as may be required due to item identification upgrade resulting from the Federal Item Identification Guide (FIIG) revision process. Such revision will be controlled to assure suspended transactions are not overridden or the existing item-of-supply concept is not changed.

(4) If different effective dates are applicable to affected data elements, separate input transactions with different Document Control Numbers should be submitted.

b. All effective dated actions received by DLSC to add, delete, or change records will become effective only on the first day of a month. Transactions containing effective dates other than the first of the month, except authorized zero fill, will be rejected to the submitter.

c. Initial segment H records identified by DIC LAM and Segment H records related to new or reinstated item identifications will be assigned a zero effective date. Such transactions will not be entered into the futures portion of the FLIS data base. Instead, the basic FLIS data base will be updated upon receipt and approval; the five zeros in the effective date field will be replaced by the date of the first day of the month in which the transaction was processed. Likewise, the Defense Automatic Addressing System (DAAS) will be furnished an update notification.

d. Item cancellation actions (LKD, LKU, and LKV) suspended in the futures files will lock out any subsequent action involving the former National Item Identification Number (NIIN)/segment/DRNs except CMD actions and mass FSC transfers. When

this condition occurs, the latter input will be returned (rejected) to the submitter/originator with an error message/code indicating conflict. DLSC will provide (LKD, LKU action only) an image of the item being cancelled as well as the replacement item.

e. Upon approval, transactions will be suspended in the future file for a time period dictated by the submitted effective date. Concurrently with suspension action a notification of approval (DIC KNA) will be generated to the transaction submitter/originator, with a notification (DIC KIF) of pending effective dated action generated to applicable data receivers.

(1) In addition to data receivers recorded on the item or through central file maintenance, future effective dated data will be furnished as a result of interrogation, provisioning, and possible-duplicate actions.

(2) An exception involves item cancellation actions for which normal file maintenance will be furnished on the transaction processing date (e.g., LKD). DIC KIF will not apply nor will any other output be forwarded on the effective date.

f. Unit of Issue change transactions will reflect a minimum 48-day lead time and be processed as prescribed in volume 6, section 6.2.2.

g. Integrated Materiel Manager (IMM)/Service-generated routine CMD actions will be assigned an effective date in accordance with standards set forth in section 2.8.4.

(1) Provision will be made by DLSC to permit changes to an effective dated record in the futures file. All authorized changes received prior to the publication cut-off date/IMM roll-up date will be rolled up into a single transaction.

(2) If an effective dated transaction misses the DLSC ML publication cut-off date (i.e., freeze period), it will be accepted and recorded in the future

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file under the submitted effective date. Although this action will be processed into the FLIS data base on the effective date, it will be carried forward into the next month's publication unless replaced by a subsequent change.

(3) DLSC will roll-up IMM transactions (other than LAM) with output to be generated to Services on the same effective date. Roll-up will be accomplished once per month, except for notifications and rejects which will be output as they occur. When multiple segment Rs or a segment H and segment Rs with the same effective date have been input against a National Stock Number (NSN), they will be rolled up and output as a segment H.

h. Incoming FLIS data base file maintenance transactions will be subject to edit/validation against data held in the futures file which impacts the same item. Each time an item is accessed the validity of the input transaction (considering the futures data) and the futures data (considering the input) will be determined.

(1) If data is found to be in conflict during the time period preceding the freeze date, the latter transaction will be returned. It will be accompanied by a notification to the submitter that a conflict condition exists, based on a pending previously submitted future dated action.

(2) If a conflict condition is found after the freeze date, the suspended transaction will still be processed on the effective date. Publication and appropriate FLIS data base update will also occur. A notification will be generated to all activities previously in receipt of KIF output to specify the conflict condition.

(3) Item characteristics data may be effective dated depending upon input transaction, and screening to preclude duplicate items must be accomplished. This will occur only when characteristics are included with combination (LMD) transactions, subject to restrictions previously cited.

i. System Support Record/mass-change updates which result in multiple item revision will be subject to future effective date control. (Such mass-change processing will not apply to CMD segment H data; see volume 6, section 6.3.2 or volume 13, paragraph 13.1.5.f for MOE Rule application.)

(1) DLSC will update System Support Records (SSRs) that affect FLIS data base data only after an implementation date has been established in coordination with all Services/Agencies, as appropriate.

(2) DLSC will determine required SSR update and will generate statistics on the quantity of items to be impacted by the proposed change. Statistics will be provided to affected components for review.

(3) As a result of the component review, a mutually agreed upon effective date will be established for the change. It will also be determined whether DLSC can generate the change without referral to the Service/Agency. This data will be announced through appropriate medium, e.g., change bulletin.

(4) For data that cannot be mass-changed by DLSC, DLSC will identify the NIINs in the FLIS data base which are affected by the SSR change. They will be output to the activities responsible for submitting or reacting to the required FLIS data base update. As a minimum, output NIIN package will specify the nature of the SSR action, which data elements are involved, and the effective date of change. Concurrently, follow-up triggers will be set to monitor required item-by-item FLIS data base update.

j. Effective Date Compatibility - CMD (segment H) versus MOE Rule data (segment B). Submitted Service CMD must reflect an ED equal to or greater than the effective date previously submitted in the applicable LAU transaction.

k. The submission of effective dated Catalog Management Data allows DLSC to provide Source

of Supply (SOS) updates to the Defense Automatic Addressing System (DAAS) for Type I updates for all Services/Agencies.

(1) The effective date (DRN 2128), if zero filled, will cause a daily update to the DAAS file as well as to the FLIS data base.

(2) Future effective dated SOS updates must be effective on the first day of the month.

2.8.4 Standard Time Frames

Minimum/Maximum time frames include the processing date and DO NOT include the effective date. The processing date is the date DLSC receives the transaction into the system.

Action/Condition	Min/ Max (Days)
<p>a. CMD (IMM/Lead Service Input. Involves establishment/deletion of a segment H or changes to an existing segment H record using DICs *LAM, LCM, **LDM, LAD, LCD, and LDD.</p> <p>*DIC LAM which relates to a new NSN must cite a zero effective date. CMD contained in a new NSN request (DIC LN_) or a reinstatement (DIC LB_) must cite a zero effective date.</p> <p>** DIC LDM with a MAC of MM or MS requires a 0/75 day time frame. LDM with MAC SS requires a 0/60 day timeframe. LDM with blank MAC requires 48/78 day timeframe.</p>	48/78

- b. **CMD (Integrated Materiel Manager (IMM) (without a Service Item Control Center (SICC)) or Lead Service (without a Supported Service) Input.)** Involves CMD input with Maintenance Action Code (MAC) of MM, MS, or SS only. Involves changes to existing segment H record using DICs **LAM, ***LCM, ****LDM, LAD, LCD, and LDD. *0/75

Zero effective date allowable for all military services except Army.

*For editing purposes, the minimum date for inputting effective dated CMD is the effective date. However, effective dated CMD must be input at least by the beginning of the month prior to the effective date in order to meet the cut-off date for publication in the Service-tailored Management Data List and Consolidated Management Data List.

**DIC LAM which relates to a new NSN must cite a zero effective date. CMD contained in a new NSN request (DIC LN_) or a reinstatement (DIC LB_) must cite a zero effective date.

***DIC LCM may be zero effective dated only when changing FMS sponsored MOE Rule (LOA 99) to AF Standard Management MOE Rule (LOA 06 or 22) used in combination with DIC LCU, under DIC LMD.

- ****DIC LDM with MAC MM or MS requires a 0/75 day timeframe. LDM with MAC SS requires a 0/60 day timeframe.
- c. **CMD (Service Input).** Involves establishment or change to segment H record using DICs **LAM, **LCM, LDM, LAD, **LCD, and LDD. *0/60
- *For editing purposes, the minimum date for inputting effective dated CMD is the effective date. However, effective dated CMD must be input at least by the beginning of the month prior to the effective date in order to meet the cut-off date for publication in the Service-tailored Management Data List and Consolidated Management Data List. For the Army, the effective date cannot be less than 30 days.
- **DIC LAM which relates to a new NSN must cite a zero effective date. DICs LAM, LCD and LCM submitted by Coast Guard must cite a zero effective date. CMD contained in a new NSN request (DIC LN_) or a reinstatement (DIC LB_) must cite a zero effective date.
- d. **Federal Supply Class (FSC) Change.** Involves Service/Agency input of DIC LCG which may be submitted alone or within input DIC LMD. Minimum/maximum standard applies to all such inputs. If multiple DICs/actions are submitted, the same effective date applies (excepting reference data) and will be controlled accordingly. 48/120
- *Zero effective date may be used by single service submitter exception.
- e. **Federal Supply Class (FSC) Change (DLSC-Generated).** Involves DIC LCG generated due to DLSC mass-change action. Minimum/maximum standard applies except when affected item is in inactive no-user status, then zero effective date will be used. 48/120
- Cancellation DICs may be zero effective dated only when both the NSN being cancelled and the replacement NSN are single service user NSNs (PICA No SICAs).
- f. **Item Cancellations.** Involves Service/Agency input of DICs LKD, LKU, and LKV to cancel an existing NSN. 48/120

- g. **Item Cancellations (DLSC-Generated).** Involves DLSC-generated DICs LKD, LKU, and LKV. Minimum/maximum standard applies except when affected item is in inactive no-users status and segment H data is not required, then zero effective date will be used. DLSC-generated DICs LKI, Cancel-Inactive, and LKU, Cancel-Use, cancelling an item that has NIIN/PSCN Status Code 1, will not be future effective dated. 90/120
- h. **MOE Rule (IMM/Lead Service Transfers).** Involves DIC LCU which changes the MOE Rule Number on a segment B record. Such actions involve a change of the Primary Inventory Control Activity (PICA) which is *going to* a PICA Level of Authority of 01, 02, 06, 22, or 23. (See paragraph 2.8.4.j for IMM/Lead Service exception criteria.) Such actions will cause required Source of Supply change, subject to minimum/maximum time frames applicable to related CMD segment H update. (See paragraph 2.8.4.k for Coast Guard exception criteria.) 75/150
- i. **MOE Rule (Foreign Military Sales).** Involves DIC LCU in which only MOE Rule is FMS MOE Rule. Such actions involve only changes from a FMS MOE Rule (PICA LOA 99 or SICA LOA 9D, 9G, 9H, 96 or 97) to a MOE Rule with a PICA LOA of 01, 02, or 23. 48/120
- j. **MOE Rule (Non-IMM/Lead Service and IMM/Lead Service without SICC Transfers).** Involves DIC LCU which changes a MOE Rule Number on a segment B record. Such actions involve either (1) no change of PICA and no change of PICA Level of Authority, or (2) change of PICA when PICA Level of Authority remains 26, or (3) change of Secondary Inventory Control Activity (SICA) if SICA Level of Authority Codes 5D, 5G, 5H, 8D, or 67 are involved, or (4) IMM/Lead Service without SICC recordings. 30/120
- k. **MOE Rule (Exception for Coast Guard (USCG) Transfers).** Involves DIC LCU which changes a MOE Rule Number on a segment B record. Such actions involve a change from a MOE Rule on which USCG (activities XF, XG, XH) is recorded as PICA with Level of Authority (LOA) 26 to a MOE Rule with USCG recorded as a SICA with LOA 5D, 5G, or 67. 0/120
- l. **MOE Rule (Add New Segment B).** Involves DIC LAU to establish a new MOE Rule registration and may cite a zero effective date. Addition of storage function (first position T) MOE Rules must be zero-filled. 0/120
- DIC LCU may be zero effective dated when changing FMS sponsored MOE Rule (LOA 99) to a MOE Rule with a (LOA of 06 or 22).

- m. **MOE Rule (Delete Segment B).** 0
30/120
Involves DIC LDU for any MOE Rule being deleted when PICA LOA is 01, 02, 06, 15, 22, 23, or 99. Deletions of DNA/DIPEC/NSA interest-only (LOA 07 and 08), Civil Agency (LOA 11, 12 and 48), and subsistence (LOA 10) recordings may be zero effective dated. Deletion of North Atlantic Treaty Organization (NATO)/foreign government recordings (LOA 81) must be zero filled or blank. Deletion of storage function (T) MOE Rules must be zero-filled.
- SICA submitted LDUs may also be zero filled 0/60
- Deletion of Coast Guard MOE Rules must be zero filled. 0
- n. **MOE Rule (Change NIMSC in Segment B).** 0/120
75/120
Involves DIC LCD to change a Nonconsumable Item Material Support Code (DRN 0076) on a segment B record.
*See Volume 10, Table 168 or Volume 6, 6.3.1e.

- o. **Nuclear Ordnance/Special Operations Source of Supply (Add, Change, or Delete).** *Includes DICs LTU, LTV and LTW, submitted by the Defense Special Weapons Agency (DSWA) to establish, change, and delete Source of Supply recordings. These DICs will always cite a zero effective date.*

NOTE: CMD input under DIC LMD will conform to the effective date standards cited in volume 10, table 145.

Single Service Users (One U.S. MOE Rule recorded on the item and the SICA field of the MOE Rule Profile is blank (NATO MOE Rules excluded)) may optionally submit zero effective date. PICA submittal of a zero effective dated LDU may only be used to delete the PICAs MOE Rule. PICA deletion of a SICA MOE Rule with a zero effective dated LDU is not authorized.



**DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SERVICES CENTER
74 WASHINGTON AVE N
BATTLE CREEK MI 49917-3084**



DLSC-VP

DLSC-VPH

February 23, 1997

MEMORANDUM FOR VOLUME 2 ACN RECIPIENTS

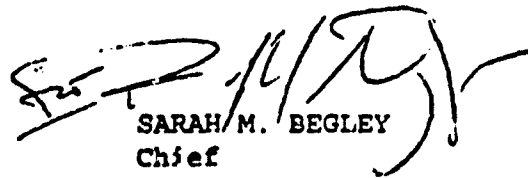
**SUBJECT: FLIS Advance Change Notice 97-2-1
DoD 4100.39-M, FLIS Procedures Manual
Volume 2**

This letter expires upon receipt of the July 1997 change.

The following changes update DoD 4100.39-M, Volume 2, Multiple Application Procedures, Chapter 2. (see attachment)

This change is effective upon receipt, and is for use in system operation or changes as required. The change is in a revision to volume 2, which we will distribute on or about, July 15, 1997.

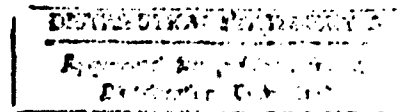
If you have any questions, please call Mr. Tom Roberts, (616) 961-4594, DLSC-VPH or DSN 932-4594, or DLSC-VPH FAX 932-4983, Commercial (616) 961-4983.



**SARAH M. BEGLEY
Chief
Hardcopy Products Branch**

Attachment

19970528 101



DTIC QUALITY INSPECTED 2

VOLUME 2

Add the following subparagraph to paragraph 2.8.1:

d. Source of Supply (Defense Special Weapons Agency (DSWA))

DIC Title

LTU Add Nuclear Ordnance or Special Operations Source of Supply (Note 2)

LTV Change Nuclear Ordnance or Special Operations Source of Supply (Note 2)

LTW Delete Nuclear Ordnance or Special Operations Source of Supply (Note 2)

Add the following subparagraph to paragraph 2.8.6:

e. Nuclear Ordnance/Special Operations Source of Supply (Add, Change, or Delete)

Includes DICs LTU, LTV, and LTW submitted by the Defense Special Weapons Agency (DSWA) to establish, change, and delete Source of Supply recordings. These DICs will always cite a zero effective date.

Attachment



DEFENSE LOGISTICS AGENCY
 DEFENSE LOGISTICS SERVICES CENTER
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CHANGE NO. 2
 DoD 4100.39-M

CH 2
 DoD 4100.39-M
 Volume 2

DLSC-VPH
 1 April 1997

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 2, DoD 4100.39-M, 1 October 1996, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by *bold-face italic* type. Deletions are indicated in the Significant Changes paragraph below.

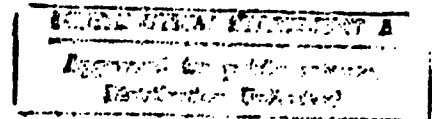
	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Table of Contents	1 thru 4	1 thru 4
Chapter 1	2.1-1 and 2.1-2	2.1-1 and 2.1-2
Chapter 2	2.2-1 and 2.2-2, 2.2-7 thru 2.2-10	2.2-1 and 2.2-2, 2.2-7 thru 2.2-10
Chapter 7	2.7-1 thru 2.7-5	2.7-1 thru 2.7-5
Chapter 12	2.12-1 thru 2.12-8	2.12-1 thru 2.12-8

II. SIGNIFICANT CHANGES

A. The page changes are effective upon receipt.

B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for volume 1.

19970528 102



DTIC QUALITY INSPECTED 3

DLSC - The Key to Readiness

CH 2
DoD 4100.39-M
Volume 2

III. This change sheet will be filed in front of Volume 2 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:



RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

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CHAPTER 1
SPECIAL OPERATING PROCEDURES FOR FEDERAL SUPPLY
CLASSIFICATION (FSC) CLASSES ASSIGNED FOR INTEGRATED MANAGEMENT

2.1.1 Purpose and Scope

a. This chapter establishes procedures for cataloging all items assigned to DoD components or the General Services Administration for commodity integrated materiel management (e.g., a Defense Supply Center (DSC), U.S. Army Tank-Automotive Command (TACOM), GSA) and for cataloging all consumable items assigned to Military Services for weapons integrated materiel management.

(1) Assignments to Integrated Materiel Managers (IMMs) may be by complete Federal Supply Classification group or class or on a by-item basis as a result of item management coding or other item management decisions. By-item assignment includes specific approved exception items within primary FSC assignments of a IMM.

(2) Assignments to a Service Integrated Materiel Manager (IMM) will be on a by-item basis as a result of item management decisions.

b. This chapter is applicable to the Defense Logistics Agency (DLA), the Military Services, GSA, the Coast Guard, the Federal Aviation Administration (FAA), and other DoD activities (e.g., National Security Agency (NSA), and Defense Special Weapons Agency (DSWA)).

2.1.2. Principles of Operation

a. Cataloging Actions and Responsibilities of IMMs.

(1) This section applies to the submittal and collaboration of cataloging actions for items assigned to an IMM on the basis of FSC group or class or on a by-item basis.

(2) The full range of cataloging actions includes proposed new or revised item names, Federal Supply Classes (FSCs), Federal Item Identification Guides (FIIGs), and FIIG Appendix B reference drawings, logistics data changes, item identifications and related FLIS transactions or cataloging tools

prepared in accordance with this manual.

(3) Single Submitter Categories

(a) Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC, the IMM is the sole submitter of cataloging actions, both new or changed data and new, reinstatement, or revised item identification, for items managed in the applicable class. This also includes proposals for new or revised cataloging tools related to FSCs under the activity's cognizance.

(b) Category B Single Submitter. Where management and cataloging responsibility is established on a by-item basis within a given FSC, the IMM is the sole submitter of proposed catalog data changes against existing items under management of that activity. This includes cataloging action, both new or changed data and new, reinstatement or revised item identifications, for items managed under the activity's cognizance.

b. Proposed New and Revised Item Names, FSCs, FIIGs and FIIG Appendix B.

(1) Military Services' and all other DoD Activities Proposals (including NSA).

(a) The DLA IMM will be the single submitting activity to DLSC for all Military Service and other DoD activities for cataloging tools development and maintenance.

(b) All proposed new and proposed revisions to cataloging tools that are originated by the Military Services or other DoD activities will be forwarded to the DLA IMM for review. The IMM will collaborate all proposals with other interested Military Service and DoD activities prior to submittal to DLSC.

(c) Proposed revisions to cataloging tools originated by the IMM will also be collaborated with other interested Military Service and other DoD activities prior to submittal to DLSC.

(2) Civil Agency Proposal. The GSA will submit all Civil Agency proposals directly to DLSC, other than those originated by FAA, VA, USDA, or the Coast Guard. The FAA, VA, USDA, NWS, DMA, and the Coast Guard will submit proposals directly to DLSC.

c. IMM Assignments on an FSC Basis. For items of supply assigned to an IMM on an FSC basis (see DoD 4140.26-M, Appendix A-1), all cataloging actions will be submitted and collaborated in accordance with section 2.1.3.

d. IMM Assignments on a By-Item Basis. For items of supply classified in those FSCs included in the IMM assignment but for which management is determined on a by-item management coding basis (see DoD 4140.26-M, Appendix B), all cataloging actions will also be submitted in accordance with section 2.1.3.

e. Cataloging Actions for Items Assigned to IMM. General IMM cataloging responsibilities are covered in section 2.1.4.

f. Special Cataloging Actions and Responsibilities for Items Exempt from Item Management Coding and Single Submitter Requirements. Items of supply classified in those FSC classes included in the IMM assignment (see DoD 4140.26-M, Appendix A-2) will be submitted in accordance with section 2.1.5.

g. Establishment and withdrawal of IMM cognizance in the FLIS data base will be in accordance with section 2.1.6.

h. The change of FSC for an item under the management of an IMM to an area under assignment to a different IMM, or to an area not under an IMM assignment, will be submitted in accordance with section 2.1.7.

i. Change of IMM. The change of management cognizance from an IMM to a different IMM will be submitted in accordance with section 2.1.8.

j. Cancellations (National Stock Numbers (NSNs) only). Cancel-Duplicate or Cancel-Use transaction shall be submitted in accordance with section 2.1.9.

k. General Maintenance Considerations. See section 2.1.10.

2.1.3 Cataloging Actions in Areas Assigned to IMM on an FSC or By-Item Basis

a. General Instructions. This section applies to the submittal and collaboration of all cataloging actions for items assigned to an IMM on the basis of a complete FSC or those items in FSCs included in the IMM assignment but for which management is determined on a by-item management coding basis. Cataloging actions include proposed new or revised item names, Federal Item Identification Guides (FIIGs), FIIG Appendix B, logistics data changes, item identifications, and related actions.

(1) The Defense Personnel Support Center (DPSC) functions as a single catalog data submitter on a complete FSC class basis for all assigned classes when category A single submitter criteria applies. The Defense Fuel Supply Center functions as single catalog data submitter in FSC classes 9130 and 9140. Single catalog data submitter responsibilities are as indicated in the Federal Catalog System Policy Manual, DoD 4130.2-M, and volume 13 of this manual.

(2) Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC class, the IMM is the sole submitter of cataloging actions for items in the applicable class. This includes proposals for new or revised cataloging tools; new, reinstatement, or revised item identifications; and new or changed data related to existing item identifications such as add, delete, or change Major Organizational Entity (MOE) Rule data, changes in item status codes, add or delete references, etc.

b. Proposed New or Revised Item Names, FSCs,

CHAPTER 2
COLLABORATION/DATA EXCHANGE PROCEDURES
PRIOR TO SUBMITTAL TO DLSC

2.2.1 Purpose and Scope

a. This chapter provides procedures for the collaboration of transactions prior to submittal to the Defense Logistics Services Center and the exchange of data when transactions require submittal to DLSC through another activity. Collaboration is the action necessary between participating activities when changes are being made to common interest items in the FLIS data base. Data exchange is the submittal of data, not requiring collaboration, through the single submitter to DLSC.

b. This chapter is applicable to the Defense Logistics Agency (DLA), Military Services, General Services Administration (GSA), the Coast Guard, the Federal Aviation Administration (FAA), National Security Agency (NSA), Defense Special Weapons Agency (DSWA), NWS, DMA, North Atlantic Treaty Organization (NATO), and other foreign countries. These procedures are limited to the collaboration/exchange of data related to proposed additions, deletions, reinstatements, or changes to the FLIS data base in the areas of item identification logistics data and item management status.

2.2.2 Consideration for Collaboration

a. Collaboration is not required:

(1) When the originating activity is the only recorded user and the Federal Supply Classification (FSC) is not subject to single submitter procedures.

(2) When the action results from a previously performed format coordination program.

(a) When the actions result from an item reduction study, only those cataloging actions that have been documented and fully coordinated within the study, need not be re-coordinated. (I.e., coordinated cancellations because of invalid reference data, cancel-invalid/cancel duplicate actions, and coordinated reference data deletions, additions or changes.)

(b) If the change has previously been coordinated with all data collaborators and the responsible Engineering Support Activity as a result of a DLA Request for Engineering Support, only those cataloging actions that have been documented and fully coordinated need not be re-coordinated (i.e., a fully coordinated in accordance with Joint Instruction DLAI 3200.1, PAM 715-13, NAVSUPINST 4120.30A, AFI 21-405, MCO 4000.56).

(c) If the change has previously been coordinated with the SICA and all data collaborators via JLC Form 17 or JLC Form 19 (in accordance with Joint Regulation AMC-R 700-99, NAVSUPINST 4790.7, AFLCR 400-21, MCO P4410.22C), no additional collaboration is required.

(3) When the revision, consolidation, or cancellation and replacement of a coordinated specification or standard FIIG revision has been concurred in by all interested activities, an II may be revised without collaboration provided (1) only the reply to the specification/standard requirement is changed, and (2) no change is made to the item of supply concept of the affected NSNs in the reference number portion of the cataloging record when the reference number is item identifying.

(4) A Type 2 item identification is being transferred to a Type 1, 1A, 4, or 4A item identification; a Type 4 item identification is being transferred to a Type 1 item identification; a Type 4A item identification is being transferred to a Type 1A item identification; or a Type 4B item identification is being transferred to a Type 1B item identification.

(5) FSC changes that do not result in a change in the PICA and/or SICA.

(6) If an obvious error (such as the item identification does not agree with the technical documentation) is being corrected.

(7) When the manufacturer changes his part numbering system.

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(8) When the manufacturer(s) is no longer in business or no longer manufactures the item, reference numbers may be recoded to RNCC-5/RNVC-9 without collaboration. However, the last reference number on the file may not be changed.

(9) Addition of a new RNCC-3 reference number need not be collaborated if the new RNCC-3 reference number is a result of a coordinated procurement action, i.e., it has been coordinated with the data collaborators and the responsible Engineering Support Activity.

(10) When none of the conditions cited in section 2.2.3 are present.

b. Collaboration is required:

(1) Prior to establishment, revision, transfer, reinstatement, cancellation, or change of data elements for an item identification in the FLIS data base; these actions will be collaborated when there is one or more data collaborator recorded in the FLIS data base. Appendix 2-2-A outlines collaboration requirements for specific Document Identifier Codes.

(2) When the FSC is subject to single submitter procedures. Activities designated as single submitters Category A and B shall collaborate changes to items for which they are responsible regardless of whether the responsibility is made on a Class or on a by item basis. Otherwise, activities designated as authorized submitters in accordance with this manual shall collaborate changes.

(3) Proposed changes to item names applicable to an II.

(4) Proposed changes to the FSC assigned to an II which results in a change in the PICA and/or SICA. In addition to collaboration with recorded users, collaboration will also be accomplished with the gaining IMM.

(5) Revisions of the technical content of a II (other than those caused by the revision, consolidation, or cancellation and replacement of a coordinated specification, standard, or Federal Item Identification Guide (FIIG) revision) that changes the item-of-supply concept. NOTE: However, if the change has been previously coordinated with all data collaborators and the responsible activity, such as the Engineering Support Activity or the Preparing Activity, it need not be re-coordinated.

(6) When the revision, consolidation, cancellation, or replacement of a specification or standard concurred in by all interested activities results in changing the item-of-supply concept.

(7) Proposed additions, deletions, or changes to reference numbers related to source controlled IIs.

(8) Proposed addition or deletion of a reference number that controls the design of an item of production or an item of supply.

(9) Proposed change of an RNCC for which the reference number is coded RNCC 1, 2, or 3 (except for addition of a new RNCC-3 reference number as a result of a coordinated procurement action, i.e., it has been coordinated with the data collaborators and the responsible Engineering Support Activity).

(10) Proposed change of RNCC 4 to RNCC 2, or change of RNCC 5 to RNCC 1 or 3.

(11) When establishing a Service/Agency Designator Code (SADC) on a reference number coded with Reference Number Category Code (RNCC) C. Before establishing a Service as accepting the substitute item, the Integrated Materiel Manager (IMM) must have concurrence from all authorized data collaborators for that Service, unless the request to establish the SADC is from that Service.

(12) Transfer of a Type 2 II to a Type 1B or 4B II.

activity.

Items in commercial catalogs.

(5) The collaborating activity will forward in a single package all of the data which the receiving activity does not have and which is necessary for review. If this cannot be done by Electronic Data Transfer, the proposal will be mailed.

l. Responses to proposals will be returned within 60 days after initiation, except under the conditions stated in paragraphs 2.2.5.a.(2) and 2.2.5.b.(2). A statement of concurrence, nonconcurrence with justification, or no-interest will be returned to the proposing activity. If this response is not received within the 60-day period, a reply of no-interest will be assumed. However, an automatic Delete MOE Rule will not be made. If the proposal causes a MOE Rule add, change or delete, a reply within the timeframes is mandatory.

m. Nonconcurrence in Proposed Actions.

(1) When an activity is unable to complete a proposed action because of another activity's nonconcurrence, the initiating activity will notify collaborating activities originally contacted that the action will not be accomplished and why.

(2) When an initiating activity is unable to reconcile differences with nonconcurring activities, it may submit to DLA-MM a copy of the collaboration letter/action, technical justification, and all replies.

2.2.3 Conditions Requiring Collaboration and Special Considerations.

a. The following require collaboration:

(1) Revisions of the technical content of an FII other than those caused by the revision, consolidation, or cancellation and replacement of a coordinated specification, standard, or Federal Item Identification Guide (FIIG) revision that changes the item-of supply concept.

(2) When the revision, consolidation, cancellation, or replacement of a specification or standard concurred in by all interested activities results in changing the item-of-supply concept.

(3) Proposed additions, deletions, or changes to reference numbers related to source controlled FIIs.

(4) Proposed addition or deletion of a reference number that controls the design of an item of production or an item of supply.

(5) When establishing a Service/Agency Designator Code (SADC) on a reference number coded with Reference Number Category Code (RNCC) C. Before establishing a Service as accepting the substitute item, the Integrated Materiel Manager (IMM) must have concurrence from all authorized data collaborators for that Service, unless the request to establish the SADC is from that Service.

(6) Proposed changes to item names applicable to an FII.

(7) Proposed changes to the FSC class assigned to an FII.

(8) Proposed change of an RNCC for which the reference number is coded RNCC 1, 2, or 3.

(9) Proposed change of RNCC 4 to RNCC 2, or change of RNCC 5 to RNCC 1 or 3.

(10) Transfer of a type 2 FII to a type 1, 1B, 4, or 4B FII. NOTE: A type 2 Federal Item Identification representing a single item of production proposed for transfer to a type 1A or 4A does not require collaboration of the recorded using activities.

(11) Cancel-Duplicate transactions. When Cancel-Duplicate transactions (LKD) are proposed, the following actions concerning registration on the retained item will be taken:

(a) Collaborating activities not recorded on the

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retained item shall be added by the submitter of the cancellation unless a statement of no-interest was specified on a reply to DD Form 1685. Supplementary data receivers/collaborators shall also be added to the retained NSN. When Services/Agencies reply to DD 1685s, they should indicate on the DD 1685 the data they want the activity proposing the cancellation to record on the retained NSN.

(b) If no reply is received within 60 days, or within 120 days if collaboration with NATO or foreign users is required concurrence will be assumed. The activity proposing the cancellation will continue processing the action and will add the Services/Agencies which did not reply within the 60/120 day time frame to the retained NSN. The collaborating activity will also add these Services'/Agencies' supplementary data collaborators/receivers to the retained NSN.

(c) Collaborating activity proposing the cancellation action will assure that the requested segment B registration is included in a package forwarded to the authorized submitting activity.

(d) Authorized submitting activity will assure that segment B registrations provided in a collaboration package are forwarded to DLSC.

(e) Civil Agency registration (Primary Inventory Control Activity Level of Authority (PICA LOA) 48) on the replacement item is a responsibility of the Civil Agency and/or its cataloging agent (i.e., the submitting activity reflected in the MOE Rule profile). Registration of NATO users on a replacement item is the responsibility of DLSC-SD.

(12) Cancel-Invalid transactions. See paragraph 2.2.3.a.(11).

(13) Cancel-Use transactions (DIC LKU) will be processed in accordance with paragraph 2.2.3.a.(11).

(14) Revision of an FSC class code.

(15) Segment H application of Phrase Codes A, C, E, F, G, K, L, M, N, P, Q, T, V, Z, and 7. Collaboration among the IMM and recorded users/collaborators will be accomplished. Non-response within established collaboration time frames will authorize the IMM to process the Phrase Code transaction and automatically record the non-responsive Service MOE Rule and supplementary data receivers/collaborators on the replacing NSN.

(16) The Master NSN for an I&S Family must be agreed to by all using Services/Agencies prior to the establishment of a DoD I&S Family.

(17) Any changes to Criticality Code H or Criticality M must be coordinated between all using services.

b. The following require special considerations:

(1) There are Document Identifier Codes and data elements that require special processing. The inputs and special processing required are listed in appendix 2-2-A.

(2) When the originator of a Follow-Up Interrogation (LFU) is not the original submitter of the proposed action, the transaction must be submitted to DLSC through the original submitter. In this case, block 8c of the DD Form 1685 is used.

(3) NSNs managed by GSA in DLA FSC classes or vice versa (see NSN listing disseminated by Distribution C/C Letter from DLSC). When a cancellation action or FSC change for an NSN listed in the Distribution C/C Letter is proposed, GSA or the Defense Supply Center proposing the action shall inform HQ DLA (ATTN: DLA-MMSL or DLA-OPL, respectively).

(4) When National Stock Number (NSN) has an effective dated action pending, the proposed change transaction being collaborated must take this information into consideration.

(5) **Cancel-Duplicate transactions.** When Cancel-Duplicate transactions (LKD) are proposed, the following actions concerning registration on the retained item will be taken:

(a) Collaborating activities not recorded on the retained item shall be added by the submitter of the cancellation unless a statement of no-interest was specified on a reply to DD Form 1685. Supplementary data receivers/collaborators shall also be added to the retained NSN. When Services/Agencies reply to DD 1685s, they should indicate on the DD 1685 the data they want the activity proposing the cancellation to record on the retained NSN.

(b) If no reply is received within 60 days, or within 120 days if collaboration with NATO or foreign users is required, concurrence will be assumed providing original receipt by the data receiver/collaborator has been verified. The activity proposing the cancellation will continue processing the action and will add the Service/Agencies which did not reply within the 60/120 day time frame to the retained NSN. The collaborating activity will also add these Services/Agencies' supplementary data collaborators/receivers to the retained NSN.

(c) Collaborating activity proposing the cancellation action will assure that the requested segment B registration is included in a package forwarded to the authorized submitting activity.

(d) Authorized submitting activity will assure that segment B registrations provided in a collaboration package are forwarded to DLSC.

(e) Civil Agency registration (Primary Inventory Control Activity Level of Authority (PICA LOA) 48) on the replacement item is a responsibility of the Civil Agency and/or its cataloging agent (i.e., the submitting activity reflected in the MOE Rule profile). Registration of NATO users on a replacement item is the responsibility of DLSC-SD.

(6) **Cancel-Invalid transactions.** See paragraph 2.2.3.b(5).

(7) **Cancel-Use transactions (DIC LKU)** will be processed in accordance with paragraph 2.2.3.b(5).

NOTE: For cancel-use, and cancel-invalid when a NATO/foreign country is recorded on the item, the activity proposing the cancellation shall collaborate with DLSC, who will collaborate with the applicable country. This collaboration will be accomplished by DLSC subsequent to submittal of the proposed cancellation action.

(8) The Master NSN for an I&S Family must be agreed to by all using Services/Agencies prior to the establishment of a DoD I&S Family.

(9) Any changes to Criticality Code H or Criticality Code M must be coordinated between all using services.

c. Collaboration and Submittal of Cataloging Actions in Areas Assigned to Integrated Materiel Managers (IMMs) on an FSC Basis. The rules in this paragraph are applicable to item identification and other cataloging actions for all items assigned to a IMM on the basis of a complete FSC. (See paragraph 2.1.4.a(2) for the explanation of a category A single submitter.)

(1) **Proposed Original and Reinstatement Item Identifications (IIs).**

(a) **Military Activity and IMM Proposals** (including NSA and GSA when acting as an IMM). All original and reinstatement II are processed through, or by, the appropriate IMM which is the single submitting activity to DLSC.

(b) **Civil Agency Proposals.** Proposals originated by GSA (when not acting as an IMM), FAA, and the Coast Guard are submitted directly to DLSC in accordance with regular Civil Agency procedures.

(2) **Proposed Changes to Item Identifications and Logistics Data.** This paragraph applies to all revisions of published Federal Item Logistics Data Records (FILDRs); all transfers between the de-

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scriptive and reference method; all add/delete reference number actions, item management status changes, withdraw or add MOE Rule actions and cancellations, regardless of type of item identification; and item (or part) name and FSC changes for type 2 IIs.

(a) Military Activity and IMM Proposals (including NSA and GSA when acting as an IMM). All data changes are submitted to the cognizant IMM which is the sole submitter to DLSC. The IMM is responsible for collaborating military or other DoD activity and IMM proposals with other military activities and Civil Agencies recorded as collaborators.

(1.) A proposal originated by a military or other DoD activity is forwarded to the cognizant IMM.

(2.) The IMM collaborates the proposed actin with all military activities and Civil Agencies recorded as collaborators.

(3.) Upon completion of collaboration, the IMM forwards the proposal to DLA-MMSL for approval.

(4.) A proposal originated by an IMM is collaborated in the same way.

(b) Civil Agency Proposals. All data change actions originated by GSA (when not acting as a IMM), FAA, and the Coast Guard are submitted directly to DLSC by the originating activities after required collaboration action. Civil Agency collaborates with the IMM and Civil Agencies recorded as collaborators in accordance with the following:

(1.) A proposal originated by a Civil Agency recorded in the central catalog file as a data submitter, receiver, and collaborator is collaborated with the IMM and with Civil Agencies recorded as collaborators.

(2.) The IMM further collaborates the proposal with military or other DoD activities recorded as collaborators. The IMM indicates concurrence of all such recorded activities when returning the proposal to the originating Civil Agency.

(3.) The Civil Agency forwards the collaborated proposal to DLA-MMSL for approval. NOTE: When a Civil Agency is receiving supply support from a IMM, any or all proposed data changes are submitted to the IMM for collaboration action and submittal to DLSC.

d. Collaboration and Submittal of Cataloging Actions in FSCs Assigned to IMMIs on a By-Item Basis.

(1) The rules in this paragraph apply to item identification and other cataloging actions for all items assigned to an IMM when both management and cataloging responsibility assignments are made on a by-item basis. (See paragraph 2.1.5.a(4) for explanation of category B single submitter).

(a) Submittal of supply support requests (DoD 4140.26-M, Defense Integrated Materiel Management for Consumable Items).

(b) Logistics transfers resulting from Item Management Coding (IMC) actions (DoD 4140.26-M).

(c) Items introduced by the Defense Medical Materiel Board through the Defense Personnel Support Center (DPSC) in FSC classes which are primarily for medical use (DLAR 5805.3, Defense Supply Center and Defense Depot Mission Statement).

(2) Originating activity proposed original and reinstated item identifications (including those from IMMIs) are submitted directly to DLSC. Item identification, management and user data for the IMM and each known interested military activity, and

CHAPTER 7
QUALITY CONTROL/QUALITY ASSURANCE PROGRAM

2.7.1 Requirement for Quality Control/Quality Assurance.

a. *The Quality Control Effort will allow participants to determine and correct causes which prevent an Acceptable Quality Level (AQL) from being maintained and will ensure that all materiel including supplies, services and data obtained by or for the FLIS meet the following objectives:*

(1) That FLIS materiel, data, supplies and services conform to specified FLIS requirements in this manual, the FLIS Functional Description, and the DoD Provisioning and Other Preprocurement Screening Manual.

(2) That specified requirements for FLIS materiel, data, supplies and services are practical and enforceable.

(3) That FLIS user dissatisfaction and mission ineffective are prevented or eliminated.

b. Definitions

(1) **Acceptable Quality Level (AQL).** The AQL is a designated value of percent defective that users indicate will be accepted most of the time by the acceptance Sampling Procedure to be used (MIL-STD-105-D Table I. General Inspection Level II, Table II A). (NOTE: Sampling in accordance with MIL-STD-105-D will only be required by activities which now sample. Activities performing a 100 percent inspection will continue to do so unless circumstances dictate that they change to sampling. The AQL for both types of activities will be the same.) Acceptance of 95 percent of hand written worksheets and 97 percent of computer generated transactions will be the AQL for the FLIS.

(2) **Clerical Error.** The result of inaccurate preparation or placement of information.

(3) **Defect.** Failure to meet a standard.

(4) **Error.** Mistake in processing.

(5) **Quality.** The composite of data, materiel and services attributes including performance.

(6) **Quality Control.** That function of management relative to procedures, inspection edits, validation and verification necessary to ensure maintenance of the required quality in materiel, services, supplies and in the development, transmission, receipt, storage, retrieval and distribution of data necessary to provide a product of the required quality as required by the FLIS. It consists of evaluating performance in accordance with prescribed standards.

(7) **Quality Assurance.** A planned and systematic pattern of policy direction to provide adequate confidence that cataloging materiel, data, supplies and services conform to established technical requirements and achieve satisfactory performance. It includes developing and maintaining quality standards; measuring and comparing quality controlled performance to these standards; preparing and evaluating inspection reports and taking necessary action when standards or performance vary from the acceptable quality level.

(8) **Rules Error.** Apparent violation of a rule and/or procedures, e.g., relationship between two or more elements of data is required but does not exist.

c. **Procedures, specific applications, standards and additional terms to the Quality Assurance Program (QAP) are contained in this manual.**

d. **The QAP consists of three basic steps:**

(1) **Step 1. Developing and maintaining Standards:** Standards in the system consist of requirement rules, regulations, specifications for editing, standards, established goals of achievements, etc. Therefore, they must be current, definite, precisely and concisely stated, coordinated and available in a form equally usable by all participants.

(2) **Step 2. Identifying conditions not in conformance with the standards:** Rejects for each ap-

plied quality check shall be identified by a structured coding system to feed back statistical reports to pinpoint violations of the standards and to permit the third step (corrective action) of a QAP to be implemented.

(3) Step 3. Action taken when performance to standards is not maintained: Once visibility of cause of error is achieved, there are two methods of instituting corrective action; either correct the actions of the preparer at the source of error generation, or correct the standards when they are the source of error or cannot be met.

e. Correcting errors determined by exercise of quality control is not sufficient for efficient management. Correcting repetitive kinds of errors will produce a good product but such action is wasteful. With proper feedback from quality control under a quality assurance program, the basic cause of such kinds of errors can be determined and will be eliminated.

f. Evaluation.

(1) Developed standards must be used to evaluate Quality in the FLIS. For the purpose of evaluation, performance will be computed as follows:

Total number of errors (clerical and rules categories) (Source IMSS-18) times 100 divided by total number of transactions.

(Credit deductions will be taken into account when Computing Performance Evaluations.)

(2) Defects. Defects are the results of errors or failures. Defects will be classified (as rules errors and clerical errors as reported in the IMSS-18) and identified by standard return codes shown in this manual and through manual reviews. In computing the defect rate, not more than one defect will be charged to a single transaction even though multiple errors exist.

g. Responsibilities.

(1) The Chief, Technical Information, Materiel Management Directorate, HQ DLA (MMSLP/LI) will:

(a) Designate a focal point for the conduct and execution of the FLIS QAP.

(b) Conduct periodic reviews to ensure currency of QA functions.

(c) Verify the effectiveness of standards to ensure system integrity and applicability. Perform program review and evaluation.

(d) Assign actions to various program participants.

(e) Review conflicts and serves as a final source of authority for decisions affecting FLIS policy/policy implementation.

(f) Analyze standard QAP statistical reports and initiate appropriate action when required.

(g) Publish return codes which are counted as error codes.

(h) Administer all authorized Files Compatibility Programs for the FLIS.

(2) DoD Components and GSA will:

(a) Take necessary action to ensure that participating activities comply with the QA disciplines.

(b) Analyze QAP performance statistical reports and initiate appropriate action when required.

(c) Exercise surveillance on output from DLSC for compliance with established standards.

(d) Perform coordination review of standards applicable to QAP.

(e) Develop and maintain quality standards of production and performance for those activities related to and/or affecting the quality of operational elements of the FLIS.

(f) Conduct inspections/reviews of data preparation/transmittal activities to ensure AQL achievement.

(g) Prepare periodic reports of quality findings as specified by MMSLP/LI.

(h) Initiate actions necessary to correct/prevent defects in design, production or performance of FLIS activities for which they are responsible.

(i) Participate in the FLIS Files Compatibility Program.

(j) Perform coordination review of standards with DLSC.

(k) Coordinate with personnel in programs interfacing the FLIS in order to develop standards improving the quality of data flowing into the FLIS.

(3) The Commander, Defense Logistics Services Center and Originating Activities will:

(a) Develop, maintain, and coordinate standards for the development of applicable machine and/or manual edits required to achieve an AQL. Make these specifications available, upon request, to participating activities.

(b) Develop edits, checks, and procedures in accordance with standards.

(c) Inspect incoming and outgoing FLIS cataloging and management data against approved standards for accuracy, completeness, format and appropriate inspection techniques to achieve the Acceptable Quality Level (AQL) and initiate corrective action.

(d) Review defects and defective data for

casual analysis, corrections, and future preventive actions.

(e) Recommend systemic changes to correct processing deficiencies or improve quality of output of related operations.

(f) Maintain auditable quality control inspection records, trend graphs, and statistical reports.

(g) Develop internal quality assurance/quality control implementing procedures to comply with this manual.

(h) Prepare and publish scheduled reports that indicate performance levels of incoming and outgoing FLIS data actions and their corresponding submitters and originators, as applicable.

(i) Provide adequate resources and training to maintain a QAP in all areas of the FLIS to support the overall objective.

(j) Operate/participate in the FLIS File Compatibility Program in accordance with this manual.

(4) The DLSC, in addition to the preceding responsibilities, maintains surveillance on input to FLIS from other participants sufficient to evaluate effectiveness of the QAP and provide data for establishing goals and required quality levels.

(5) All activities participating in the FLIS perform quality assurance/quality control functions to maintain an acceptable level of quality for all data transactions transmitted in the following categories:

(a) Submitting activity to DLSC.

(b) Originating activity to a submitting activity.

(c) Submitting activity to an originating activity.

(d) DLSC to submitting activity.

2.7.2 Reviewing Action by Interested Activities.

a. Review published cataloging data in a commodity area (Federal Supply Classification (FSC) group, class, or portion thereof) resulting from all action taken under these procedures.

b. Recommend to the Defense Logistics Services Center (DLSC) required changes to existing cataloging tools.

(1) Prepare separate correspondence for recommendations and proposals for each commodity area.

(2) Include technical references (manufacturer's part, drawing or model numbers, specification or standard numbers, etc.) and technical documents applicable to the items of supply requiring the revised cataloging tools.

(3) Where management responsibility includes all items in a given FSC class, forward the proposal to military activities for collaboration prior to submittal to DLSC.

c. Recommend to DLSC required changes to existing Federal Item Identifications (FIIs).

(1) Prepare separate correspondence for recommendations and proposals for each commodity area.

(2) Include technical references (manufacturer's part, drawing or model numbers, specification or standard number, etc.) and technical documents applicable to the items of supply requiring the revised FII.

(3) Paragraphs 2.7.1.c.(1) and 2.7.1.c.(2) apply only to interested activities not recorded nor desiring to be recorded in the FLIS data base as submitters of catalog data changes for the items involved.

(a) Activities which are so recorded or which desire to be recorded shall proceed in accordance with criteria for the authorized cataloging/management Service or Agency. This can be deter-

mined from activity code data in volume 10, table 104 and Major Organizational Entity (MOE) Rules in volume 13.

(b) Unrecorded activities will forward recommendations to a recorded catalog data submitter and inventory manager for review in accordance with criteria for the authorized cataloging/management Service or Agency listed in volume 10, table 104 and volume 13.

2.7.3 Reviewing Action by DLSC.

a. Performs continuing quality review of all names, Federal Item Identification Guides (FIIGs), reference drawings, and FIIs.

b. Develops recommendations and proposals for changes to existing Federal catalog data required to improve the quality and usefulness of FIIs in specific commodity areas.

c. Transmits proposals to interested activities for collaboration in accordance with chapter 2.2.

2.7.4 Action by Interested Activities on Data Circulated by DLSC.

a. Indicate concurrence or nonconcurrence with proposals circulated for collaboration.

b. Take necessary action to revise, transfer, or cancel (in accordance with volume 4 as indicated by DLSC) as a result of quality review.

2.7.5 Projected Work Load Schedule for Data Base Maintenance Projects.

a. Purpose. The schedule provides advance information concerning adjustment of the FLIS data base to ensure data base integrity, assess Service/Agency impact, and allow negotiation of the schedule.

b. Contents. The schedule lists all data base maintenance projects for which file data will be furnished to the headquarters cataloging offices

(HCOs) and/or appropriate cataloging activities for review and/or corrective action.

c. Authorization of Projects. All data base maintenance projects that will require Service/Agency review of FLIS data base data must be reflected in the Projected Work Load Schedule. Prior to being included in the schedule, the project must be processed in accordance with volume 1, section 1.4.3 (Preparation and Processing of System Change Requests (SCRs)), directed by Defense Logistics Agency (DLA) Headquarters, with Service/Agency coordination.

d. Maintenance. The schedule will be furnished on an annual basis and will be reviewed by DLSC quarterly for any additions, deletions, or changes.

e. Prioritization of Projects. Prior to publication of the annual schedule, pertinent data (i.e., projects, time frames, quantities) will be furnished to the HCOs. The HCOs will determine the priority sequence for the projects to be processed.

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DLSC-VPH
 1 January 1997

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 2, DoD 4100.39-M, 1 October 1996, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by *bold-face italic* type. Deletions are indicated in the Significant Changes paragraph below.

AD-A315901

	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Glossary	iii thru viii, xv thru xviii, xxv and xxvi, xxxi and xxxii	iii thru viii, xv thru xviii, xxv and xxvi, xxxi and xxxii
Chapter 1	2.1-1 and 2.1-2	2.1-1 and 2.1-2
Chapter 2	2.2-1 thru 2.2-4	2.2-1 thru 2.2-4
Appendix 2-3-B	1 and 2	1 and 2
Chapter 5	2.5-1	2.5-1
Appendix 2-6-A	1	1 and 2
Chapter 9	2.9-1 and 2.9-2	2.9-1 and 2.9-2
Appendix 2-10-C	1 and 2	1 and 2
Chapter 11	2.11-3	2.11-3

II. SIGNIFICANT CHANGES

- A. The page changes are effective upon receipt.
- B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for volume 1.



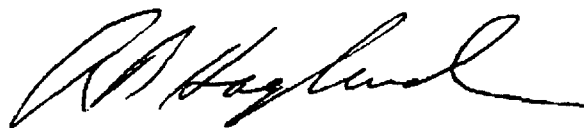
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III. This change sheet will be filed in front of Volume 2 for reference purposes after changes have been made.

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GLOSSARY
PART I - ACRONYMS

		Volume(s)			Volume(s)
AAC	Acquisition Advice Code	6	ARC	Accounting Requirements Code	
ACN	Advance Change Notice, FLIS	1,2	ASCII	American National Standard Code for Information Interchange	2
ADC	Air Dimension Code		ASD	Assistant Secretary of Defense	
ADP	Automatic Data Processing	1,4	ASPR	Armed Services Procurement Regulation	
ADPEC	Automatic Data Processing Equipment Identification Code	6	CAC	Civil Agency Catalog	15
ADPS	Automatic Data Processing System	1	CAGE	Commercial and Government Entity Code	1,2,4,5,6,7,14,15
AEDA	Ammunition Explosive, and Other Dangerous Articles	10	CAO	Contract Administration Office	1
AFFC	Air Force Fund Code		CB	Change Bulletin	
AFLC	Air Force Logistics Command	6	CCAL	Certified Contractor Access List	15
AFM	Air Force Manual	6	CDA	Catalog Data Activity	6
AIN	Approved Item Name	4,6	CIC	Card Identification Code, Item Management Coding	4,6
AINRP	Approved Item Name Reclassification Program	6		Content Indicator Code	2
ANSI	American National Standards Institute, Inc.	2		Continuation Indicator Code	
APSN	Association Package Sequence Number		CIT	Consumable Item Transfer	6
AQL	Acceptable Quality Level	2	CMD	Catalog Management Data	1,2,4
AR	Army Regulation	2,6	COM-RI	Communications Routing Identifier	2,6

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CSS	Cataloging Statistical Series	2	DLAR	Defense Logistics Agency Regulation	6
DAAS	Defense Automatic Addressing System	1,2,6	DLSC	Defense Logistics Services Center	1,2,4,6
DAASO	Defense Automatic Addressing System Office	1,2,4,6	DM	Descriptive Method (Item Identification)	2
DAC	Document Availability Code	4	DoD	Department of Defense	1,2,4,6
DCN	Document Control Number	1,4	DoDAAC	Department of Defense Activity Address Code	
DCSN	Document Control Serial Number	6	DoDAAD	Department of Defense Activity Address Dictionary	
DD Form	Department of Defense-Form	1,2,3,4	DoDAC	Department of Defense Ammunition Code	
DEMIL	Demilitarization	4	DoDD	Department of Defense Directive	1
DESC	Defense Electronics Supply Center	2	DoDI	Department of Defense Instruction	6
DHCO	Departmental Headquarters Catalog Office	2	DOE	Department of Energy	2,4
DIA	Defense Intelligence Agency		DPSC	Defense Personnel Support Center	2
DIC	Document Identifier Code	1,2,4,6	DRIS	Defense Retail Interservice Support	
DIPEC	Defense Industrial Plant Equipment Center	1,2,6	DRN	Data Record Number	1,2,4,6
DISC	Defense Industrial Supply Center	2	DSC	Defense Supply Center	1,2,4,6
DLA	Defense Logistics Agency	1,2,4,6	DSCC	Defense Supply Center Columbus	2,14
DLAH	Defense Logistics Agency Handbook		DSCR	Defense Supply Center Richmond	2,14
			DSN	Defense Switched Network (Formerly Automatic Voice Network (Autovon))	1,2,3,4,5

		Volume(s)			Volume(s)
DSOR	Depot Source of Repair	6	FLIS	Federal Logistics Information System	All
<i>DSWA</i>	<i>Defense Special Weapons Agency</i>	<i>2,4,6</i>	FMS	Foreign Military Sales	2
<i>DSWACA</i>	<i>Defense Special Weapons Agency Cataloging Activity</i>	<i>4</i>	FMSN	File Maintenance Sequence Number	2,4,6
EAM	Electronic Accounting Machine	1,2,4,6	FMSO	Fleet Material Support Office	6
ED	Effective Date	2,6	FRD	Formerly Restricted Data	4
ELCD	Extra Long Characteristic Description	2,4	FSC	Federal Supply Classification	1,2,4,6
ELRN	Extra Long Reference Number	2,4	FSG	Federal Supply Group	1,6
EOJ	End of Job		FY	Fiscal Year	
EOT	End of Transmission	2	GIM	Gaining Inventory Manager	2,6
ERRC	Expendability, Recoverability-Reparability Code		GIMM	Gaining Inventory Materiel Manager	2,6
ESDC	Electrostatic Discharge Codes	8,9,10,15	GIRDER	Government/Industry Reference Data Edit and Review	4
FAA	Federal Aviation Administration	1,2,4,6	GSA	General Services Administration	1,2,3,4,6,7,13,14
FC	Foreign Countries	2,4,6	HMC	Hazardous Materiel Code	15
FD	Functional Description	1	HMIC	Hazardous Material Indicator Code	8,9,10,15
FDM	Full Descriptive Method (Item Identification)	2	I&S	Interchangeability and Substitutability	1,5,6,14
FG	Foreign Government	4	ICP	Inventory Control Point	6,13,14
FII	Federal Item Identification	2,4,6	II	Item Identification	1,2,3,4,5,6,13
FIIG	Federal Item Identification Guide	1,2,4			

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IIM	Item Intelligence Maintenance	2	LCL	Less Than Carload Rating Code	15
ILDT	Item Logistics Data Transmittal	4	LIM	Losing Inventory Manager	6
IMC	Item Management Coding	1,2,6, 13,14	LMF	Language Media Format	2
IMCA	Item Management Classification Activity	2,6	LOA	Level of Authority	2,6,13,14
	Item Management Coding Activity	13,14	LR	Logistics Reassignment	4,6
IMM	Integrated Materiel Manager	1,2,4, 6,13,14	LS	Lead Service	6
			LTL	Less Than Truckload Rating Code	15
IMMC	Integrated Materiel Management Committee	6	MAC	Maintenance Action Code	6
IMSS	Item Management Statistical Series	6,14	MC	Marine Corps	1,2
			MCC	Materiel Category Code Materiel Condition Code	
INC	Item Name Code	1,3,4, 5,6,14,15	MCLB	Marine Corps Logistics Base	13
IOS	International Organization for Standardization	6	MCO	Marine Corps Order	13
IRRC	Issue, Repair and/or Requisitioning Restriction Code		MCSA	Marine Corps Supply Activity	
			MEC	(Marine Corps) Management Echelon Code	13,15
ISAC	Identified Secondary Address Coding		MFR	Manufacturer	4
ISC	Item Standardization Code	4,5,6,15	MIL-RI	Military Routing Identifier	6
JAIEG	Joint Atomic Information Exchange Group	4	MILSCAP	Military Standard Contract Administration Procedure	1,7,15
JAN	Joint Army-Navy	2	MILSPEC	Military Specification	3
JANAP	Joint Army-Navy-Air Force Publication	2,7			

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MILSTAAD	Military Standard Activity Address Directory		MRM	Military Retail Manager	14
			MTMC	Military Traffic Management Command	1,2,4,6,15
MILSTAMP	Military Standard Transportation and Movement Procedure	6	NADEX	NATO Data Exchange	1
			NAIN	Non-Approved Item Name	
MILSTD	Military Standard	2,3,4,7	NATO	North Atlantic Treaty Organization	1,2,4,5,6,7,13,15
MILSTICCS	Military Standard Item Characteristics Code Structures	3,15	<i>NCAGE</i>	<i>NATO Commercial and Government Entity</i>	<i>1,4,5,7,15</i>
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedure	15	NCB	National Codification Bureau	2,4
			NDUP	Non-Duplicate	4
MILSTRIP	Military Standard Requisitioning and Issue Procedure	6	NHCI	Nuclear Hardness Critical Item	2,4
			NIDS	Nuclear Integrated Data System	4
MIM	Military Inventory Manager	14	NIIN	National Item Identification Number	All
MM	Materiel Manager		NIMSC	Nonconsumable Item Material Support Code	2,6
MMAC	Materiel Management Aggregation Code-AF	1,13	NMFC	National Motor Freight Classification (Code)	1,2,6,15
MMC	Materiel Management Category Code-DoD (Commodity)	13	NOCA	Nuclear Ordnance Cataloging Activity	2,4
MOE	Major Organizational Entity	1,2,3,4,5,6,13,14	NOCO	Nuclear Ordnance Cataloging Office	2,4
MOWASP	Mechanization of Warehousing and Shipment Processing	6	NSA	National Security Agency	1,2,4,6,13,14
MRC	Master Requirement Code	1,3,4,5,15	NSN	National Stock Number	1,2,3,4,
MRD	Master Requirement Directory	3,15			

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OCR	Optical Character Recognition (Reader)	1,2,7	RM	Reference Method (Item Identification)	2,4,14
				Retail Manager	6
ODRC	Output Data Request Code	1,2,4,5,6	RNAAC	Reference Number Action Activity Code	1,2,4
OE	Organizational Entity	1,4,5,7,15	RNCC	Reference Number Category Code	2,4,6
PDM	Partial Descriptive Method (Item Identification)	2,4	RNFC	Reference Number Format Code	4
PIC	Priority Indicator Code	1,2,4,5,14	RNJC	Reference Number Justification Code	1,4
PICA	Primary Inventory Control Activity	1,2,4,5,6,13,14	RNSC	Reference Number Status Code	4
PMIC	Precious Metals Indicator Code	6,15	RNVC	Reference Number Variation Code	6
PORM	Plus or Minus	2,3	ROFC	Remote Output Format Code	1
PSCN	Permanent System Control Number	1,2,4,5,6,15	RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4
PSMAT	Provisioning Screening Master Address Table	1,5,7	RSC	Record Sequence Code	
PSN	Package Sequence Number	1,2,4,5,7	S/A	Military Service/Civil Agency	2
PSOS	Pseudo Source of Supply	6	SAC	Secondary Address Code	4
PVC	Price Validation Code		SADC	Service/Agency Designator Code	2,4
Q/R	Query Response, Electronic Data Transmission		SAIC	Secondary Address Indicator Code	
QUP	Quantity Unit Pack	2,6,15	SCN	System Control Number	1,4
RCS	Reports Control Symbol	2,14	SCR	System Change Request (FLIS)	1,6
RD	Restricted Data	4			
RIC	Routing Identifier Code	1,2,6			

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Contract Administration Office Code (CAO). See DRN 8870, volume 12.	1,15
Conversion. The transformation of a value to an equal or equivalent value in a different term or scale.	3
Coordinating Activity. An activity having the responsibility for inter-Service/Agency coordination.	1,4,5,15
Criticality Code. See DRN 3843, volume 12.	
Data Chain. A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).	4,5
Data Changes. All transfers between the descriptive method and the reference method; all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.	2,4,6
Data Code. A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense <i>Special Weapons</i> Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).	1
Data Element. A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).	1,4,5,6, 7,15
Data Element Dictionary (DED). An authoritative reference containing the definition and related features of data elements, data chains, and data use identifiers. See volume 12.	1
Data Element Terminator Code. See DRN 8268, volume 12.	1,4
Data Exchange. The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).	2
Data Item. A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.	

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Data Range Criteria. Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.	3
Data Record Number (DRN). See DRN 0950, volume 12.	1,2,4,5, 6,7,15
Defense Retail Interservice Support (DRIS) Program. A program designed to use inter-Service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.	
Deletion Reason Code. See DRN 4540, volume 12.	6,14
Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose.	4,15
Department of Defense Activity Address Code (DoDAAC). See DRNs 0395 and 6550, volume 12.	
Department of Defense Activity Address Directory (DoDAAD). The file of all Department of Defense customers clear-text addresses, address codes, and billing codes for use in preparation of bills to customers.	
Department of Defense Ammunition Code (DoDAC). See DRN 3767, volume 12.	3,15
Depot Source of Repair (DSOR). An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service Cataloging function.	6
Design Control Reference. The primary number used to identify an item of production, or a range of items of production, by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item by means of its engineering drawings, specifications, and inspection requirements.	2,4
Document Availability Code (DAC). See DRN 2640, volume 12.	
Document Control Serial Number. See DRN 1000, volume 12.	1,5,6
Document Control Number. See DRNs 1015 and 3920, volume 12.	4,5,6,15
Document Identifier Code (DIC). See DRN 3920, volume 12.	1,2,4, 5,6,7, 13,14,15

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DoD/Federal Functional Manager. The organizational element responsible for specific functions such as the Federal Catalog Program (DLA-MMSL), Item Management Coding (DLA-OP), Freight Classification Data (MTMC).	1
DOE Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through <i>DSWA</i> and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE 87991.	4
DOE Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense <i>Special Weapons Agency (DSWA)</i> and may be categorized as "war reserve quality", "training quality", or "single quality".	4
Drop Table. Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.	1
Economic Feasibility. The determination of the cost effectiveness of a data system change. Design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the value of the automated data system change under development.	1
Effective Date (ED). The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.	2,5,6,13
Electronic Data Transmission. This is a worldwide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and-forward (message switching) basis and subscriber (circuit switching) basis. (Formerly: Automatic Digital Network (AUTO-DIN))	1,2,4,5,6,7
Electronic Data Transmission Message Control. A procedure that may be use by interested recorded users to identify and verify receipt of FLIS data transmitted electronically for a fixed time period. See volume 8, DIC KWA.	2
Electrostatic Discharge Code. A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic inteference damage.	8,9,10,15
End of Job (EOJ) An ADP item indicating the termination of processing.	

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End of Transmission (EOT). An ADP term indicating the conclusion of a transmission.	
Equivalency Criteria. Criteria contained in section II of the FIIG consisting of data range conversion formulas and decision rules criteria used to determine characteristic equivalency and substitutability. Replies are equivalent when they are identical or become equivalent through the application of section II criteria. Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be considered equivalent with respect to other definitive replies to a specific input requirement. Equivalent items are always "offered" to the processing activity requesting NSN assignment from DLSC for review and possible acceptance.	3
Estimated Demand. See DRN 0727, volume 12.	
Estimated or Actual Price. See DRN 0731, volume 12.	
Expendability, Recoverability-Reparability Code (ERRC). See DRN 2655, volume 12.	
Extra Long Characteristics Description (ELCD). Characteristics description data which consists of 5,000 characters or more.	2,3,4
Extra Long Reference Number (ELRN). A reference which exceeds the allowed field of 32 positions and must be carried forward to additional cards.	2,3,4
Federal Catalog System. A Federal program administered by DoD in conjunction with GSA. It shall name, describe, classify, and number each item repetitively used, bought, stocked, or distributed by the Federal Government so that only one distinctive combination of letters or numerals (or both) identifies the same item throughout the Federal Government.	1,3,4,6, 14,15
Federal Cataloging Program Statistical Series. A series of statistics required to reflect information pertaining to all Federal Cataloging Program transactions recorded in FLIS files against items which are managed by DoD activities, Civil Agencies, or foreign countries participating in the Federal Cataloging Program.	14
Federal Item Identification (FII). A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Catalog System, and required related management data.	2,4,6
Federal Item Identification Guide (FIIG). A guide prescribing standard requirements, formats, and machine oriented coding structure for the collection of item characteristics and other item-related logistics data.	1,2,3,4, 5,7,14,15
Federal Item Name Director (FIND). Published as Cataloging Handbook H6 Series; provides item name data to Services/Agencies for use in development of item identifications.	4,15

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Military Standard Requisitioning and Issue Procedures (MILSTRIP). MILSTRIP will prescribe uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information for all materiel commodities (unless specifically exempted by the ASD (MRA&L)) between requisitioners and supply control/distribution systems in DoD and other participating agencies. MILSTRIP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).

6

Military Standard Transaction Reporting and Accounting Procedures

(MILSTRAP). MILSTRAP will prescribe uniform procedures, data elements, documents, and time standards for the flow of inventory accounting information pertaining to receipt, issue, and adjustment actions between inventory control points, stock control activities, storage sites/depots, and posts, camps or bases (unless specifically exempted by the ASD (MRA&L)). Card formats and data elements employed in MILSTRAP will be designed to complement the techniques prescribed in MILSTRIP and to provide the means for generating financial inventory data required for management and transaction reports and financial reports.

6

Military Standard Transportation and Movement Procedure (MILSTAMP). The MILSTAMP DoD Regulation will contain all necessary forms, formats, codes, procedures, rules, and methods required by DoD components in the movement of materiel. It is a complete reference for policy and procedures governing data elements, documentation and information flow, and will be disseminated to the operating levels of the DoD components and participating Government agencies for use as specified therein.

Supplementing procedures issued by DoD components and participating agencies are authorized only to the extent of assuring more detailed operating instruction required by action offices (e.g., keypunch instruction) or to cover variances in capabilities to generate, process, receive, and perpetuate data required by MILSTAMP (e.g., internal operating instruction).

Military Traffic Management Command (MTMC). A command under the Department of the Army responsible for procurement, use, cost, and control of commercial transportation services required in the movement of cargo and passengers for the DoD components.

1,2,4,6

MINIMIZE. A condition wherein normal message and telephone traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed.

2,4

MOE Rule Related Data. Consists of Item Management Status Data and the NIMSC Code, AF Materiel Management Aggregation Code, supplementary data collaborators/receivers, Item Management Code, the IMCA, and effective date.

2,4,6

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National Codification Bureau (NCB) Code. See DRN 4130, volume 12.	4
National Item Identification Number (NIIN). See DRN 4000, volume 12.	1,2,4,6
National Motor Freight Classification Code (NMFC). See DRN 2850, volume 12.	1,2,6
National Stock Number (NSN). See DRNs 3960, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.	1,2,4,6
NATO Commercial and Government Entity (NCAGE). See DRN 4140, volume 12.	1,4
NATO Stock Number (NSN). An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.	1,4,6
Navy Cognizance Code. See DRN 2608, volume 12.	1
Next Higher Classifiable Assembly. This term is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. The term "higher assembly" is used for brevity and may actually include components, sub-assemblies, assemblies, and end items or systems.	4
Nominal Value. A value, excluding tolerance, used for the purpose of general identification usually expressed as a fraction, size number or letter, code number, gage number, or decimal number.	
Non-Approved Item Name (NAIN). See DRN 5020, volume 12.	3
Non-Duplicate (NDUP). When the item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing Federal item identification and there are no matching reference numbers.	4
Normal Source of Procurement. See DRN 0721, volume 12.	
Nuclear Hardness Critical Item (NHCI). As defined in DoD-STD-100C. A hardware item at any assembly that is mission critical and could be designed, repaired, manufactured, installed or maintained for normal operation, and yet degrade system survivability in a nuclear environment if hardness were not considered.	
On Hand/Due In. See DRN 0722, volume 12.	
Operational Feasibility. The determination of whether a data system change will operate properly and be properly used once developed and implemented.	1
Operational Need Date. See DRN 0726, volume 12.	

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Routine Reclassification Action. Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied.	6
Routing Identifier Code (RIC). A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks.	1,2,6
Secondary Address Code (SAC). See DRN 8990, volume 12.	1,4
Secondary Address Indicator Code (SAIC). See DRN 9485, volume 12.	
Secondary Inventory Control Activity (SICA). See DRN 2938, volume 12.	1,2,6
Service/Agency Designator Code (SADC). See DRN 4672, volume 12.	2,4
Service Item Control Center (SICC). An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.	2,6
Shelf Life Code (SLC). See DRN 2943, volume 12.	6
Simplified File Maintenance (SFM). FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.	1,2
Single Quality Items. Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.	4
Single Submitting Activity. See DRN 9255, volume 12.	2,4
Source Controlled Federal Item Identification. A type 1, 1B, 2, 4, or 4B Federal item identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.	4
Source of Supply Code (SOS). See DRN 3690, volume 12.	4,6
Source of Supply Modifier Code (SOSM). See DRN 2948, volume 12.	6

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Specially Designed Item. The term “specially designed item” is an abbreviation of the term “specifically designed for specific use on or with specific individual types of equipment” as used in the notes in Cataloging Handbooks H2-1 and H2-2. In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.	4
Special Packaging Requirement. See DRN 0725, volume 12.	
Standard Requirement. A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.	4
Standard Test Data Base (STDB). Maintained at DLSC with data input by Services/Agencies participating in the interface test program. See volume 1, chapter 1.7.	1
Statistical Indicator Code. See DRN 3708, volume 12.	
Submitted Package Sequence Number (SPSN). See DRN 8328, volume 12.	
Submitter Code. See DRN 2535, volume 12.	
Submitting Activity. Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense <i>Special Weapons</i> Agency) through which the originating activity is required to submit its proposals to DLSC.	1,2,4,6
Submitting Activity Code. See DRN 3720, volume 12.	1,4
Supply Management Data. Item data which do not affect NSN assignment but are necessary to support logistics functions.	
Supply Status Code, MILSTRIP. See DRN 8590, volume 12.	
Supply Support and Cataloging Action Request. Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
Supply Support Request (SSR). A request submitted by the activity responsible for supporting an end item being provisioned to a Commodity Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2,6
Suspense File. The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.	1,4

CHAPTER 1
SPECIAL OPERATING PROCEDURES FOR FEDERAL SUPPLY
CLASSIFICATION (FSC) CLASSES ASSIGNED FOR INTEGRATED MANAGEMENT

2.1.1 Purpose and Scope

a. This chapter establishes procedures for cataloging all items assigned to DoD components or the General Services Administration for commodity integrated materiel management (e.g., a Defense Supply Center (DSC), U.S. Army Tank-Automotive Command (TACOM), GSA) and for cataloging all consumable items assigned to Military Services for weapons integrated materiel management.

(1) Assignments to Integrated Materiel Managers (IMMs) may be by complete Federal Supply Classification group or class or on a by-item basis as a result of item management coding or other item management decisions. By-item assignment includes specific approved exception items within primary FSC assignments of a IMM.

(2) Assignments to a Service Integrated Materiel Manager (IMM) will be on a by-item basis as a result of item management decisions.

b. This chapter is applicable to the Defense Logistics Agency (DLA), the Military Services, GSA, the Coast Guard, the Federal Aviation Administration (FAA), and other DoD activities (e.g., National Security Agency (NSA), and Defense *Special Weapons* Agency (DSWA)).

2.1.2. Principles of Operation

a. Cataloging Actions and Responsibilities of IMMs.

(1) This section applies to the submittal and collaboration of cataloging actions for items assigned to an IMM on the basis of FSC group or class or on a by-item basis.

(2) The full range of cataloging actions includes proposed new or revised item names, Federal Supply Classes (FSCs), Federal Item Identification Guides (FIIGs), and FIIG Appendix B reference drawings, logistics data changes, item identifications and related FLIS transactions or cataloging tools

prepared in accordance with this manual.

(3) Single Submitter Categories

(a) Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC, the IMM is the sole submitter of cataloging actions, both new or changed data and new, reinstatement, or revised item identification, for items managed in the applicable class. This also includes proposals for new or revised cataloging tools related to FSCs under the activity's cognizance.

(b) Category B Single Submitter. Where management and cataloging responsibility is established on a by-item basis within a given FSC, the IMM is the sole submitter of proposed catalog data changes against existing items under management of that activity. This includes cataloging action, both new or changed data and new, reinstatement or revised item identifications, for items managed under the activity's cognizance.

b. Proposed New and Revised Item Names, FSCs, FIIGs and FIIG Appendix B.

(1) Military Services' and all other DoD Activities Proposals (including NSA).

(a) The DLA IMM will be the single submitting activity to DLSC for all Military Service and other DoD activities for cataloging tools development and maintenance.

(b) All proposed new and proposed revisions to cataloging tools that are originated by the Military Services or other DoD activities will be forwarded to the DLA IMM for review. The IMM will collaborate all proposals with other interested Military Service and DoD activities prior to submittal to DLSC.

(c) Proposed revisions to cataloging tools originated by the IMM will also be collaborated with other interested Military Service and other DoD activities prior to submittal to DLSC.

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(2) Civil Agency Proposal. The GSA will submit all Civil Agency proposals directly to DLSC, other than those originated by FAA, VA, USDA, or the Coast Guard. The FAA, VA, USDA, NWS, DMA, and the Coast Guard will submit proposals directly to DLSC.

c. IMM Assignments on an FSC Basis. For items of supply assigned to an IMM on an FSC basis (see DoD 4140.26-M, Appendix A-1), all cataloging actions will be submitted and collaborated in accordance with section 2.1.3.

d. IMM Assignments on a By-Item Basis. For items of supply classified in those FSCs included in the IMM assignment but for which management is determined on a by-item management coding basis (see DoD 4140.26-M, Appendix B), all cataloging actions will also be submitted in accordance with section 2.1.3.

e. Cataloging Actions for Items Assigned to IMM. General IMM cataloging responsibilities are covered in section 2.1.4.

f. Special Cataloging Actions and Responsibilities for Items Exempt from Item Management Coding and Single Submitter Requirements. Items of supply classified in those FSC classes included in the IMM assignment (see DoD 4140.26-M, Appendix A-2) will be submitted in accordance with section 2.1.5.

g. Establishment and withdrawal of IMM cognizance in the FLIS data base will be in accordance with section 2.1.6.

h. The change of FSC for an item under the management of an IMM to an area under assignment to a different IMM, or to an area not under an IMM assignment, will be submitted in accordance with section 2.1.7.

i. Change of IMM. The change of management cognizance from an IMM to a different IMM will be submitted in accordance with section 2.1.8.

j. Cancellations (National Stock Numbers (NSNs) only). Cancel-Duplicate or Cancel-Use transaction shall be submitted in accordance with section 2.1.9.

k. General Maintenance Considerations. See section 2.1.10.

2.1.3 Cataloging Actions in Areas Assigned to IMM on an FSC or By-Item Basis

a. General Instructions. This section applies to the submittal and collaboration of all cataloging actions for items assigned to an IMM on the basis of a complete FSC or those items in FSCs included in the IMM assignment but for which management is determined on a by-item management coding basis. Cataloging actions include proposed new or revised item names, Federal Item Identification Guides (FIIGs), FIIG Appendix B, logistics data changes, item identifications, and related actions.

(1) The Defense Personnel Support Center (DPSC) functions as a single catalog data submitter on a complete FSC class basis for all assigned classes when category A single submitter criteria applies. The Defense Fuel Supply Center functions as single catalog data submitter in FSC classes 9130 and 9140. Single catalog data submitter responsibilities are as indicated in the Federal Catalog System Policy Manual, DoD 4130.2-M, and volume 13 of this manual.

(2) Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC class, the IMM is the sole submitter of cataloging actions for items in the applicable class. This includes proposals for new or revised cataloging tools; new, reinstatement, or revised item identifications; and new or changed data related to existing item identifications such as add, delete, or change Major Organizational Entity (MOE) Rule data, changes in item status codes, add or delete references, etc.

b. Proposed New or Revised Item Names, FSCs,

CHAPTER 2
COLLABORATION/DATA EXCHANGE PROCEDURES
PRIOR TO SUBMITTAL TO DLSC

2.2.1 Purpose and Scope

a. This chapter provides procedures for the collaboration of transactions prior to submittal to the Defense Logistics Services Center and the exchange of data when transactions require submittal to DLSC through another activity. Collaboration is the action necessary between participating activities when changes are being made to common interest items in the FLIS data base. Data exchange is the submittal of data, not requiring collaboration, through the single submitter to DLSC.

b. This chapter is applicable to the Defense Logistics Agency (DLA), Military Services, General Services Administration (GSA), the Coast Guard, the Federal Aviation Administration (FAA), National Security Agency (NSA), Defense *Special Weapons Agency (DSWA)*, NWS, DMA, North Atlantic Treaty Organization (NATO), and other foreign countries. These procedures are limited to the collaboration/exchange of data related to proposed additions, deletions, reinstatements, or changes to the FLIS data base in the areas of item identification logistics data and item management status.

2.2.2 Consideration for Collaboration

a. Collaboration is not required:

(1) When the originating activity is the only recorded user and the Federal Supply Classification (FSC) is not subject to single submitter procedures.

(2) When the action results from a previously performed format coordination program.

(a) When the actions result from an item reduction study, only those cataloging actions that have been documented and fully coordinated within the study, need not be re-coordinated. (I.e., coordinated cancellations because of invalid reference data, cancel-invalid/cancel duplicate actions, and coordinated reference data deletions, additions or changes.)

(b) If the change has previously been coordinated with all data collaborators and the responsible Engineering Support Activity as a result of a DLA Request for Engineering Support, only those cataloging actions that have been documented and fully coordinated need not be re-coordinated (i.e., a fully coordinated in accordance with Joint Instruction DLAI 3200.I, PAM 715-13, NAVSUPINST 4120.30A, AFI 21-405, MCO 4000.56).

(c) If the change has previously been coordinated with the SICA and all data collaborators via JLC Form 17 or JLC Form 19 (in accordance with Joint Regulation AMC-R 700-99, NAVSUPINST 4790.7, AFLCR 400-21, MCO P4410.22C), no additional collaboration is required.

(3) When the revision, consolidation, or cancellation and replacement of a coordinated specification or standard FIIG revision has been concurred in by all interested activities, an FII may be revised without collaboration provided (1) only the reply to the specification/standard requirement is changed, and (2) no change is made to the item of supply concept of the affected NSNs in the reference number portion of the cataloging record when the reference number is item identifying.

(4) A Type 2 item identification is being transferred to a Type 1, 1A, 4, or 4A item identification; a Type 4 item identification is being transferred to a Type 1 item identification; a Type 4A item identification is being transferred to a Type 1A item identification; or a Type 4B item identification is being transferred to a Type 1B Item identification.

(5) FSC changes that do not result in a change in the PICA and/or SICA.

(6) If an obvious error (such as the item identification does not agree with the technical documentation) is being corrected.

(7) When the manufacturer changes his part numbering system.

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(8) When the manufacturer(s) is no longer in business or no longer manufactures the item, reference numbers may be recoded to RNCC-5/RNVC-9 without collaboration. However, the last reference number on the file may not be changed.

(9) Addition of a new RNCC-3 reference number need not be collaborated if the new RNCC-3 reference number is a result of a coordinated procurement action, i.e., it has been coordinated with the data collaborators and the responsible Engineering Support Activity.

(10) When none of the conditions cited in section 2.2.3 are present.

b. Collaboration is required:

(1) Prior to establishment, revision, transfer, reinstatement, cancellation, or change of data elements for an item identification in the FLIS data base; these actions will be collaborated when there is one or more data collaborator recorded in the FLIS data base. Appendix 2-2-A outlines collaboration requirements for specific Document Identifier Codes.

(2) When the FSC is subject to single submitter procedures. Activities designated as single submitters Category A and B shall collaborate changes to items for which they are responsible regardless of whether the responsibility is made on a Class or on a by item basis. Otherwise, activities designated as authorized submitters in accordance with this manual shall collaborate changes.

(3) Proposed changes to item names applicable to an II.

(4) Proposed changes to the FSC assigned to an FII which results in a change in the PICA and/or SICA. In addition to collaboration with recorded users, collaboration will also be accomplished with the gaining IMM.

(5) Revisions of the technical content of a II (other than those caused by the revision, consolidation, or cancellation and replacement of a coordinated specification, standard, or Federal Item Identification Guide (FIIG) revision) that changes the item-of supply concept. NOTE: However, if the change has been previously coordinated with all data collaborators and the responsible activity, such as the Engineering Support Activity or the Preparing Activity, it need not be re-coordinated.

(6) When the revision, consolidation, cancellation, or replacement of a specification or standard concurred in by all interested activities results in changing the item-of-supply concept.

(7) Proposed additions, deletions, or changes to reference numbers related to source controlled IIs.

(8) Proposed addition or deletion of a reference number that controls the design of an item of production or an item of supply.

(9) Proposed change of an RNCC for which the reference number is coded RNCC 1, 2, or 3 (except for addition of a new RNCC-3 reference number as a result of a coordinated procurement action, i.e., it has been coordinated with the data collaborators and the responsible Engineering Support Activity).

(10) Proposed change of RNCC 4 to RNCC 2, or change of RNCC 5 to RNCC 1 or 3.

(11) When establishing a Service/Agency Designator Code (SADC) on a reference number coded with Reference Number Category Code (RNCC) C. Before establishing a Service as accepting the substitute item, the Integrated Materiel Manager (IMM) must have concurrence from all authorized data collaborators for that Service, unless the request to establish the SADC is from that Service.

(12) Transfer of a Type 2 II to a Type 1B or 4B II.

(13) Segment H application of Phrase Codes A, C, E, F, G, K, L, M, N, P, Q, T, V, Z, AND 7.

(14) All proposed cancellation actions, i.e., Cancel-Invalid, Cancel-Use and Cancel-Duplicate actions.

(15) All proposed actions that would result in the non-stocking, standardization, consolidation or termination of Navy Nuclear Reactor Program repair parts managed by DLA.

c. Collaboration and Submittal of Cataloging Actions in Areas Assigned to Integrated Materiel Managers (IMMs) on an FSC Class Basis. The rules in this paragraph are applicable to item identification and other cataloging actions for all items assigned to a IMM on the basis of a complete FSC class. (See paragraph 2.1.4.a.(2) for the explanation of a category A single submitter.)

(1) The Defense Personnel Support Center (DPSC) functions as single catalog data submitter on a complete FSC class basis for all assigned classes when category A single submitter criteria applies. The Defense Supply Center Richmond (DSCR) and U.S. Army Tank-Automotive Command (TACOM) function as single submitters for the FSC classes indicated in volume 13, FLIS Materiel Management Decision Rule Tables.

(2) Proposed Original and Reinstated Item Identifications.

(a) Military Activity and IMM Proposals (including NSA and GSA when acting as a IMM). All original and reinstated item identifications are processed through, or by, the appropriate IMM which is the single submitting activity to DLSC.

(b) Civil Agency Proposals. Proposals originated by GSA (when not acting as a IMM), FAA, and the Coast Guard are submitted directly to DLSC in accordance with regular Civil Agency procedures.

(3) Proposed Data Changes to Federal Item

Identifications. The term "data changes" as used in this paragraph applies to all revisions of published Federal Item Logistics Data Records (FILDRs); all transfers between the descriptive and reference method; all add/delete reference number actions, item management status changes, withdraw or add MOE Rule actions and cancellations, regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications. For FSC class changes involving multiple Integrated Materiel Managers (IMMs), see paragraph 2.2.2.g.

(a) Military Activity and IMM Proposals (including NSA and GSA when acting as a IMM). All data changes are submitted to the cognizant IMM which is the sole submitter to DLSC. The IMM is responsible for collaborating military or other DoD activity and IMM proposals with other military activities and Civil Agencies recorded as collaborators.

(1.) A proposal originated by a military or other DoD activity is forwarded to the cognizant IMM.

(2.) The IMM collaborates the proposed action with all military activities and Civil Agencies recorded as collaborators.

(3.) Upon completion of collaboration, the IMM forwards the proposal to DLA-MM for approval.

(4.) A proposal originated by a IMM is collaborated in the same way.

(b) Civil Agency Proposals. All data change actions originated by GSA (when not acting as a IMM), FAA, and the Coast Guard are submitted directly to DLSC by the originating activities after required collaboration action. Civil Agency collaborates with the IMM and Civil Agencies recorded as collaborators in accordance with the following:

(1.) A proposal originated by a Civil Agency

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recorded in the central catalog file as a data submitter, receiver, and collaborator is collaborated with the IMM and with Civil Agencies recorded as collaborators.

(2.) The IMM further collaborates the proposal with military or other DoD activities recorded as collaborators. The IMM indicates concurrence of all such recorded activities when returning the proposal to the originating Civil Agency.

(3.) The Civil Agency forwards the collaborated proposal to DLA-MM for approval. NOTE: When a Civil Agency is receiving supply support from a IMM, any or all proposed data changes are submitted to the IMM for collaboration action and submittal to DLSC.

d. Collaboration and Submittal of Cataloging Actions in FSC Classes Assigned to IMM's on a By-Item Basis.

(1) The rules in this paragraph apply to item identification and other cataloging actions for all items assigned to a IMM when both management and cataloging responsibility assignments are made on a by-item basis. (See paragraph 2.1.5.a.(4) for the explanation of category B single submitter.)

(a) Submittal of supply support requests (DoD 4140.26-M, Vol I, Defense Integrated Materiel Management for Commodity Oriented Consumable Items).

(b) Logistics transfers resulting from Item Management Coding (IMC) actions (DoD 4140.26-M, Vol I).

(c) Items introduced by the Defense Medical Materiel Board through the Defense Personnel Support Center (DPSC) in FSC classes which are primarily for medical use (DLAR 5805.3, Defense Supply Center and Defense Depot Mission Statement).

(2) Originating activity proposed original and reinstated item identifications (including those from IMM's) are submitted directly to DLSC. Item identification, management and user data for the IMM and each known interested military activity, and add/delete reference number actions are prepared in accordance with this manual. When a IMM originates a new or reinstated item identification for a Military Service or other DoD activity, a MOE Rule is prepared as directed by the activity requiring the NSN.

(3) Proposed Data Changes to Item Identifications. The term "data changes" as used in this paragraph applies to all transfers between the descriptive and reference method; all add/delete reference number actions, item management status change, withdraw or add MOE Rule actions and cancellations, regardless of type of item identification; and item (or part) name and FSC class changes for type 2 item identifications. For FSC class changes, see paragraph 2.2.2.g.

(4) Military Activity Proposals (including IMM's, GSA when acting as a IMM, NSA, *DSWA*, and Coast Guard).

(a) All data change actions to items of supply under the cognizance of a IMM are submitted by the originating military activity to the IMM, which will be the single submitting activity to DLSC. The responsible IMM (1) reviews and determines the appropriate actions, (2) collaborates with all activities recorded in the FLIS data base as a data collaborator, (3) submits the proposed action to DLSC. All conflicts resulting from the collaboration are resolved by the IMM prior to submittal to DLSC for processing.

(b) When an item of supply is not under the cognizance of a IMM, the originating military or other DoD activity effects the necessary collaboration, including collaboration with Civil Agencies, and submits the proposed action directly to DLSC.

CHAPTER 3
APPENDIX 2-3-B
ELECTRONIC DATA OUTPUT DURING MINIMIZE AND PROCESSING PRECEDENCE DURING
DEGRADATION

INPUT DIC	ELECTRONIC DATA OUTPUT*	INPUT DIC	ELECTRONIC DATA OUTPUT*
LAD	KAD, KAM, KAT, KCF, KCM, KEC, KFC, KFD, KFM, KFP, KFS, KIF, KIM, KNA, KNI, KRE, KRU, KSE,	LCP	KCP, KNA
LAM	KAM, KFS, KIF, KIM, KNA, KRE	LCU	KAJ, KAM, KAT, KCU, KFD, KFM, KFP, KFR, KFS, KIE, KIF, KIM, KIR, KNA, KNI, KRE, KRU, KSE, KSS
LAU	KAJ, KAM, KAT, KAU, KCS, KFC, KFD, KFM, KFP, KFR, KFS, KIE, KIF, KIM, KNA, KNI, KNN, KRE, KRU, KSE	LDD	KCF, KCM, KDD, KFC, KFD, KFM, KFP, KFS, KIF, KIM, KNA, KNI, KRE, KRU, KSE, KSS
LBC	KAJ, KAM, KAT, KCS, KEC, KFA, KFC, KFD, KFM, KFP, KFS, KIM, KMU, KNA, KNI, KPE, KRE, KRM, KRP, KRU, KSE, KSS	LDM	KDM, KIF, KNA, KRE
LBK	KAJ, KAM, KAT, KCS, KEC, KFA, KFC, KFD, KFM, KFP, KFS, KIM, KMU, KNA, KPE, KRE, KRM, KRP, KRU, KSE, KSS	LDU	KCS, KDU, KFC, KFD, KFM, KFP, KFS, KIF, KNA, KNI, KNN, KRE, KRU, KSE, KSS
LBR	KAJ, KAM, KAT, KCS, KEC, KFA, KFC, KFD, KFM, KFP, KFS, KIM, KMU, KNA, KNI, KPE, KRE, KRM, KRP, KRU, KSE, KSS, KTQ	LKD	KAR, KAS, KCS, KDS, KFC, KFD, KFM, KFS, KKD, KNA, KNS, KRE, KRF, KRU, KSE
LBW	KAJ, KAM, KAT, KCS, KEC, KFC, KFD, KFM, KFP, KFS, KIM, KMU, KNA, KNI, KPE, KRE, KRM, KRP, KRU, KSE, KSS, KTQ	LKI	KCS, KKI
LCD	KAM, KAT, KCD, KCF, KCM, KEC, KFC, KFD, KFM, KFP, KFS, KIF, KIM, KNA, KNI, KRE, KRU, KSE, KSS	LKU	KCS, KFC, KFD, KFM, KFS, KKV, KNA, KRE, KRF, KRU, KSE
LCG	KAJ, KAT, KCF, KCG, KCS, KFC, KFD, KFM, KFS, KIE, KIF, KNA, KRE, KRU, KSE, KTD	LKV	KCS, KFC, KFD, KFM, KFS, KKV, KNA, KRE, KRU, KSE
LCI	KRE	LMD	KAD, KAR, KAT, KCD, KCG, KCS, KEC, KFA, KFC, KFD, KFM, KFS, KIE, KIF, KIR, KMD, KMU, KNA, KNN, KPE, KRE, KRM, KRP, KRU, KSE, KTD
LCM	KCM, KIF, KIM, KNA, KRE	LMX	KAM, KAT, KAU, KCM, KCG, KCU, KDU, KFD, KFS, KIE, KIF, KIM, KIP, KIR, KNA, KNI, KPM, KRE, KRU, KSE, KSS

**CHAPTER 3
APPENDIX 2-3-B
ELECTRONIC DATA OUTPUT DURING MINIMIZE AND PROCESSING PRECEDENCE DURING
DEGRADATION**

INPUT DIC	ELECTRONIC DATA OUTPUT*	INPUT DIC	ELECTRONIC DATA OUTPUT*
LNC	KAF, KAM, KAS, KAT, KDS, KEC, KFA, KFC, KFD, KFM, KFP, KIM, KKP, KMU, KNA, KNI, KPE, KRE, KRM, KRP, KRU, KSS, KTQ	LNW	KAF, KAM, KAS, KAT, KDS, KEC, KFC, KFD, KFM, KFP, KIM, KKP, KMU, KNA, KNI, KPE, KRE, KRM, KRP, KRU, KSS, KTQ
LNK	KAF, KAM, KAS, KAT, KDS, KEC, KFA, KFC, KFD, KFM, KFP, KIM, KKP, KMU, KNA, KPE, KRE, KRM, KRP, KRU, KSS	LSF	KEC, KFE, KFS, KIS, KRE, KTN
		LSR	KEC, KMA, KME, KMG, KMH, KMP, KMQ, KMR, KMS, KNR, KRE, KSR
LNP	KAS, KAT, KDS, KEC, KFA, KFC, KFD, KFM, KFP, KKP, KMU, KNA, KNI, KPE, KPM, KRE, KRM, KRP, KRU, KTQ	LSS	KRE, KRU, KSS
		LTU	KNA, KRE, KRU, KSS
		LTV	KNA, KRE, KRU, KSS
LNR	KAF, KAM, KAS, KAT, KDS, KEC, KFA, KFC, KFD, KFM, KFP, KIM, KKP, KMU, KNA, KNI, KPE, KPM, KRE, KRM, KRP, KRU, KSS, KTQ	LTW	KNA, KRE, KRU, KSS
		LVE	KRE, KVE
		***	KHN, KHP
		***	KUA, KUB, KUC, KUD, KUE, KUF

* All other output will be mailed.

** Defense Logistics Services Center input in accordance with paragraph 2.3.3.c.(5).

*** Output resulting from Defense Logistics Services Center on-line update of CAGE/NCAGE file data.

CHAPTER 5
FOLLOW-UP ACTIONS

2.5.1 Action by Submitting Activity. An activity may follow-up to the Defense Logistics Services Center (DLSC) when timely (as determined by Priority Indicator Code) processing results have not been received by the submitting/originating activity. Excluded from this process are searches, interrogations, prior follow-ups, and IMC (Item Management Coding) Data transactions (Document Identifier Code LVA). The request will be submitted under DIC LFU (Follow-Up Interrogation) in accordance with input formats in volume 8, chapter 8.1 or volume 9, chapter 9.1.

a. A new Document Control Number (Data Record Number 1015) shall be assigned for each follow-up input.

b. The Document Control Number, Follow-Up (DRN 0131) and DIC, Input (DRN 3921) as taken from the previously submitted item must be included in the input.

c. A separate input transaction is required for each follow-up interrogation.

d. Follow-up must be accomplished within 60 days of the original submission.

e. When the originator of the follow-up is not the same as the submitter, the interrogating activity must submit its request to the monitoring (submitting) activity rather than to DLSC. Such follow-up requests shall be made in accordance with time periods cited in the special procedures for submittal of catalog transactions through intermediate points (e.g., through DoD integrated managers: Defense

Special Weapons Agency).

f. The submitting activity receives the notification, reviews the status as indicated, and takes appropriate action.

g. See section 2.3.2 for data transmission procedures (to DLSC).

2.5.2 Action by DLSC. DLSC will furnish, within the time frame of the input Priority Indicator Code, the status of the previously submitted Document Control Number (DRN 0131) reflected in the segment R record. The current status of that Document Control Number is given by the Status Code (DRN 0166) also cited in the segment R. If the Status Code is DX, GX, or HX, the transaction will terminate with segment R. All other Status Codes specify what additional data will follow the segment R record in conventional segment format. See volume 10, section 10.3.6 for KFU Status Codes and volume 8, chapter 8.2 or volume 9, chapter 9.2 for DIC KFU output format.

2.5.3 Non-Receipt of Reply

a. If a reply to a follow-up interrogation has not been received within the response time reflected by the Priority Indicator Code, the follow-up submitter must prepare another follow-up action in accordance with paragraphs 2.5.1.a, 2.5.1.b, and 2.5.1.c.

b. When the submitter of the follow-up interrogation has submitted for an activity other than itself, the submitter must keep that activity informed of a no-response condition.

CHAPTER 6
APPENDIX 2-6-A
ACTIVITIES AUTHORIZED TO SUBMIT FLIS PROBLEM REPORTS

Executive Director
USAMC Logistics Support Activity
ATTN:AMXLS - RWD
Redstone Arsenal, AL 35898-7466

Director, Aeronautical Center
ATTN: AAC-490
P.O. Box 25082
Oklahoma City, OK 73125

Commanding Officer
Naval Inventory Control Point Mechanicsburg
Code 0418
5450 Carlisle Pike
Mechanicsburg, PA 17055-0787

Commander
DLA Systems Automation Center
ATTN: DSAC-O
P.O. Box P1605
Columbus, OH 43216-5002

Commander
HQ Cataloging and Standardization Center
ATTN: POM
Federal Center
Battle Creek, MI 49017-3094

Commander
Defense Electronics Supply Center
ATTN: DESC-LR
1507 Wilmington Pike
Dayton, OH 45444-5000

GSA/FSS
Operations Support Division
ATTN: FCSP
Washington, DC 20406

Commander
Defense Supply Center *Columbus*
ATTN: *DSCC-VL*
Columbus, OH 43216-5000

Commanding General
Marine Corps Logistics Base
ATTN: Code 850, Bldg. 3700
Albany, GA 31704-5000

Commander
Defense Supply Center *Richmond*
ATTN: *DSCR-RPM*
Richmond, VA 23297-5100

Commandant
U.S. Coast Guard Headquarters
ATTN: G-ELM-2
2100 Second St., SW
Washington, D.C. 20590-0001

Commander
Defense Industrial Supply Center
ATTN: DISC-LR
700 Robbins Avenue
Philadelphia, PA 19111-5096

Commander, Field Command
Defense *Special Weapons* Agency
ATTN: *FCPNF*
1680 Texas Street, SE
Kirtland Air Force Base, NM *87117-5669*

Commander
Defense Personnel Support Center
ATTN: DPSC-DSS
2800 South 20th Street
Philadelphia, PA 19101

Director, National Security Agency
ATTN: L111
Fort George G. Meade, MD 20755-5000

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CHAPTER 6
APPENDIX 2-6-A
ACTIVITIES AUTHORIZED TO SUBMIT FLIS PROBLEM REPORTS

Commander
Defense Fuel Supply Center
ATTN: DFSC-DEA
Cameron Station
Alexandria, VA 22304-6160

For Defense Industrial Plant Equipment Center
Commander
DLA Systems Automation Center
ATTN: DSAC-JA
P.O. Box P1605
Columbus, OH 43216-5002

CHAPTER 9
FORMATTING OF REFERENCE NUMBERS

2.9.1 Introduction. Logistics reference numbers for stock number assignment, additions to existing items, and revisions to recorded references will be submitted either as configured by the manufacturer, design control activity or supplier, or as constructed within the format guidelines in this chapter. Logistics Reference Numbers shall be suitable for identification and capable of electrical transmission and machine processing. The reference number configuration is critical in order to achieve compatibility between logistics and engineering Reference Number data and between FLIS Records and industrial records. Reference numbers submitted for search and deletion processing will be formatted in accordance with the above. The rules of this chapter have been adopted, as applicable, for the submission of Document Identifier Code (DIC) LSR provisioning and other preprocurement screening requests. (See DoD 4100.38-M.)

2.9.2 Preparation of a Logistics Reference Number for Transmittal to DLSC

a. Symbols or characters not in the FLIS character subset which require change:

±(plus or minus)	input as PORM
° (degrees)	input as DEG
1/2 (fractions)	input as 1/2
e (lower case)	input as E (upper case)

b. Ambiguous symbols or characters in the FLIS subset which require clarification:

' apostrophe meaning FOOT, FEET	input as FT
' apostrophe meaning MINUTE(S) (angular)	input as MIN
" quotation meaning INCH(ES)	input as IN
" quotation meaning SECOND(S) (angular)	input as SEC
+ plus meaning PLUS	input as P
+ meaning POSITIVE	input as POS

' apostrophe meaning FOOT, FEET	input as FT
' apostrophe meaning MINUTE(S) (angular)	input as MIN
- dash (11 punch) meaning MINUS	input as M
- dash (11 punch) meaning NEGATIVE	input as NEG

c. Terms that require modification for clarity:

(1) "By" dimensional expression (2 BY 4) input as X (2X4).

(2) VII (Roman numeral) input as 7 (Arabic numeral).

(3) Omit "kind of number" indicators or derivatives which prefix or suffix the reference number, such as CATALOG, CAT; PART, PT; P/N, PT NO, PT#, P-N; DRAWING, DWG; NUMBER, NO.

Reference Number	Correct Modification
DWG E-C123	E-C123
MODEL BCA/123	BCA/123
PART 2233#	2233#
CATALOG NO. 23X41	23X41
1942 DWG	1942

(4) When the original configuration of the number includes a decimal number expression of a value less than one (1), such as .001, .05, .500, one numeric zero will be inserted before the decimal point (e.g., 0.001, 0.05, 0.500).

d. When a word appears as part of the reference number, enter the complete word (and space(s)) as it appears in-the-clear.

AB123 - ITEM 2,4,6,9
AB123 - DETAIL 4,6,9
AB123 - PIECE 4,6,9

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AB123 - ASSEMBLY

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AB123-1 AND AB
 123-3 AND AB1237

e. The submitter will not convert input of alpha O to numeric 0.

f. All other characters in the character subset assigned to FLIS (see *Appendix 2-3-A*) will be input without change.

g. Reference numbers will be entered exactly as given by manufacturer with modifications as shown herein; no prefix or suffix will be included unless such designations are an inherent part of the manufacturer's part numbering system. The characters of the reference number will be cited from left to right. The first (left) position must be A through Z or 0 through 9.

h. Reference numbers in FLIS are limited to 32 characters, with one exception. When the "design control reference", the primary number used to identify an item of production, exceeds 32 characters, it will be submitted to the Defense Logistics Services Center (DLSC). A descriptive type item identification will be used. (See volume 4, chapter 4.4.) Enter in segment C the first 31 characters of the reference number with a dash as the 32nd character. Also enter the complete reference number (all characters) in segment V under Master Requirement Code (MRC) ELRN, Extra Long Reference Number.

i. Use spaces where applicable, except a space shall not appear in the first (left) position of a reference number. A space will be one character in width. No more than one space may appear between characters except for those reference numbers submitted by the Defense Mapping Agency (DMA). DMA reference numbers as identified by CAGE 0ZP31 may have up to 3 spaces between characters. Use a slash (0-1 punch) in the representation of a fraction. Insert a single space between the converted expression of the fraction and the preceding and

following numbers.

12-B1/2 16 1/4	12-B1/2 16 1/4
1231/262	123 1/2 62
2346-1/4	2346-1/4
12-B1/2C61/4	12-B1/2C6 1/4

j. Where the symbol for degrees is used to indicate temperature or angle values, replace the symbol with the abbreviation DEG.

6 BRACKET-90°	6 BRACKET 90DEG
100±5° C	100PORM5DEGC

k. Use an alphabetic X to express "by" in a dimensional phrase. When the dimension includes the word or symbol for feet (') or inches ("), replace the word or symbol with the abbreviation FT or IN as appropriate. If the apostrophe symbol is used to represent minutes of angle, replace the symbol with the abbreviation MIN. If the quotation mark (") is used to represent seconds of angle, replace the symbol with the abbreviation SEC. Do not leave spaces on either side of the X or the abbreviation.

Reference Number	Input Format
1/2 by 1/4 C	1/2X1/4C
1/2byDc	1/2XDc
93-9 10 1/2 by 2/3 in.	93-9 10 1/2X2/3IN
486, 8 feet 2 inches	486, 8FT2IN
757, 8 ft. 2 in. by 6 ft. 4 in.	757, 8FT2INX6FT4IN
B983, 6 in.	B983, 6IN
821C 39 Feet	821C 39FT
40' 35"	40MIN35SEC
9' 2"	9FT2IN

l. When a reference number contains a plus (+) or a minus (-) or a plus or minus (±) tolerance as a part of the reference number, the following designators will be used:

+ P

CHAPTER 10
APPENDIX 2-10-C
MONTHLY REPLACEMENT BASIC/SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT C - REFERENCE NUMBER DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"C" mandatory.
Blank	2-4	Reserved.
CAGE/NATO Supply Code for Manufacturers (DRN 9250/4140)	5-9	Mandatory.
Blank	10-11	Reserved.
Reference Number, Logistics (DRN 3570)	12-43	Mandatory.
Blank	44-45	Reserved.
Reference Number Category Code (DRN 2910)	46	Mandatory.
Blank	47-48	Reserved.
Reference Number Variation Code (DRN 4780)	49	Mandatory.
Blank	50-51	Reserved.
Reference Number Status Code (DRN 2923)	52	North Atlantic Treaty Organization only.
Blank	53-54	Reserved.
Document Availability Code (DRN 2640)	55	Mandatory.
Blank	56-57	Reserved.
Reference Number Action Activity Code (DRN 2900)	58-59	Mandatory.
Blank	60-61	Reserved.
Reference Number Format Code (DRN 2920)	62	NATO only.
Service/Agency Designator Code (DRN 4672)	63-64	Included if available in Defense Logistics Services Center file.
Reference Number Justification Code (DRN 2750)	65	Included if available in DLSC file.

CHAPTER 10
APPENDIX 2-10-C
MONTHLY REPLACEMENT BASIC/SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT C - REFERENCE NUMBER DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Blank	66-68	Reserved.
CAGE/NCAGE (DRN 9250/4140)	69-73	Mandatory.
Blank	74-75	Reserved.
Reference Number, Logistics (DRN 3570)	76-107	Mandatory.
Blank	108-109	Reserved.
Reference Number Category Code (DRN 2910)	110	Mandatory.
Blank	111-112	Reserved.
Reference Number Variation Code (DRN 4780)	113	Mandatory.
Blank	114-115	Reserved.
Reference Number Status Code (DRN 2923)	116	NATO only.
Blank	117-118	Reserved.
Document Availability Code (DRN 2640)	119	Mandatory.
Blank	120-121	Reserved.
Reference Number Action Activity Code (DRN 2900)	122-123	Mandatory.
Blank	124-125	Reserved.
Reference Number Format Code (DRN 2920)	126	NATO only.
Service/Agency Designator Code (DRN 4672)	127-128	Included if available in DLSC file.
Reference Number Justification Code (DRN 2750)	129	Included if available in DLSC file.
Blank	130	Reserved.

Card Columns	Data Element
1-4	Assigned Federal Supply Class (Data Record Number 3990)
5-13	National Item Identification Number (DRN 4000)
14	Blank
15-17	Integrated Materiel Manager (IMM) Source of Supply Code
18	Inactive Indicator Code (I), if applicable; otherwise blank
19-21	Army Source of Supply Code
22	Inactive Indicator Code (I), if applicable; otherwise blank
23-25	Air Force Source of Supply Code
26	Inactive Indicator Code (I), if applicable; otherwise blank
27-29	Navy Source of Supply Code
30-31	Navy Special Source of Supply Code (DRN 0135)
32	Inactive Indicator Code (I), if applicable; otherwise blank

(3) This SOS file will contain all records (active, inactive, and cancelled National Stock Numbers (NSNs) and will be in NIIN sequence. A sample listing from each reel of the DAAS tape will be provided to DLSC-B for review.

(4) The FLIS and DAAS files do not maintain a separate SOS column for the Coast Guard. Since Coast Guard SOS is only applied to the TBJ file for non-IMM managed items, the IMM column of the file will be used to store the Coast Guard SOS. The

Coast Guard SOS will also be output in the IMM column of the DAAS tapes.

(5) When there is no Catalog Management Data segment H on file for a given NSN, but the TBJ file reflects an active SOS (IMM and/or Service), delete this SOS from the TBJ file (except for Defense *Special Weapons* Agency NSNs) and do not output to DAAS tape.

g. For total overlay, DAAS will be provided a listing giving the first and last NSN, tape serial number, and record count for each output reel.

h. Output records will be furnished to the DLSC program manager and DAASO.

i. A suspense follow-up technique will be employed by the DLSC program manager to assure receipt of the file compatibility data from DAASO once the sample NIINs have been output by DLSC.

j. All input and output actions will be processed through the DLSC-B program manager. The program manager may be contacted by telephone using DSN 369-6477.

k. Suspected quality assurance processing deficiencies and/or system malfunctions identified as a result of FLIS file compatibility checks will be reported to DLSC-B.

l. Mode of transmission of DIC QUE documents from DLSC to DAAS, and DIC QUR documents from DAAS to DLSC, will be coordinated between DLSC and DAAS.

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VOLUME	TITLE
1	General and Administrative Information
2	Multiple Application Procedures
3	Development and Maintenance of Item Logistics Data Tools
4	Item Identification
5	Data Bank Interrogations/Search
6	Supply Management
7	Establish/Maintenance of Organizational Entity and Provisioning Screening Master Address Table
8	Document Identifier Code (DIC) Input/Output Formats (Fixed Length)
9	Document Identifier Code (DIC) Input/Output Formats (Variable Length)
10	Multiple Application References/Instructions/Tables and Grids
11	Edit/Validation Criteria
12	Data Element Dictionary
13	Materiel Management Decision Rule Tables
14	Reports and Statistics
15	Publications
16	Logistics On-Line Access (LOLA)
17	Reserved
18	Automated Mailing Labels System (AMLS)

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DLSC-VPH

1 July 1996

FOREWORD

This is one of the volumes (see backside of cover for listing) which comprise the FLIS Procedures Manual. It is published under the authority of Department of Defense Directive 4100.39, Federal Logistics Information System (FLIS), and contains information and procedural guidance for several features that have application throughout the system and are not limited to any one logistics area.

A Table of Contents and Alphabetic Index for the Total Manual are contained in volume 1.

All interface actions between the Defense Logistics Services Center (DLSC) and the Military Services/Agencies will be submitted in accordance with the procedures contained in volume 1, chapter 1.4

Changes to this volume will be provided through FLIS Advance Change Notices (ACNs) and/or quarterly numbered changes in accordance with volume 1, section 1.1.4.

This volume is prepared and maintained by the Defense Logistics Services Center, Federal Center, Battle Creek, Michigan 49017-3084. Responsible program manager directorates for all narrative are listed in the Table of Contents for Total Manual in volume 1; program manager directorates for tables are listed in volume 10, section 10.3.1. When a point of contact cannot be determined, technical questions may be directed to the DLSC Customer Service Office in accordance with volume 1, chapter 1.6, or administrative comments and inquiries may be directed to DLSC-VPH.

Service/Agency distribution is handled through established channels; Defense Logistics Agency publication supply officers may direct inquiries concerning requirements for and/or receipt of volumes and changes to DLSC-VPH.

Content changes appearing on these pages are entered in *bold-face italic type*. Comments or questions may be directed to DLSC-VPH.

BY ORDER OF THE DIRECTOR

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Colonel, USMC
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DoD 4100.39-M

Volume 2

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GLOSSARY
PART I - ACRONYMS

		Volume(s)			Volume(s)
AAC	Acquisition Advice Code	6	ARC	Accounting Requirements Code	
ACN	Advance Change Notice, FLIS	1,2	ASCII	American National Standard Code for Information Interchange	2
ADC	Air Dimension Code		ASD	Assistant Secretary of Defense	
ADP	Automatic Data Processing	1,4	ASPR	Armed Services Procurement Regulation	
ADPEC	Automatic Data Processing Equipment Identification Code	6	CAC	Civil Agency Catalog	15
ADPS	Automatic Data Processing System	1	CAGE	Commercial and Government Entity Code	1,2,4,5, 6,7,14,15
AEDA	Ammunition Explosive, and Other Dangerous Articles	10	CAO	Contract Administration Office	1
AFFC	Air Force Fund Code		CB	Change Bulletin	
AFLC	Air Force Logistics Command	6	CCAL	Certified Contractor Access List	15
AFM	Air Force Manual	6	CDA	Catalog Data Activity	6
AIN	Approved Item Name	4,6	CIC	Card Identification Code, Item Management Coding	4,6
AINRP	Approved Item Name Reclassification Program	6		Content Indicator Code	2
ANSI	American National Standards Institute, Inc.	2		Continuation Indicator Code	
APSN	Association Package Sequence Number		CIT	Consumable Item Transfer	6
AQL	Acceptable Quality Level	2	CMD	Catalog Management Data	1,2,4
AR	Army Regulation	2,6	COM-RI	Communications Routing Identifier	2.6

		Volume(s)			Volume(s)
CSS	Cataloging Statistical Series	2	DLA	Defense Logistics Agency	1,2,4,6
DAAS	Defense Automatic Addressing System	1,2,6	DLAH	Defense Logistics Agency Handbook	
DAASO	Defense Automatic Addressing System Office	1,2,4,6	DLAR	Defense Logistics Agency Regulation	6
DAC	Document Availability Code	4	DLSC	Defense Logistics Services Center	1,2,4,6
DCN	Document Control Number	1,4	DM	Descriptive Method (Item Identification)	2
DCSC	Defense Construction Supply Center	2	DNA	Defense Nuclear Agency	2,4,6
DCSN	Document Control Serial Number	6	DNACA	Defense Nuclear Agency Cataloging Activity	4
DD Form	Department of Defense-Form	1,2,3,4	DoD	Department of Defense	1,2,4,6
DEMIL	Demilitarization	4	DoDAAC	Department of Defense Activity Address Code	
DESC	Defense Electronics Supply Center	2	DoDAAD	Department of Defense Activity Address Dictionary	
DGSC	Defense General Supply Center	2	DoDAC	Department of Defense Ammunition Code	
DHCO	Departmental Headquarters Catalog Office	2	DoDD	Department of Defense Directive	1
DIA	Defense Intelligence Agency		DoDI	Department of Defense Instruction	6
DIC	Document Identifier Code	1,2,4,6	DOE	Department of Energy	2,4
DIPEC	Defense Industrial Plant Equipment Center	1,2,6	DPSC	Defense Personnel Support Center	2
DISC	Defense Industrial Supply Center	2	DRIS	Defense Retail Interservice Support	
			DRN	Data Record Number	1,2,4,6

		Volume(s)			Volume(s)
DSC	Defense Supply Center	1,2,4,6	FLIS	Federal Logistics Information System	All
DSN	Defense Switched Network (Formerly Automatic Voice Network (Autovon))	1,2,3,4,5	FMS	Foreign Military Sales	2
DSOR	Depot Source of Repair	6	FMSN	File Maintenance Sequence Number	2.4.6
EAM	Electronic Accounting Machine	1,2,4,6	FMSO	Fleet Material Support Office	6
ED	Effective Date	2,6	FRD	Formerly Restricted Data	4
ELCD	Extra Long Characteristic Description	2,4	FSC	Federal Supply Classification	1,2,4,6
ELRN	Extra Long Reference Number	2,4	FSG	Federal Supply Group	1,6
EOJ	End of Job		FY	Fiscal Year	
EOT	End of Transmission	2	GIM	Gaining Inventory Manager	2,6
ERRC	Expendability, Recoverability-Reparability Code		GIMM	Gaining Inventory Materiel Manager	2,6
ESDC	Electrostatic Discharge Codes	8,9,10,15	GIRDER	Government/Industry Reference Data Edit and Review	4
FAA	Federal Aviation Administration	1,2,4,6	GSA	General Services Administration	1,2,3,4,6,7,13,14
FC	Foreign Countries	2,4,6	HMC	Hazardous Materiel Code	15
FD	Functional Description	1	HMIC	Hazardous Material Indicator Code	8,9,10,15
FDM	Full Descriptive Method (Item Identification)	2	I&S	Interchangeability and Substitutability	1,5,6,14
FG	Foreign Government	4	ICP	Inventory Control Point	6,13,14
FII	Federal Item Identification	2,4,6	II	Item Identification	1,2,3,4,5,6,13
FIIG	Federal Item Identification Guide	1,2,4			

		Volume(s)			Volume(s)
IIM	Item Intelligence Maintenance	2	LCL	Less Than Carload Rating Code	15
ILDT	Item Logistics Data Transmittal	4	LIM	Losing Inventory Manager	6
IMC	Item Management Coding	1,2,6, 13,14	LMF	Language Media Format	2
IMCA	Item Management Classification Activity	2,6	LOA	Level of Authority	2,6,13,14
	Item Management Coding Activity	13,14	LR	Logistics Reassignment	4,6
			LS	Lead Service	6
IMM	Integrated Materiel Manager	1,2,4, 6,13,14	LTL	Less Than Truckload Rating Code	15
IMMC	Integrated Materiel Management Committee	6	MAC	Maintenance Action Code	6
IMSS	Item Management Statistical Series	6,14	MC	Marine Corps	1,2
			MCC	Materiel Category Code Materiel Condition Code	
INC	Item Name Code	1,3,4, 5,6,14,15			
IOS	International Organization for Standardization	6	MCLB	Marine Corps Logistics Base	13
IRRC	Issue, Repair and/or Requisitioning Restriction Code		MCO	Marine Corps Order	13
			MCSA	Marine Corps Supply Activity	
ISAC	Identified Secondary Address Coding		MEC	(Marine Corps) Management Echelon Code	13,15
ISC	Item Standardization Code	4,5,6,15	MFR	Manufacturer	4
			MIL-RI	Military Routing Identifier	6
JAIEG	Joint Atomic Information Exchange Group	4	MILSCAP	Military Standard Contract Administration Procedure	1,7,15
JAN	Joint Army-Navy	2			
JANAP	Joint Army-Navy-Air Force Publication	2,7	MILSPEC	Military Specification	3

		Volume(s)			Volume(s)
MILSTAAD	Military Standard Activity Address Directory		MRM	Military Retail Manager	14
			MTMC	Military Traffic Management Command	1.2.4.6.15
MILSTAMP	Military Standard Transportation and Movement Procedure	6	NADEX	NATO Data Exchange	1
			NAIN	Non-Approved Item Name	
MILSTD	Military Standard	2.3.4.7	NATO	North Atlantic Treaty Organization	1.2.4.5. 6.7.13.15
MILSTICCS	Military Standard Item Characteristics Code Structures	3.15	NCB	National Codification Bureau	2.4
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedure	15	NDUP	Non-Duplicate	4
			NHCI	Nuclear Hardness Critical Item	2.4
MILSTRIP	Military Standard Requisitioning and Issue Procedure	6	NIDS	Nuclear Integrated Data System	4
			NIIN	National Item Identification Number	All
MIM	Military Inventory Manager	14	NIMSC	Nonconsumable Item Material Support Code	2.6
MM	Materiel Manager		NMFC	National Motor Freight Classification (Code)	1.2.6.15
MMAC	Materiel Management Aggregation Code-AF	1,13	NOCA	Nuclear Ordnance Cataloging Activity	2.4
MMC	Materiel Management Category Code-DoD (Commodity)	13	NOCO	Nuclear Ordnance Cataloging Office	2.4
MOE	Major Organizational Entity	1,2,3,4,5, 6,13,14	NSA	National Security Agency	1,2,4,6, 13.14
MOWASP	Mechanization of Warehousing and Shipment Processing	6	NSCM	NATO Supply Code for Manufacturers	1,4,5,7,15
MRC	Master Requirement Code	1,3,4,5,15	NSN	National Stock Number	1.2.3.4.
MRD	Master Requirement Directory	3,15			

		Volume(s)			Volume(s)
OCR	Optical Character Recognition (Reader)	1,2,7	RM	Reference Method (Item Identification)	2,4,14
				Retail Manager	6
ODRC	Output Data Request Code	1,2,4,5,6	RNAAC	Reference Number Action Activity Code	1,2,4
OE	Organizational Entity	1,4,5,7,15	RNCC	Reference Number Category Code	2,4,6
PDM	Partial Descriptive Method (Item Identification)	2,4	RNFC	Reference Number Format Code	4
PIC	Priority Indicator Code	1,2,4,5,14	RNJC	Reference Number Justification Code	1,4
PICA	Primary Inventory Control Activity	1,2,4,5,6,13,14	RNSC	Reference Number Status Code	4
PMIC	Precious Metals Indicator Code	6,15	RNVC	Reference Number Variation Code	6
PORM	Plus or Minus	2,3	ROFC	Remote Output Format Code	1
PSCN	Permanent System Control Number	1,2,4,5,6,15	RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4
PSMAT	Provisioning Screening Master Address Table	1,5,7	RSC	Record Sequence Code	
PSN	Package Sequence Number	1,2,4,5,7	S/A	Military Service/Civil Agency	2
PSOS	Pseudo Source of Supply	6	SAC	Secondary Address Code	4
PVC	Price Validation Code		SADC	Service/Agency Designator Code	2,4
Q/R	Query Response, Electronic Data Transmission		SAIC	Secondary Address Indicator Code	
QUP	Quantity Unit Pack	2,6,15	SCN	System Control Number	1,4
RCS	Reports Control Symbol	2,14	SCR	System Change Request (FLIS)	1,6
RD	Restricted Data	4			
RIC	Routing Identifier Code	1,2,6			

		Volume(s)			Volume(s)
SFM	Simplified File Maintenance	1,2	STDB	Standard Test Data Base	1
SIC	Statistical Indicator Code		TACOM	U.S. Army Tank-Automotive Command	2,6
SICA	Secondary Inventory Control Activity	1,2,6	TCN	Transportation Control Number	
SICC	Service Item Control Center	2,6	TIC	Terminal Identifier Code	
SIN	Submittal Identification Number		TSN	Terminal Serial Number	
SLC	Shelf Life Code	2,6	UFC	Uniform Freight Classification (Code)	1,6
SMIC	Special Material Identification Code		U/I	Unit of Issue	2,6
SNOCA	Service Nuclear Ordnance Cataloging Activity	4	U/M	Unit of Measure	
SoS	Source of Supply Code	1,2,4,6	USCG	United States Coast Guard	1,2,6
SoSM	Source of Supply Modifier Code				
SPSN	Submitted Package Sequence Number				
SR	Standard Requirement				
SSR	Supply Support Request	1,2,6			
	System Support Record	1,2,6			

GLOSSARY
PART II - TERMS

	Volume(s)
Acceptable Quality Level (AQL). The maximum percent defective that, for purposes of sampling inspection, can be considered satisfactory.	2.4
Accounting Requirements Code (ARC). See DRN 2665, volume 12.	15
Acquisition Advice Code (AAC). See DRN 2507, volume 12.	2.6
Activity Code. A two-character code assigned by DLSC, upon request, for use in the Federal Catalog System to identify an activity for cataloging, standardization, or other management purposes.	2.4.6
Adopt Coding. Application of the approved IMC criteria by an ICP to items of supply currently managed by a IMM, wherein the ICP or another activity within the same Service is not currently recorded as a user in the FLIS data base and desires to add user interest and obtain supply support from the appropriate IMM.	6
Advance Change Notice - See FLIS Advance Change Notice	1.2
Air Commodity/Special Handling Code. See DRN 9215, volume 12.	
Air Dimension Code (ADC). See DRN 9220, volume 12.	1.2
Air Force Fund Code. See DRN 2695, volume 12.	
American National Standard Code for Information Interchange (ASCII). The bit configuration standard subset requirement for FLIS and all Government computer systems.	2
Applicability Key. The code used to reference the applicability of a requirement to an item name in a FIIG.	
Approved Item Name (AIN). The name which is selected (approved by the Directorate of Item Identification, DLSC, as the Official designation for an item of supply), and delimited where necessary, to establish a basic concept of the item of supply to which the item belongs and with which it should be compared. It may be a basic name, or a basic name followed by those modifiers necessary to differentiate between item concepts having the same basic name. Approved item names, basic names, and colloquial names are published in Cataloging Handbook H6. When two or more names are applicable to an item, the name which is most commonly used by the Government and industry shall be selected as the item name. The other name(s) shall be cross-indexed to the selected name.	4.6

	Volume(s)
Approved Item Name Reclassification Program (AINRP). A DoD-directed program designed to (1) identify item names (by five-digit code) which represent large quantities of consumable items originally classified in FSC classes for the next higher assemblies; (2) take action to reclassify such items from the next higher assembly FSC to the "home" FSC class; and, (3) apply IMC procedures to items migrating from weapons system oriented to commodity oriented FSC classes.	6
Association Code. A code number assigned by DLSC, for internal use, to a corporate complex which has two or more divisions, branches, subsidiaries, etc., each of which has been assigned a different Commercial and Government Entity Code (CAGE). This code number is used by DLSC in screening operations for determining duplication and possible duplication when the reference number is the same but the CAGE Code is different.	1,4
Association Package Sequence Number (APSN). See DRN 8252, volume 12.	
Authorized Item Identification Collaborator Code. See DRN 2533, chapter 12.	2,6
Automatic Data Processing Equipment Code (ADPEC). See DRN 0801, volume 12.	8,9,10,15
Cancelled Federal Item Identification. A Federal item identification which is no longer authorized for use to identify an item of supply.	2,4,6
Card Identification Code, Item Management Coding. See DRN 0099, volume 12.	1,2,6
Catalog Management Data (CMD). The total range of information compiled and published in Management Data Lists including requisitioning, stock, and financial management and other management control data; and including various referenced relationships to other items, documents, or materiel management conditions.	1,2,4,6
Cataloging Handbook H2. A handbook containing Federal Supply Classification data showing all groups and classes presented in the arrangement of the four-digit FSC code numbering system. Where appropriate, the main inclusions and exclusions which delimit the coverage of a particular class are shown immediately following the title for the class. In addition, certain notes are inserted following some group and class titles which define or delimit the coverage of a particular group or class.	4
Cataloging Handbook H6. Federal Item Name Directory for Supply Cataloging.	3,4,15
Cataloging Statistical Series (CSS). A series of informational type documents which provide statistical data in support of the Federal Cataloging Program.	2
Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC, the IMM is the sole submitter of cataloging actions related to items of supply in the applicable class. The IMM is the sole submitter of cataloging actions, both new or changed data and new, reinstatement, or revised item identifications, for items managed in the applicable class. This also includes proposals for new or revised cataloging tools related to FSCs under the activity's cognizance.	2,4

Volume(s)

Category B Single Submitter. Where management and cataloging responsibility is established on a by-item basis within a given FSC, the IMM is the sole submitter of proposed catalog data changes against existing item identifications representing items of supply under the management cognizance of that activity. This includes cataloging action, both new or changed data, and new, reinstatement, or revised item identifications, for items managed under the activity's cognizance.

Central Catalog File. See FLIS Data Bank.

2.4

Change Bulletin. Publications issued following a basic edition for updating purposes. The data content is cumulative. Change bulletin is synonymous with the terms "advance notice" and "supplement".

15

Change Coding. The method of changing data elements previously furnished as a result of IMC. Excluded are changes from Service management to Integrated Materiel Management or vice versa. Such latter changes shall be accomplished under initial, maintenance, retroactive, or return coding as appropriate.

6

Change Indicator. See DRN 0122, volume 12.

Characteristics Reply. The total reply to a FIIG requirement in MILSTICCS format. It consists of the primary address code and may consist of a secondary indicator code, along with a secondary address code (if applicable), or it may consist of a double dollar symbol (\$\$) to identify the AND condition or a single dollar symbol (\$) to identify the OR condition. These symbols will be used to chain materials and the like which do not govern other requirements. Also included is the mode code and the item characteristics (either clear text or coded or a combination of the two as specified in the FIIG) followed by the record separator symbol.

3.4

Codification Project Code. A two-character alphabetic code assigned by the Defense Logistics Services Center (DLSC) to identify catalog data related to a codification project for NATO or other foreign countries.

4

Collaborating Activity. An activity designated by a Military Service or participating agency to review proposed item logistics changes.

2.4

Collaborator Code. See DRN 2533, volume 12.

2.13

Commercial and Government Entity Code (CAGE). Any reference number entered into the Federal Catalog System will have a CAGE Code assigned to it prior to entering the central catalog file. The CAGE Code is a five character data element assigned to establishments which are manufacturers or have design control of items of supply procured by the Federal Government. The first and last positions of a CAGE Code will be numeric. Under certain conditions revision actions shall be initiated by DLSC: When a CAGE Code is cancelled and replaced by a code assigned to a single manufacturer; or when DLSC cannot determine, without collaboration, which items formerly manufactured by a defunct organization are now manufactured by the acquiring organization(s).

Where the applicable CAGE Code cannot be determined under the conditions cited above, recorded cataloging activities shall initiate appropriate action to update the central catalog file. DLSC will not cancel a CAGE Code until all numbers of that manufacturer have been withdrawn.

Commodity Materiel Management Category Code - DoD. See DRN 2611, volume 12.

Compiler. A term used to denote the activity responsible for the preparation and maintenance of a catalog.

Concept Change. A concept change is determined to exist when the identification characteristics expressed by the proposed revision of a Federal item identification differ in content from those expressed by the Federal item identification, and both item identifications represent possible items of supply.

4

Condition Codes. A condition code is assigned to Approved Item Names to indicate whether the name may be classified in single or multiple FSC(s) as follows:

Code 1 - The AIN may be classified in only one specific FSC.

Code 2 - The AIN may be classified in two or more specific classes of the FSC structure.

Code 3 - The AIN may be classified in any logical class of the FSC structure.

Consumable Item Transfer (CIT). A special project transferring consumable items now managed by military services to DLA or GSA.

Content Indicator Code. The Content Indicator Code (CIC) consists of four alphabetic characters which appear in positions 5 through 8 of an Automatic Digital Network (AUTODIN) message header and End of Transmission (EOT). It is designed primarily for use by the receiving communications terminal as an aid in determining distribution of data messages. All catalog data being transmitted requires a CIC.

2

Continuation Indicator Code (CIC). See DRN 8555, volume 12.

1.4

Volume(s)

Contract Administration Office Code (CAO). See DRN 8870, volume 12.

1.15

Conversion. The transformation of a value to an equal or equivalent value in a different term or scale.

3

Coordinating Activity. An activity having the responsibility for inter-Service/Agency coordination.

1.4.5.15

Criticality Code. See DRN 3843, volume 12.

Data Chain. A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).

4.5

Data Changes. All transfers between the descriptive method and the reference method: all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.

2.4.6

Data Code. A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense Nuclear Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).

1

Data Element. A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).

1.4.5.6,
7.15

Data Element Dictionary (DED). An authoritative reference containing the definition and related features of data elements, data chains, and data use identifiers. See volume 12.

1

Data Element Terminator Code. See DRN 8268, volume 12.

1.4

Data Exchange. The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).

2

Data Item. A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.

	Volume(s)
Data Range Criteria. Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.	3
Data Record Number (DRN). See DRN 0950, volume 12.	1.2,4,5, 6,7,15
Defense Retail Interservice Support (DRIS) Program. A program designed to use inter-Service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.	
Deletion Reason Code. See DRN 4540, volume 12.	6,14
Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose.	4,15
Department of Defense Activity Address Code (DoDAAC). See DRNs 0395 and 6550, volume 12.	
Department of Defense Activity Address Directory (DoDAAD). The file of all Department of Defense customers clear-text addresses, address codes, and billing codes for use in preparation of bills to customers.	
Department of Defense Ammunition Code (DoDAC). See DRN 3767, volume 12.	3,15
Depot Source of Repair (DSOR). An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service Cataloging function.	6
Design Control Reference. The primary number used to identify an item of production, or a range of items of production, by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item by means of its engineering drawings, specifications, and inspection requirements.	2,4
Document Availability Code (DAC). See DRN 2640, volume 12.	
Document Control Serial Number. See DRN 1000, volume 12.	1,5,6
Document Control Number. See DRNs 1015 and 3920, volume 12.	4,5,6,15
Document Identifier Code (DIC). See DRN 3920, volume 12.	1,2,4, 5,6,7, 13,14,15

Volume(s)

DoD/Federal Functional Manager. The organizational element responsible for specific functions such as the Federal Catalog Program (DLA-MMSL), Item Management Coding (DLA-OP), Freight Classification Data (MTMC).

1

DOE Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through DNA and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE 87991.

4

DOE Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense Nuclear Agency (DNA) and may be categorized as "war reserve quality", "training quality", or "single quality".

4

Drop Table. Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.

1

Economic Feasibility. The determination of the cost effectiveness of a data system change. Design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the value of the automated data system change under development.

1

Effective Date (ED). The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.

2.5.6.13

Electronic Data Transmission. This is a worldwide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and-forward (message switching) basis and subscriber (circuit switching) basis. (Formerly: Automatic Digital Network (AUTO-DIN))

1,2,4,5,6,7

Electronic Data Transmission Message Control. A procedure that may be use by interested recorded users to identify and verify receipt of FLIS data transmitted electronically for a fixed time period. See volume 8, DIC KWA.

2

Electrostatic Discharge Code. A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic interference damage.

8,9,10,15

End of Job (EOJ) An ADP item indicating the termination of processing.

	Volume(s)
End of Transmission (EOT). An ADP term indicating the conclusion of a transmission.	
Equivalency Criteria. Criteria contained in section II of the FIIG consisting of data range conversion formulas and decision rules criteria used to determine characteristic equivalency and substitutability. Replies are equivalent when they are identical or become equivalent through the application of section II criteria. Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be considered equivalent with respect to other definitive replies to a specific input requirement. Equivalent items are always "offered" to the processing activity requesting NSN assignment from DLSC for review and possible acceptance.	3
Estimated Demand. See DRN 0727, volume 12.	
Estimated or Actual Price. See DRN 0731, volume 12.	
Expendability, Recoverability-Reparability Code (ERRC). See DRN 2655, volume 12.	
Extra Long Characteristics Description (ELCD). Characteristics description data which consists of 5,000 characters or more.	2,3,4
Extra Long Reference Number (ELRN). A reference which exceeds the allowed field of 32 positions and must be carried forward to additional cards.	2,3,4
Federal Catalog System. A Federal program administered by DoD in conjunction with GSA. It shall name, describe, classify, and number each item repetitively used, bought, stocked, or distributed by the Federal Government so that only one distinctive combination of letters or numerals (or both) identifies the same item throughout the Federal Government.	1,3,4,6, 14,15
Federal Cataloging Program Statistical Series. A series of statistics required to reflect information pertaining to all Federal Cataloging Program transactions recorded in FLIS files against items which are managed by DoD activities, Civil Agencies, or foreign countries participating in the Federal Cataloging Program.	14
Federal Item Identification (FII). A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Catalog System, and required related management data.	2,4,6
Federal Item Identification Guide (FIIG). A guide prescribing standard requirements, formats, and machine oriented coding structure for the collection of item characteristics and other item-related logistics data.	1,2,3,4, 5,7,14,15
Federal Item Name Director (FIND). Published as Cataloging Handbook H6 Series; provides item name data to Services/Agencies for use in development of item identifications.	4,15

Volume(s)

<p>Federal Supply Classification (FSC). Permits the classification of all items of personal property used by participating activities. Groups and classes have been established for the universe of commodities with emphasis on the items known to be in the supply systems of participating activities. This classification system with its present structure of groups and classes represents those groupings and relationships which are based on current, as well as anticipated, management needs. The Federal Supply Classification structure is modified, as the needs of management change, by the addition of newly developed groups and classes, the subdivision of existing classes, and the revision of definitions of classes. The uniform Federal Supply Classification is governed by daily management requirements and provides uniform management categories throughout military activities and Civil Agency organizations, functions, operations, and supply pipelines. It permits greater uniformity within and between Military Services and Civil Agencies in the operations of reporting, accounting, financial management, inventory control, and budgeting.</p>	<p>1,2,3,4. 5,6,13, 14,15</p>
<p>Federal Supply Classification Group 11, Nuclear Ordnance. A Federal Supply Classification group which includes those nuclear ordnance items which are not specifically commodity classified elsewhere.</p>	<p>4</p>
<p>Federal Supply Group (FSG). See DRNs 3994 and 3996, volume 12.</p>	<p>1,5,6, 13,14,15</p>
<p>File Maintenance Sequence Number (FMSN). See DRN 1515, volume 12.</p>	<p>4,6</p>
<p>Financial Inventory Accounting (FIA). Establishment and maintenance of inventory accounts in monetary terms and the rendition of reports thereon. Covers materiel in storage, in process, on hand, in transit, and on consignment.</p>	
<p>Federal Logistics Information System (FLIS). An ADP system designed to provide a centralized data bank in support of the Department of Defense, Federal Civil Agencies, and foreign countries participating in the integrated logistics support program.</p>	<p>All</p>
<p>FLIS Advance Change Notice. A notification, to users of DoD 4100.39-M, of changes that must be implemented in the period between quarterly publication of changes and revisions.</p>	<p>1</p>
<p>FLIS Data Bank. A totally integrated logistics information repository, including graphics, necessary to support the various logistics functions. The central data bank is organized in two segments, the FLIS data base segment and the System Support Record segment.</p>	<p>1,2,3,4, 5,6,15</p>
<p>Foreign Countries (FC). (Changed from: Friendly Foreign Governments). A non-NATO nation participating in the Federal Cataloging Program through an agreement which provides for the furnishing of Federal catalog data and cataloging services by the United States on a reimbursable basis.</p>	<p>1,2,4,5, 6,7,15</p>

	Volume(s)
Freight Classification. The division of articles into groups according to physical characteristics for the purpose of transportation.	1,2,4,5, 6,15
Full Descriptive Method of Item Identification. The descriptive method of item identification establishes and delimits the concept of an item of supply by the delineation of the essential characteristics of the item which give the item its unique character and serve to differentiate it from every other item of supply. It may contain other characteristic data not used in the assignment of an NSN as specified in section III of the specific FIIG. The Full Descriptive Method (FDM) technique of item identification is a type 1 item identification which contains all essential characteristics of an item and differentiates it from every other item of supply.	2,4,14
Functional/Operational Index (F/O). An index in grid form designed to assist the user in relating the item identification characteristics with the various logistic functions for data output products.	
Gaining Inventory Manager (GIM). The inventory manager responsible for assuming wholesale materiel management functions.	2,6
Guide Number, Federal Item Identification Guide (FIIG). See DRN 4065, volume 12.	2,4
Hazardous Materiel Code (HMC). See DRN 2720, volume 12.	1,6
Hazardous Material Indicator Code. A code instructing the user on the type of hazardous material(s) used.	8,9,10,15
Immediate Response. The time elapsed from the point at which DLSC receives the last character of input data until DLSC transmits the first character of output data will not exceed one minute.	
Industrial Plant Equipment (IPE). IPE is that part of DoD-owned plant equipment with an acquisition cost of \$1000 or more; used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations. IPE is further identified by noun name in joint DoD Handbooks, DLAH 4215 series.	
Initial Coding. Application of the established IMC criteria by the ICPs to all National Stock Numbered items existing in FSC classes newly designated as commodity oriented.	6
Initiating Activity. An activity assigned the responsibility for the development, coordination, reconciliation, and submittal to DLSC of a completed FIIG and follow-up maintenance.	

Volume(s)

1,2,4,6

Integrated Materiel Manager (IMM). The DoD activity or agency that has been assigned wholesale integrated materiel management responsibility for the DoD and participating Civil Agencies. Integrated materiel management responsibilities include cataloging, requirements determination, procurement, distribution, overhaul repair and disposal of materiel. The terms Integrated Materiel Manager (IMM), Inventory Control Point (ICP) and Materiel Manager are synonymous.

1,6

Interchangeability and Substitutability (I&S). Conditions which permit the exchange of one item for another without affecting design or performance beyond acceptable limits.

1

Inventory Account Code - Coast Guard. See DRN 0708, volume 12.

6

Inventory Control Point (ICP). An organizational unit within the supply system of a Military Service/Defense Logistics Agency which is assigned the primary responsibility for the management of a group of items, either within a particular Military Service or for the DoD as a whole. Responsibilities include computation of quantitative requirements; the authority to require procurement, repair materiel, or initiate disposal; development of world-wide quantitative and monetary inventory data; and the positioning and repositioning of materiel.

4

Item Characteristics. Physical, performance, and other item-related logistics data required to describe, differentiate, and manage items of supply.

1,2,4,6

Item Identification (II). A collection and compilation of data to describe an item. The minimum data to develop an item identification are a combination of the item name, CAGE Code, manufacturers' identifying part/reference number, Reference Number Category Code (RNCC), and Reference Number Variation Code (RNVC). The maximum data required are the item name, all of the physical and performance characteristics data prescribed by a specific FIIG, and the manufacturers' identifying part/reference number. It may also include additional related reference numbers.

4

Item Intelligence. The sum total of data for a given item.

Item Intelligence Maintenance (IIM). A function in FLIS which provides for the processing of adjustments/revisions to established item identifications and characteristics in the FLIS data base.

4

Item Logistics Data Transmittal (ILDT). The medium used for formatting data required to be transmitted to the data bank.

2,6

Item Management Classification Activity (IMCA). See DRN 4075, volume 12.

	Volume(s)
Item Management Coding (IMC). The process of determining whether items of supply in Federal Supply Classes assigned for Integrated Materiel Management qualify for management by the individual DoD components other than DLA or GSA. Coding is accomplished in accordance with DoD 4120.26-M, Defense Integrated Materiel Management Manual for Consumable Items.	1.2.6
Item Management Coding Activity (IMCA). See DRN 2748, volume 12.	2.6
Item Management Statistical Series (IMSS). A series of informational type documents providing statistical data in support of the Federal Catalog System.	6
Item Name. See DRNs 5010 and 5020, volume 12.	1.4.6
Item Name Code (INC). See DRN 4080, volume 12.	1.4.6
Item of Supply. An item of supply may be a single item of production or two or more items of production that are functionally interchangeable or that may be substituted for the same purpose and that are comparable in terms of use. It is more meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, or may be a modification (accomplished by the user or at request of the user) of a normal item of production.	2.4.6
Item of Production. Consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection.	4
Item Standardization Code (ISC). See DRN 2650, volume 12.	1.4.6
Key Data Element(s). Data element(s) submitted to obtain the desired interrogation/search output as specified by the Output Data Request Code.	
Language Media Format (LMF). A code used for AUTODIN transmission to the FLIS data bank. The code indicates source media and preferred output media.	2
Less Than Carload Rating Code (LCL). See DRN 2760, volume 12.	1,2
Less Than Truckload Rating Code (LTL). See DRN 2770, volume 12.	1,2
List. One of the types of catalogs within a series of publications (e.g., Identification List).	4
Losing Inventory Manager (LIM). The inventory manager responsible for relinquishing wholesale materiel management functions.	2,6
Maintenance Action Code (MAC). See DRN 0137, volume 12.	6
Maintenance Coding. Application of the approved IMC criteria by the ICPs to all new or existing National Stock Numbered items which enter FSC classes subject to IMC after initial IMC has been accomplished.	6

Volume(s)

Major Organizational Entity (MOE). The principal subdivision of Government organization under which component organizational entities are identified (e.g., Army, Navy, Air Force, Marine Corps, DLA, GSA, etc.).	1,2,4,6
Management Cognizance. The duties and responsibilities of a DSC, a Military Service activity, other DoD activity(ies), FAA, or GSA for management of an item of supply to the extent indicated by the MOE Rule.	2,6
Manufacturer (Mfr). A manufacturer may be an individual, company, firm, corporation, or Government activity that controls the design and production of an item, or produces an item from crude or fabricated materials or components, with or without modification, into more complex items.	4
Mass Change Processing. Mass change processing falls into two categories. Pre-programmed mass change is initiated by an SSR transaction which triggers or permits subsequent multiple actions to the DLSC and/or Service/Agency files. Special project mass change will require that original analysis and programming be accomplished to accommodate the requested actions.	1,2,6
Mass Data Retrieval. Mass data retrieval is designed to extract segment data from the FLIS data base or partial or complete files from the SSR based on the input of key data element(s). The content of the segments from the FLIS data base and the content of data elements from the SSR will be controlled through input of the appropriate Output Data Request Code DRN as indicated in volume 10, table 28 (Output Data Request Code/Access Key(s)).	1
Master Requirement Code (MRC). See DRN 3445, volume 12.	1,4
Master Requirements Directory (MRD). A publication containing the requirements, reply tables, Military Standard Item Characteristics Coding Structure (MILSTICCS), Master Requirement Codes (MRCs), and mode codes contained in published Federal Item Identification Guides (FIIGs).	1
Materiel Category Codes (MCC). See DRNs 2680 and 9256, volume 12.	
Materiel Condition Codes (MCC). See DRN 2835, volume 12.	
Materiel Management. Direction and control of those aspects of logistics which deal with materiel, including the functions of identification, cataloging, standardization, requirements determination, procurement, inspections, quality control, packaging, storage, distribution, disposal, maintenance, mobilization planning. Encompasses materiel control, inventory control, inventory management, and supply management.	2,6
Materiel Management Aggregation Code - AF (MMAC). See DRN 2836, volume 12.	1
Materiel Manager (MM). The director or organizational component responsible for performing the materiel management functions for assigned items.	1

Matériel Release Order (MRO) An order issued by a Defense Supply Center directing a distribution activity to release and ship matériel.

Mechanization of Warehousing and Shipment Processing (MOWASP). A uniform data system designed to maintain consolidated freight location data and shipment handling information.

Military Service-Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which, due to the nuclear weapons reliability concept, require special testing or control for quality assurance. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will reflect a reference number coded with CAGE 57991, 67991, or 77991.

Military Service Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment), designed or manufactured by a Military Service or design controlled by a Military Service, for use specifically in the nuclear ordnance field. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality", "training quality", or "single quality". They may be security classified or nonsecurity classified and are not necessarily classified in FSC group 11.

Military Specification (MILSPEC). A procurement specification in the military series promulgated by one or more of the military agencies and used for the procurement of military supplies, equipment, or services.

Military Standard (MILSTD). An established or accepted level of performance in the military used as a yardstick in evaluating actual progress.

Military Standard Contract Administration Procedure (MILSCAP). MILSCAP will provide uniform procedures, rules, formats, time standards, and standard data elements for the interchange of contract-related information between and among DoD components and contractors. The provisions of the Armed Services Procurement Regulation are to be implemented in machine processable form, where feasible, in MILSCAP. The system administrator and the chairman of the ASPR Committee will assure compatibility between the two procedures.

Military Standard Item Characteristics Code Structures (MILSTICCS). The coding structure used to code characteristics data for item identifications, transmission, storage, and processing.

6

4

4

2,4

1

Volume(s)

6

Military Standard Requisitioning and Issue Procedures (MILSTRIP). MILSTRIP will prescribe uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information for all materiel commodities (unless specifically exempted by the ASD (MRA&L)) between requisitioners and supply control/distribution systems in DoD and other participating agencies. MILSTRIP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).

6

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP). MILSTRAP will prescribe uniform procedures, data elements, documents, and time standards for the flow of inventory accounting information pertaining to receipt, issue, and adjustment actions between inventory control points, stock control activities, storage sites/depots, and posts, camps or bases (unless specifically exempted by the ASD (MRA&L)). Card formats and data elements employed in MILSTRAP will be designed to complement the techniques prescribed in MILSTRIP and to provide the means for generating financial inventory data required for management and transaction reports and financial reports.

Military Standard Transportation and Movement Procedure (MILSTAMP). The MILSTAMP DoD Regulation will contain all necessary forms, formats, codes, procedures, rules, and methods required by DoD components in the movement of materiel. It is a complete reference for policy and procedures governing data elements, documentation and information flow, and will be disseminated to the operating levels of the DoD components and participating Government agencies for use as specified therein.

Supplementing procedures issued by DoD components and participating agencies are authorized only to the extent of assuring more detailed operating instruction required by action offices (e.g., keypunch instruction) or to cover variances in capabilities to generate, process, receive, and perpetuate data required by MILSTAMP (e.g., internal operating instruction).

1.2.4.6

Military Traffic Management Command (MTMC). A command under the Department of the Army responsible for procurement, use, cost, and control of commercial transportation services required in the movement of cargo and passengers for the DoD components.

2.4

MINIMIZE. A condition wherein normal message and telephone traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed.

2.4.6

MOE Rule Related Data. Consists of Item Management Status Data and the NIMSC Code, AF Materiel Management Aggregation Code, supplementary data collaborators/receivers, Item Management Code, the IMCA, and effective date.

	Volume(s)
National Codification Bureau (NCB) Code. See DRN 4130, volume 12.	4
National Item Identification Number (NIIN). See DRN 4000, volume 12.	1.2.4.6
National Motor Freight Classification Code (NMFC). See DRN 2850, volume 12.	1.2.6
National Stock Number (NSN). See DRNs 3960, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.	1.2.4.6
NATO Stock Number (NSN). An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.	1.4.6
NATO Supply Code for Manufacturers (NSCM). See DRN 4140, volume 12.	1.4
Navy Cognizance Code. See DRN 2608, volume 12.	1
Next Higher Classifiable Assembly. This term is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. The term "higher assembly" is used for brevity and may actually include components, sub-assemblies, assemblies, and end items or systems.	4
Nominal Value. A value, excluding tolerance, used for the purpose of general identification usually expressed as a fraction, size number or letter, code number, gage number, or decimal number.	
Non-Approved Item Name (NAIN). See DRN 5020, volume 12.	3
Non-Duplicate (NDUP). When the item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing Federal item identification and there are no matching reference numbers.	4
Normal Source of Procurement. See DRN 0721, volume 12.	
Nuclear Hardness Critical Item (NHCI). As defined in DoD-STD-100C. A hardware item at any assembly that is mission critical and could be designed, repaired, manufactured, installed or maintained for normal operation, and yet degrade system survivability in a nuclear environment if hardness were not considered.	
On Hand/Due In. See DRN 0722, volume 12.	
Operational Feasibility. The determination of whether a data system change will operate properly and be properly used once developed and implemented.	1
Operational Need Date. See DRN 0726, volume 12.	

Volume(s)

Optical Character Recognition (Reader) (OCR). A data processing technique (device) which converts, by optical means, the characters placed on paper into a code suitable for input to a computer.

1.2

Organizational Entity (O.E.). An organizational element, segment, or entity for cataloging; DoDAAC, bidders, manufacturing, or nonmanufacturing activity or establishment, etc.; and attribute data ascribed in the entity for the purpose of intensifying its meaning, characteristics, responsibility, eligibility, and area(s) of authority.

1.4.6

Original Federal Item Identification. An item identification which has been approved by the Defense Logistics Services Center and assigned a National Stock Number, but which has not been revised, transferred, or cancelled.

4

Originating Activity. Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency), the originating activity assumes the status also of a submitting activity.

2.4.6

Originating Activity Code. See DRN 4210, volume 12.

1.4.6

Output Data Request Code (ODRC). See DRN 4690, volume 12.

1.2, 4.6

Package Sequence Number (PSN). See DRN 1070, volume 12.

1.2.4

Partial Descriptive Method Item Identification (PDM). A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.

2.4

Permanent System Control Number (PSCN). See DRN 4250, volume 12.

1.2, 4.6

Physical Security/Arms, Ammunition and Explosives Security Risk/Pilferage Codes. See DRN 2863, volume 12.

	Volume(s)
Possible Duplicate Item-of-Supply Concepts. An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).	4
Precious Metal Indicator Code (PMIC). A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).	8.9, 10,15
Price Validation Code, Air Force (PVC). See DRN 0858, volume 12.	
Primary Inventory Control Activity (PICA). See DRN 2866, volume 12.	1,2,4,6
Primary Reference Number. The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the "design control reference".	4
Priority Indicator Code (PIC). See DRN 2867, volume 12.	2,4
Procurement Method Code (PMC). See DRN 2871, volume 12.	6
Procurement Method Suffix Code (PMSC). See DRN 2876, volume 12.	6
Production Lead Time. See DRN 0730, volume 12.	
Proposed Original Item Identification. An item identification for an item in or entering a supply system which has not yet been approved by the Defense Logistics Services Center (DLSC) as a Federal item identification assigned a National Stock Number.	2,4
Provisioning Screening Master Address Table (PSMAT). See DRN 0232, volume 12.	1
Provisioning Supply Support Request. Indicated by Card Identification Code P to show that a Supply Support Request received by the CIMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	2,6
Qualitative Value. The portion of a reply that expresses quality such as color, shape, material, condition, etc.	3
Quantitative Value. The portion of a reply which expresses a numeric value for such characteristics as dimensions, measure, magnitude, electrical rating, etc.	3

	Volume(s)
Quantity Unit Pack (QUP). See DRN 6106, volume 12.	6,15
Rail Variation Code. See DRN 4760, volume 12.	1,2,6,15
Reactivation Coding. Application of the approved IMC criteria by the ICPs to inactivated NSNs for which a CIMM was the last manager, and the ICP is not currently recorded as a user.	6
Receiver Code. See DRN 2534, volume 12.	
Record Separator. The symbol used to indicate the completion of a characteristic reply or to indicate end of record.	16
Reference Drawing. Reference Drawing Groups (RDG) appear in Appendix B of the Federal Item Identification Guide (FIIG). The drawings will be isometric when possible, and will be configured with dimensional requirements necessary to describe basic item features.	
Reference Method of Item Identification (RM). The reference method of item identification establishes and delimits the concept of an item of supply by reference(s) to the item-identifying number(s) of one or more manufacturers denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not delineated in the item identification but are ascertainable by research of the data represented by the manufacturers item-identifying number(s).	2,4,6,14
Reference Number. A reference number is any number, other than an activity stock number, used to identify an item of production or, either by itself or in conjunction with other reference numbers, to identify an item of supply. Reference numbers include manufacturers part, drawing, model, type, source-controlling, or specification-controlling numbers and the manufacturers trade name, when the manufacturer identifies the item by trade name only; NATO Stock Numbers; specification or standard part, drawing, or type numbers. The submittal of all known reference numbers related to an item of production or an item of supply, with the applicable Reference Number Category Code, the applicable Document Availability Code, and the applicable Reference Number Variation Code, is mandatory.	2,4
Reference Number Action Activity Code (RNAAC). See DRN 2900, volume 12.	1,4
Reference Number Category Code (RNCC). See DRN 2910, volume 12.	2,4,6, 15
Reference Number Category Code Combination. Consists of the Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) as expressed in volume 10, table 8.	
Reference Number Format Code (RNFC). See DRN 2920, volume 12.	4,5
Reference Number Justification Code (RNJC). See DRN 2750, volume 12.	1,4

	Volume(s)
Reference Number Status Code (RNSC). See DRN 2923, volume 12.	
Reference Number Variation Code (RNVC). See DRN 4780, volume 12.	2,4,5,15
Reference/Partial Descriptive Method Reason Code (RPDMRC). See DRN 4765, volume 12.	1,2,4
Reinstated Federal Item Identification. A Federal item identification which has been cancelled but which has subsequently been reauthorized for use to identify an item of supply.	4,6
Remote Output Format Code. See DRN 0841, volume 12.	16
Reparability Code - Coast Guard. See DRN 0709, volume 12.	1
Reply. A reply (data item) is the answer to a specific requirement.	4
Reply Code. A code that represents an established reply to an approved requirement.	4
Reply Table. A listing of replies (data items) applicable to a requirement or group of requirements derived from a single data element. Each reply in the table is assigned a different reply code.	4
Report Control Symbol (RCS). Set of letters and numbers which identifies an approved report and authorizes its initiation and preparation.	2
Requirement. A definition of a required characteristic.	4
Requirement, Lead-In. A general requirement identifying and providing guidance for reply to a specific range of following requirements. A lead-in requirement is never assigned a MRC, nor does it ever require a reply.	
Requirement, Major. A requirement which, in addition to requiring a reply, may necessitate replies to succeeding subordinate requirements (subrequirements) dependent upon the specific reply given to the major requirement (see definition of Requirement, Lead-In and Requirement, Subordinate).	
Requirement, Subordinate. A requirement for which the reply is dependent on a lead-in requirement or major requirement (also termed "subrequirement").	
Retail Manager (RM). A materiel manager or another designated activity within a Military Service/Agency having retail responsibility for an item of supply where the wholesale materiel management functions are performed by an IMM, including DNA, NSA, and TARCOM.	6
Retroactive Coding. Scheduled application of the approved IMC criteria by the ICPs to item(s) in FSC classes designated as commodity oriented which were previously coded for Service retention.	6
Return Coding. A request to effect the return of an item currently coded for Integrated Materiel Management to Service management by the application of IMC criteria.	6

Volume(s)

6

Routine Reclassification Action. Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied.

1.2.6

Routing Identifier Code (RIC). A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks.

1.4

Secondary Address Code (SAC). See DRN 8990, volume 12.

Secondary Address Indicator Code (SAIC). See DRN 9485, volume 12.

1.2.6

Secondary Inventory Control Activity (SICA). See DRN 2938, volume 12.

2.4

Service/Agency Designator Code (SADC). See DRN 4672, volume 12.

2.6

Service Item Control Center (SICC). An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.

6

Shelf Life Code (SLC). See DRN 2943, volume 12.

1.2

Simplified File Maintenance (SFM). FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.

4

Single Quality Items. Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.

2.4

Single Submitting Activity. See DRN 9255, volume 12.

4

Source Controlled Federal Item Identification. A type 1, 1B, 2, 4, or 4B Federal item identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.

4.6

Source of Supply Code (SOS). See DRN 3690, volume 12.

6

Source of Supply Modifier Code (SOSM). See DRN 2948, volume 12.

	Volume(s)
Specially Designed Item. The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment" as used in the notes in Cataloging Handbooks H2-1 and H2-2. In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.	4
Special Packaging Requirement. See DRN 0725, volume 12.	
Standard Requirement. A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.	4
Standard Test Data Base (STDB). Maintained at DLSC with data input by Services/Agencies participating in the interface test program. See volume 1, chapter 1.7.	1
Statistical Indicator Code. See DRN 3708, volume 12.	
Submitted Package Sequence Number (SPSN). See DRN 8328, volume 12.	
Submitter Code. See DRN 2535, volume 12.	
Submitting Activity. Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency) through which the originating activity is required to submit its proposals to DLSC.	1,2,4,6
Submitting Activity Code. See DRN 3720, volume 12.	1,4
Supply Management Data. Item data which do not affect NSN assignment but are necessary to support logistics functions.	
Supply Status Code, MILSTRIP. See DRN 8590, volume 12.	
Supply Support and Cataloging Action Request. Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
Supply Support Request (SSR). A request submitted by the activity responsible for supporting an end item being provisioned to a Commodity Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2,6
Suspense File. The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.	1,4

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System Change Request (SCR). A formal request for modification of the FLIS. The SCR will be assigned one of the following priorities.	1.6
1. Routine - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 180 days prior to implementation.	
2. Expedite - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation.	
3. Emergency - an SCR required to maintain the operational status of FLIS.	
System Control Number (SCN). See DRN 3735, volume 12.	4.6
System Support Record (SSR). The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-Up, Graphics, Process Control, Mass Changes to FLIS data base, Mass Data Retrieval, and Tailored Data Interrogations.	1.2.6
Technical Feasibility. The determination of whether the development of a data system change is possible within the limits of available technology.	1
Training Quality Items. Items designated for use on or with training nuclear weapons or on nuclear ordnance test and handling equipment but not authorized for use on war-reserve nuclear weapons.	4
Transportation Control Number of Government Bill of Lading (TCN/GBL). See DRN 2993, volume 12.	
Type of Cargo Code. See DRN 9260, volume 12.	1.2
Type of Financial Management Control. See DRN 0729, volume 12.	
Uniform Freight Classification Code (UFC). See DRN 3040, volume 12.	1.2.6
Unit of Issue (U/I). See DRN 3050, volume 12.	2.6
Unit of Issue Conversion Factor. See DRN 3053, volume 12.	6
Unprocessable Transaction. Transactions which did not contain the minimum essential control elements required for processing. These transactions are not queued for further processing and are not retained in the FLIS files.	1.2.4.6
Using Service Code. See DRN 0745, volume 12.	
War-Reserve Quality Items. Items authorized for use on or with war-reserve nuclear weapons but not designated for use on training nuclear weapons or test and handling equipment.	4

Water Commodity Code. See DRN 9275, volume 12.

Withdraw. The word “withdraw” in these procedures refers specifically to activity action to remove existing data from DLSC files.

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CHAPTER 1
SPECIAL OPERATING PROCEDURES FOR FEDERAL SUPPLY
CLASSIFICATION (FSC) CLASSES ASSIGNED FOR INTEGRATED MANAGEMENT

2.1.1 Purpose and Scope

a. This chapter establishes procedures for cataloging all items assigned to DoD components or the General Services Administration for commodity integrated materiel management (e.g., a Defense Supply Center (DSC), U.S. Army Tank-Automotive Command (TACOM), GSA) and for cataloging all consumable items assigned to Military Services for weapons integrated materiel management.

(1) Assignments to Integrated Materiel Managers (IMMs) may be by complete Federal Supply Classification group or class or on a by-item basis as a result of item management coding or other item management decisions. By-item assignment includes specific approved exception items within primary FSC assignments of a IMM.

(2) Assignments to a Service Integrated Materiel Manager (IMM) will be on a by-item basis as a result of item management decisions.

b. This chapter is applicable to the Defense Logistics Agency (DLA), the Military Services, GSA, the Coast Guard, the Federal Aviation Administration (FAA), and other DoD activities (e.g., National Security Agency (NSA), and Defense Nuclear Agency (DNA)).

2.1.2. Principles of Operation

a. Cataloging Actions and Responsibilities of IMMs.

(1) This section applies to the submittal and collaboration of cataloging actions for items assigned to an IMM on the basis of FSC group or class or on a by-item basis.

(2) The full range of cataloging actions includes proposed new or revised item names, Federal Supply Classes (FSCs), Federal Item Identification Guides (FIIGs), and FIIG Appendix B reference drawings, logistics data changes, item identifications and related FLIS transactions or cataloging tools

prepared in accordance with this manual.

(3) Single Submitter Categories

(a) Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC, the IMM is the sole submitter of cataloging actions, both new or changed data and new, reinstatement, or revised item identification, for items managed in the applicable class. This also includes proposals for new or revised cataloging tools related to FSCs under the activity's cognizance.

(b) Category B Single Submitter. Where management and cataloging responsibility is established on a by-item basis within a given FSC, the IMM is the sole submitter of proposed catalog data changes against existing items under management of that activity. This includes cataloging action, both new or changed data and new, reinstatement or revised item identifications, for items managed under the activity's cognizance.

b. Proposed New and Revised Item Names, FSCs, FIIGs and FIIG Appendix B.

(1) Military Services' and all other DoD Activities Proposals (including NSA).

(a) The DLA IMM will be the single submitting activity to DLSC for all Military Service and other DoD activities for cataloging tools development and maintenance.

(b) All proposed new and proposed revisions to cataloging tools that are originated by the Military Services or other DoD activities will be forwarded to the DLA IMM for review. The IMM will collaborate all proposals with other interested Military Service and DoD activities prior to submittal to DLSC.

(c) Proposed revisions to cataloging tools originated by the IMM will also be collaborated with other interested Military Service and other DoD activities prior to submittal to DLSC.

(2) Civil Agency Proposal. The GSA will submit all Civil Agency proposals directly to DLSC, other than those originated by FAA, VA, USDA, or the Coast Guard. The FAA, VA, USDA, NWS, DMA, and the Coast Guard will submit proposals directly to DLSC.

c. IMM Assignments on an FSC Basis. For items of supply assigned to an IMM on an FSC basis (see DoD 4140.26-M, Appendix A-1), all cataloging actions will be submitted and collaborated in accordance with section 2.1.3.

d. IMM Assignments on a By-Item Basis. For items of supply classified in those FSCs included in the IMM assignment but for which management is determined on a by-item management coding basis (see DoD 4140.26-M, Appendix B), all cataloging actions will also be submitted in accordance with section 2.1.3.

e. Cataloging Actions for Items Assigned to IMM. General IMM cataloging responsibilities are covered in section 2.1.4.

f. Special Cataloging Actions and Responsibilities for Items Exempt from Item Management Coding and Single Submitter Requirements. Items of supply classified in those FSC classes included in the IMM assignment (see DoD 4140.26-M, Appendix A-2) will be submitted in accordance with section 2.1.5.

g. Establishment and withdrawal of IMM cognizance in the FLIS data base will be in accordance with section 2.1.6.

h. The change of FSC for an item under the management of an IMM to an area under assignment to a different IMM, or to an area not under an IMM assignment, will be submitted in accordance with section 2.1.7.

i. Change of IMM. The change of management cognizance from an IMM to a different IMM will be submitted in accordance with section 2.1.8.

j. Cancellations (National Stock Numbers (NSNs) only). Cancel-Duplicate or Cancel-Use transaction shall be submitted in accordance with section 2.1.9.

k. General Maintenance Considerations. See section 2.1.10.

2.1.3 Cataloging Actions in Areas Assigned to IMM on an FSC or By-Item Basis

a. General Instructions. This section applies to the submittal and collaboration of all cataloging actions for items assigned to an IMM on the basis of a complete FSC or those items in FSCs included in the IMM assignment but for which management is determined on a by-item management coding basis. Cataloging actions include proposed new or revised item names, Federal Item Identification Guides (FIIGs), FIIG Appendix B, logistics data changes, item identifications, and related actions.

(1) The Defense Personnel Support Center (DPSC) functions as a single catalog data submitter on a complete FSC class basis for all assigned classes when category A single submitter criteria applies. The Defense Fuel Supply Center functions as single catalog data submitter in FSC classes 9130 and 9140. Single catalog data submitter responsibilities are as indicated in the Federal Catalog System Policy Manual, DoD 4130.2-M, and volume 13 of this manual.

(2) Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC class, the IMM is the sole submitter of cataloging actions for items in the applicable class. This includes proposals for new or revised cataloging tools; new, reinstatement, or revised item identifications; and new or changed data related to existing item identifications such as add, delete, or change Major Organizational Entity (MOE) Rule data, changes in item status codes, add or delete references, etc.

b. Proposed New or Revised Item Names, FSCs.

and Federal Item Identification Guides (FIIGs) and FIIG Appendix B Reference Drawings. Reference Drawings.

(1) Military Activity and IMM Proposals (including NSA).

(a) The IMM will be the single submitting activity to DLSC for all military and other DoD activities.

(b) All proposed new cataloging tools originated by military or other DoD activities will be forwarded to the IMM for review. All proposals will be collaborated with other interested military and DoD activities by the IMM prior to submittal to DLSC.

(c) Proposed revisions to cataloging tools originated by military or other DoD activities will be forwarded to the IMM. The IMM will collaborate with other military activities prior to submittal to DLSC.

(d) Proposed revisions to cataloging tools originated by the IMM will be collaborated with other interested military and other DoD activities prior to submittal to DLSC.

(2) Civil Agency Proposals. The GSA will submit all Civil Agency proposals directly to DLSC, other than those originated by FAA, VA, USDA, or the Coast Guard. The FAA, VA, USDA, and the Coast Guard will submit proposals directly to DLSC.

(3) DLSC Actions Proposals (including NSA).

(a) Receive all proposals for new tools for military and other DoD activities items of supply from the IMM only. Approve and publish or return the proposal for corrective action by the IMM.

(b) Receive all proposed revisions, fully collaborated with interested military and DoD activities, from the IMM. Collaborate the military or other

DoD activity proposal with GSA, FAA, VA, USDA, NWS, DMA and the Coast Guard. Upon completion of collaboration, approve and publish or return the proposal for corrective action by the IMM.

(4) DLSC Actions on Civil Agency Proposals.

(a) Receive all proposals for new tools from GSA, FAA, VA, USDA, NWS, DMA or the Coast Guard. Approve and publish or return the proposal for corrective action by the submitter.

(b) Receive all proposed revisions from GSA, FAA, VA, USDA, NWS, DMA or the Coast Guard. Collaborate the proposal with the IMM. Upon completion of collaboration with the IMM, approve and publish or return the proposal for corrective action by the submitter.

c. Item Identification Actions

(1) Proposed Original and Reinstated Item Identification and logistics data changes.

(a) Military Activity and IMM Proposals (including NSA). All proposed original and reinstated item identifications will be processed through, or by, the appropriate IMM which will be the single submitting activity to FLIS. Document Identifier Codes (DICs) to be used when preparing the data are as follows: (See volume 8, chapter 8.1 or volume 9, chapter 9.1.)

LBC LBR LNC LNP LNW
LBK LBW LNK LNR

(b) Civil Agency Proposals. Proposals originated by GSA, FAA, USDA, NWS, DMA and the Coast Guard will be submitted directly to DLSC in accordance with regular Civil Agency procedures.

(2) DLSC Actions on All Proposed Original, Reinstated Item Identifications and proposed data changes to FLIS. Receive all proposed original, reinstated item identifications and proposed data changes to FLIS from the submitting activity and

approve or disapprove them.

(a) Approvals.

(1.) Assign an NSN/PSCN (Permanent System Control Number) as applicable or verify the NSN to be reinstated.

(2.) Forward notification of approval of the action to the submitting activity. The originating activity, if different from the submitting activity, will also receive notification.

(3.) Record the data in the FLIS data base and forward FLIS data base data to all authorized receivers.

(b) Returns. Return to the submitting activity for appropriate corrective action, adoption, or possible resubmittal. Forward notification of the return to the originating activity, if different from the submitting activity.

(3) DLSC Actions on Proposed Data Changes to FIIs - Military Activity, IMM, and Civil Agency Proposals (including NSA). Receive all proposed data changes to Federal Item Identifications from the submitting activity and approve or return them.

(a) Approvals.

(1.) Forward notification of approval of the action to the submitting activity. The originating activity, if different from the submitting activity, will also receive notification.

(2.) Record the data in the DLSC FLIS data base and forward appropriate FLIS data base data to all authorized receivers.

(b) Returns. Return to the submitting activity for appropriate corrective action, adoption, or possible resubmittal. Forward notification of the return

to the originating activity, if different from the submitting activity.

2.1.4 Cataloging Actions for all Items Assigned to IMMs

a. General Instructions. This section applies to the submittal and collaboration of all cataloging actions for all items assigned to a IMM. Cataloging actions include proposed new or revised item names, FIIGs, FIIG Appendix B, item identifications, and related actions prepared in accordance with this manual.

b. Names, FIIGs, and FIIG Appendix B Reference Drawings. All proposed new and revised cataloging tools will be submitted directly to DLSC. DLSC will review the proposed tools and submit them to interested activities for collaboration when appropriate. After collaboration, DLSC will approve and publish or return the proposal for corrective action by the originating activity.

c. Item Identification Actions.

(1) Proposed Original and Reinstated Item Identifications. All proposed original and reinstated item identifications will be submitted directly to DLSC. DICs to be used for preparing the data are as follows (See volume 8, chapter 8.1 or volume 9, chapter 9.1 for format.):

LBC LBR LNC LNP LNW
LBK LBW LNK LNR

When an IMM originates a proposed original or reinstated item identification as a result of a joint provisioning agreement, MOE Rule data will be submitted for each Military Service or other DoD activity in accordance with the MOE Rules Table in volume 13.

(2) DLSC Actions on Proposed Original and Reinstated Item Identifications. DLSC will receive proposals from the submitting activity and approve or return them.

(a) Approval

(1.) Assigned an NSN or verify the NSN to be reinstated.

(2.) Forward notification of approval of the action to the submitting activity. The originating activity, if different from the submitting activity, will also receive notification.

(3.) Record the data in the FLIS data base and forward file maintenance to all authorized receivers.

(b) Returns. Return to the submitting activity for appropriate corrective action, adoption or possible resubmittal. Forward notification of the return to the originating activity, if different from the submitting activity.

(3) Proposed Data Changes to an Item Identification.

(a) The term "data changes" as used in this paragraph applies to all revisions of item identifications; all transfers between the descriptive and reference method; all reference number changes, item status code changes, add, delete, or change MOE Rule data, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 FIIs.

(b) All data changes to items under the cognizance of a IMM will be submitted by the originating military activity to the responsible IMM or IMM catalog agent, which will be the single submitting activity to DLSC. The responsible IMM will return items received directly from the originating Military Service for submittal through the IMM or IMM agent. The responsible IMM or IMM catalog agent will:

(1.) Review and determine the appropriate actions.

(2.) Collaborate (in accordance with chapter

2.2) with military activities and Civil Agencies reflected as data collaborators in the FLIS MOE Rules Tables (volume 13) and supplementary collaborators recorded in the FLIS data base.

(3.) Submit the proposed action as required. All conflicts resulting from collaboration will be resolved by the IMM or IMM catalog agent prior to submittal.

(4) DLSC Actions on Proposed Data Changes to FIIs. Receive all proposed data changes to item identifications from the submitting activity and approve or return them.

(a) Approvals. Forward notification of approval of the action to the submitting activity. The originating activity, if different from the submitting activity, will also receive notification. Record the data in the FLIS data base and forward appropriate file maintenance to all authorized receivers.

(b) Returns. Returns to the submitting activity for appropriate corrective action, adoption, or possible resubmittal. Forward notification of the return to the originating activity, if different from the submitting activity.

2.1.5 Special Cataloging Actions and Responsibilities for Items Exempt from Item Management Coding and Single Submitter Requirements.

a. FSCs having no IMM assigned, i.e. those FSCs excluded from Item Management Coding, are contained in DoD 4140.26-M, Appendix A.

b. Cataloging Nuclear Ordnance Items. The Nuclear Ordnance Cataloging Office (NOCO) functions as the single agency submitter for all Department of Energy (DOE) designed and controlled items and Military Service designed and controlled nuclear ordnance items, regardless of FSC. Items so controlled will be submitted to the NOCO in accordance with volume 4, chapter 4.13.

c. Single Submitters

(1) The Defense Personnel Support Center (DPSC) functions as a single catalog data submitter on a complete FSC basis for all assigned classes when category A single submitter criteria applies.

(a) The Defense Medical Standardization Board operates as the single point of contact for and liaison with other Government agencies in all professional and technical matters involving medical material.

(b) For Cataloging actions related to items within the cognizance of the DPSC, the Military Services activities introduce new items of supply or recommend revisions/deletions of existing items:

(1.) Send technical and supply management data together with the request for adoption of items by their parent medical service through command channels. The medical service will review the request and determine whether or not an item meets the criteria for medical materiel. A professional and logistical evaluation will be made to ensure that the item is acceptable for medical or related use. Upon completion of evaluation and approval, the item will be submitted to the DMSB which will accomplish interservice coordination. Coordinated proposals are forwarded to DPSC for preparation of cataloging action.

(2.) Submit a letter of request to the DMSB through appropriate channels for items in FSC Group 65, FSC Classes 6630 and 6640 and items in other FSC Classes that are designed primarily for use in the medical, dental and veterinary programs of one or more Military Services.

(3.) Send cataloging data prepared in accordance with this manual for items of nonmedical materiel when DPSC is assigned FSC single submitter responsibility.

(4.) Coordinate proposals for introduction

of new clothing and textile items with DPSC through the appropriate Retail Inventory Control Point as soon as tests have been completed indicating that the item satisfied the user's requirements but prior to final adoption decision and cataloging.

(5.) Upon receipt of concurrence from DPSC, prepare and submit a request for cataloging action with applicable technical data.

(6.) Confirm to DPSC, as applicable, that the new item has been included in the Military Service authorization documents and reference files.

(2) The Defense Fuel Supply Center functions as single catalog data submitter in FSC classes 9130 and 9140.

2.1.6. Establishing and Withdrawing IMM Management Responsibility for Items of Supply

a. Establishing IMM Responsibility.

(1) IMM Proposals. As a result of classification and Item Management Coding, the IMM will establish management responsibility for these items under his cognizance in the FLIS data base. The IMM will submit to DLSC a DIC LCU and DIC LCM transaction(s) under DIC LMD to reflect the management change(s).

(2) DLSC Actions on IMM Proposals. Receive MOE Rule data and IMM Catalog Management Data (CMD) and record it in the FLIS data base. Forward maintenance file data to all authorized receivers.

b. Withdrawing IMM Responsibility.

(1) IMM Proposals. By agreements with the requiring Military Services or other DoD activities, an item may be removed from IMM management but retained within a Service or other DoD activity supply system. The GIM will submit to DLSC DIC LCU to change the MOE Rule data for each Service

or other DoD activity retaining an interest in the item and DIC LCM for GIM CMD, under DIC LMD.

(2) DLSC Actions on IMM Proposals. Receive MOE Rule data and record the data in the FLIS data base. Forward FLIS data base data to all authorized receivers for updating their catalog files.

c. Withdrawal of Military Activity and IMM Interest.

(1) IMM Proposals. It may be determined by agreements and/or collaboration efforts that an item under IMM management is no longer required by all registered users and all assets have been depleted. The IMM shall submit DIC LDU (with the Deletion Reason Code) for each applicable MOE Rule and DICs LDM, LCM, or LAD, as applies, to inactivate or delete Catalog Management Data (see paragraph 2.1.6.a.(1)). Input will be made concurrently under DIC LMD. NOTE: When GSA, activity code 75, functions as an IMM and withdraws interest (LDU) in an item of supply for GSA and/or a military activity, the Deletion Reason Code is required for each MOE Rule being withdrawn.

(2) DLSC Actions on IMM Proposals.

(a) Receive the MOE Rule data and delete the data from the FLIS data base. Receive and process CMD.

(b) Forward appropriate FLIS data base data to all authorized receivers for updating their catalog files.

(c) Retain the inactive (no user) NSN with the IMM's activity code in the FLIS data base for aging and use in cataloging or provisioning screening purposes when the IMM has sole submitter responsibility on an FSC class basis.

d. Reactivations.

(1) Reactivation of an NSN will be proposed

through the cognizant IMM when the item is in an FSC assigned to a IMM who has single submitter responsibility.

(2) Reactivation of an NSN will be proposed directly to DLSC when cataloging responsibility assignments are made on a by-item basis.

(3) Reactivation is limited to the submittal of DIC LAU with appropriate Catalog Management Data transaction (LAM, LCM) against a valid NSN being carried in FLIS records under inactive (no manager) status. It is not to be confused with reinstatement of a cancelled NSN.

2.1.7 Change of FSC for IMM Items.

a. Change an FSC to a Class not under IMM Assignment.

(1) IMM Proposals. An item under IMM management may require a change of FSC, or a change of catalog data for other reasons may include a change of FSC. If the item, when reclassified, will no longer be in an FSC assigned to that (or any other) IMM, the IMM will:

(a) Obtain the concurrence of all recorded collaborating activities, both military and civil, in the proposed FSC change; also obtain the applicable MOE Rules to be recorded against the new FSC. (One Military Service should be designated as the IMM.) (See chapter 2.2.)

(b) The GIM will forward to DLSC the proposed FSC change (DIC LCG), applicable MOE Rule data (LCU) for each Service/Agency retaining an interest in the item, and CMD (LCM/LAD) to reflect the FSC change in the IMM segment H. The LCG, LCM, and LCU transactions will be submitted under input DIC LMD and shall reflect the same effective date.

(2) DLSC Actions on IMM Proposals. As a result of the actions submitted, DLSC will adjust the FLIS data base to show the new FSC, process MOE

Rule data and the GIM CMD for FLIS data base update, and forward appropriate data to all authorized receivers for updating their catalog files.

b. Change FSC to a Class Assigned to a Different IMM.

(1) IMM Proposals. An item under IMM management may require a change of FSC. or a change of catalog data for other reasons may include a change of FSC. If the item, when reclassified, will fall within the area of responsibility of another IMM, the losing IMM will:

(a) Obtain the concurrence of all collaborating activities, both military and civil, in the proposed FSC change. Also obtain the concurrence of the IMM responsible for the new FSC class in the proposed reclassification. In addition, the losing IMM shall forward the applicable collaborated data to the GIM for recording against the new FSC. (See chapter 2.2.)

(b) The GIM will forward the proposed FSC change (LCG), applicable MOE Rule data (LCU) for each Service/Agency retaining an interest in the item, and CMD (LCM) to DLSC. The LCG and LCU transactions will be submitted under input DIC LMD and shall reflect the same effective date.

(2) DLSC Actions on IMM Proposals. As a result of actions submitted, DLSC will adjust the FLIS data base to show the new FSC, process the MOE Rule data and CMD, and forward appropriate FLIS data base data to all authorized receivers for updating their catalog files.

2.1.8 Establishing and Withdrawing Interest and Changing Management for IMM Items

a. Establishing Interest for IMM Items.

(1) Establishing IMM Interest on Items without Military Service Users. When a Service activity adopts a consumable item of supply, an LMD

transaction containing DICs LAU and LAM will be submitted to establish that activity as the IMM for the item.

(2) Establishing Military Service Interest. As a result of a supply support request (DoD 4140.26-M, volume I) from a Service activity, the responsible IMM or IMM cataloging agent will submit an LAU transaction to record the Service MOE Rule in accordance with volume 13.

(3) DLSC Actions on IMM Proposals. Receive MOE Rule data from the IMM.

(a) Approvals. Forward notification of approval of the action to the submitting activity. The originating activity, if different from the submitting activity, will also receive notification. Record the data in the FLIS data base and forward appropriate file maintenance to all authorized receivers.

(b) Returns. Return to the submitting activity for appropriate corrective action and possible resubmittal. Forward notification of the return to the originating activity, if different from the submitting activity.

b. Withdrawal of IMM and/or Military Service Activity Interest.

(1) IMM/Lead Service Proposals.

(a) When an item of supply is no longer required by an IMM and there are no other Service MOE Rules recorded, the IMM or IMM cataloging agent will submit DIC LDU and DIC LCM, LAD, LDM as appropriate under DIC LMD.

(b) It may be determined by agreements and/or collaboration efforts that an item under IMM/Lead Service management is no longer required by all registered users and all assets have been depleted. The IMM/Lead Service shall submit DIC LDU (with the Deletion Reason Code) for each applicable MOE Rule and DICs LDM, LCM, or LAD, as applies, to

inactivate or delete Catalog Management Data. (See paragraph 2.1.6.c(1).) Input will be made concurrently under DIC LMD.

(c) When an item of supply under the cognizance of an IMM is no longer required by a Military Service activity(ies), the IMM or IMM cataloging agent will submit LDU for the Military Service activity(ies).

(d) All of the above MOE Rule data will be in accordance with the applicable paragraphs of this section.

(e) When an item of supply is no longer required by an IMM and other Service/Agency MOE Rule data is recorded, the IMM or IMM cataloging agent will submit DIC LDU and DIC LCM or LDM (as appropriate) to inactivate or delete the Service CMD record of the IMM under DIC LMD. The IMM CMD record must remain active until all supported Service/Agency activities have either withdrawn from the item or the item has been logistically assigned to another IMM.

(2) DLSC Actions on IMM-Proposed Withdrawal Actions.

(a) Receive the withdrawal actions and delete the IMM and/or other activity MOE Rules from the FLIS data base; process Catalog Management Data.

(b) Forward appropriate FLIS data base data to all authorized receivers for updating their catalog files.

(c) Retain the inactive (no recorded MOE Rule) NSN in the FLIS data base for aging and use in cataloging or provisioning screening purposes.

c. Changing Item Management for IMM Items.

(1) Change of Item Management from one IMM to a Different IMM. It may be determined by agreement and/or collaboration efforts that an item under the cognizance of a IMM is to be transferred

to a different IMM. The gaining inventory manager or GIM cataloging agent will submit DIC LCU to change the MOE Rule data for each Service or other DoD activity retaining an interest in the item and DIC LCM to input the GIM CMD under DIC LMD.

(2) Change of Item Management from one IMM to another IMM. As a result of an FSC change with subsequent Item Management Coding (IMC) action or other coordinated decision, item management may change from an IMM to a different IMM. The gaining IMM will submit DIC LCU to change the MOE Rule data for each Service or other DoD activity retaining an interest in the item and DIC LCM to input the GIM CMD under DIC LMD.

(3) DLSC Action on Change of Item Management from one IMM to another IMM. As a result of the actions submitted, DLSC will:

(a) Adjust the FLIS data base to show that the item of supply is under the cognizance of a different IMM; process CMD.

(b) Furnish the gaining IMM, as applicable, a complete package of file data as a result of the item management change.

(c) Forward file maintenance data to all authorized receivers.

(4) Deletion of Invalid Logistics Transfer. If a logistics transfer does not involve an FSC change, it may be determined to be invalid and deleted from the futures file in accordance with volume 6, section 6.3.3.

d. Change in FSC only - No Change to Logistics Management. When an FSC for an item changes, the Item Management Code (Data Record Number (DRN) 2744) is required. On the effective date of the LCG, DLSC will output conflict notification code 8K notifying the authorized submitters that the IMC should be added.

2.1.9 Cancellation of an Item as a Duplicate or to

Use Another Item. This section covers the conditions applicable to the submitter of Cancel-Duplicate and Cancel-Use actions and the actions taken by DLSC.

a. When both the Replacement NSN and the NSN to be cancelled (Replaced NSN) contain a Primary Inventory Control Activity with Level of Authority 01, 02, 06, 22, or 23, the authorized submitter recorded on the Replacement NSN shall always submit the proposed cancellation to DLSC. Otherwise, the authorized submitter of the NSN to be cancelled (replaced NSN) shall submit the proposed cancellation to DLSC. Submittals must also conform with the cancel-duplicate priorities provided in volume 10, table 12.

b. When the item to be cancelled contains no users and reflects an IMM FSC and an IMM is recorded on the replacement item, who is the class manager for the FSC in the item to be cancelled, the IMM shall submit the proposed cancellation. Otherwise, the proposed cancellation shall be mailed to DLSC-SB for processing.

c. For a Cancel-Use transaction, if the NSN to be cancelled contains Item Standardization Code (ISC) 3 or E, the PICA of the Replacement NSN (when LOA is 01, 02, 06, 22, 23, or 26) must be equal to the PICA of the item to be cancelled.

d. DLSC Actions on Military Activity, IMM, and Civil Agency Cancel-Duplicate or Cancel-Use Proposals (including NSA). Receives the proposed cancellations from the submitting activity and either approves or returns the transaction.

(1) Approvals

(a) Forwards notification of approval of the action to the submitting activity and to originating activity if different from submitting activity.

(b) Adjusts the FLIS data base to show the cancellation and CMD (if applicable) actions.

(c) Forwards appropriate FLIS data base data to all authorized data receivers.

(2) Returns

(a) Returns to the submitting activity for appropriate corrective action, adoption, or possible resubmittal.

(b) Forwards return to originating activity, if different from submitting activity.

2.1.10 Maintenance Responsibilities. When it becomes necessary to revise or update item identification data, the following procedures will apply for items assigned to Integrated Materiel Managers (IMMs).

a. Centrally Procured Items. For items procured centrally, the cognizant IMM will be responsible for revising and updating the FLIS data base whenever the need for such action becomes evident. Recorded using activities will propose logistics data and item identification revisions to the IMM when errors are discovered or identification data is otherwise not current for items being supplied.

b. Decentralized (Locally Procured) Items. When the items are purchased from local sources, procuring activities will be responsible for assuring that the FLIS data base changes are proposed when required. Each change shall be proposed to the cognizant inventory manager, retail manager, or Service Item Control Center activity. The recorded retail manager or SICC will, in turn, forward a proposed revision to the responsible IMM for review and coordination as required.

CHAPTER 2 COLLABORATION/DATA EXCHANGE PROCEDURES PRIOR TO SUBMITTAL TO DLSC

2.2.1 Purpose and Scope

a. This chapter provides procedures for the collaboration of transactions prior to submittal to the Defense Logistics Services Center and the exchange of data when transactions require submittal to DLSC through another activity. Collaboration is the action necessary between participating activities when changes are being made to common interest items in the FLIS data base. Data exchange is the submittal of data, not requiring collaboration, through the single submitter to DLSC.

b. This chapter is applicable to the Defense Logistics Agency (DLA), Military Services, General Services Administration (GSA), the Coast Guard, the Federal Aviation Administration (FAA), National Security Agency (NSA), Defense Nuclear Agency (DNA), NWS, DMA, North Atlantic Treaty Organization (NATO), and other foreign countries. These procedures are limited to the collaboration/exchange of data related to proposed additions, deletions, reinstatements, or changes to the FLIS data base in the areas of item identification logistics data and item management status.

2.2.2 Consideration for Collaboration

a. Collaboration is not required:

(1) When the originating activity is the only recorded user and the Federal Supply Classification (FSC) is not subject to single submitter procedures.

(2) When the action results from a previously performed format coordination program.

(a) When the actions result from an item reduction study, only those cataloging actions that have been documented and fully coordinated within the study, need not be re-coordinated. (I.e., coordinated cancellations because of invalid reference data, cancel-invalid/cancel duplicate actions, and coordinated reference data deletions, additions or changes.)

(b) If the change has previously been coordinated with all data collaborators and the responsible Engineering Support Activity as a result of a DLA Request for Engineering Support, only those cataloging actions that have been documented and fully coordinated need not be re-coordinated (i.e., a fully coordinated in accordance with Joint Instruction DLAI 3200.I, PAM 715-13, NAVSUPINST 4120.30A, AFI 21-405, MCO 4000.56).

(c) If the change has previously been coordinated with the SICA and all data collaborators via JLC Form 17 or JLC Form 19 (in accordance with Joint Regulation AMC-R 700-99, NAVSUPINST 4790.7, AFLCR 400-21, MCO P4410.22C), no additional collaboration is required.

(3) When the revision, consolidation, or cancellation and replacement of a coordinated specification or standard FIIG revision has been concurred in by all interested activities, an FII may be revised without collaboration provided (1) only the reply to the specification/standard requirement is changed, and (2) no change is made to the item of supply concept of the affected NSNs in the reference number portion of the cataloging record when the reference number is item identifying.

(4) A Type 2 item identification is being transferred to a Type 1, 1A, 4, or 4A item identification; a Type 4 item identification is being transferred to a Type 1 item identification; a Type 4A item identification is being transferred to a Type 1A item identification; or a Type 4B item identification is being transferred to a Type 1B Item identification.

(5) FSC changes that do not result in a change in the PICA and/or SICA.

(6) If an obvious error (such as the item identification does not agree with the technical documentation) is being corrected.

(7) When the manufacturer changes his part numbering system.

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(8) When the manufacturer(s) is no longer in business or no longer manufactures the item, reference numbers may be recoded to RNCC-5/RNVC-9 without collaboration. However, the last reference number on the file may not be changed.

(9) Addition of a new RNCC-3 reference number need not be collaborated if the new RNCC-3 reference number is a result of a coordinated procurement action, i.e., it has been coordinated with the data collaborators and the responsible Engineering Support Activity.

(10) When none of the conditions cited in section 2.2.3 are present.

b. Collaboration is required:

(1) Prior to establishment, revision, transfer, reinstatement, cancellation, or change of data elements for an item identification in the FLIS data base; these actions will be collaborated when there is one or more data collaborator recorded in the FLIS data base. Appendix 2-2-A outlines collaboration requirements for specific Document Identifier Codes.

(2) When the FSC is subject to single submitter procedures. Activities designated as single submitters Category A and B shall collaborate changes to items for which they are responsible regardless of whether the responsibility is made on a Class or on a by item basis. Otherwise, activities designated as authorized submitters in accordance with this manual shall collaborate changes.

(3) Proposed changes to item names applicable to an II.

(4) Proposed changes to the FSC assigned to an FII which results in a change in the PICA and/or SICA. In addition to collaboration with recorded users, collaboration will also be accomplished with the gaining IMM.

(5) Revisions of the technical content of a II (other than those caused by the revision, consolidation, or cancellation and replacement of a coordinated specification, standard, or Federal Item Identification Guide (FIIG) revision) that changes the item-of supply concept. NOTE: However, if the change has been previously coordinated with all data collaborators and the responsible activity, such as the Engineering Support Activity or the Preparing Activity, it need not be re-coordinated.

(6) When the revision, consolidation, cancellation, or replacement of a specification or standard concurred in by all interested activities results in changing the item-of-supply concept.

(7) Proposed additions, deletions, or changes to reference numbers related to source controlled IIs.

(8) Proposed addition or deletion of a reference number that controls the design of an item of production or an item of supply.

(9) Proposed change of an RNCC for which the reference number is coded RNCC 1, 2, or 3 (except for addition of a new RNCC-3 reference number as a result of a coordinated procurement action, i.e., it has been coordinated with the data collaborators and the responsible Engineering Support Activity).

(10) Proposed change of RNCC 4 to RNCC 2, or change of RNCC 5 to RNCC 1 or 3.

(11) When establishing a Service/Agency Designator Code (SADC) on a reference number coded with Reference Number Category Code (RNCC) C. Before establishing a Service as accepting the substitute item, the Integrated Materiel Manager (IMM) must have concurrence from all authorized data collaborators for that Service, unless the request to establish the SADC is from that Service.

(12) Transfer of a Type 2 II to a Type 1B or 4B II.

(13) Segment H application of Phrase Codes A, C, E, F, G, K, L, M, N, P, Q, T, V, Z, AND 7.

(14) All proposed cancellation actions, i.e., Cancel-Invalid, Cancel-Use and Cancel-Duplicate actions.

(15) All proposed actions that would result in the non-stocking, standardization, consolidation, or termination of Navy Nuclear Reactor Program repair parts managed by DLA.

c. Collaboration and Submittal of Cataloging Actions in Areas Assigned to Integrated Materiel Managers (IMMs) on an FSC Class Basis. The rules in this paragraph are applicable to item identification and other cataloging actions for all items assigned to a IMM on the basis of a complete FSC class. (See paragraph 2.1.4.a.(2) for the explanation of a category A single submitter.)

(1) The Defense Personnel Support Center (DPSC) functions as single catalog data submitter on a complete FSC class basis for all assigned classes when category A single submitter criteria applies. The Defense Supply Center Richmond (DSCR) and U.S. Army Tank-Automotive Command (TACOM) function as single submitters for the FSC classes indicated in volume 13, FLIS Materiel Management Decision Rule Tables.

(2) Proposed Original and Reinstated Item Identifications.

(a) Military Activity and IMM Proposals (including NSA and GSA when acting as a IMM). All original and reinstated item identifications are processed through, or by, the appropriate IMM which is the single submitting activity to DLSC.

(b) Civil Agency Proposals. Proposals originated by GSA (when not acting as a IMM), FAA, and the Coast Guard are submitted directly to DLSC in accordance with regular Civil Agency procedures.

(3) Proposed Data Changes to Federal Item

Identifications. The term "data changes" as used in this paragraph applies to all revisions of published Federal Item Logistics Data Records (FILDRs); all transfers between the descriptive and reference method; all add/delete reference number actions, item management status changes, withdraw or add MOE Rule actions and cancellations, regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications. For FSC class changes involving multiple Integrated Materiel Managers (IMMs), see paragraph 2.2.2.g.

(a) Military Activity and IMM Proposals (including NSA and GSA when acting as a IMM). All data changes are submitted to the cognizant IMM which is the sole submitter to DLSC. The IMM is responsible for collaborating military or other DoD activity and IMM proposals with other military activities and Civil Agencies recorded as collaborators.

(1.) A proposal originated by a military or other DoD activity is forwarded to the cognizant IMM.

(2.) The IMM collaborates the proposed action with all military activities and Civil Agencies recorded as collaborators.

(3.) Upon completion of collaboration, the IMM forwards the proposal to DLA-MM for approval.

(4.) A proposal originated by a IMM is collaborated in the same way.

(b) Civil Agency Proposals. All data change actions originated by GSA (when not acting as a IMM), FAA, and the Coast Guard are submitted directly to DLSC by the originating activities after required collaboration action. Civil Agency collaborates with the IMM and Civil Agencies recorded as collaborators in accordance with the following:

(1.) A proposal originated by a Civil Agency

recorded in the central catalog file as a data submitter, receiver, and collaborator is collaborated with the IMM and with Civil Agencies recorded as collaborators.

(2.) The IMM further collaborates the proposal with military or other DoD activities recorded as collaborators. The IMM indicates concurrence of all such recorded activities when returning the proposal to the originating Civil Agency.

(3.) The Civil Agency forwards the collaborated proposal to DLA-MM for approval. NOTE: When a Civil Agency is receiving supply support from a IMM, any or all proposed data changes are submitted to the IMM for collaboration action and submittal to DLSC.

d. Collaboration and Submittal of Cataloging Actions in FSC Classes Assigned to IMM's on a By-Item Basis.

(1) The rules in this paragraph apply to item identification and other cataloging actions for all items assigned to a IMM when both management and cataloging responsibility assignments are made on a by-item basis. (See paragraph 2.1.5.a.(4) for the explanation of category B single submitter.)

(a) Submittal of supply support requests (DoD 4140.26-M, Vol I, Defense Integrated Materiel Management for Commodity Oriented Consumable Items).

(b) Logistics transfers resulting from Item Management Coding (IMC) actions (DoD 4140.26-M, Vol I).

(c) Items introduced by the Defense Medical Materiel Board through the Defense Personnel Support Center (DPSC) in FSC classes which are primarily for medical use (DLAR 5805.3, Defense Supply Center and Defense Depot Mission Statement).

(2) Originating activity proposed original and reinstated item identifications (including those from IMM's) are submitted directly to DLSC. Item identification, management and user data for the IMM and each known interested military activity, and add/delete reference number actions are prepared in accordance with this manual. When a IMM originates a new or reinstated item identification for a Military Service or other DoD activity, a MOE Rule is prepared as directed by the activity requiring the NSN.

(3) Proposed Data Changes to Item Identifications. The term "data changes" as used in this paragraph applies to all transfers between the descriptive and reference method; all add/delete reference number actions, item management status change, withdraw or add MOE Rule actions and cancellations, regardless of type of item identification; and item (or part) name and FSC class changes for type 2 item identifications. For FSC class changes, see paragraph 2.2.2.g.

(4) Military Activity Proposals (including IMM's, GSA when acting as a IMM, NSA, DNA, and Coast Guard).

(a) All data change actions to items of supply under the cognizance of a IMM are submitted by the originating military activity to the IMM, which will be the single submitting activity to DLSC. The responsible IMM (1) reviews and determines the appropriate actions, (2) collaborates with all activities recorded in the FLIS data base as a data collaborator, (3) submits the proposed action to DLSC. All conflicts resulting from the collaboration are resolved by the IMM prior to submittal to DLSC for processing.

(b) When an item of supply is not under the cognizance of a IMM, the originating military or other DoD activity effects the necessary collaboration, including collaboration with Civil Agencies, and submits the proposed action directly to DLSC.

(5) Civil Agency Proposals (GSA not acting as a IMM). When the GSA or FAA proposes a data change to an item for which a IMM is recorded, it collaborates the proposal, when required, prior to direct submittal to DLSC.

(a) Collaboration is directed to the recorded IMM and to other Civil Agencies recorded in the FLIS data base as a data collaborator. The responsible IMM collaborates the proposal with each military activity and other DoD activities recorded as collaborators. The concurrence of the IMM and of each military or other DoD activity is indicated by the IMM upon return of the proposal to the originator for submittal to DLSC.

(b) For an item of supply that is not IMM-managed, the originating Civil Agency effects the necessary collaboration directly with the military activity and Civil Agency user(s) recorded as a data collaborator.

e. Collaboration and Submittal of Cataloging Actions for Items Assigned to Integrated Materiel Managers (IMMs).

(1) All data change actions to items of supply under the cognizance of a IMM are submitted by the originating military activity to the IMM or IMM catalog agent which is the single submitting activity to DLSC.

(2) The responsible IMM or IMM catalog agent (1) reviews and determines the appropriate actions, (2) collaborates with all users recorded as a data collaborator in the FLIS data base, and (3) submits the proposed action as required. All conflicts resulting from the collaboration are resolved by the IMM or IMM catalog agent prior to submittal of a FLIS transaction to DLSC for processing.

f. Misdirected Proposals. Proposals submitted directly by an originating activity to the inappropriate IMM will be returned to the originating activity for resubmittal through the correct IMM.

g. Collaboration and Submittal of FSC Class Change (Logistical Management Transfer). (See sections 2.1.7 and 2.1.9.)

(1) When an item requires an FSC change, for any reason, and the item when reclassified will no longer be managed by that IMM, the IMM obtains concurrence from all recorded collaborating activities (military and civilian). This includes the gaining IMM nominated by the losing IMM.

(2) When the proposed FSC change results in a change in the MOE Rule for the collaborating activity(ies), the activity(ies) submits a MOE Rule change to the gaining IMM along with its concurrence.

(3) The gaining IMM submits the proposed FSC class change and related actions in accordance with this manual.

h. Determination of Authorized Collaborators:

(1) Activities maintaining a local file containing all or a portion of the FLIS data base can use local procedures to obtain authorized/supplemental collaborators recorded in the local FLIS data base.

(2) Activities not maintaining a local FLIS data base can interrogate the DLSC FLIS data base by preparing DIC LTI input in accordance with volume 8, chapter 8.1 or volume 9, chapter 9.1. Use of appropriate Output Data Request Code (ODRC) will provide all B segments recorded on the interrogated NSN. The segment B data will reflect the MOE Rules and the supplementary collaborators (by activity code). Use volume 13 to decode the MOE Rules and volume 10, table 104 for identification of activities recorded as collaborators or supplementary collaborators.

(3) Refer to volume 13 to determine submitting activities for cataloging actions on inactive items.

i. Flow of Proposals/Transactions.

(1) Originator to Collaborator - Required when the originator is not the collaborator. The originator will include in block 4 of the DD Form 1685, originator's activity code, submitter's activity code, date and control number. If the proposal is valid, forward to the appropriate manager if the collaborator is not the manager.

(2) Collaborator to Manager - Required when the NSN is managed by an activity representing a Service/Agency which is not the Service/Agency of the collaborator. Block 4 of the DD Form 1685 will contain a collaborator's activity code, submitter's activity code, date and control number.

(3) Manager to DLSC - Required when the item manager is the single submitter or the FSC is not subject to single submitter procedures. When the manager is the originator of the transaction, the FLIS transaction worksheet will be prepared by that activity. The Document Control Number will contain the activity code of the manager in both the Originating and Submitting Activity Code fields except when the manager is not the single submitter. In this instance, the activity code of the single submitter will be entered in the Submitting Activity Code field.

(4) Manager to Single Submitter - Required when the FSC is subject to single submitter procedures and the manager is not the single submitter. Block 4 of the DD Form 1685 will contain manager's activity code, single submitter's activity code, date and control number.

j. The range of FLIS transactions which may be subject to collaboration and/or single submitter procedures is listed in appendix 2-2-B. All proposed actions will be prepared in accordance with the cited DIC. Certain special conditions may apply; section 2.2.3 and appendix 2-2-A will also be consulted before finalization of the proposal. Actions will be forwarded using DD Form 1685, Data Exchange/Proposed Revision of Catalog Data, and appropriate DD/DLA forms in the mode of the preparing activ-

ity, if required, or DD Form 173, Joint Message-form. (Exception: (1) JLC Form 17 or 19 will be used instead of DD Form 1685 for LAU, LCU or LDU transactions between Military Services. (2) LCU or LDU transactions on consumable items (PICA LOA 01 or 06) which do not change LOA or management between Services may be coordinated between Military Services/Defense Supply Centers by Electronic Data Transfer, DD Form 1685, or JLC Form 17 or 19.

k. Documentation for Proposed Changes to the FLIS data base. Any activity having an interest in an item can propose an action through the Service/Agency authorized data collaborator. Activities designated as category A or B single submitters shall collaborate changes to items for which responsibility is assigned on a class or by-item basis.

(1) Indication of collaboration does not have to be furnished DLSC. However, the submitting activities will be required to produce evidence of collaboration upon request. Submitting activities will retain evidence of collaboration for a period of one year after approval of the proposal.

(2) An activity forwarding a proposal for collaboration will forward documentation when it is known that the data is not available at the collaboration activity.

(3) A collaborating activity will request additional data when available data is not adequate.

(4) The following documents are not normally forwarded as part of the data package in a collaboration proposal:

- Federal specifications and standards.
- Military specifications and standards.
- Documents containing copyright or reproduction as restrictions.
- Documents available at the collaborating activity.
- Documents under the design control of an activity within the same Service as the collaborating

activity.

Items in commercial catalogs.

(5) The collaborating activity will forward in a single package all of the data which the receiving activity does not have and which is necessary for review. If this cannot be done by Electronic Data Transfer, the proposal will be mailed.

1. Responses to proposals will be returned within 60 days after initiation, except under the conditions stated in paragraphs 2.2.5.a.(2) and 2.2.5.b.(2). A statement of concurrence, nonconcurrence with justification, or no-interest will be returned to the proposing activity. If this response is not received within the 60-day period, a reply of no-interest will be assumed. However, an automatic Delete MOE Rule will not be made. If the proposal causes a MOE Rule add, change or delete, a reply within the timeframes is mandatory.

m. Nonconcurrence in Proposed Actions.

(1) When an activity is unable to complete a proposed action because of another activity's nonconcurrence, the initiating activity will notify collaborating activities originally contacted that the action will not be accomplished and why.

(2) When an initiating activity is unable to reconcile differences with nonconcurring activities, it may submit to DLA-MM a copy of the collaboration letter/action, technical justification, and all replies.

2.2.3 Conditions Requiring Collaboration and Special Considerations.

a. The following require collaboration:

(1) Revisions of the technical content of an FII other than those caused by the revision, consolidation, or cancellation and replacement of a coordinated specification, standard, or Federal Item Identification Guide (FIIG) revision that changes the item-of-supply concept.

(2) When the revision, consolidation, cancellation, or replacement of a specification or standard concurred in by all interested activities results in changing the item-of-supply concept.

(3) Proposed additions, deletions, or changes to reference numbers related to source controlled FIIs.

(4) Proposed addition or deletion of a reference number that controls the design of an item of production or an item of supply.

(5) When establishing a Service/Agency Designator Code (SADC) on a reference number coded with Reference Number Category Code (RNCC) C. Before establishing a Service as accepting the substitute item, the Integrated Materiel Manager (IMM) must have concurrence from all authorized data collaborators for that Service, unless the request to establish the SADC is from that Service.

(6) Proposed changes to item names applicable to an FII.

(7) Proposed changes to the FSC class assigned to an FII.

(8) Proposed change of an RNCC for which the reference number is coded RNCC 1, 2, or 3.

(9) Proposed change of RNCC 4 to RNCC 2, or change of RNCC 5 to RNCC 1 or 3.

(10) Transfer of a type 2 FII to a type 1, 1B, 4, or 4B FII. NOTE: A type 2 Federal Item Identification representing a single item of production proposed for transfer to a type 1A or 4A does not require collaboration of the recorded using activities.

(11) Cancel-Duplicate transactions. When Cancel-Duplicate transactions (LKD) are proposed, the following actions concerning registration on the retained item will be taken:

(a) Collaborating activities not recorded on the

retained item shall be added by the submitter of the cancellation unless a statement of no-interest was specified on a reply to DD Form 1685. Supplementary data receivers/collaborators shall also be added to the retained NSN. When Services/Agencies reply to DD 1685s, they should indicate on the DD 1685 the data they want the activity proposing the cancellation to record on the retained NSN.

(b) If no reply is received within 60 days, or within 120 days if collaboration with NATO or foreign users is required concurrence will be assumed. The activity proposing the cancellation will continue processing the action and will add the Services/Agencies which did not reply within the 60/120 day time frame to the retained NSN. The collaborating activity will also add these Services'/Agencies' supplementary data collaborators/receivers to the retained NSN.

(c) Collaborating activity proposing the cancellation action will assure that the requested segment B registration is included in a package forwarded to the authorized submitting activity.

(d) Authorized submitting activity will assure that segment B registrations provided in a collaboration package are forwarded to DLSC.

(e) Civil Agency registration (Primary Inventory Control Activity Level of Authority (PICA LOA) 48) on the replacement item is a responsibility of the Civil Agency and/or its cataloging agent (i.e., the submitting activity reflected in the MOE Rule profile). Registration of NATO users on a replacement item is the responsibility of DLSC-SD.

(12) Cancel-Invalid transactions. See paragraph 2.2.3.a.(11).

(13) Cancel-Use transactions (DIC LKU) will be processed in accordance with paragraph 2.2.3.a.(11).

(14) Revision of an FSC class code.

(15) Segment H application of Phrase Codes A, C, E, F, G, K, L, M, N, P, Q, T, V, Z, and 7. Collaboration among the IMM and recorded users/collaborators will be accomplished. Non-response within established collaboration time frames will authorize the IMM to process the Phrase Code transaction and automatically record the non-responsive Service MOE Rule and supplementary data receivers/collaborators on the replacing NSN.

(16) The Master NSN for an I&S Family must be agreed to by all using Services/Agencies prior to the establishment of a DoD I&S Family.

(17) Any changes to Criticality Code H or Criticality M must be coordinated between all using services.

b. The following require special considerations:

(1) There are Document Identifier Codes and data elements that require special processing. The inputs and special processing required are listed in appendix 2-2-A.

(2) When the originator of a Follow-Up Interrogation (LFU) is not the original submitter of the proposed action, the transaction must be submitted to DLSC through the original submitter. In this case, block 8c of the DD Form 1685 is used.

(3) NSNs managed by GSA in DLA FSC classes or vice versa (see NSN listing disseminated by Distribution C/C Letter from DLSC). When a cancellation action or FSC change for an NSN listed in the Distribution C/C Letter is proposed, GSA or the Defense Supply Center proposing the action shall inform HQ DLA (ATTN: DLA-MMSL or DLA-OPL, respectively).

(4) When National Stock Number (NSN) has an effective dated action pending, the proposed change transaction being collaborated must take this information into consideration.

(5) Cancel-Duplicate transactions. When Cancel-Duplicate transactions (LKD) are proposed, the following actions concerning registration on the retained item will be taken:

(a) Collaborating activities not recorded on the retained item shall be added by the submitter of the cancellation unless a statement of no-interest was specified on a reply to DD Form 1685. Supplementary data receivers/collaborators shall also be added to the retained NSN. When Services/Agencies reply to DD 1685s, they should indicate on the DD 1685 the data they want the activity proposing the cancellation to record on the retained NSN.

(b) If no reply is received within 60 days, or within 120 days if collaboration with NATO or foreign users is required, concurrence will be assumed providing original receipt by the data receiver/collaborator has been verified. The activity proposing the cancellation will continue processing the action and will add the Service/Agencies which did not reply within the 60/120 day time frame to the retained NSN. The collaborating activity will also add these Services'/Agencies' supplementary data collaborators/receivers to the retained NSN.

(c) Collaborating activity proposing the cancellation action will assure that the requested segment B registration is included in a package forwarded to the authorized submitting activity.

(d) Authorized submitting activity will assure that segment B registrations provided in a collaboration package are forwarded to DLSC.

(e) Civil Agency registration (Primary Inventory Control Activity Level of Authority (PICA LOA) 48) on the replacement item is a responsibility of the Civil Agency and/or its cataloging agent (i.e., the submitting activity reflected in the MOE Rule profile). Registration of NATO users on a replacement item is the responsibility of DLSC-SD.

(6) Cancel-Invalid transactions. See paragraph 2.2.3.b(5).

(7) Cancel-Use transactions (DIC LKU) will be processed in accordance with paragraph 2.2.3.b(5).

NOTE: For cancel-use, and cancel-invalid when a NATO/foreign country is recorded on the item, the activity proposing the cancellation shall collaborate with DLSC, who will collaborate with the applicable country. This collaboration will be accomplished by DLSC subsequent to submittal of the proposed cancellation action.

(8) The Master NSN for an I&S Family must be agreed to by all using Services/Agencies prior to the establishment of a DoD I&S Family.

(9) Any changes to Criticality Code H or Criticality Code M must be coordinated between all using services.

c. Collaboration and Submittal of Cataloging Actions in Areas Assigned to Integrated Materiel Managers (IMMs) on an FSC Basis. The rules in this paragraph are applicable to item identification and other cataloging actions for all items assigned to a IMM on the basis of a complete FSC. (See paragraph 2.1.4.a(2) for the explanation of a category A single submitter.)

(1) Proposed Original and Reinstatement Item Identifications (IIs).

(a) Military Activity and IMM Proposals (including NSA and GSA when acting as an IMM). All original and reinstatement II are processed through, or by, the appropriate IMM which is the single submitting activity to DLSC.

(b) Civil Agency Proposals. Proposals originated by GSA (when not acting as an IMM), FAA, and the Coast Guard are submitted directly to DLSC in accordance with regular Civil Agency procedures.

(2) Proposed Changes to Item Identifications and Logistics Data. This paragraph applies to all revisions of published Federal Item Logistics Data Records (FILDRs); all transfers between the de-

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scriptive and reference method; all add/delete reference number actions, item management status changes, withdraw or add MOE Rule actions and cancellations, regardless of type of item identification; and item (or part) name and FSC changes for type 2 IIs.

(a) Military Activity and IMM Proposals (including NSA and GSA when acting as an IMM). All data changes are submitted to the cognizant IMM which is the sole submitter to DLSC. The IMM is responsible for collaborating military or other DoD activity and IMM proposals with other military activities and Civil Agencies recorded as collaborators.

(1.) A proposal originated by a military or other DoD activity is forwarded to the cognizant IMM.

(2.) The IMM collaborates the proposed actin with all military activities and Civil Agencies recorded as collaborators.

(3.) Upon completion of collaboration, the IMM forwards the proposal to DLA-MMSL for approval.

(4.) A proposal originated by an IMM is collaborated in the same way.

(b) Civil Agency Proposals. All data change actions originated by GSA (when not acting as a IMM), FAA, and the Coast Guard are submitted directly to DLSC by the originating activities after required collaboration action. Civil Agency collaborates with the IMM and Civil Agencies recorded as collaborators in accordance with the following:

(1.) A proposal originated by a Civil Agency recorded in the central catalog file as a data submitter, receiver, and collaborator is collaborated with the IMM and with Civil Agencies recorded as collaborators.

(2.) The IMM further collaborates the proposal with military or other DoD activities recorded as collaborators. The IMM indicates concurrence of all such recorded activities when returning the proposal to the originating Civil Agency.

(3.) The Civil Agency forwards the collaborated proposal to DLA-MMSL for approval. NOTE: When a Civil Agency is receiving supply support from a IMM, any or all proposed data changes are submitted to the IMM for collaboration action and submittal to DLSC.

d. Collaboration and Submittal of Cataloging Actions in FSCs Assigned to IMMIs on a By-Item Basis.

(1) The rules in this paragraph apply to item identification and other cataloging actions for all items assigned to an IMM when both management and cataloging responsibility assignments are made on a by-item basis. (See paragraph 2.1.5.a(4) for explanation of category B single submitter).

(a) Submittal of supply support requests (DoD 4140.26-M, Defense Integrated Materiel Management for Consumable Items).

(b) Logistics transfers resulting from Item Management Coding (IMC) actions (DoD 4140.26-M).

(c) Items introduced by the Defense Medical Materiel Board through the Defense Personnel Support Center (DPSC) in FSC classes which are primarily for medical use (DLAR 5805.3, Defense Supply Center and Defense Depot Mission Statement).

(2) Originating activity proposed original and reinstated item identifications (including those from IMMIs) are submitted directly to DLSC. Item identification, management and user data for the IMM and each known interested military activity, and

add/delete reference number actions are prepared in accordance with this manual. When an IMM originates a new or reinstated item identification for a Military Service or other DoD activity, a MOE Rule is prepared as directed by the activity requiring the NSN.

(3) Proposed Data Changes to Item Identifications. The term "data changes" as used in this paragraph applies to all revisions of published FILDRs; all transfers between the descriptive and reference method; all add/delete reference number actions; item management status change, withdraw or add MOE Rule actions and cancellations, regardless of type of item identification; and item (or part) name and FSC class changes for type 2 item identifications. For FSC class changes, see paragraph 2.2.2.g.

(4) Military Activity Proposals (including IMM, GSA when acting as an IMM, NSA, DNA, and Coast Guard).

(a) All data change actions to items of supply under the cognizance of an IMM are submitted by the originating military activity to the IMM, which will be the single submitting activity to DLSC. The responsible IMM (1) reviews and determines the appropriate actions, (2) collaborates with all activities recorded in the FLIS data base as a data collaborator, (3) submits the proposed action to DLSC. All conflicts resulting from the collaboration are resolved by the IMM prior to submittal to DLSC for processing.

(b) When an item of supply is not under the cognizance of an IMM, the originating military or other DoD activity effects the necessary collaboration, including collaboration with Civil Agencies, and submits the proposed action directly to DLSC.

(5) Civil Agency Proposals (GSA not acting as an IMM). When the GSA or FAA proposes a data change to an item for which an IMM is recorded, it collaborates the proposal, when required, prior to direct submittal to DLSC.

(a) Collaboration is directed to the recorded IMM and to other Civil Agencies recorded in the FLIS data base as data collaborator. The responsible IMM collaborates the proposal with each military activity and other DoD activities recorded as collaborators. The concurrence of the IMM and of each military or other DoD activity is indicated by the IMM upon return of the proposal to the originator for submittal to DLSC.

e. Collaboration and Submittal of Cataloging Actions for Items Assigned to Integrated Materiel Managers (IMMs).

(1) All data change actions to items of supply under the cognizance of an IMM are submitted by the originating military activity to the IMM or IMM cataloging agent which is the single submitting activity to DLSC.

(2) The responsible IMM or IMM cataloging agent (1) reviews and determines the appropriate actions, (2) collaborates with all users recorded as a data collaborator in the FLIS data base, and (3) submits the proposed actions as required. All conflicts resulting from the collaboration are resolved by the IMM or IMM cataloging agent prior to submittal of a FLIS transaction to DLSC for processing.

f. Misdirected Proposals. Proposals submitted directly by an originating activity to the inappropriate IMM will be returned to the originating activity for resubmittal through the correct IMM.

g. Collaboration and Submittal of FSC Change (Logistical Management Transfer). (See sections 2.1.7 and 2.1.9.)

(1) When an item requires an FSC change, for any reason, and the item when reclassified will no longer be managed by that IMM, the IMM obtains concurrence from all recorded collaborating activities (military and civilian). This includes the gaining IMM nominated by the losing IMM.

(2) When the proposed FSC change results in a change in the MOE Rule for the collaborating activity(ies), the activity(ies) submits a MOE Rule change to the gaining IMM along with its concurrence.

(3) The gaining IMM submits the proposed FSC clas change and related actions in accordance with this manual.

h. Determination of Authorized Collaborators:

(1) Activities maintaining a local file containing all or a portion of the FLIS data base can use local procedures to obtain authorized/supplemental collaborators recorded in the FLIS data base.

(2) Activities not maintaining a local FLIS data base can interrogate the FLIS data base by preparing DIC LTI input in accordance with volume 8, chapter 8.1 or volume 9, chapter 9.1. Use of appropriate Output Data Request Code (ODRC) will provide all B segments recorded on the interrogated NSN. The segment B data will reflect the MOE Rules and the supplementary collaborators (by activity code). Use volume 13 to decode the MOE Rules and volume 10, table 104 for identification of activities recorded as collaborators or supplementary collaborators.

(3) Refer to volume 13 to determine submitting activities for cataloging actions on inactive items.

i. Flow of Proposals/Transactions.

(1) Originator to Collaborator - Required when the originator is not the collaborator. The originator will include in block 4 of the DD Form 1685, originator's activity code, submitter's activity code, date and control number. If the proposal is valid, forward to the appropriate manager if the collaborator is not the manager.

(2) Colaborator to Manager - Required when the NSN is managed by an activity representing a Service/Agency which is not the Service/Agency of

the collaborator. Block 4 of the DD Form 1685 will contain a collaborator's activity code, submitter's activity code, date and control number.

(3) Manager to DLSC - Required when the item manager is the single submitter or the FSC is not subject to single submitter procedures. When the manager is the originator of the transaction, the FLIS transaction worksheet will be prepared by that activity. The Document Control Number will contain the activity code of the manager in both the Originating and Submitting Activity Code fields except when the manager is not the single submitter. In this instance, the activity code of the single submitter will be entered in the Submitting Activity Code field.

(4) Manager to Single Submitter - Required when the FSC is subject to single submitter procedures and the manager is not the single submitter. Block 4 of the DD Form 1685 will contain manager's activity code, single submitter's activity code, date and control number.

(5) The range of FLIS transactions which may be subject to collaboration and/or single submitter procedures is listed in appendix 2-2-B. All proposed actions will be prepared in accordance with the cited DIC. Certain special conditions may apply; section 2.2.3 and appendix 2-2-A will also be consulted before finalizing the proposal. Actions will be forwarded using DD Form 1685, Data Exchange/Proposed Revision of Catalog Data, and appropriate DD/DLA forms in the mode of the preparing activity, if required, or DD Form 173, Joint Message form. (Exception: (1) JLC Form 17 or 19 will be used instead of DD Form 1685 for LAU, LCU, or LDU transactions between Military Services. (2) LCU or LDU transactions on consumable items (PICA LOA 01 or 06) which do not change LOA or management between Services may be coordinated between Military Services/Defense Supply Centers by electronic data transfer, DD Form 1685, or JLC Form 17 or 19.

j. Documentation for Proposed Changes to the FLIS data base. Any activity having an interest in an item can propose an action through the Service/Agency authorized data collaborator. Activities designated as category A or B single submitters shall collaborate changes to items for which responsibility is assigned on a class or by-item basis.

(1) Indication of collaboration does not have to be furnished DLSC. However, the submitting activities will be required to produce evidence of collaboration upon request. Submitting activities will retain evidence of collaboration for a period of one year after approval of the proposal.

(2) An activity forwarding a proposal for collaboration will forward documentation when it is known that the data is not available at the collaboration activity.

(3) A collaborating activity will request additional data when available data is not adequate.

(4) The following documents are not normally forwarded as part of the data package in a collaboration proposal:

- Federal specifications and standards.
- Military specifications and standards.
- Commercial Standards.
- Documents containing copyright or reproduction as restrictions.
- Documents available at the collaborating activity.
- Documents under the design control of an activity within the same Service as the collaborating activity.
- Items in commercial catalogs.

(5) The collaborating activity will forward in a single package all of the data which the receiving activity does not have and which is necessary for review. If this cannot be done by electronic data transmission, the proposal will be mailed.

k. Nonconcurrency in Proposal Actions.

(1) When an activity is unable to complete a proposed action because of another activity's non-concurrence, the initiating activity will notify collaborating activities originally contacted that the action will not be accomplished and why.

(2) When an initiating activity is unable to reconcile differences with nonconcurring activities, it may submit to DLA-MMSL a copy of the collaboration letter/action, technical justification, and all replies.

2.2.4 Processing Proposed Transactions by the Manager or Submitter

a. When the reviewing activity is both the manager and the submitter:

(1) Review to determine conformance with appropriate Document Identifier Code.

(2) When discrepancies are noted, contact the originating activity and resolve discrepancies by telephone, if possible; otherwise, use electronic data transmission or mail.

(3) Submit transaction to DLSC.

b. When the reviewing activity is the manager but not the submitter, proceed in accordance with paragraphs 2.2.4.a.(1) and 2.2.4.a.(2) above. Forward transaction to the submitter by mail when not feasible to use electronic data transmission.

c. When the submitter is not the manager, receive proposal from the manager and proceed in accordance with paragraph 2.2.4.a above.

d. Any proposal that cannot be resolved by the Services/Agencies will be forwarded to DLSC-S for resolution.

(1) When an activity collaborating a proposal to revise or otherwise change existing catalog data is unable to complete such revisions or change as a result of another collaborating activity's(s') non-

concurrence with justification or other prohibitive developments subsequent to collaboration, it shall be the responsibility of the initiating collaborating activity to advise the collaborating activities originally contacted that the proposed action will not be accomplished and to provide a brief explanation.

(2) When an activity collaborating a proposal to revise or otherwise change existing catalog data is unable to reconcile differences with nonconcurring collaborating activities and desires to submit the proposal to DLSC for resolution, the initiating collaborating activity shall submit to DLSC a copy of the collaboration letter and all replies thereto. It shall be the responsibility of DLSC to provide a brief explanation to the collaborating activities originally contacted by the initiating collaborating activity if the proposal is disapproved by DLSC or DLSC cannot reconcile the action.

2.2.5 Time Frames, Response, Transmission Media, and Electronic Transmission

a. Time frames. If possible, activities shall reply to collaboration requests prior to the maximum timeframes set forth in paragraph 2.2.5. Responses to proposal will be returned within 60 days after initiation, except under the conditions stated in paragraphs 2.2.5.a(2) and 2.2.5.b(2). A statement of concurrence, nonconcurrence with justification, or no-interest will be returned to the proposing activity. If this response is not received within the allotted timeframes, a reply of no-interest will be assumed. However, an automatic Delete MOE Rule will not be made. If the proposal causes a MOE Rule add, change or delete, a reply within the timeframes is mandatory.

(1) Activities responsible for effecting collaboration shall forward collaboration requests to receiving activities within 15 workdays after receipt from the originating activity.

(2) Response to proposals not involving NATO and other foreign countries shall be returned within

60 days after date of initiation of the proposal by the collaborating activity.

(3) Proposals which require collaboration with NATO and other foreign countries shall be completed within 120 days after collaboration through DLSC-SD.

(4) Remaining activities will reply to collaboration requests prior to above maximum time frames.

(5) Effective dating is the responsibility of the originating activity. Selection of effective dates must be in accordance with the established FLIS standards and computed on the basis of an additional 60/120 days allowed for collaboration. See section 2.8.1 and volume 10, table 112.

(6) Priority Indicator Code time frames will be adhered to insofar as possible when only submitter actions are required. However, Priority Indicator Code of the originator will not be altered by the submitter.

(7) If a reply is not received from a collaborator representing Services/Agencies within the 60/120-day time frame, no-interest will be assumed. If the proposal causes a MOE Rule add, change, or delete, a reply is mandatory within the time frames.

(8) Upon concurrence by all interested activities the collaborating activity shall forward the cataloging request to DLSC within 20 workdays.

b. Emergency collaboration. If the action being collaborated is delaying procurement or otherwise has a detrimental effect on supply support, collaboration may be affected by telephone or electrical message. This shall only be accomplished when the collaboration does not require submission of technical data and/or the data collaborators can be provided the applicable information by telephone or message.

c. Transmission Media.

(1) The activity responsible for effecting the collaboration may use either mail, electronic data transmission or the Defense Data Network (DDN). Collaboration actions not requiring additional documentation (e.g., drawings) may be transmitted by electronic transmission. The Joint Messageform (DD 173) is used for collaboration actions transmitted electronically. Multiple addressing is used whenever there is more than one collaborator. Formats provide standard language to be used by all collaborating activities.

(2) Collaboration actions requiring additional documentation, and Cancel-Use (LKU) and Cancel-Invalid (LKV) actions that have NATO or other foreign country users, must be mailed. DICs LKU and LKV are mailed to DLSC-SD, which will accomplish the necessary collaboration, complete a DD Form 1685, and return to the submitter. The submitter will review and release the LKU or LKV to DLSC for processing.

(3) When the proposals are transmitted by mail or media other than electronic, two copies of DD Form 1685, completed in accordance with the self-contained instructions, will accompany the data package as a letter of transmittal. (Exception: (a) JLC Form 17 or 19 will be used instead of DD Form 1685 for LAU, LCU or LDU transactions between Military Services. (b) LCU or LDU transactions on consumable items (PICA LOA 01 or 06) which do not change LOA or management between Services may be coordinated between Military Services/ Defense Supply Centers by electronic data transmission, DD Form 1685, or JLC Form 17 or 19.)

d. Follow-Ups/Suspense. Suspenses will be based upon allowed collaboration times and not the FLIS priority processing time frames. Follow-ups will not be made until the 60/90 days have elapsed.

e. Documentation Requirements. Cancel-Invalid (LKV) actions that have NATO or other foreign country users which are mailed to DLSC-SD must have acceptable justification annotated in Block 6 of the DD Form 1685, or be accompanied by appropri-

ate documentation.

CHAPTER 2
APPENDIX 2-2-A
SPECIAL CONSIDERATIONS FOR COLLABORATION

DIC	SEG A & B DRNs	SEG B DRNs	STDZN ACTION	U/I CHNG	SINGLE SUB	FSC	ORIG NOT SUB	DLSC- CN	DIC LMD	FSC CHNG	PHRASE CODES
LAD	1										11
LAS			3								
LAU					4						
LBC					4						
LBK					4						
LBR					4						
LBW					4						
.....											
LCD	1			2							
LCG										10	
LCM				2							11
LCP					4						
LCS			3								
LCU										10	
LCZ			3								
.....											
LDD		5									
LDS			3								
LFU							6				
LKD				7							
LKU								8			
LKV								8			
LMD									9		
.....											
LNC					4						
LNK					4						
LNP					4						
LNR					4						
LNW					4						

NOTES:

1. Collaboration required only if segment A or B Data Record Numbers are present.
2. Collaboration required for segment H or segment H DRNs when Unit of Issue change is required to effect Cancel-Duplicate transaction.
3. Collaboration required for incidental standardization transactions which are not part of item reduction studies.

APPENDIX 2-2-A
SPECIAL CONSIDERATIONS FOR COLLABORATION

4. Collaboration required only if Federal Supply Class is subject to single submitter procedures.
5. Collaboration required only if segment B DRNs are present.
6. If the transaction being traced was submitted through another activity, the LFU must be submitted through that same activity.
7. An LAD or LCM adding a "cancellation" Phrase Code to the Integrated Materiel Manager (IMM) record, concurrently submitted with the cancellation action (LKD) under Document Identifier Code LMD, will be required to complete a Cancel-Duplicate transaction. When the item has different Units of Issue, the Unit of Issue of the to-be-cancelled item must be changed to that of the duplicate item (DIC LCD (changing the Unit of Issue) or LAD (adding the "cancellation" Phrase Code) or an LCM changing the Unit of Issue and adding the "cancellation" Phrase Code).
8. When there are North Atlantic Treaty Organization or other foreign countries' Major Organizational Entity (MOE) Rules recorded on the to-be-cancelled item, the proposal must be mailed to the Defense Logistics Services Center. DLSC-SD will accomplish necessary collaboration and return a completed DD Form 1685 to the submitter. The submitter will review and release the LKU/LKV to DLSC or take alternate action in the event of nonconcurrence by NATO. When alternate action(s) are taken due to NATO nonconcurrence, the initiating activity will notify the collaborating activities originally contacted that the action will not be accomplished and why. Alternate action(s) may include, but are not limited to:
 - Deletion of MOE Rule(s)
 - Addition of Phrase Code data
9. Collaboration of the LMD package will be required when any of the associated DICs require collaboration.
10. MOE Rule and Catalog Management Data changes may be required as a related action to FSC changes (LCG), in which case all DICs must be submitted under the multiple DIC concept (LMD) by the gaining inventory manager (GIM).
11. LAD/LCM application of Phrase Codes A, C, E, F, G, K, L, M, N, P, Q, T, V or Z requires collaboration.

CHAPTER 2
APPENDIX 2-2-B
DD/DLA FORMS FOR COLLABORATION
AND/OR SINGLE SUBMITTER PROCEDURES

DIC*	ACTION	DD/DLA FORMS**
LAB	Add U.S. National/NATO Stock Number as Informative Reference ..	DD 1981
LAD	Add Data Element(s)	DD 1981 DLA 1336
LAR	Add Reference Number and Related Codes	DD 1981 DLA 1328
LAU	Add MOE Rule Number and Related Data	DD 1981 DLA 1331
LBC	Reinstate Partial Descriptive Method Item Identification (NIIN only)..	JLC 17 or 19 DD 1980 DLA 1325 & DLA 1326
LBK	Reinstate Reference Method II	DD 1981 DLA 1325
LBR	Reinstate Full Descriptive Method II with Reference Number	DD 1980 DLA 1325 & DLA 1326
LBW	Reinstate Full Descriptive Method II without Reference Number	DD 1980 DLA 1325 & DLA 1326
LCC	Change Characteristics Data	DD 1980 DLA 1327
LCD	Change Data Element(s)	DD 1981 DLA 1336
LCG	Change FSC, Item Name, Type of II, or RPD MRC	DD 1981 DLA 1336
LCP	Change PSCN to a NIIN	DD 1981 DLA 1325
LCR	Change Reference Number Related Codes	DD 1981 DLA 1328
LCU	Change MOE Rule Number and Related Data	DD 1981 DLA 1331
LDD	Delete Data Element(s)	JLC 17 or 19 DD 1981 DLA 1336
LDR	Delete Reference Number(s)	DD 1981 DLA 1328
LDU	Delete MOE Rule Number	DD 1981 DLA 1332 JLC 17 or 19

**APPENDIX 2-2-B
DD/DLA FORMS FOR COLLABORATION
AND/OR SINGLE SUBMITTER PROCEDURES**

DIC*	ACTION	DD/DLA FORMS**
LKD	Cancel-Duplicate	DD 1981 DLA 1332
LKU	Cancel-Use	DD 1981 DLA 1332
LKV	Cancel-Invalid	DD 1981 DLA 1332
LMD	Multiple DIC Input	DD 1980 & DD 1981 DLA 1327, DLA 1328, DLA 1331, DLA 1332, DLA 1336 & DLA 1337
LNC	Request for NIIN Assignment (Partial Descriptive Method)	DD 1980 DLA 1327 & DLA 1326
LNK	Request for NIIN Assignment (Reference Method)	DD 1981 DLA 1327
LNP	Request for PSCN Assignment (Full Descriptive Method with Reference Numbers)	DD 1980 DLA 1327 & DLA 1326
LNR	Request for NIIN Assignment (Full Descriptive Method with Reference Numbers)	DD 1980 DLA 1325 & DLA 1326
LNW	Request for NIIN Assignment (Full Descriptive Method without Reference Numbers)	DD 1980 DLA 1325 & DLA 1326

*See volume 8, chapter 8.1 for fixed length and volume 9, chapter 9.1 for variable length Document Identifier Code formats. See volume 6, chapter 6.2 for concurrent submittals, logistics transfers, Catalog Management Data, and cancellations.

**APPENDIX 2-2-B
DD/DLA FORMS FOR COLLABORATION
AND/OR SINGLE SUBMITTER PROCEDURES**

**Actions will be forwarded using DD Form 1685, Data Exchange/Proposed Revision of Catalog Data, and these forms, if required, or DD Form 173, Joint Messageform. (Exception: (1) JLC Form 17 or 19 will be used instead of DD Form 1685 for LAU, LCU or LDU transactions between Military Services. (2) LCU transactions on consumable items (PICA LOA 01 or 06) which do not change LOA or management between Services may be coordinated between Military Services/Defense Supply Centers by electronic data transmission, DD Form 1685, or JLC Form 17 or 19.

CHAPTER 3
TRANSMITTAL OF DATA TO AND FROM DLSC

2.3.1 General Information

a. Transmittal of data to and from the DLSC may be done electronically, mail, or telephone request. The method and format employed depends on the type of transaction, equipment available, and the criteria in this manual. DLSC encourages the use of electronic data facilities for data exchange when available. Section 2.3.2 contains the instructions for the preparation of input to DLSC. Section 2.3.5 contains the instructions on the output of data from DLSC.

b. Fixed or variable formats are available for submission of transactions. Each activity using the data base should let DLSC know the format and media that they will use for the input and output of data. Select from the following:

Format	Media	Transaction Mode
Fixed	Magnetic Tape	Mail
Fixed	Wire	Electronic Data Transmission
Variable	Magnetic Tape	Mail
Variable	Wire	Electronic Data Transmission

c. There are system support features/functions which relate to various applications and are essential to the exchange/maintenance of FLIS data for total system programs processing. Such areas are follow up, effective date, edit/validation, use of Document Control Numbers and Package Sequence Numbers. Volume 1, Chapter 1.8, Alphabetic Index for Total Manual, provides a reference to the volume and paragraph in the FLIS manuals where additional information is available.

d. The Priority Indicator Code cited in the submit-tal input header will determine DLSC processing response time. The Priority Indicator Code Table is volume 10, table 24.

2.3.2 Transmittal of data to DLSC.

a. Transmittal of all data to and from DLSC will be over the Defense Communications System (DCS) Electronic Data Transmittal Network when this facility is available. If electronic transfer is not available, or in extenuating circumstances, mail magnetic tapes (see paragraph 2.3.2.c) to DLSC. Mail requests for data processing services which require review by the DLSC program manager as follows:

(1) Mail Item Identification Data, Catalog Management Data, Freight, Item Status, Major Organizational Entity (MOE) Rules, Provisioning Screening, and Standardization to:

DEFENSE LOGISTICS SERVICES CENTER
ATTN DLSC-SB
74 WASHINGTON AVE N
BATTLE CREEK MI 49017-3084

(2) Mail data pertaining to Interrogations to:

DEFENSE LOGISTICS SERVICES CENTER
ATTN DLSC-VPH
74 WASHINGTON AVE N
BATTLE CREEK MI 49017-3084

b. Transmittal of catalog data to DLSC by mail.

(1) Below are the restriction on mail submittals to DLSC. Specifications will list the conditions under which DLSC will receive catalog data by mail from a submitting activity:

(a) Catalog data required as a result of special operating procedures. Provisions established by the special operating procedure will determine the media of submittals and return of data.

(b) Proposed new and revised names, name delimitations, Federal Item Identification Guides, and FIIG appendix B drawings.

(c) Proposed new or revised FIIG appendix B drawings.

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(d) Proposed new or revised FIIG tools.

(e) Security classified items submittals (see volume 2, chapter 4).

(f) Magnetic tapes containing item identification data.

(g) Proposed revised item identifications submittals to DLSC for resolution because the action does not have concurrence by all collaborating activities.

(h) Proposed cancellation actions and activity specifications when concurrent submittal of item identifications and specification documents is a requirement (see volume 4, paragraphs 4.10.1.a, 4.10.1b and 4.10.1.d).

(i) Proposed item identification actions which require a statement of justification. This excludes Reference Number Justification Code resubmittals. When available, send via electronic data transmission the revisions of item identifications proposals in response to DLSC-SB form letters. Forward acknowledgment of the form letters and a statement of the action taken via mail.

(2) Other catalog data.

(a) Prepare and assemble proposed item names, FIIGs, FIIG Appendix B reference drawings, and item identifications in accordance with the proper sections of this manual as follows:

(1.) Fasten each set of DD Forms 180, Names Transmittal, applicable to a FIIG, in numeric sequence by page number, with a paper clip.

(2.) Fasten the related identification data, MOE Rule and related data, reference number data and any applicable standardization data with a paper clip. Package separately all relating data of excessive quantities.

(3.) Use only paper clips for fastening. Apply paper clip(s) at the right side.

(b) Prepare a separate transmittal letter (original only) for each cataloging data submittal that falls under a different paragraph of the procedures manual.

(1.) Show the paragraph of the procedures manual prescribing the cataloging data submittal. DLSC will not recognize service originated directives as the authority for processing.

(2.) Show the kind(s) of cataloging data submittals and whether they are an original or a revision.

(c) Send a letter showing the paragraph prescribing the submittal of cancellations of type 1, 1A, 1B, 4, 4A, and 4B item identifications (see volume 4, chapter 10). Enclose two copies of the necessary justification, identify the NSN, Item Name and Type Item Identification (see volume 4, chapter 10).

c. Mail submittals of magnetic tapes to DLSC. Some agencies will use magnetic tape when corresponding with the FLIS. For efficient processing, use existing criteria for format, recording density, parity, blocking factor, and label usage. Also, use adopted standards for the number of tracks and recording techniques. Fixed or variable length formats are available.

(1) The fixed length format is basically a card format. If unblocked, the records are 80 characters in length. If blocked, the block contains twenty 80-character records, giving a fixed block length of 1600 characters. Do not use record marks to separate the individual records. Although the block length of 1600 characters is standard, the last block may be shorter (do not add padding). Simplified File Maintenance monthly cumulative basic records and semi-annual basic records, although fixed length, are 130 characters in length. They use a blocking factor of 20 records for a block length of 2600 characters.

(See volume 10, table 10.)

Fixed Length Unblocked Records IRG = Inter-Record Gap

RECORD 20 80 CHARS	IRG	RECORD 1 80 CHARS	RECORD 2 80 CHARS
--------------------------	-----	----------------------	----------------------

RECORD 20 80 CHARS	IRG	RECORD 1 80 CHARS
-----------------------	-----	----------------------

Fixed Length Blocked Records Block Length 1600 Characters

RECORD 1 80 CHARS	IRG	RECORD 2 80 CHARS	IRG	RECORD 3 80 CHARS
----------------------	-----	----------------------	-----	----------------------

IRG	RECORD 4 80 CHARS	IRG	RECORD 5 80 CHARS
-----	----------------------	-----	----------------------

(2) Block variable length records to a maximum of 1600 or 6000 characters. DLSC recommends the use of 6000-character blocks whenever possible. FLIS formatting will follow the American National Standards Institute (ANSI) standard for blocking. There will be no block length or a count of the records in a block. Contained within the record is a record length counter (Segment Length, Data Record Number 0189). Its value includes the four positions for the counter.

(a) Each transaction shall include an input header. Immediately following the input header will be the first segment of data, second segment of data, etc.. There shall be no characters or spaces between the last data element of the input header and the first segment. There shall be no characters or spaces between any succeeding segments.

INPUT	SEG	SEG	SEG	SEG	SEG
-------	-----	-----	-----	-----	-----

HEADER	A	B	C	E	V
--------	---	---	---	---	---

(b) Required for segment V is a data element terminator code (#) to separate each characteristics data group (Primary Address Code reply). Do not split a characteristic data group with a data element terminator Code (#). FLIS requires a complete second or succeeding segment V if characteristics data exceeds 1,000 characters.

LENGTH	EXP	PSN	SEG V	CHAR DATA GRP
--------	-----	-----	----------	------------------

#	CHAR DATA GRP	#	CHAR DATA GRP
---	------------------	---	------------------

LENGTH	EXP	PSN	SEG V	CHAR DATA GRP
--------	-----	-----	----------	------------------

#	CHAR DATA GRP	##
---	------------------	----

(c) When there are no requirements for a data element within a segment for a specific DIC a submitter will space fill the data element. The only except is when the element is the last data elements for that segment. For example, if the data element not required consists of six positions, there shall be six spaces.

(d) FLIS variable length records are, in reality, variable length data segments. FLIS places each segment in the block until the block is full or space is not available for the next segment. Note that FLIS only places complete segments in a block and you must retrieve the data with this in mind.

RECORD 1 *DATA	RECORD 2 *DATA	RECORD 3 *DATA	RECORD 4 *DATA	IRG	NEXT BLOCK
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* Record Length (Segment Length, DRN 0189)

(3) Each reel of magnetic tape will contain an external label to reflect the following:

(a) Must code data using character subset in appendix 2-3-A. Identify whether the magnetic tape is in FLIS language mode or American National Standard Code for Information Interchange (ASCII) standard.

(b) Identify whether the magnetic tape is in fixed or variable format. If fixed format, show the blocking factor (i.e., 80x20 or unblocked) and total number of records on the reel (number of 80 character images). If variable format, show the block size (i.e., 6000) and transaction count (i.e., 50).

(c) Identify the density of the magnetic tape in bits per inch (i.e., 1600 BPI).

(d) Identify whether the parity of the magnetic tape is even or odd.

(e) Identify whether the magnetic tape has an internal standard label or no label is present.

(f) Provide the two digit code for the submitting activity (i.e., TX).

(g) Show the reel number within the submittal (i.e., 1 of 2; 2 of 2). If submitting more than one job/project under a single SF-277, identify the reel number within the job/project.

(h) DLSC will return unprocessed to the submitter, any reel of magnetic tape that does not meet the above criteria.

(4) Accompany each tape submittal with a standard magnetic tape transmittal form, Computer Magnetic Tape File Properties (SF-277). Form developed under the Federal Information Processing Standards Publication 53 (FIPS PUB 53), dated 1 April 1978. Submit one original copy of the SF-277, furnishing the following information in block 33:

(a) List the Document Identifier Codes within

the magnetic tape (i.e., LAR, LDR, LNK).

(b) Specify the paragraph of this section prescribing the data submittal (i.e., paragraph 2.3.2.b.(1)).

(c) Total number of records on reel (i.e., 25,000 records) (number of 80 character images).

(d) Carton number (i.e., 1 of 6, 6 of 6). When a submittal contains more than one carton of reel(s), prepare a separate SF-277 for each carton. Considered as a carton is one or more reels in a shipping container.

(e) Include any special instructions.

(5) Restriction on magnetic tape submittals to DLSC.

(a) Magnetic tapes not compatible with volume 10, table 10 are not acceptable. There are special characteristics for Simplified File Maintenance, North Atlantic Treaty Organization/foreign governments and contractors doing provisioning screening. DLSC limits submittals of tapes in Extended Binary Coded Decimal Interchange Code (EBCDIC) to NATO/foreign governments and contractors.

(b) Proposed actions requiring concurrent submittals for example, a DD Form 180 is not acceptable on magnetic tape.

(c) Security classified data submittals are not acceptable on magnetic tape.

(d) Transactions on the tape which contain activity codes in the submitter block other than the submitter will reject back to the tape submitter.

(e) DLSC will accept item identification data by mail, if you end data on the tape with at least one tape mark. When using a trailer label, precede it with a tape mark.

(f) For FLIS traffic to and from DLSC use standard labels compatible with ANSI X3.27. Following is a brief outline of the necessary data elements in ANSI labels:

(1.) File Format:

V O L 1	I R G 1	H D R 1	I R G 2	H D R 2	I R G E K	T M P R E K	I R G E K	D A T A
------------------	------------------	------------------	------------------	------------------	-----------------------	----------------------------	-----------------------	------------------

I R G A	D R G A	I D R G A	D R G A	I R G E K	T M P R E K	I R G E K	E O F 1	I R G
------------------	------------------	-----------------------	------------------	-----------------------	----------------------------	-----------------------	------------------	-------------

E O F 2	I R G E K	T M P R E K	I D R G A	T M P R E K
------------------	-----------------------	----------------------------	-----------------------	----------------------------

VOL = Volume; IRG = Inter-Record Gap;
HDR = Header; EOF = End of File

(2.) Volume Header (VOL 1):

VOL1	VOL. SER. NO.		1
------	---------------------	--	---

1-4 5-10 11-79 80

(3.) First File Header (HDR 1):

HDR1	FILE IDENTIFICATION	
1-4	5-31	32-80

(4.) Second File Header (HDR 2):

HDR2	R E C O R D	F L O M A K E	BLM LNA OGX CT KH	RLM ENA CGX OT RH D	
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1-4 6-10 11-15 16-80

(5) The First End of File Label (EOF 1) is the same as the First File Header. The exception is the first four characters are 'EOF1'.

(6) The Second End of File Label (EOF 2) is the same as the Second File Header. The exception is the first four characters are 'EOF2'.

d. Below are the telecommunications procedures for transmission of electronic data to DLSC.

(1) Use the latest edition of the Joint Army-Navy-Air Force Publication (JANAP) 128 to prepare data for transmission to the FLIS data bank or between Services/Agencies. This publication prescribes the standard policies, practices, procedures, and other doctrine for movement of data within the Defense Communications System.

(2) The following statements apply to electronic transmission of FLIS data.

(a) Precede each message with a standard electronic transmission header. The submitting activity's routing identifier and activity code must correspond to the FLIS Communication Routing Identifier (COMM-RI) Submitter Edit Table. Submittals not meeting this edit will reject with a return code of HV.

Services/Agencies have the responsibility to confirm/register their COMM-RI and activity code on the FLIS COMM-RI Submitter Edit Table when sending data electronically to DLSC. Send letter of registration to DLSC, ATTN: DLSC-SBA (DSN 932-4443 commercial 616-961-4443).

(b) Use the following Content Indicator Codes (CICs) in the message header record:

Inter-Department Intra-DoD

CIC	CIC	Identifies
IHFG	DHFG	Messages to FLIS containing fixed length records.
IHFS	DHFS	Messages to FLIS containing variable length records.
IHFN	DHFN	Messages from FLIS containing System Support Record data.
IHFL	DHFL	Messages from FLIS containing provisioning screening data. Also, messages from DLSC containing screening results for the Defense Automatic Addressing System (DAAS).
-	DHHF	Messages from FLIS to DAAS containing source of supply data (DIC KSS).
IHFH	DHFH	Messages from FLIS containing logistical data not in the preceding categories.

IHFQ	DHFQ	Messages containing fixed length FLIS transaction transmittals by a FLIS participant to a FLIS participant other than DLSC.
IHFR	DHFR	Messages containing variable length FLIS transaction transmittals by a FLIS participant to a FLIS participant. Also, DIC KWA transactions from DLSC.

(c) Reference JANAP 128 for use of Language Media Format (LMF). For FLIS fixed length formats use CC for the LMF. For variable length formats use DD for the LMF. Must coordinate between the customer and the DLSC communications terminal the use of variable length formats and the resultant LMF. Follow instructions in JANAP 128 for preparing all other fields of the communications header.

(d) A standard electronic transmission End of Transmission (EOT) will follow the data portion of each message.

(e) JANAP 128 prescribes the use of a maximum of 40,000 characters per message, including the header and EOT.

(f) Data prepared on punch card, teletypewriter, flexowriter, optical character reader, or other communication interface devices must conform to the policies and procedures for transmission by electronic data transfer within JANAP 128.

(3) For messages not prepared by automatic data processing equipment, must deliver to the communications center along with a DD Form 1392, Data Message form. Specifications for completing the form are within JANAP 128. FLIS customer activities should contact their local communications of-

ficer for explanation of how to prepare DD Form 1392.

(4) The DLSC communication system will output both fixed and variable length records per the specifications of the receiving Service/Agency communication terminal. Fixed or variable format restrictions may apply to a particular type of record.

(5) Never divide the transmission of a Document Control Number package between two electronic messages. A Document Control Number data package that is split into two messages by electronic data transfer may not arrive at DLSC in the same sequence. Once separated, DLSC can not rejoin the two parts of the data package. DLSC will return both parts of the data package to the submitter, without processing, as invalid input.

e. Requirements for transmittal of excessively large volumes of transactions to DLSC.

(1) Consider excessive volume of transactions as the greater of 25,000 or double an activity's daily average. Activities sending by wire or mail excessive transaction volumes shall contact either of the following for instructions:

(a) For Item Identification Maintenance, Item Status, MOE Rules, Catalog Management Data, DoD Standardization, Provisioning Screening or Freight data contact DLSC-SBA (DSN 932-4446 or commercial 616-961-4446).

(b) For interrogations contact DLSC-VPM (DSN 932-7424 or commercial 616-961-7424).

(2) DLSC recommends the use of magnetic tapes for excessive transaction quantities.

(3) Limit mailed magnetic tapes to 25,000 transactions per reel. Check with DLSC contact point if desiring larger quantities or if weekend processing is acceptable.

(4) Magnetic tape external labels must accu-

rately identify the quantity of transactions within the tape. Labels must include the record lengths, blocking factors, and densities.

(5) Paragraph 2.3.2.e.(1) does not apply to submittals of search (LSF/LSR) transactions by contractors.

(6) Coordinate all transmittals of large volumes of electronic transactions via with DLSC-SBA (DSN 932-4446 or commercial (616) 961-4446).

(a) Must coordinate enough lead time so transaction processing can occur within effective dates and publication cutoff time frames.

(b) Use electronic data transmission only when extenuating circumstances prevent submittal of the transactions by mail.

f. Use established procedures when sending data by electronic means. Use the authorized American National Standard Code for Information Interchange (ASCII) within appendix 2-3-A.

2.3.3 Transmittal of data to and from DLSC under MINIMIZE conditions. The following information relates to FLIS operations during MINIMIZE.

a. Joint Chiefs of Staff (JCS) and allied communication publications defines MINIMIZE as a condition where normal message and telephone traffic is under drastic reduction. This allows simulated or actual messages emergencies to process without delay.

b. Joint Chiefs of Staff imposes MINIMIZE on originators of traffic and not on the communications systems. Originators must scrupulously observe the limitations of any MINIMIZE condition. Exception to minimize transmission will occur if the subject matter would cause a serious detrimental impact on mission accomplishment, safety of life, or security.

c. Accomplish the reduction of data traffic to/from

DLSC during MINIMIZE by separating transmittals into two groups. Group 1 is critical and uses electronic transmission via the electronic data network. Group 2 is noncritical and requires mail or courier transmittal. The following are the types of essential traffic (group 1) that will require transmittal of data electronically or by telephone under MINIMIZE conditions:

(1) Request for stock number assignment, reinstatement of a cancelled Federal Item Identification, Commercial and Government Entity Code and the necessary codes to support the requests. Also, the notifications (DIC KNA) and file data resulting from DLSC processing the above.

(2) Critical or zero effective dated source of supply changes (DICs LSS, LTU, LTV and LTW) and the results of DLSC processing.

(3) Provisioning and other preprocurement screening interrogations (DICs LSF and LSR) and the results of DLSC processing.

(4) Receipt of emergency/urgent requests via telephone/message and input by DLSC for output by electronic data transmission. These concern Major Organizational Entity (MOE) Rules/Standard Federal Supply Class (FSC) Table requests.

(5) Change Permanent System Control Number (PSCN) to a National Item Identification Number (DIC LCP), the notification (DIC KNA) and maintenance (KCP) resulting from DLSC processing.

(6) Those DICs in paragraphs 2.8.1.a, 2.8.1.b, and 2.8.1.c and all output resulting from DLSC processing.

(7) All input of Integrated Disposal Management System (IDMS) transactions. All output to the DLA Excess and Surplus Personal Property Accounting Record system.

d. Noncritical transactions will flow to and from

DLSC by mail on magnetic tape or listings. DLSC will distribution data by the media within the DLSC Output Transmission Media under MINIMIZE Condition Table. This table specifies, by activity, the media in use under MINIMIZE condition.

e. Activity processing guidance during MINIMIZE condition.

(1) Each activity should be alert for possible receipt of both electronic transmittals and mail data resulting from group 1 transactions. Be sure of the receipt of all applicable output before further processing. Responses to inputs shown in paragraph 2.3.3.c will be output via electronic data transmission. See Appendix 2-3-B for a list of DICs output during MINIMIZE condition. Remaining output will use mail distribution.

(2) Each activity should set comprehensive procedures and strict routines for receiving and processing output data. DLSC will not honor requests for retransmission or reconstitution of output processing sent from DLSC during MINIMIZE. Exceptions will be made only under extremely extenuating situations.

(3) Each activity should consult applicable internal and external plans, policies, procedures, regulations, etc., before placing telephone calls or processing input/output transactions during MINIMIZE.

f. Activity notification to customers of MINIMIZE condition.

(1) Initial notification to all activities will occur when DLSC begins operations under MINIMIZE conditions. Message from DLSC as follows: 'SUBJECT: DLSC Output During MINIMIZE'.

(a) Reference the FLIS Procedures Manual (DoD 4100.39-M).

(b) Implement the procedures for transmittal

of actions under MINIMIZE. Output (date/time group) contains the last DLSC message output for normal distribution to any activity before MINIMIZE. Refer to the reference for processing and sending output during MINIMIZE.

(c) CAUTION - Assure receipt of both critical (electronic transmittals) and noncritical (mail distribution) data for each DLSC output before further processing. DLSC will not reconstitute or retransmit output processing of MINIMIZE transmissions after the lifting of MINIMIZE restrictions.

(2) Cancellation Message. DLSC will let all activities know of the discontinuance of operations under MINIMIZE conditions. Message from DLSC as follows: 'SUBJECT: DLSC Output After MINIMIZE'.

(a) Reference the FLIS Procedures Manual (DoD 4100.39-M).

(b) Stop the procedure for transmittal of actions under MINIMIZE. Output (date/time group) contains the last DLSC message output for distribution to any activity during the period of MINIMIZE. Resume normal distribution.

2.3.4 Procedure for the transmittal of data during equipment degradation/special processing.

a. The DLSC electronic terminal or central processor may be operating in a degradation mode or work load may exceed equipment capacity. At these times the list of transactions in appendix 2-3-B becomes the order of precedence for processing or transmission of FLIS data.

(1) Use an alternate means of communications (i.e., mail, courier, etc.) for all other traffic when the electronic terminal is under degradation.

(2) DLSC will let Services/Agencies know via electronic transfer when the period of a computer outage or the inability to access the FLIS data base exceeds 24 hours. This message will request the discontinuance until further notification from DLSC of submissions of maintenance, follow-up (DIC LFU), and interrogation (DIC LTI) transactions. In addition, DLSC will identify any special processing requirements or other projects which the computer outage will impact. Normal flow will resume when the computer is again working or the data base is accessible. The Service/Agency headquarters will be responsible for letting DLSC know (ATTN: DLSC-SBA) of any changes and/or deletions to the activity codes and message addresses of FLIS users in volume 10, table 47.

b. DLSC will let Services/Agencies know via message when special processing at DLSC will impact normal processing. Services/Agencies will have the option of withholding transactions until notification from DLSC that the special processing is complete.

2.3.5 Instructions for actions to be taken by activities on receipt of data from DLSC.

a. Below is a list of output DICs that DLSC is unable to process and require corrective action. These DICs show a need for review of the initial input to determine the proper action. This may require resubmission with a new Document Control Number after collaboration is complete. Rejects returned to the submitter when the originator is different from the submitter may require help from the originator to correct the erroneous condition. Review the return codes on the output (see volume 10, chapter 10.2). See output definitions and instructions for resubmittal for individual output DIC in volume 8, chapter 2 (fixed format) or volume 9, chapter 2 (variable format).

Output DIC	Resulting From	Related Volume 4/6 Paragraph	Recipient
KMU	Attempt to obtain new item NSN/PSCN (LN-series), reinstate item (LB-series), revise item identification, transfer type of II.	4.17.1.g	Submitter
KPE	Request for PSCN/NSN assignment (LN- series), reinstatement, or revision of item identification.	4.17.1.j	Submitter
KRE	LN-series (request for NSN/PSCN assignment). LB-series (reinstatement). Other than LN- or LB-series.	4.17.1.k	Submitter
KRF	Cancel Duplicate LKD, Cancel Use LKU	4.17.1.l	Submitter
KRM	LN- or LB- series or revision/transfer of item identification is an exact match of existing FLIS data base item due to the reference number and/or characteristics.	4.17.1.m	Submitter
KRP	LN- or LB- series or revision/transfer of item identification is a possible match of existing FLIS data base item.	4.17.1.n	Submitter
KRU	Any input action, Header data element is missing or not identifiable.	4.17.1.p	Submitter

b. Below is a list of output DICs identifying file maintenance transactions. Output DICs are a result of input by the recipient activity (or another data contributor having interest in the item). This paragraph also includes notifications of pending cancellations, for review and recording interest on the replacement item. Identified are the conditions where the output DIC relates to a specific input. Note however, that the output header will contain the specific input DIC prompting the output. See output definitions and instructions for action for individual output DIC in volume 8, chapter 2 (fixed format) or volume 9, chapter 2 (variable format).

Output DIC	Resulting From	Related Volume 4/6 Paragraph	Recipient
KAD	LAD, add data element.	4.17.2.a	All data receivers
KAR	LAR, LKD, LAS, LN-series	4.17.2.b	All data receivers
KAS	LKD, LNC, LNK, LNP, LNR, LNW, LAS, LCP	4.17.2.s 6.5.8.a	All data receivers
KAT	LN- and LB-series, LCP, LAD (supplementary to MOE Rule). LAU, LCU (establish or change MOE Rule). LCG, LKD or LKU.	4.17.2.c	All data receivers
KCD	LCD, change data element.	4.17.2.d	All data receivers

Output DIC	Resulting From	Related Volume 4/6 Paragraph	Recipient
KCG	LCG, change FSC.	4.17.2.e	All data receivers
KCP	LCP, change PSCN to a NIIN.	4.17.2.f	All data receivers
KCR	LCR, change reference number codes.	4.17.2.g	All data receivers
KCS	LB-series, LK-series, LAU, LDU, LCG, LMD, LSA, LCS	4.17.2.u 6.5.8.b	All data receivers
KCZ	LCZ, change item standardization decision data not in a standardization relationship.	6.5.8.b	All data receivers
KDR	LDR, delete reference number data.	4.17.2.h	All data receivers
KDS	LAS, LKD, LN- series, LCP, LDS	4.17.2.t 6.5.8.c	All data receivers
KEC	Any input DIC.	4.17.2.p	All data receivers
KFA	Add (LAR) or change (LCR) reference number, or the submittal of a LN- or a LB- using a reference number. (Secondary output accompanying primary output KR-.)	4.17.1.a	Submitter
KFC	LAD, LAR, LCR, LNC, LNK, or LNR.	4.17.1.b	Submitter
KFD	Any input DIC except LAD, LCH, LFU, LMD, LNW or LNR. (Secondary output which will accompany a primary output.)	4.17.1.c	Submitter
KFM	Approved transaction which updated FLIS data base, but file maintenance output is suppressed for your activity.	4.17.2.i	All data receivers
KFP	An approved transaction which requires additions or changes to the logistical data for the NSN. Data not received at DLSC and DLSC requires additions or changes.	4.17.1.e	Submitter
KFR	LAU, file data for replacement NSN/PSCN	6.3.11.s	Submitter
KFS	Any input DIC except LCH, LFU, LKD, or LKU.	4.17.1.f	Submitter
KFU	LFU (Follow Up Interrogation).	4.17.2.r	Submitter
KIF	An effective dated transaction which is authorized done processing with data entry into futures file.	4.17.1.d	All authorized data receivers
KIP	LAD, LAM, LCM, LDD or LMX.	6.6.32.b	Recorded I&S PICA

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KKD	LKD, cancel duplicate.	4.17.2.j	All data receivers of cancelled NIIN
KKI	LKI, cancel inactive.	4.17.2.k	FSC class receivers
KKU	LKU, cancel use.	4.17.2.l	All data receivers on cancelled NIIN
KKV	LKV, cancel invalid.	4.17.2.m	All data receivers
KMD	Approval of submittals under from a LMD. Primary output header which identifies a collection of output DICs.	4.17.2.n	All data receivers
KNA	Any accepted input transaction.	4.17.1.h	Submitter
KNI	LCC; LAU, LCU, or LDU; LCD, LCG.	4.17.1.i	Submitter
KNS	LKD, notification of change to standardization decision data.	4.17.2.v	Originator of standardization decision only
KPM	Processing malfunction.	4.17.2.q	All data receivers
KSE	Action on a NIIN/PSCN which is security	4.17.1.o	Originator
KTD	LAD, LCC, LCD or LCG.	4.17.2.o	All data receivers
KVI	Special Project, item management advice	6.3.11.p	PICA LOA 06, 22, 23 or 26
KAF	LAD (supplementary to MOE Rule), LAU, LCD (change receivers), LCU (establish or change MOE Rule). LCG	4.17.2.w	Data receivers on NIIN authorized to receive freight data for their Service/Agency in accordance with volume 10, table 115.

c. DLSC will forward notification (output DIC) to the submitting activity under the following conditions:

For each processed and approved transaction.

For each rejected transaction for corrective action.

For each transaction found to be an actual or possible duplication of an existing item.

d. For the conditions above DLSC will also forward a notification (output DIC) to the originating activity when different from the submitting activity, except Civil Agencies and foreign countries. DLSC will not furnish follow up requests to the originating activity, if different from the submitter.

e. Additional information is found in volume 6, appendix 6-2-A and 6-2-B.

2.3.6. FLIS Electronic data transmission control.

Interested Electronic Data users will use this procedure to identify the receipt of FLIS data transmittals for a specific period by electronic transfer.

a. Interested activities shall submit a request to DLSC-SBA for addition of their activity to receive DIC KWA output messages. The request must

include an activity code (see volume 10, table 104) and an applicable Data Transmission Control Code (DRN 0756, volume 10, table 101). Activities using Data Transmission Control Codes 1 and 2 will receive DIC KWA output messages from DLSC.

b. DIC KWA output messages will reflect electronic message transmittals to any activity during the period of 0001 to 2400 hours of the previous date. Content Indicator Code (CIC) DHFR applies to these messages. The Electronic Station Serial Number(s) (DRN 0754) and the Date of Electronic Station Serial Number(s) (DRN 0753) may include data transmittals by CICs IHFN/DHFN, IHFL/DHFL, IHFH/DHFH, and DHHF (DAAS only). DIC KWA segment D (DRN 0572) output with 0000 in card columns 77-80 is a negative (null) Electronic message transmission for a specific date. (See volume 8, chapter 8.2 for DIC KWA and chapter 8.3 for segment D.)

c. Activities receiving KWA output messages must wait four (4) hours after receipt before matching the transaction against their suspense file. This action will prevent unnecessary tracing procedures. Report missing messages to the DLSC Telecommunications Division, IPCB-T (DSN) 932-4188.

CHAPTER 3
APPENDIX 2-3-A
FLIS 64 CHARACTER SUBSET

AMERICAN NATIONAL STANDARD CODE

FOR INFORMATION INTERCHANGE (ASCII)

CHARACTER SUBSET	9-TRACK TAPE & Electronic Data Transfer b8-b1	CARD ZONE	CODE NR	CHARACTER NAME
SP(blank)	00100000	No	Punch	Space (Non-Printing)
**!	00100001	12	8-7	Exclamation Point
"	00100010	-	8-7	Quotation Marks
#	00100011	-	8-3	Number Sign
\$	00100100	11	8-3	Dollar Sign
%	00100101	0	8-4	Percent
&	00100110	12	-	Ampersand
'	00100111	-	8-5	Apostrophe
(00101000	12	8-5	Opening Parenthesis
)	00101001	11	8-5	Closing Parenthesis
*	00101010	11	8-4	Asterisk
+	00101011	12	8-6	Plus
,	00101100	0	8-3	Comma
-	00101101	11	-	Hyphen (Minus)
.	00101110	12	8-3	Period (Decimal Point)
/	00101111	0	1	Slant
0	00110000	-	0	
1	00110001	-	1	
2	00110010	-	2	
3	00110011	-	3	
4	00110100	-	4	
5	00110101	-	5	
6	00110110	-	6	
7	00110111	-	7	
8	00111000	-	8	
9	00111001	-	9	
:	00111010	-	8-2	Colon
;	00111011	11	8-6	Semicolon
**<	00111100	12	8-4	Less Than
=	00111101	-	8-6	Equals
**>	00111110	0	8-6	Greater Than
?	00111111	0	8-7	Question Mark
@	01000000	-	8-4	Commercial At
A	01000001	12	1	
B	01000010	12	2	

CHAPTER 3
APPENDIX 2-3-A
FLIS 64 CHARACTER SUBSET

AMERICAN NATIONAL STANDARD CODE

FOR INFORMATION INTERCHANGE (ASCII)

CHARACTER SUBSET	9-TRACK TAPE & Electronic Data Transfer b8-b1	CARD ZONE	CODE NR	CHARACTER NAME
C	01000011	12	3	
D	01000100	12	4	
E	01000101	12	5	
F	01000110	12	6	
G	01000111	12	7	
H	01001000	12	8	
I	01001001	12	9	
J	01001010	11	1	
K	01001011	11	2	
L	01001100	11	3	
M	01001101	11	4	
N	01001110	11	5	
O	01001111	11	6	
P	01010000	11	7	
Q	01010001	11	8	
R	01010010	11	9	
S	01010011	0	2	
T	01010100	0	3	
U	01010101	0	4	
V	01010110	0	5	
W	01010111	0	6	
X	01011000	0	7	
Y	01011001	0	8	
Z	01011010	0	9	
**	01011100	0	8-2	Reverse Slant
**	01011110	11	8-7	Circumflex
**_	01011111	0	8-5	Underline
[01111011	12	0	Opening Brace
]	01111101	11	0	Closing Brace

** Not required in FLIS.

CHAPTER 3
APPENDIX 2-3-B
ELECTRONIC DATA OUTPUT DURING MINIMIZE AND PROCESSING PRECEDENCE DURING DEGRADATION

INPUT DIC	ELECTRONIC DATA OUTPUT*	INPUT DIC	ELECTRONIC DATA OUTPUT*
LAD	KAD, KAM, KAT, KCF, KCM, KEC, KFC, KFD, KFM, KFP, KFS, KIF, KIM, KNA, KNI, KRE, KRU, KSE,	LCP	KCP, KNA
LAM	KAM, KFS, KIF, KIM, KNA, KRE	LCU	KAF, KAM, KAT, KCU, KFD, KFM, KFP, KFR, KFS, KIE, KIF, KIM, KIR, KNA, KNI, KRE, KRU, KSE, KSS
LAU	KAF, KAM, KAT, KAU, KCS, KFC, KFD, KFM, KFP, KFR, KFS, KIE, KIF, KIM, KNA, KNI, KNN, KRE, KRU, KSE	LDD	KCF, KCM, KDD, KFC, KFD, KFM, KFP, KFS, KIF, KIM, KNA, KNI, KRE, KRU, KSE, KSS
LBC	KAF, KAM, KAT, KCS, KEC, KFA, KFC, KFD, KFM, KFP, KFS, KIM, KMU, KNA, KNI, KPE, KRE, KRM, KRP, KRU, KSE, KSS	LDM	KDM, KIF, KNA, KRE
LBK	KAF, KAM, KAT, KCS, KEC, KFA, KFC, KFD, KFM, KFP, KFS, KIM, KMU, KNA, KPE, KRE, KRM, KRP, KRU, KSE, KSS	LDU	KCS, KDU, KFC, KFD, KFM, KFP, KFS, KIF, KNA, KNI, KNN, KRE, KRU, KSE, KSS
LBR	KAF, KAM, KAT, KCS, KEC, KFA, KFC, KFD, KFM, KFP, KFS, KIM, KMU, KNA, KNI, KPE, KRE, KRM, KRP, KRU, KSE, KSS, KTQ	LKD	KAR, KAS, KCS, KDS, KFC, KFD, KFM, KFS, KKD, KNA, KNS, KRE, KRF, KRU, KSE
LBW	KAF, KAM, KAT, KCS, KEC, KFC, KFD, KFM, KFP, KFS, KIM, KMU, KNA, KNI, KPE, KRE, KRM, KRP, KRU, KSE, KSS, KTQ	LKI	KCS, KKI
LCD	KAM, KAT, KCD, KCF, KCM, KEC, KFC, KFD, KFM, KFP, KFS, KIF, KIM, KNA, KNI, KRE, KRU, KSE, KSS	LKU	KCS, KFC, KFD, KFM, KFS, KKU, KNA, KRE, KRF, KRU, KSE
LCG	KAF, KAT, KCF, KCG, KCS, KFC, KFD, KFM, KFS, KIE, KIF, KNA, KRE, KRU, KSE, KTD	LKV	KCS, KFC, KFD, KFM, KFS, KKV, KNA, KRE, KRU, KSE
LCI	KRE	LMD	KAD, KAR, KAT, KCD, KCG, KCS, KEC, KFA, KFC, KFD, KFM, KFS, KIE, KIF, KIR, KMD, KMU, KNA, KNN, KPE, KRE, KRM, KRP, KRU, KSE, KTD
LCM	KCM, KIF, KIM, KNA, KRE	LMX	KAM, KAT, KAU, KCM, KCG, KCU, KDU, KFD, KFS, KIE, KIF, KIM, KIP, KIR, KNA, KNI, KPM, KRE, KRU, KSE, KSS

**CHAPTER 3
APPENDIX 2-3-B
ELECTRONIC DATA OUTPUT DURING MINIMIZE AND PROCESSING PRECEDENCE DURING
DEGRADATION**

INPUT DIC	ELECTRONIC DATA OUTPUT*	INPUT DIC	ELECTRONIC DATA OUTPUT*
LNC	KAF, KAM, KAS, KAT, KDS, KEC, KFA, KFC, KFD, KFM, KFP, KIM, KKP, KMU, KNA, KNI, KPE, KRE, KRM, KRP, KRU, KSS, KTQ	LNW	KAF, KAM, KAS, KAT, KDS, KEC, KFC, KFD, KFM, KFP, KIM, KKP, KMU, KNA, KNI, KPE, KRE, KRM, KRP, KRU, KSS, KTQ
LNK	KAF, KAM, KAS, KAT, KDS, KEC, KFA, KFC, KFD, KFM, KFP, KIM, KKP, KMU, KNA, KPE, KRE, KRM, KRP, KRU, KSS	LSF	KEC, KFE, KFS, KIS, KRE, KTN
LNP	KAS, KAT, KDS, KEC, KFA, KFC, KFD, KFM, KFP, KKP, KMU, KNA, KNI, KPE, KPM, KRE, KRM, KRP, KRU, KTQ	LSR	KEC, KMA, KME, KMG, KMH, KMP, KMQ, KMR, KMS, KNR, KRE, KSR
LNR	KAF, KAM, KAS, KAT, KDS, KEC, KFA, KFC, KFD, KFM, KFP, KIM, KKP, KMU, KNA, KNI, KPE, KPM, KRE, KRM, KRP, KRU, KSS, KTQ	LSS	KRE, KRU, KSS
		LTU	KNA, KRE, KRU, KSS
		LTV	KNA, KRE, KRU, KSS
		LTW	KNA, KRE, KRU, KSS
		LVE	KRE, KVE
		***	KHN, KHP
		***	KUA, KUB, KUC, KUD, KUE, KUF

* All other output will be mailed.

** Defense Logistics Services Center input in accordance with paragraph 2.3.3.c.(5).

*** Output resulting from Defense Logistics Services Center on-line update of CAGE/NSCM file data.

CHAPTER 4 PROCESSING OF SECURITY CLASSIFIED CATALOG DATA

2.4.1 Restricted Data. Top Secret classified data and atomic energy Restricted data of corresponding classification will not be processed in the Federal Catalog System in accordance with these procedures. Special procedures will be established by the Defense Logistics Services Center (DLSC), as required, for the processing of these data. NOTE: Security classified nuclear ordnance catalog data will be prepared and submitted to the Nuclear Ordnance Cataloging Office in accordance with volume 4, chapter 4.16.

2.4.2 Original Action by the Submitting Activity.

a. Prepare and process catalog data of Secret and Confidential classification and atomic energy Restricted data of corresponding classifications in accordance with the procedures of this chapter. Comply with DoD Directive 5200.1, Information Security Program, as implemented in departmental regulations and appropriate security regulations for the handling, transmitting, and storing of classified cataloging data.

b. All data classified as Secret will be appropriately registered. The original and each copy of each document will contain a copy number together with the total number of copies reproduced (e.g., copy 2 of 6 copies). Registration of Confidential data is not mandatory and such data shall be handled in accordance with existing regulations.

c. Comply with the following additions and changes to normal operating procedures in processing Secret and Confidential security classified data:

(1) Security classified item identification tools (names, Federal Item Identification Guides (FIIGs), and reference drawings) will be entered on separate forms according to the level of security classification; they will not be included on the same form with unclassified item identifications and tools. Each form will be classified at the highest level of classification of any data contained herein.

(2) The security classification word SECRET or

CONFIDENTIAL will be clearly marked or stamped at the top and bottom of all pages of the DD Form 180, Names Transmittal, and FIIG pages, including continuation pages.

(3) Secret or Confidential names, FIIGs, and related data will be transmitted in duplicate to the Directorate of Item Identification, DLSC.

(4) When one or more of the EAM cards related to an item identification are security classified, two copies of each EAM card will be mailed directly to the Directorate of Item Identification, DLSC, ATTN: DLSC-SB. One copy of each card will be returned after approval, and the submitter shall establish and control distribution. NOTE: EAM cards will be classified only to the highest level of data reflected on the EAM card.

(5) Transmittal letters shall be classified at the level of their highest classified enclosure. When such transmittal letters do not reveal classified information, they will be stamped as follows: "When all classified attachments are withdrawn, this transmittal letter is "Unclassified"."

(6) Secret and Confidential catalog data will be handled and transmitted in accordance with existing regulations for each classification.

(7) Notify the Directorate of Item Identification, DLSC, when declassification, upgrading, or downgrading of previously submitted security classified catalog data is required. This notification will include a record of the authorization for the change in classification.

2.4.3 Subsequent Submittal of EAM Cards for Reference Numbers Related to Security Classified Item Identifications. When the submitting activity determines that additions, deletions, or changes are required to EAM data for a security classified item identification, prepare EAM cards and mail directly to DLSC.

a. When any of the previously recorded EAM data

contains security classified information, prepare EAM cards in duplicate and submit directly to the Directorate of Item Identification, DLSC, ATTN: DLSC-SB.

(1) EAM cards prepared to delete existing data from DLSC files will be stamped WITHDRAW.

(2) EAM cards prepared to add to the existing data in the cataloging files will be stamped ADD.

(3) EAM cards prepared to change data will reflect the changed data and will be submitted with WITHDRAW card above.

(4) When one or more EAM cards related to the item identification are security classified, all EAM file data are stored under security conditions and are not recorded in the DLSC FLIS data base. Any input, therefore, must be submitted in accordance with this paragraph.

b. When none of the previously recorded EAM data contains security classified information, prepare applicable EAM cards and submit in accordance with volume 4, chapter 4.8 directly to DLSC-SB.

2.4.4 Action by DLSC

a. Comply with the following additions and changes to normal operating procedures:

(1) DLSC will return to the submitting activity one copy of each approved Secret or Confidential name, FIIG and related data.

(2) The Directorate of Item Identification will retain one copy of each approved Secret or Confidential name or FIIG and related data.

(3) Secret and Confidential cataloging tools (names, FIIGs, and reference drawings) will not be published, except as determined by DLSC with the written concurrence of the appropriate authority in the department concerned.

b. Receive notification from a submitting activity of the classification of unclassified data to Secret or Confidential.

(1) Compile and forward to the submitting activity a list of the activities in receipt of the previously unclassified catalog data. The classified letter of transmittal shall request the submitting activity to determine the disposition of distributed data and to notify recipients of such disposition.

(2) Mark or stamp file copies with appropriate security classification and refile the copies in accordance with security regulations.

2.4.5. Action by the Submitting Activity on Data Returned by DLSC.

a. Determine whether distribution of its Secret or Confidential catalog data is practical outside of the office of origin. Any distribution of security classified data outside the office of origin will be initiated, maintained, and controlled by the submitting activity.

b. When it is determined that unclassified catalog data requires security classification:

(1) Notify the Directorate of Item Identification, DLSC, of the classification of unclassified catalog data to Secret or Confidential, stating appropriate authority. The communication shall include the applicable name, FIIG number, date of document authorizing the security classification, and the National Stock Number (NSN).

(2) Determine whether distribution of the newly classified Federal catalog data will be continued. Instruct each addressee to either mark and refile its copies, or destroy copies, in accordance with security regulations. When distribution is continued, the submitter will be responsible for maintaining and controlling the distribution of revisions to such Secret or Confidential data.

c. When it is determined that Secret or Confidential Federal catalog data requires downgrading or declassification:

(1) Notify all holders of the classified data to take appropriate downgrading or declassification action in accordance with existing regulations.

(2) Prepare and submit a declassified or downgraded revised item identification to DLSC in accordance with existing regulations.

(a) When the proposed revision is unclassified, prepare and submit in accordance with volume 4, section 4.8.1.

(b) When the proposed revision reflects security classified data but represents a downgrading from the classification of the preceding item identification, prepare and submit in accordance with paragraph 2.4.2.b.

2.4.6. Action by Interested Activities Other Than the Submitting Activity. When copies of the security classified item identification are required, forward a request directly to the submitting activity. The submitting activity is the originator of the classified documents and is responsible for whatever distribution is required. DLSC will not reproduce or distribute such documents.

CHAPTER 5 FOLLOW-UP ACTIONS

2.5.1 Action by Submitting Activity. An activity may follow-up to the Defense Logistics Services Center (DLSC) when timely (as determined by Priority Indicator Code) processing results have not been received by the submitting/originating activity. Excluded from this process are searches, interrogations, prior follow-ups, and IMC (Item Management Coding) Data transactions (Document Identifier Code LVA). The request will be submitted under DIC LFU (Follow-Up Interrogation) in accordance with input formats in volume 8, chapter 8.1 or volume 9, chapter 9.1.

a. A new Document Control Number (Data Record Number 1015) shall be assigned for each follow-up input.

b. The Document Control Number, Follow-Up (DRN 0131) and DIC, Input (DRN 3921) as taken from the previously submitted item must be included in the input.

c. A separate input transaction is required for each follow-up interrogation.

d. Follow-up must be accomplished within 60 days of the original submission.

e. When the originator of the follow-up is not the same as the submitter, the interrogating activity must submit its request to the monitoring (submitting) activity rather than to DLSC. Such follow-up requests shall be made in accordance with time periods cited in the special procedures for submittal of catalog transactions through intermediate points (e.g., through DoD integrated managers: Defense Nuclear Agency).

f. The submitting activity receives the notification, reviews the status as indicated, and takes appropriate action.

g. See section 2.3.2 for data transmission procedures (to DLSC).

2.5.2 Action by DLSC. DLSC will furnish, within the time frame of the input Priority Indicator Code, the status of the previously submitted Document Control Number (DRN 0131) reflected in the segment R record. The current status of that Document Control Number is given by the Status Code (DRN 0166) also cited in the segment R. If the Status Code is DX, GX, or HX, the transaction will terminate with segment R. All other Status Codes specify what additional data will follow the segment R record in conventional segment R format. See volume 10, section 10.3.6 for KFU Status Codes and volume 8, chapter 8.2 or volume 9, chapter 9.2 for DIC KFU output format.

2.5.3 Non-Receipt of Reply

a. If a reply to a follow-up interrogation has not been received within the response time reflected by the Priority Indicator Code, the follow-up submitter must prepare another follow-up action in accordance with paragraphs 2.5.1.a, 2.5.1.b, and 2.5.1.c.

b. When the submitter of the follow-up interrogation has submitted for an activity other than itself, the submitter must keep that activity informed of a no-response condition.

CHAPTER 6 FLIS PROBLEM REPORTING

2.6.1. DLSC Responsibilities. These procedures are to be used by the Defense Logistics Services Center and all participating Services/Agencies in reporting processing deficiencies concerning specific transactions submitted to establish, maintain, or interrogate/search FLIS data. Included are the actions to be accomplished by the DLSC to document, control, and resolve reported problems and, in turn, provide to the Services/Agencies information on problem disposition. DLSC will:

a. Provide information to the Services/Agencies and Headquarters Defense Logistics Agency (DLA) regarding the failure to output data and/or the output of erroneous data within 24 hours after discovery. This is defined as follows:

- (1) Expected output is not produced.
- (2) Misrouted FLIS data.
- (3) Erroneous, garbled, or incomplete data transmission.
- (4) Processing results indicate a misapplication of established system edit/validation criteria. Includes erroneous output Document Identifier Code (DIC) or return code.
- (5) Procedural voids or inaccurate procedural criteria as may be contained within this manual.
- (6) FLIS data base contains erroneous/conflicting data which cannot be corrected by a Service/ Agency-originated transaction. This type of condition requires DLSC internal action for correction.

b. Take the following action in the event that FLIS output data is discovered to be erroneous:

- (1) If the erroneous condition is determined to be limited in terms of the number of Services/Agencies affected, the affected Services/Agencies will be notified by telephone. Additional information regarding the problem will

be furnished as rapidly as it becomes available.

- (2) If the erroneous output condition is of such magnitude that all FLIS participants may be affected or the magnitude of the problem cannot be determined, all Services/Agencies will be notified by message. Additional information will be furnished as rapidly as it becomes available.

- (3) When the specific details of the problem become available, the affected FLIS customers will be furnished confirmation by *electronic* message.

- c. Notify the Services/Agencies and HQ DLA within 72 hours after discovery that a due date will not be met for statistical reports, publications, and/or publication cut-off. Notification will include justification for the delay and firm "get well" date(s).

2.6.2 Service/Agency Responsibilities. All FLIS processing deficiencies and problems will be documented on DD Form 2029, FLIS Problem Report (See Appendix 2-6-B). DD Form 2029 will be prepared in quadruplet with the original to DLSC-DQ, one copy to DLA-MMSL, one copy to DLA-ZS, and one copy retained by the submitter. FLIS Problem Reports may be submitted only by the Service/Agency activities listed in appendix 2-6-A. All Army cataloging activities must report their problems/inquiries to USAMC Catalog Data Activity, who will contact DLSC. Navy cataloging activities should report their problems/inquiries to the Navy Fleet Material Support Office (Code 9652), who will contact DLSC.

- a. Report delays and inaccurate transaction processing, deficiencies in procedures which govern the preparation of new/revised FLIS data, and any aspect of the processing system which is at variance with FLIS concepts and policy. The following types of problems are reportable in accordance with the time frames established in paragraph 2.6.2.c.(2):

- (1) Lost/nonreceipt of processing notifications, including applicable file maintenance data. Also includes misrouted FLIS data.

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(2) Erroneous, garbled, or incomplete data transmission.

(3) Processing results indicate a misapplication of established system edit/validation criteria. Includes erroneous output Document Identifier Code (DIC) or return code.

(4) Procedural voids or inaccurate procedural criteria as may be contained within this manual.

(5) FLIS data base data conflicts whereby valid transaction processing cannot be accomplished.

b. When reporting a FLIS processing problem by telephone, the following information must be provided to DLSC:

Complete Document Number
Submitted DIC
Date submitted to DLSC
Date received from DLSC

c. Report all problems initially by telephone to DLSC-B (DSN 932-4725, FTS 552-4725, or commercial 616-961-4725) for assignment of a Problem Control Number as outlined in paragraph 2.6.3.b and subsequently confirmed on DD Form 2029. Also, the following problem information will be furnished by the reporting Service/Agency:

(1) Activity code; will identify the activity for which the problem report was initiated. See volume 10, table 104, part 4.

(2) Problem priority classification; one of the following classifications will be indicated:

(a) Major (A) - Problem is of such magnitude that major impact on Service/Agency mission accomplishment is imminent. Problem is in the context of a possible major system malfunction whereby a total or partial system processing abort may be required. Priority A problems will be subject to verification by and coordination through the respec-

tive Service/Agency FLIS problem control office. Priority A problems must be reported within 24 hours.

(b) Critical (B) - Problem is primarily transaction oriented and involves a priority transaction; e.g., request for National Item Identification Number (NIIN) assignment. Problem is in the context of excessive processing delay or erroneous processing/output, and has impacted or could impact the effectiveness of mission accomplishment. Priority B problems must be reported within 48 hours.

(c) Routine (C) - Problem is in the context of minor discrepancy and indicates relatively little impact on mission accomplishment. May highlight a limited sporadic program processing error or delay, or the need for procedural correction/clarification. Priority C problems must be reported within 72 hours.

(3) Transaction Document Control Number(s). Identifies specific transaction(s) involved with the reported problem. May cite sample control numbers when a range of transactions are involved. This information is to be reported when available.

(4) NIIN(s), Permanent System Control Number(s) (PSCN(s)), or System Control Number(s) (SCN(s)). This information is also optional and will be reported as the problem description dictates.

(5) Input/output Document Identifier Codes (DICs) will be reported, as required, based on the problem description.

(6) Date transaction(s) transmitted to DLSC; will be reported as required to aid in transaction tracking, pinpointing problem time frame, etc.

(7) Electronic transmission message number(s), date/time group, and transmitting routing identifier. This information is mandatory for problems relating to transmission deficiencies which may require data

re-search/recovery through the electronic communications system.

(8) Problem description; describes in detail the specifics regarding the reported problem. Will include any and all information pertinent to the problem. May be supplemented with any internal Service/Agency problem reporting/research data or recommendations. Samples of input/output transaction data will also be forwarded as available.

d. Report FLIS processing problems to DLSC-DQ through use of the following numbers: DSN subscribers, 932-4725; FTS subscribers, 552-4725; commercial calls, 616-961-4725.

NOTE: Major (priority A) problems may be reported after duty hours (1700 to 0745) by calling DLSC Staff Duty Officer: Commercial call 616-961-4233.

(1) Xerox telecopier (TC3) facilities are available through the DLSC communications center. Transmittal and receiving facilities are available on a 24-hour basis. Telephone service for facsimile transmission is available through the use of the following number: DSN 932-4265; FTS 552-4265; commercial 616-961-4265 (normal duty hours).

(2) Follow-on/supplemental problem information may also be furnished by mail addressed to:

Commander
Defense Logistics Services Center
ATTN: DLSC-B
74 Washington Ave N
Battle Creek MI 49017-3084

(3) Suspected FLIS DAAS SoS processing deficiencies and/or system malfunctions as a result of FLIS data base file compatibility checks will be reported to DLSC-SB for inclusion in the FLIS problem reporting system and resolution. Use of program manager channels for reporting problems will negate the need for such information as transaction Document Control Numbers when that information is no longer available. Report processing

problems to DLSC-SB through use of the following numbers: DSN, 932-4340; FTS, 552-4340; commercial, 616-961-4340.

2.6.3 DLSC Problem Response/Resolution Actions.

a. Receive problem and contact the authorized reporting Service/Agency to confirm receipt of problem.

b. Assign a nine-position Problem Control Number structured as indicated below. This number will be perpetuated through the life of the problem. The problem number and related problem information will be recorded and maintained in a problem control log/file.

(1) The first two positions will identify the reporting Service/Agency: AR = Army, NA = Navy, AF = Air Force, MC = Marine Corps, DS = DLA, DA = Defense Automatic Addressing System, GS = General Services Administration, FA = Federal Aviation Administration, DN = Defense Nuclear Agency, NS = National Security Agency, CG = Coast Guard, NT = North Atlantic Treaty Organization.

(2) The next five positions will identify the Julian date when the problem was reported.

(3) The last two positions will be a nonsignificant problem sequence number.

c. Major (priority A) problems will receive top priority over any other lesser classified in-process problem. Major problems will be acted upon as follows:

(1) Immediate action will be taken to define the scope of the problem in terms of impact on the reporting Service/Agency and all other participating Service/Agencies.

(2) All affected Services/Agencies will be identified and notified immediately as specified by paragraph 2.6.1.b.

(3) Interim procedures or processing alternatives will be established through coordination with HQ DLA and all concerned Services/Agencies. Such interim method information will also include, as feasible, time frames regarding duration and projected problem resolution date.

(4) The foregoing DLSC actions for major priority problems will be accomplished within the shortest time span possible, not to exceed three working days following receipt of the problem.

d. Critical (priority B) problems will be given priority and will be acted upon immediately but subject to constraints imposed by in-process priority A problems.

(1) The same action criteria specified in paragraph 2.6.3.c for priority A problems will be applied to priority B problems. A maximum problem response time of fourteen working days also applies.

(2) Immediate telephone assistance will be provided to the reporting Service/Agency to expedite processing of the cited critical transaction.

(3) As required and as feasible, DLSC will provide by telephone immediate assistance to verify/clarify submitted transaction data and provide procedural guidance.

e. Routine (priority C) problems will be acted upon immediately subject to possible constraints imposed by priority A and B problems.

(1) The action criteria specified in paragraph 2.6.3.c will apply in terms of Service/Agency impacts, and coordination will be accomplished as required.

(2) Priority C problems will be acted upon

within the shortest time frame practical, also not to exceed fourteen working days.

f. If a problem cannot be resolved in accordance with prescribed time frames, an interim reply will be furnished within five working days.

g. DLSC problem resolutions and related actions will be fully defined and furnished to the reporting Service/Agency and other concerned/impacted Services/Agencies. Such information, as feasible and as dictated by the priority of the problem, will be provided by telephone or telewire message. All problem resolutions will be fully documented and forwarded to the reporting Service/Agency on DD Form 2029. If the DLSC response is unacceptable and a problem cannot be resolved, the matter may be documented and referred to HQ DLA for resolution.

(1) Implementation dates will be indicated when a problem requires program or procedural action. Such in-process interim resolutions will remain in an open-problem status pending implementation of the correction.

(2) This open-problem status will apply equally to resolution actions to be processed by DD Form 2021, FLIS System Change Request (SCR) (see volume 1, chapter 1.4).

h. Monthly problem status reports will be provided to HQ DLA staff elements and Services/Agencies. The report shall include the identification number, a brief description, the impact as stated by the reporting activity, and problem resolution. If a problem cannot be resolved within the specified time frames, a date by which it will be resolved and, if applicable, an interim resolution will be provided.

CHAPTER 6
APPENDIX 2-6-A
ACTIVITIES AUTHORIZED TO SUBMIT FLIS PROBLEM REPORTS

Executive Director
USAMC Logistics Support Activity
ATTN:AMXLS - RWD
Redstone Arsenal, AL 35898-7466

Commanding Officer
Naval Inventory Control Point Mechanicsburg
Code 0418
5450 Carlisle Pike
Mechanicsburg, PA 17055-0787

Commander
HQ Cataloging and Standardization Center
ATTN: POM
Federal Center
Battle Creek, MI 49017-3094

GSA/FSS
Operations Support Division
ATTN: FCSP
Washington, DC 20406

Commanding General
Marine Corps Logistics Base
ATTN: Code 850, Bldg. 3700
Albany, GA 31704-5000

Commandant
U.S. Coast Guard Headquarters
ATTN: G-ELM-2
2100 Second St., SW
Washington, D.C. 20590-0001

Commander, Field Command
Defense Nuclear Agency
ATTN: FCLMC
Kirtland Air Force Base, NM 87115-5000

Director, National Security Agency
ATTN: L111
Fort George G. Meade, MD 20755-5000

Director, Aeronautical Center
ATTN: AAC-490
P.O. Box 25082
Oklahoma City, OK 73125

Commander
DLA Systems Automation Center
ATTN: DSAC-O
P.O. Box P1605
Columbus, OH 43216-5002

Commander
Defense Electronics Supply Center
ATTN: DESC-LR
1507 Wilmington Pike
Dayton, OH 45444-5000

Commander
Defense Construction Supply Center
ATTN: DCSC-LR
Columbus, OH 43216-5000

Commander
Defense General Supply Center
ATTN: DGSC-LRS
Richmond, VA 23297-5000

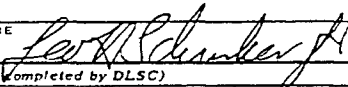

Commander
Defense Industrial Supply Center
ATTN: DISC-LR
700 Robbins Avenue
Philadelphia, PA 19111-5096

Commander
Defense Personnel Support Center
ATTN: DPSC-DSS
2800 South 20th Street
Philadelphia, PA 19101

Commander
Defense Fuel Supply Center
ATTN: DFSC-DEA
Cameron Station
Alexandria, VA 22304-6160

For Defense Industrial Plant Equipment Center
Commander
DLA Systems Automation Center
ATTN: DSAC-JA
P.O. Box P1605
Columbus, OH 43216-5002

CHAPTER 6
APPENDIX 2-6-B

FLIS PROBLEM REPORT					
PART I - (To be completed by reporting Service or Agency)					
TO DLSC-DQ DLA-MMSL DLA-ZS			FROM (Reporting Service/Agency): HQ CASC/CBR Battle Creek, MI		
1. PROBLEM CONTROL NUMBER		2. PROBLEM PRIORITY ("X" Applicable box)			
a. ACTIVITY	b. JULIAN DATE	c. SEQUENCE	a. <input type="checkbox"/> MAJOR b. <input type="checkbox"/> CRITICAL c. <input checked="" type="checkbox"/> ROUTINE		
AF	87015	01	3. SERVICE OR AGENCY CONTACT POINT (Name of person and telephone number) R. Grzeskowiak/CBRC/5718		
4. SERVICE OR AGENCY ACTIVITY CODE(S) TU			5. DOCUMENT IDENTIFIER CODE(S) LMX (LCM)		
6. NIIN(S), PSCN(S) OR SCH(S) (6110)004881866 (6105)004937674 (6105)001886288			7. AUTODIN TRANSMISSION MESSAGE NUMBER(S) N/A		
8. TRANSACTION DOCUMENT CONTROL NUMBER(S) TUTU87005EBDJ847 TUTU87005EBDJ848 TUTU87005EBDJ849					9. DATE TRANSACTIONS TRANSMITTED TO DLSC from 12 Jan 87
10. PROBLEM DESCRIPTION (Continue on reverse side if necessary)					
Submitted LMXs to add Order of Use (OOU) to Master NSN and change Acquisition Advice Code (AAC) on Related NSN. Received Return Action Code NU. The change <u>does</u> change Interchangeability and Substitutability (I&S) data. Should not have received reject. See attachments.					
11a. TYPED NAME OF RESPONSIBLE OFFICIAL Leo H. Schinker, Jr. Chief, CBR		11b. SIGNATURE 		11c. DATE SIGNED 1-23-87	
PART II - (To be completed by DLSC)					
TO: HQ CASC/CBR Battle Creek, MI			FROM: DLSC-DQ		
12. PROBLEM RESOLUTION (Continue on reverse side if necessary)					
DLSC has completed review of the above problem and provided resolution to DLSC-DQ. A program change was made to LDIM36AA to clear the LCU Indicator Switch that was not being cleared between transactions. We appreciate your activity notifying us of this apparent discrepancy and encourage you to continue doing so. This will aid us in correcting discrepancies in our system.					
13a. TYPED NAME OF RESPONSIBLE OFFICIAL Jerry W. Poole, Chief, DLSC-DQ		13b. SIGNATURE 		13c. DATE SIGNED 23 Feb 87	

CHAPTER 7 QUALITY CONTROL/QUALITY ASSURANCE PROGRAM

2.7.1 Requirement for Quality Control/Quality Assurance.

a. **Scope.** A Quality Assurance Program (QUP) for the FLIS will be conducted by all participating--activities. This program will concentrate on surveillance, defect prevention, and a lessons learned approach to Quality Assurance. This approach will allow participants to determine and correct causes which prevent an Acceptable Quality Level (AQL) from being maintained and will ensure that all materiel including supplies, services and data obtained by or for the FLIS meet the following objectives:

(1) That FLIS materiel, data, supplies and services conform to specified FLIS requirements in this manual, the FLIS Functional Description, and the DoD Provisioning and Other Preprocurement Screening Manual.

(2) That specified requirements for FLIS materiel, data, supplies and services are practical and enforceable.

(3) That FLIS user dissatisfaction and mission ineffective are prevented or eliminated.

b. **Scope.**

(1) **Quality Control.** Each activity engaged in the preparation, submittal, processing and retention of cataloging data and mechanized inputs and output are participants in the FLIS and are responsible for instituting quality control programs. Required quality levels apply for each inspection step.

(2) **Quality Assurance.** A QAP and procedures are an integral part of the administration and management of the FLIS. The overall objective of the QAP is to effectively achieve error free and timely data throughout the system, i.e., in data preparation, entry and retention in the FLIS, distribution and retention of data from that file. To reach this objective, it is necessary that the accuracy of the data is ascertained and verified through implementation

of various quality assurance techniques in compliance with the FLIS requirements.

c. **Definitions**

(1) **Acceptable Quality Level (AQL).** The AQL is a designated value of percent defective that users indicate will be accepted most of the time by the acceptance Sampling Procedure to be used (MIL-STD-105-D Table 1. General Inspection Level II, Table II A). (NOTE: Sampling in accordance with MIL-STD-105-D will only be required by activities which now sample. Activities performing a 100 percent inspection will continue to do so unless circumstances dictate that they change to sampling. The AQL for both types of activities will be the same.) Acceptance of 95 percent of hand written worksheets and 97 percent of computer generated transactions will be the AQL for the FLIS.

(2) **Clerical Error.** The result of inaccurate preparation or placement of information.

(3) **Defect.** Failure to meet a standard.

(4) **Error.** Mistake in processing.

(5) **Quality.** The composite of data, materiel and services attributes including performance.

(6) **Quality Control.** That function of management relative to procedures, inspection edits, validation and verification necessary to ensure maintenance of the required quality in materiel, services, supplies and in the development, transmission, receipt, storage, retrieval and distribution of data necessary to provide a product of the required quality as required by the FLIS. It consists of evaluating performance in accordance with prescribed standards.

(7) **Quality Assurance.** A planned and systematic pattern of policy direction to provide adequate confidence that cataloging materiel, data, supplies and services conform to established technical requirements and achieve satisfactory performance. It

includes developing and maintaining quality standards; measuring and comparing quality controlled performance to these standards; preparing and evaluating inspection reports and taking necessary action when standards or performance vary from the acceptable quality level.

(8) Rules Error. Apparent violation of a rule and/or procedures, e.g., relationship between two or more elements of data is required but does not exist.

(d) Procedures, specific applications, standards and additional terms to the Quality Assurance Program (QAP) are contained in this manual.

(e) The QAP consists of three basic steps:

(1) Step 1. Developing and maintaining Standards: Standards in the system consist of requirement rules, regulations, specifications for editing, standards, established goals of achievements, etc. Therefore, they must be current, definite, precisely and concisely stated, coordinated and available in a form equally usable by all participants.

(2) Step 2. Identifying conditions not in conformance with the standards: Rejects for each applied quality check shall be identified by a structured coding system to feed back statistical reports to pinpoint violations of the standards and to permit the third step (corrective action) of a QAP to be implemented.

(3) Step 3. Action taken when performance to standards is not maintained: Once visibility of cause of error is achieved, there are two methods of instituting corrective action; either correct the actions of the preparer at the source of error generation, or correct the standards when they are the source of error or cannot be met.

f. Correcting errors determined by exercise of quality control is not sufficient for efficient management. Correcting repetitive kinds of errors will produce a good product but such action is wasteful.

With proper feedback from quality control under a quality assurance program, the basic cause of such kinds of errors can be determined and will be eliminated.

(g) Evaluation.

(1) Developed standards must be used to evaluate Quality in the FLIS. For the purpose of evaluation, performance will be computed as follows:

Total number of errors (clerical and rules categories) (Source IMSS-18) times 100 divided by total number of transactions.

(Credit deductions will be taken into account when Computing Performance Evaluations.)

(2) Defects. Defects are the results of errors or failures. Defects will be classified (as rules errors and clerical errors as reported in the IMSS-18) and identified by standard return codes shown in this manual and through manual reviews. In computing the defect rate, not more than one defect will be charged to a single transaction even though multiple errors exist.

h. Responsibilities.

(1) The Chief, Technical Information, Materiel Management Directorate, HQ DLA (MMSLP/LI) will:

(a) Designate a focal point for the conduct and execution of the FLIS QAP.

(b) Conduct periodic reviews to ensure currency of QA functions.

(c) Verify the effectiveness of standards to ensure system integrity and applicability. Perform program review and evaluation.

(d) Assign actions to various program participants.

(e) Review conflicts and serves as a final source of authority for decisions affecting FLIS policy/policy implementation.

(f) Analyze standard QAP statistical reports and initiate appropriate action when required.

(g) Publish return codes which are counted as error codes.

(h) Administer all authorized Files Compatibility Programs for the FLIS.

(2) DoD Components and GSA will:

(a) Take necessary action to ensure that participating activities comply with the QA disciplines.

(b) Analyze QAP performance statistical reports and initiate appropriate action when required.

(c) Exercise surveillance on output from DLSC for compliance with established standards.

(d) Perform coordination review of standards applicable to QAP.

(e) Develop and maintain quality standards of production and performance for those activities related to and/or affecting the quality of operational elements of the FLIS.

(f) Conduct inspections/reviews of data preparation/transmittal activities to ensure AQL achievement.

(g) Prepare periodic reports of quality findings as specified by MMSLP/LI.

(h) Initiate actions necessary to correct/prevent defects in design, production or performance of FLIS activities for which they are responsible.

(i) Participate in the FLIS Files Compatibility Program.

(j) Perform coordination review of standards with DLSC.

(k) Coordinate with personnel in programs interfacing the FLIS in order to develop standards improving the quality of data flowing into the FLIS.

(3) The Commander, Defense Logistics Services Center and Originating Activities will:

(a) Develop, maintain, and coordinate standards for the development of applicable machine and/or manual edits required to achieve an AQL. Make these specifications available, upon request, to participating activities.

(b) Develop edits, checks, and procedures in accordance with standards.

(c) Inspect incoming and outgoing FLIS cataloging and management data against approved standards for accuracy, completeness, format and appropriate inspection techniques to achieve the Acceptable Quality Level (AQL) and initiate corrective action.

(d) Review defects and defective data for casual analysis, corrections, and future preventive actions.

(e) Recommend systemic changes to correct processing deficiencies or improve quality of output of related operations.

(f) Maintain auditable quality control inspection records, trend graphs, and statistical reports.

(g) Develop internal quality assurance/quality control implementing procedures to comply with this manual.

(h) Prepare and publish scheduled reports that indicate performance levels of incoming and outgoing FLIS data actions and their corresponding submitters and originators, as applicable.

(i) Provide adequate resources and training to

maintain a QAP in all areas of the FLIS to support the overall objective.

(j) Operate/participate in the FLIS File Compatibility Program in accordance with this manual.

(4) The DLSC, in addition to the preceding responsibilities, maintains surveillance on input to FLIS from other participants sufficient to evaluate effectiveness of the QAP and provide data for establishing goals and required quality levels.

(5) All activities participating in the FLIS perform quality assurance/quality control functions to maintain an acceptable level of quality for all data transactions transmitted in the following categories:

- (a) Submitting activity to DLSC.
- (b) Originating activity to a submitting activity.
- (c) Submitting activity to an originating activity.
- (d) DLSC to submitting activity.

2.7.2 Reviewing Action by Interested Activities.

a. Review published cataloging data in a commodity area (Federal Supply Classification (FSC) group, class, or portion thereof) resulting from all action taken under these procedures.

b. Recommend to the Defense Logistics Services Center (DLSC) required changes to existing cataloging tools.

(1) Prepare separate correspondence for recommendations and proposals for each commodity area.

(2) Include technical references (manufacturer's part, drawing or model numbers, specification or standard numbers, etc.) and technical documents applicable to the items of supply requiring the revised cataloging tools.

(3) Where management responsibility includes all items in a given FSC class, forward the proposal to military activities for collaboration prior to submittal to DLSC.

c. Recommend to DLSC required changes to existing Federal Item Identifications (FIIs).

(1) Prepare separate correspondence for recommendations and proposals for each commodity area.

(2) Include technical references (manufacturer's part, drawing or model numbers, specification or standard number, etc.) and technical documents applicable to the items of supply requiring the revised FII.

(3) Paragraphs 2.7.1.c.(1) and 2.7.1.c.(2) apply only to interested activities not recorded nor desiring to be recorded in the FLIS data base as submitters of catalog data changes for the items involved.

(a) Activities which are so recorded or which desire to be recorded shall proceed in accordance with criteria for the authorized cataloging/management Service or Agency. This can be determined from activity code data in volume 10, table 104 and Major Organizational Entity (MOE) Rules in volume 13.

(b) Unrecorded activities will forward recommendations to a recorded catalog data submitter and inventory manager for review in accordance with criteria for the authorized cataloging/management Service or Agency listed in volume 10, table 104 and volume 13.

2.7.3 Reviewing Action by DLSC.

a. Performs continuing quality review of all names, Federal Item Identification Guides (FIIGs), reference drawings, and FIIs.

b. Develops recommendations and proposals for changes to existing Federal catalog data required to

improve the quality and usefulness of FIIs in specific commodity areas.

c. Transmits proposals to interested activities for collaboration in accordance with chapter 2.2.

2.7.4 Action by Interested Activities on Data Circulated by DLSC.

a. Indicate concurrence or nonconcurrence with proposals circulated for collaboration.

b. Take necessary action to revise, transfer, or cancel (in accordance with volume 4 as indicated by DLSC) as a result of quality review.

2.7.5 Projected Work Load Schedule for Data Base Maintenance Projects.

a. Purpose. The schedule provides advance information concerning adjustment of the FLIS data base to ensure data base integrity, assess Service/Agency impact, and allow negotiation of the schedule.

b. Contents. The schedule lists all data base maintenance projects for which file data will be furnished to the headquarters cataloging offices (HCOs) and/or appropriate cataloging activities for review and/or corrective action.

c. Authorization of Projects. All data base maintenance projects that will require Service/Agency review of FLIS data base data must be reflected in the Projected Work Load Schedule. Prior to being included in the schedule, the project must be processed in accordance with volume 1, section 1.4.3 (Preparation and Processing of System Change Requests (SCRs)), directed by Defense Logistics Agency (DLA) Headquarters, with Service/Agency coordination.

d. Maintenance. The schedule will be furnished on an annual basis and will be reviewed by DLSC quarterly for any additions, deletions, or changes.

e. Prioritization of Projects. Prior to publication of the annual schedule, pertinent data (i.e., projects, time frames, quantities) will be furnished to the HCOs. The HCOs will determine the priority sequence for the projects to be processed.

CHAPTER 8 EFFECTIVE DATE PROCESSING

2.8.1 Affected Areas. This chapter contains guidance for the input of maintenance transactions subject to effective date control. Additional information regarding assignment/submission of effective dates is set forth within the volume 4/volume 6 section established for each transaction. The following logistics areas and Document Identifier Codes are affected by FLIS effective date criteria:

a. Catalog Management Data (CMD).

DIC Title

LAD - Add Data Element(s) (Notes 5, 10)
LCD - Change Data Element(s) (Notes 4, 5, 10)
LDD - Delete Data Element(s) (Notes 5, 10)
LAM - Add Catalog Management Data (Notes 2,4)
LCM - Change Catalog Management Data (Notes 4, 5, 10)
LDM - Delete Catalog Management Data (Notes 5, 10)
LMD - Multiple DIC Input (Notes 5, 6)
LMX - Multiple NSN Input (Note 7)

b. Major Organizational Entity (MOE) Rule Number and Related Data (Item Status).

DIC Title

LAU - Add MOE Rule Number and Related Data (Note 2)
LCU - Change MOE Rule Number and Related Data
LDU - Delete MOE Rule Number and Related Data (Notes 3, 5, 8)
LCD - Change Data Element(s)
LMD - Multiple DIC Input

c. Item Identification Maintenance (IIM).

DIC Title

LCG - Change FSC, Item Name, Type II, or RPDMRC (Note 5)
LKD - Cancel-Duplicate (Notes 5, 9)
LKI - Cancel-Inactive (Notes 1, 5)
LKU - Cancel-Use (Notes 5, 9)

DIC Title

LCG - Change FSC, Item Name, Type II, or RPDMRC (Note 5)
LKD - Cancel-Duplicate (Notes 5, 9)
LKI - Cancel-Inactive (Notes 1, 5)
LKV - Cancel-Invalid (Notes 5, 9)
LMD - Multiple DIC Input (Note 5)

NOTES:

1. Data Record Number 2128 (Date, Effective, Logistics Action) will not be input but will be DLSC-assigned within output DIC KKI.

2. Value for DRN 2128 may be zero filled.

3. Value for DRN 2128 may be zero filled for deletes involving DNA/Defense Industrial Plant Equipment Center (DIPEC)/National Security Agency (NSA) interestonly recordings.

4. Value for DRN 2128 must be zero filled for Coast Guard submittals.

5. Value for DRN 2128 may be zero filled when submitted by Single Service Users (One U.S. MOE Rule recorded on the item and the SICA field of the MOE Rule profile is blank). NATO MOE Rules are exempt.

6. LMD transactions containing an LCU cannot be zero effective dated.

7. Value for DRN 2128 may be zero filled for LMX transactions with LMD transaction(s) containing DIC(s) LAD, LDD, LDM, LK__, LCD, LCM, LCG, or LDU when submitted by Single Service Users (One U.S. MOE Rule recorded on the item and the SICA field of the MOE Rule profile is blank). NATO MOE Rules are exempt.

8. PICA submittal of a zero effective dated LDU may only be utilized to delete the PICAs MOE Rule. PICA deletion of a SICA MOE Rule with a zero effective dated LDU is not authorized.

9. This DIC may be zero effective dated only when both the NSN being cancelled and the replacement NSN are single service user NSNs (One U.S. MOE Rule recorded on the item and the SICA field of the MOE Rule profile is blank).

10. SICAs may optionally zero effective date Catalog Maintenance Data (CMD) changes except as follows: a. Zero effective dated CMD transactions may not undercut a SICAs future effective dated change. b. Zero effective date may not be used in a SICA CMD transaction in response to a DIC KIM generated from a PICA change. c. Zero effective dated CMD may not be submitted by an Army SICA.

2.8.2 Definitions

a. **Effective Date Processing.** Includes those transactions that contain effective dates and establishes a FLIS futures file based on effective dates established by the submitting activity, the Defense Logistics Services Center (DLSC) program manager, or publication requirements.

b. **Effective Date.** The year and Julian day when a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 82121 is 1 May 1982. An effective date will be either a "future" effective date or a "standard" effective date.

(1) A future effective date will be assigned by the submitting item manager/DLSC.

(2) A standard effective date will be determined in relation to a prescribed monthly publications cut-off date, i.e., a specified number of days following a standard monthly cut-off date.

(3) The standard monthly cut-off date is the time when DLSC makes extractions from the basic and futures portions of the FLIS data base for compiling the monthly Consolidated Management Data List (ML-C).

(4) The fifteenth day of the month preceding the DLSC publications cut-off date is established as the standard DLSC "roll-up" cut-off, i.e., the roll-up precedes the effective date by 45 days.

(5) **Lock Out.** A term used to indicate that once a proposed cancel-duplicate, cancel-use, or cancel-invalid has been entered into the FLIS futures file, only CMD transactions and mass Federal Supply Class (FSC) transfers will be accepted for the item being proposed for cancellation. The lock-out period will be established in accordance with the effective date standards.

(6) **Freeze Period.** The time between the date the pending data is extracted from the DLSC file for publication and the effective date of the data.

(7) **Conflict.** A term used to indicate the presence of data in one portion of the FLIS data base which is at variance with data in another portion of the FLIS data base. Conflicts are processed and may or may not require correction. A conflict notification is issued, with codes identifying the specific condition.

2.8.3 Criteria for ED Control

a. There will be one effective date per input transaction Document Control Number. If any transaction in a multiple DIC LMD input is effective dated, the entire LMD transaction will be processed and recorded in the future file of the FLIS data base, with the following exceptions:

(1) Reference number revision actions (LAR, LDR, and LCR) will not be subject to effective date control. They will be processed for FLIS data base update immediately upon receipt and approval.

(2) Item characteristics revision actions not related to an FSC change will not be subject to effective date control; they will be processed for FLIS data base update immediately upon receipt and approval. Characteristics actions which do relate to

an FSC change will be retained and processed to be effective on the same date as the new FSC.

(3) Characteristics data recorded in the futures file will be subject to revision as may be required due to item identification upgrade resulting from the Federal Item Identification Guide (FIIG) revision process. Such revision will be controlled to assure suspended transactions are not overridden or the existing item-of-supply concept is not changed.

(4) If different effective dates are applicable to affected data elements, separate input transactions with different Document Control Numbers should be submitted.

b. All effective dated actions received by DLSC to add, delete, or change records will become effective only on the first day of a month. Transactions containing effective dates other than the first of the month, except authorized zero fill, will be rejected to the submitter.

c. Initial segment H records identified by DIC LAM and Segment H records related to new or reinstated item identifications will be assigned a zero effective date. Such transactions will not be entered into the futures portion of the FLIS data base. Instead, the basic FLIS data base will be updated upon receipt and approval; the five zeros in the effective date field will be replaced by the date of the first day of the month in which the transaction was processed. Likewise, the Defense Automatic Addressing System (DAAS) will be furnished an update notification.

d. Item cancellation actions (LKD, LKU, and LKV) suspended in the futures files will lock out any subsequent action involving the former National Item Identification Number (NIIN)/segment/DRNs except CMD actions and mass FSC transfers. When this condition occurs, the latter input will be returned (rejected) to the submitter/originator with an error message/code indicating conflict. DLSC will provide (LKD, LKU action only) an image of the

item being cancelled as well as the replacement item.

e. Upon approval, transactions will be suspended in the future file for a time period dictated by the submitted effective date. Concurrently with suspension action a notification of approval (DIC KNA) will be generated to the transaction submitter/originator, with a notification (DIC KIF) of pending effective dated action generated to applicable data receivers.

(1) In addition to data receivers recorded on the item or through central file maintenance, future effective dated data will be furnished as a result of interrogation, provisioning, and possible-duplicate actions.

(2) An exception involves item cancellation actions for which normal file maintenance will be furnished on the transaction processing date (e.g., LKD). DIC KIF will not apply nor will any other output be forwarded on the effective date.

f. Unit of Issue change transactions will reflect a minimum 48-day lead time and be processed as prescribed in volume 6, section 6.2.2.

g. Integrated Materiel Manager (IMM)/Service-generated routine CMD actions will be assigned an effective date in accordance with standards set forth in section 2.8.4.

(1) Provision will be made by DLSC to permit changes to an effective dated record in the futures file. All authorized changes received prior to the publication cut-off date/IMM roll-up date will be rolled up into a single transaction.

(2) If an effective dated transaction misses the DLSC ML publication cut-off date (i.e., freeze period), it will be accepted and recorded in the future file under the submitted effective date. Although this action will be processed into the FLIS data base on the effective date, it will be carried forward into the

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next month's publication unless replaced by a subsequent change.

(3) DLSC will roll-up IMM transactions (other than LAM) with output to be generated to Services on the same effective date. Roll-up will be accomplished once per month, except for notifications and rejects which will be output as they occur. When multiple segment Rs or a segment H and segment Rs with the same effective date have been input against a National Stock Number (NSN), they will be rolled up and output as a segment H.

h. Incoming FLIS data base file maintenance transactions will be subject to edit/validation against data held in the futures file which impacts the same item. Each time an item is accessed the validity of the input transaction (considering the futures data) and the futures data (considering the input) will be determined.

(1) If data is found to be in conflict during the time period preceding the freeze date, the latter transaction will be returned. It will be accompanied by a notification to the submitter that a conflict condition exists, based on a pending previously submitted future dated action.

(2) If a conflict condition is found after the freeze date, the suspended transaction will still be processed on the effective date. Publication and appropriate FLIS data base update will also occur. A notification will be generated to all activities previously in receipt of KIF output to specify the conflict condition.

(3) Item characteristics data may be effective dated depending upon input transaction, and screening to preclude duplicate items must be accomplished. This will occur only when characteristics are included with combination (LMD) transactions, subject to restrictions previously cited.

i. System Support Record/mass-change updates which result in multiple item revision will be subject

to future effective date control. (Such mass-change processing will not apply to CMD segment H data; see volume 6, section 6.3.2 or volume 13, paragraph 13.1.5.f for MOE Rule application.)

(1) DLSC will update System Support Records (SSRs) that affect FLIS data base data only after an implementation date has been established in coordination with all Services/Agencies, as appropriate.

(2) DLSC will determine required SSR update and will generate statistics on the quantity of items to be impacted by the proposed change. Statistics will be provided to affected components for review.

(3) As a result of the component review, a mutually agreed upon effective date will be established for the change. It will also be determined whether DLSC can generate the change without referral to the Service/Agency. This data will be announced through appropriate medium, e.g., change bulletin.

(4) For data that cannot be mass-changed by DLSC, DLSC will identify the NIINs in the FLIS data base which are affected by the SSR change. They will be output to the activities responsible for submitting or reacting to the required FLIS data base update. As a minimum, output NIIN package will specify the nature of the SSR action, which data elements are involved, and the effective date of change. Concurrently, follow-up triggers will be set to monitor required item-by-item FLIS data base update.

j. Effective Date Compatibility - CMD (segment H) versus MOE Rule data (segment B). Submitted Service CMD must reflect an ED equal to or greater than the effective date previously submitted in the applicable LAU transaction.

k. The submission of effective dated Catalog Management Data allows DLSC to provide Source of Supply (SOS) updates to the Defense Automatic

Addressing System (DAAS) for Type I updates for all Services/Agencies.

(1) The effective date (DRN 2128), if zero filled, will cause a daily update to the DAAS file as well as to the FLIS data base.

(2) Future effective dated SOS updates must be effective on the first day of the month.

2.8.4 Standard Time Frames

Minimum/Maximum time frames include the processing date and DO NOT include the effective date. The processing date is the date DLSC receives the transaction into the system.

Action/Condition	Min/ Max (Days)
<p>a. CMD (IMM/Lead Service Input. Involves establishment/deletion of a segment H or changes to an existing segment H record using DICs *LAM, LCM, **LDM, LAD, LCD, and LDD.</p> <p>*DIC LAM which relates to a new NSN must cite a zero effective date. CMD contained in a new NSN request (DIC LN_) or a reinstatement (DIC LB_) must cite a zero effective date.</p> <p>** DIC LDM with a MAC of MM or MS requires a 0/75 day time frame. LDM with MAC SS requires a 0/60 day timeframe. LDM with blank MAC requires 48/78 day timeframe.</p>	<p>48/78</p>

b. CMD (Integrated Materiel Manager (IMM) (without a Service Item Control Center (SICC)) or Lead Service (without a Supported Service) Input.) *0/75
Involves CMD input with Maintenance Action Code (MAC) of MM, MS, or SS only. Involves changes to existing segment H record using DICs **LAM, ***LCM, ****LDM, LAD, LCD, and LDD.

Zero effective date allowable for all military services except Army.

*For editing purposes, the minimum date for inputting effective dated CMD is the effective date. However, effective dated CMD must be input at least by the beginning of the month prior to the effective date in order to meet the cut-off date for publication in the Service-tailored Management Data List and Consolidated Management Data List.

**DIC LAM which relates to a new NSN must cite a zero effective date. CMD contained in a new NSN request (DIC LN_) or a reinstatement (DIC LB_) must cite a zero effective date.

***DIC LCM may be zero effective dated only when changing FMS sponsored MOE Rule (LOA 99) to AF Standard Management MOE Rule (LOA 06 or 22) used in combination with DIC LCU, under DIC LMD.

****DIC LDM with MAC MM or MS requires a 0/75 day timeframe. LDM with MAC SS requires a 0/60 day timeframe.

- c. **CMD (Service Input).** Involves establishment or change to segment H record using DICs *0/60
**LAM, **LCM, LDM, LAD, **LCD, and LDD.

*For editing purposes, the minimum date for inputting effective dated CMD is the effective date.

However, effective dated CMD must be input at least by the beginning of the month prior to the effective date in order to meet the cut-off date for publication in the Service-tailored Management Data List and Consolidated Management Data List. For the Army, the effective date cannot be less than 30 days.

**DIC LAM which relates to a new NSN must cite a zero effective date. DICs LAM, LCD and LCM submitted by Coast Guard must cite a zero effective date. CMD contained in a new NSN request (DIC LN_) or a reinstatement (DIC LB_) must cite a zero effective date.

- d. **Federal Supply Class (FSC) Change.** 48/120

Involves Service/Agency input of DIC LCG which may be submitted alone or within input DIC LMD. Minimum/maximum standard applies to all such inputs. If multiple DICs/actions are submitted, the same effective date applies (excepting reference data) and will be controlled accordingly.

*Zero effective date may be used by single service submitter exception.

- e. **Federal Supply Class (FSC) Change (DLSC-Generated).** 48/120

Involves DIC LCG generated due to DLSC mass-change action. Minimum/maximum standard applies except when affected item is in inactive no-user status, then zero effective date will be used.

Cancellation DICs may be zero effective dated only when both the NSN being cancelled and the replacement NSN are single service user NSNs (PICA No SICAs).

- f. **Item Cancellations.** 48/120

Involves Service/Agency input of DICs LKD, LKU, and LKV to cancel an existing NSN.

- g. **Item Cancellations (DLSC-Generated)**. Involves DLSC-generated DICs LKD, LKU, and LKV. Minimum/maximum standard applies except when affected item is in inactive no-users status and segment H data is not required, then zero effective date will be used. DLSC-generated DICs LKI, Cancel-Inactive, and LKU, Cancel-Use, cancelling an item that has NIIN/PSCN Status Code 1, will not be future effective dated. 90/120 DIC LCU may be zero effective dated when changing FMS sponsored MOE Rule (LOA 99) to a MOE Rule with a (LOA of 06 or 22). 0/120
- h. **MOE Rule (IMM/Lead Service Transfers)**. Involves DIC LCU which changes the MOE Rule Number on a segment B record. Such actions involve a change of the Primary Inventory Control Activity (PICA) which is assigned a PICA Level of Authority Code 01, 02, 06, 22, or 23. (See paragraph 2.8.4.j for IMM/Lead Service exception criteria.) Such actions will cause required Source of Supply change, subject to minimum/maximum time frames applicable to related CMD segment H update. (See paragraph 2.8.4.k for Coast Guard exception criteria.) 75/150
- i. **MOE Rule (Foreign Military Sales)**. Involves DIC LCU in which only MOE Rule is FMS MOE Rule. Such actions involve only changes from a FMS MOE Rule (PICA LOA 99 or SICA LOA 9D, 9G, 9H, 96 or 97) to a MOE Rule with a PICA LOA of 01, 02, or 23. 48/120
- j. **MOE Rule (Non-IMM/Lead Service and IMM/Lead Service without SICC Transfers)**. Involves DIC LCU which changes a MOE Rule Number on a segment B record. Such actions involve either (1) no change of PICA and no change of PICA Level of Authority, or (2) change of PICA when PICA Level of Authority remains 26, or (3) change of Secondary Inventory Control Activity (SICA) if SICA Level of Authority Codes 5D, 5G, 5H, 8D, or 67 are involved, or (4) IMM/Lead Service without SICC recordings. 30/120
- k. **MOE Rule (Exception for Coast Guard (USCG) Transfers)**. Involves DIC LCU which changes a MOE Rule Number on a segment B record. Such actions involve a change from a MOE Rule on which USCG (activities XF, XG, XH) is recorded as PICA with Level of Authority (LOA) 26 to a MOE Rule with USCG recorded as a SICA with LOA 5D, 5G, or 67. 0/120
- l. **MOE Rule (Add New Segment B)**. Involves DIC LAU to establish a new MOE Rule registration and may cite a zero effective date. Addition of storage function (first position T) MOE Rules must be zero-filled. 0/120

- m. **MOE Rule (Delete Segment B).** 0
Involves DIC LDU for any MOE 30/120
Rule being deleted when PICA
LOA is 01, 02, 06, 15, 22, 23, or
99. Deletions of
DNA/DIPEC/NSA interest-only
(LOA 07 and 08), Civil Agency
(LOA 11, 12 and 48), and subsis-
tence (LOA 10) recordings may be
zero effective dated. Deletion of
North Atlantic Treaty Organization
(NATO)/foreign government re-
cordings (LOA 81) must be zero
filled or blank. Deletion of storage
function (T) MOE Rules must be
zero-filled.
- SICA submitted LDUs may also 0/60
be zero filled
- Deletion of Coast Guard MOE 0
Rules must be zero filled.
- n. **MOE Rule (Change NIMSC in 0/120
Segment B).** Involves DIC LCD 75/120
to change a Nonconsumable Item
Material Support Code (DRN
0076) on a segment B record.
*See Volume 10, Table 168 or
Volume 6, 6.3.1e.

NOTE: CMD input under DIC LMD will conform to the effective date standards cited in volume 10, table 145.

Single Service Users (One U.S. MOE Rule recorded on the item and the SICA field of the MOE Rule Profile is blank (NATO MOE Rules excluded)) may optionally submit zero effective date. PICA submittal of a zero effective dated LDU may only be used to delete the PICAs MOE Rule. PICA deletion of a SICA MOE Rule with a zero effective dated LDU is not authorized.

CHAPTER 9 FORMATTING OF REFERENCE NUMBERS

2.9.1 Introduction. Logistics reference numbers for stock number assignment, additions to existing items, and revisions to recorded references will be submitted either as configured by the manufacturer, design control activity or supplier, or as constructed within the format guidelines in this chapter. Logistics Reference Numbers shall be suitable for identification and capable of electrical transmission and machine processing. The reference number configuration is critical in order to achieve compatibility between logistics and engineering Reference Number data and between FLIS Records and industrial records. Reference numbers submitted for search and deletion processing will be formatted in accordance with the above. The rules of this chapter have been adopted, as applicable, for the submission of Document Identifier Code (DIC) LSR provisioning and other preprocurement screening requests. (See DoD 4100.38-M.)

2.9.2 Preparation of a Logistics Reference Number for Transmittal to DLSC

a. Symbols or characters not in the FLIS character subset which require change:

±(plus or minus)	input as PORM
° (degrees)	input as DEG
1/2 (fractions)	input as 1/2
e (lower case)	input as E (upper case)

b. Ambiguous symbols or characters in the FLIS subset which require clarification:

' apostrophe meaning FOOT. FEET	input as FT
' apostrophe meaning MIN- UTE(S) (angular)	input as MIN
" quotation meaning INCH(ES)	input as IN
" quotation meaning SEC- OND(S) (angular)	input as SEC
+ plus meaning PLUS	input as P
+ meaning POSITIVE	input as POS

' apostrophe meaning FOOT. FEET	input as FT
' apostrophe meaning MIN- UTE(S) (angular)	input as MIN
- dash (11 punch) meaning MINUS	input as M
- dash (11 punch) meaning NEGATIVE	input as NEG

c. Terms that require modification for clarity:

(1) "By" dimensional expression (2 BY 4) input as X (2X4).

(2) VII (Roman numeral) input as 7 (Arabic numeral).

(3) Omit "kind of number" indicators or derivatives which prefix or suffix the reference number, such as CATALOG, CAT; PART, PT; P/N, PT NO, PT#, P-N; DRAWING, DWG; NUMBER, NO.

Reference Number	Correct Modification
DWG E-C123	E-C123
MODEL BCA/123	BCA/123
PART 2233#	2233#
CATALOG NO. 23X41	23X41
1942 DWG	1942

(4) When the original configuration of the number includes a decimal number expression of a value less than one (1), such as .001, .05, .500, one numeric zero will be inserted before the decimal point (e.g., 0.001, 0.05, 0.500).

d. When a word appears as part of the reference number, enter the complete word (and space(s)) as it appears in-the-clear.

AB123 - ITEM 2,4,6,9
AB123 - DETAIL 4,6,9
AB123 - PIECE 4,6,9

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AB123 - ASSEMBLY

6

AB123-1 AND AB
 123-3 AND AB1237

e. The submitter will not convert input of alpha O to numeric 0.

f. All other characters in the character subset assigned to FLIS (see paragraph 2.3.2.g) will be input without change.

g. Reference numbers will be entered exactly as given by manufacturer with modifications as shown herein; no prefix or suffix will be included unless such designations are an inherent part of the manufacturer's part numbering system. The characters of the reference number will be cited from left to right. The first (left) position must be A through Z or 0 through 9.

h. Reference numbers in FLIS are limited to 32 characters, with one exception. When the "design control reference", the primary number used to identify an item of production, exceeds 32 characters, it will be submitted to the Defense Logistics Services Center (DLSC). A descriptive type item identification will be used. (See volume 4, chapter 4.4.) Enter in segment C the first 31 characters of the reference number with a dash as the 32nd character. Also enter the complete reference number (all characters) in segment V under Master Requirement Code (MRC) ELRN, Extra Long Reference Number.

i. Use spaces where applicable, except a space shall not appear in the first (left) position of a reference number. A space will be one character in width. No more than one space may appear between characters except for those reference numbers submitted by the Defense Mapping Agency (DMA). DMA reference numbers as identified by CAGE 0ZP31 may have up to 3 spaces between characters. Use a slash (0-1 punch) in the representation of a fraction. Insert a single space between the converted expression of the fraction and the preceding and

following numbers.

12-B1/2 16 1/4	12-B1/2 16 1/4
1231/262	123 1/2 62
2346-1/4	2346-1/4
12-B1/2C61/4	12-B1/2C6 1/4

j. Where the symbol for degrees is used to indicate temperature or angle values, replace the symbol with the abbreviation DEG.

6 BRACKET-90°	6 BRACKET 90DEG
100±5° C	100PORM5DEGC

k. Use an alphabetic X to express "by" in a dimensional phrase. When the dimension includes the word or symbol for feet (') or inches ("), replace the word or symbol with the abbreviation FT or IN as appropriate. If the apostrophe symbol is used to represent minutes of angle, replace the symbol with the abbreviation MIN. If the quotation mark (") is used to represent seconds of angle, replace the symbol with the abbreviation SEC. Do not leave spaces on either side of the X or the abbreviation.

Reference Number	Input Format
1/2 by1/4 C	1/2X1/4C
1/2byDc	1/2XDc
93-9 10 1/2 by 2/3 in.	93-9 10 1/2X2/3IN
486. 8 feet 2 inches	486. 8FT2IN
757. 8 ft. 2 in. by 6 ft. 4 in.	757. 8FT2INX6FT4IN
B983, 6 in.	B983, 6IN
821C 39 Feet	821C 39FT
40' 35''	40MIN35SEC
9' 2''	9FT2IN

l. When a reference number contains a plus (+) or a minus (-) or a plus or minus (±) tolerance as a part of the reference number, the following designators will be used:

+ P

- M
± PORM

(1) When a tolerance is expressed in percentage and the percent symbol (%) is used, the symbol % is to be included.

(2) When both a plus and a minus tolerance apply to the reference number, the designator for plus should precede the designator for minus.

(3) When a value is expressed in the reference number in decimal form, a period (12-8-3 punch) must be used to represent the decimal point. Add a zero preceding the decimal point when the value is less than one (1).

Reference Number	Input Format
16932+ .005	16932P0.005
16932-.05	16932M0.05
16932± 1.5%	16932PORM1.5%
16932+ 10%-0.5%	16932P10%M0.5%
16932+ 10.05%	16932P10.05%

m. The following techniques will be used when a single item identifying part or drawing number does not exist and it is necessary to fabricate a single reference number from several prime part or drawing numbers or it is necessary to include item identifying text in the reference number. The word NUMBER and the abbreviation NO. for number, when they are contained in the item-identifying data, shall be dropped.

Reference Number	Input Format
34BX4 NO INNER RACE	34BX4 NO INNER RACE
7/16 BALL GRADE NUMBER 1	7/16 BALL GRADE 1
202 SF NO. 5 FIT	202 SF 5 FIT
EW3-4 ONE RACE	EW3-4 ONE RACE

(1) When required, use the words PIECE,

ITEM, DETAIL, FIGURE, PART, ASSEMBLY, SUBASSEMBLY, PATTERN, SKETCH, REVISION, ALTERATION, AMENDMENT, PARAGRAPH, SECTION, or GROUP with a drawing number, and then the number applicable to the word. If it is necessary to show the sheet number to identify a piece, item, or the like, use the word SHEET (for both single and multiple) following the piece or item number, and then indicate the sheet number. Report multiple piece or item numbers by showing the singular word PIECE or ITEM, followed by the various piece or item numbers separated by commas.

Reference Number	Input Format
6190 ASSEMBLY 29	6190 ASSEMBLY 29
P382146 Piece A12.M19	P382146 PIECE A12.M19

(2) Separate those numbers which are in sequence of more than two numbers by inserting the word TO between the first and last numbers of the sequence. The TO will mean "to and including". Abbreviations will not be used in the preparation of reference records without authorization from DLSC.

Reference Number	Input Format
16932 ITEM 1,2,5,6 7,9,10,12,13,14,15,17	16932 ITEM 1,2,5 TO 7,9,10,12 T- 47610D3 DETAIL NO. 3,4, and 5 TO 5
1A309 THROUGH 1A312	1A309 TO 1A312

(3) When it is necessary for a reference number to consist of two or more prime part or drawing numbers, use the word AND between the prime numbers. Do not use the word AND between sub-numbers, such as GROUP, PIECE, and the like, or between prime and sub-numbers.

Reference Number	Input Format
4760D3 DETAIL No. 3, 4,5 and 47601D4	4760D3 DETAIL 3 TO 5 AND 47601D4
GH-69504-4, H55715	GH-69504-4 AND H55715
DETAIL 19 and GH- 65865 DETAIL 10	DETAIL 19-
ML-72B693 and ML-1	ML-72B693 AND ML-1
Figure 6	FIGURE 6

n. The following rules, in addition to the foregoing, will be applied when the reference number is for a specification or standard.

(1) When the reference is for a specification, submit one or more reference records as required for the specification reference.

(a) When a specification number includes a number after a slant, the entire number will be considered the basic specification number and will be entered accordingly (e.g., MIL-B-18/25).

(b) The identifying symbol or number of a purchase description will not be submitted as a reference number.

(c) The following specification Commercial and Government Entity Code must be formatted in accordance with volume 10, table 21: 21450, 24065, 81348, 81349, 81350, 81352, and 96906.

(d) When an agency or symbol (e.g., CE; SHIPS) appears in parentheses after a specification number, the symbol or name will not be entered in the reference record. The word CANCELLED or SUPERSEDED will not be entered in the reference record when the words are shown in parentheses following the specification or standard number.

Examples:

Specification Number and Applicable Data	Input Format
MIL-C-10466(CE)	MIL-C-10466
MIL-F-146(canceled)	MIL-F-146

(2) When a specification contains nondefinitive breakdowns such as type, style, class, grade, series, size, and the like, omit all data other than the number or symbol of the basic specification.

Examples:

Specification Number and Applicable Data	Input Format
Fed GGG-D-296, Type 1, Series B	GGG-D-296
Fed GGG-W-636, Type 1, Class 2, Style A	GGG-W-636
MIL-C-10466A(CE), Type A, Class 2, Size OT	MIL-C-10466
Fed F-F-351A, Amend 2, Type II, Class 1	F-F-351

(3) When a specification includes definitive type or style numbers (or instructions for developing them) which fully identify the items of supply (and such numbers are recognized by industry, suppliers, and Government activities without reference to the specification) the applicable definitive type or style number containing Reference Number Variation Code 2 will be submitted. This will require a second reference record in addition to the reference record required above for the basic specification. The reference record for the basic specification will always contain RNVC 1. The appropriate five-digit code for the specification series will also be entered in the second reference record.

Examples: (One reference record for the basic specification number, another reference record for the definitive type number.)

Input Format		
Specification Data	1st Reference Record	2nd Reference Record
MIL-C-16C. Type CR-1A/ AR(8435KC)	MIL-C-16	CR-1A/ AR(8435KC)
MIL-C-3432, Type CO-7, AGF(7/20) SJ0485	MIL-C-3432	CO-7,AGF(7/ 20) SJ0485
MIL-C-3098/9, Type CR- 27A/U- 3465KC	MIL-C-3098/9	CR-27A/U- 3465KC
MIL-R-94/4A, Type RV2- NAXFK504A	MIL-R-94/4	RV2- NAXFK504A
MIL-R-14262, Type RB53- TC50002F	MIL-R-14262	RB53- TC50002F

(4) When the condition above applies except that the new item of supply conforms to an uncoordinated revision or amendment, and the uncoordinated document retains exactly the same type number as the coordinated document, RNVC 1 will be included in the reference record for the type number.

Input Format		
Specification Data	1st Reference Record	2nd Reference Record
MIL-E-1/515 (SigC) Type 6247	MIL-E-1/515	6247

Input Format
Specification Data 1st Reference Record 2nd Reference Record

MIL-T-19500 MIL-T-
19500/35 2N118
35(Navy). Type
2N118

(5) When the reference number is for a standard, submit one or more reference records as required for the standard reference.

(a) Include the appropriate five-digit Commercial and Government Entity Code (CAGE) for identification of the standard series.

(b) Enter the applicable symbol or number of the standard, or the standard part number when such numbers are established on the basis of the standard number plus a "dash", piece, or item number.

Examples:

Standard Number and Applicable Data	Input Format
Fed Std No. 28	FED-STD 28
MIL STD (Book Form)	MIL-STD-147
MIL-STD-147 MIL STD (Sheet Form)	MS9058-02
MS9058, Part No. MS9058-02	
MIL STD (Sheet Form), MS16116, Part No. MS16116-1	MS16116-1
MIL STD (Sheet Form), MS124691 through 124730, Part No. MS124693	MS124693

(c) When the standard symbol or number must be supplemented by additional information to identify the item of supply, or when the standard number

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plus a "dash", piece, or item number must be supplemented to identify the item of supply, RNVC I will be included in the reference record.

(6) A specification and a standard may both be applicable to the item of supply. Specification data will not be submitted unless the specification is not referenced on the standard or unless, although referenced, the specification contains or provides for the development of definitive type or style numbers. (See paragraph 2.9.2.n(3).) In the latter case, a separate reference record will be prepared for each of the required elements of data; i.e., for the basic specification, for the definitive type or style number, and for the standard. In the case of an item determined to be in accordance with a Federal (Fed) specification and a standard, a separate reference record will be prepared for each.

(7) When entering reference record for specification references, basic document symbols or numbers (omitting revision letter suffixes and/or amendment data) will be used except:

(a) When the item of supply is limited to the coverage of a particular superseded revision and/or amendment of the specification or standard and is not included in the current revision, the revision suffix letter and/or amendment number of the latest version to which the item conforms will be included (e.g., MIL-R-11A; MIL-R-93 AMENDMENT1).

(b) When the item of supply is limited to the coverage of the "basic" specification only, the specification number will be entered and suffixed with the word BASIC (e.g., MIL-R-11 BASIC).

(8) When the item of supply is limited to the coverage of the superseded Joint Army-Navy version of an existing MIL specification, the Commercial and Government Entity Code for JAN specification (81350) will be included in the record for the specification reference. The basic document symbol or number will indicate JAN rather than MIL.

(9) The identifying title of a specification or standard series (e.g., Fed; MIL) will not be included in the reference record unless the title is part of the symbol or number.

Fed specification GGG-C-746 will be GGG-C-746.

MIL specification MIL-R-93 will be MIL-R-93.

Fed Std. No. 26 will be FED STD 26.

Military Standard 138 (book form) will be MIL-STD-138.

o. When a reference number utilizes parentheses without enclosed data, the parentheses will be included without enclosed data.

Reference Number	Input Format
RD-31 ()/U	RD-31 ()/U
AN/GRC-5 ()	AN/GRC-5 ()
AM-6 ()GRC-5	AM-6 () GRC-5

p. When a DoD Ammunition (AMMO) Code is applicable to an item of supply, the code shall be submitted as an informative reference.

DoD AMMO Code	Input Format
1410-PA01	1410-PA01
1320-D630	1320-D630

q. The following rules will be applied when the reference number is for a National Drug Code (NDC), National Health Related Item Code (NHRIC), or Universal Product Code (UPC) item.

(1) The National Drug Code (NDC) is a ten-digit (4-4-2, 5-3-2, or 5-4-1) structured identification code. The first set of numbers identifies the manufacturer and/or labeler, the second set identifies the product, and the third set identifies the trade package size.

(a) The NDC number shall be input in a standard configuration of eleven digits (5-4-2). This will be accomplished by prefixing zeros (0) where required and preceding the eleven-digit number with the letters NDC.

National Drug Code	Input Format
1234-1234-12	NDC01234-1234-12
12345-123-12	NDC12345-0123-12
12345-1234-1	NDC12345-1234-01

(b) The Commercial and Government Entity Code for the NDC number will be the actual manufacturer of the drug. If no CAGE Code is assigned, the CAGE Code of the submitting activity may be used until an CAGE Code is assigned; the segment C record will then be updated accordingly.

(2) The National Health Related Item Code (NHRIC) is a ten-digit (4-6 or 5-5) structured identification code. The first set of numbers identifies the manufacturer and/or labeler, and the second set identifies the product.

(a) The NHRIC number shall be input in a standard configuration by preceding the ten-digit number with the letters HRI.

National Health Related Item Code	Input Format
1234-123456	HRI1234-123456
12345-12345	HRI12345-12345

(b) The Commercial and Government Entity Code for the HRI number will be the actual manufacturer of the item if the manufacturer has adopted the NHRIC format for his numbering system. When the manufacturer does not adopt the NHRIC format, the NHRIC number may be input as a secondary reference using CAGE Code 58003.

(3) The Universal Product Code (UPC) is a ten-digit (5-5) structured identification code. The first set of numbers identifies the manufacturer, and the second set identifies the product.

(a) The UPC number shall be input without an alpha prefix.

Universal Product Code	Input Format
12345-12345	12345-12345

(b) The Commercial and Government Entity Code for the UPC number will be the actual manufacturer of the item if the manufacturer has adopted the UPC format for his numbering system. When the manufacturer does not adopt the UPC format, the UPC number may be input as a secondary reference using CAGE Code 58001.

CHAPTER 10 SIMPLIFIED FILE MAINTENANCE

2.10.1 Introduction. The Simplified File Maintenance (SFM) program provides replacement monthly records, and semiannual replacement files for activities participating in the program. SFM was developed to serve activities in the cataloging program which have limited computer capability to update files on a cyclic basis. The advantage of SFM lies in the frequency of output, which avoids the subscribing activities from having to update their files daily or each time maintenance data is generated by the Defense Logistics Services Center (DLSC).

a. The functional areas which can be updated by SFM are: Item Identification, Catalog Management, and Freight Classification. The data will be furnished for items on which the participating activity is recorded or for predetermined Federal Supply Classes (FSCs). The data will be output to the subscribing activities on magnetic tape by mail. (See volume 10, table 10 for tape specifications.)

b. Activities participating or desiring to participate in SFM must obtain permission from the Defense Logistics Agency, DLA-MMSL. A restriction of approximately 30,000 line items is imposed on new requests for SFM. See appendix 2-10-M for a list of SFM receivers.

2.10.2 File Maintenance Updates. File maintenance updates will consist of maintenance transactions provided according to standard output media as recorded in DLSC's output distribution tables (activity media ID).

2.10.3 Monthly Replacement Records. Monthly replacement records will reflect the status of the FLIS data base after the monthly file maintenance updates have processed for the segments on those NIINs that have changed since the previous semiannual replacement file output. The data is available in NIIN or NSN sequence. Catalog Management Data (CMD) options are: No interest; Major Organizational Entity (MOE) (your Service only); Integrated Materiel Manager (IMM) and your MOE only; IMM only; all (all segment H on file). Freight Classifica-

tion Data options are: No interest; any freight data recorded on item.

a. This data will be output using formats contained in appendices 2-10-A through 2-10-L. Applicable segments are A, B, C, E, G, H and K. Segment Z, Future Data, is also output for data for which the effective date is not more than 120 days in the future.

NOTE: If an entire segment is future dated, it will be stored in normal SFM format and be preceded by a segment Z record. Segment Z will contain the future dated segment's Data Record Number and DRN value.

b. Output will consist of file replacement records for all items changed on the FLIS data base for the current month. DLSC will provide output only on those items for which an activity is recorded as data recipient.

2.10.4 Semiannual Replacement Files. The semiannual replacement files will consist of FLIS data base records for all functional areas required by the participating activities.

a. The data segments applicable to the semiannual replacement files are the same as for the monthly replacement records, with the exception of segment K.

b. The data is available in NIIN or NSN sequence. Catalog Management Data and Freight Classification Data options are as designated in section 2.10.3.

c. The formats and sequence of data elements for the semiannual replacement files are listed in appendices 2-10-A through 2-10-M.

2.10.5 Simplified File Maintenance Futures Data. Output of futures data for SFM is either by a segment Z alone or segment Z followed by a B, H, or K segment. Segment Z is used to indicate to data recipients the receipt at DLSC of maintenance actions which are effective dated and held in a futures

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file. These maintenance actions are processed into the FLIS data base on the established effective date.

a. Output of futures data under segment Z alone occurs when an input to DLSC is in the form of an effective dated segment R (Data Element Oriented with Value).

b. Output of a segment Z followed by a segment B or segment H occurs when an effective dated action is in a segment B or H, or a segment T for a Delete MOE Rule action. Output of a segment Z followed by a segment K occurs whenever an effective dated NSN/PSCN (Permanent System Control Number) cancellation is input to DLSC. The segment B, H, or K will be in the standard SFM format.

c. The SFM segment Z content is described in appendix 2-10-J. However, when segment Z is followed by a B, H, or K segment, record positions 21-24 in segment Z will contain the Data Record Number of the segment that follows (e.g., DRN 9101 for a segment B); record position 25 will contain the segment value (e.g., "B" for a segment B).

CHAPTER 10
APPENDIX 2-10-A
MONTHLY REPLACEMENT SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT A - IDENTIFICATION DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"A" mandatory.
Blank	2-4	Reserved.
National Stock Number (DRN 3990) (DRN 4000)	5-19	Mandatory.
Blank	20-23	Reserved.
Criticality Code (DRN 3843)	24	Mandatory for descriptive method item identification.
Blank	25-27	Reserved.
Guide Number, Federal Item Identification Guide (DRN 4065)	28-33	Mandatory.
Blank	34-37	Reserved.
Item Name Code (DRN 4080)	38-42	Mandatory.
Blank	43-46	Reserved.
Item Name Approved/Nonapproved (DRN 5010)/(DRN 5020)	47-65	Mandatory.
Blank	66-69	Reserved.
Type of Item Identification Code (DRN 4820)	70	Mandatory.
Blank	71-73	Reserved.
Reference/Partial Descriptive Method Reason Code (DRN 4765)	74	Mandatory.
Blank	75-77	Reserved.
Demilitarization Code (DRN 0167)	78	If available.
Blank	79-81	Reserved.
Date, National Item Identification Number/ Permanent System Control Number Assignment (DRN 2180)	82-86	Mandatory.

CHAPTER 10
APPENDIX 2-10-A
MONTHLY REPLACEMENT SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT A - IDENTIFICATION DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Blank	87-89	Reserved.
Hazardous Material Indicator Code (DRN 0865)	90	Mandatory.
Blank	91-93	Reserved.
Electrostatic Discharge Code (DRN 2043)	94	Mandatory.
Blank	95-97	Reserved.
Precious Metals Indicator Code (DRN 0802)	98	Included if available in DLSC file.
Blank	99-101	Reserved.
Automatic Data Processing Equipment Code (DRN 0801)	102	Included if available in DLSC file.
Blank	103-130	Reserved.

CHAPTER 10
APPENDIX 2-10-B
MONTHLY REPLACEMENT BASIC/SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT B - MOE RULE DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"B" mandatory.
Blank	2-4	Reserved.
Major Organizational Entity Rule Number (DRN 8290)	5-8	Mandatory.
Blank	9-11	Reserved.
Card Identification Code, Item Management Coding (DRN 0099)	12	Mandatory.
Blank	13-19	Reserved.
Acquisition Method Code (DRN 2871)	20	Mandatory.
Blank	21-23	Reserved.
Acquisition Method Suffix Code (DRN 2876)	24	Mandatory.
Blank	25-27	Reserved.
Nonconsumable Item Material Support Code (DRN 0076)	28	Mandatory.
Blank	29-31	Reserved.
Item Management Code (DRN 2744)	32	Included if available in Defense Logistics Services Center file.
Blank	33-34	Reserved.
Item Management Coding Activity (DRN 2748)	35-36	Included if available in DLSC file.
Blank	37-40	Reserved.
Acquisition Advice Code (DRN 2507)	41	Included if available in DLSC file.
Depot Source of Repair (DRN 0903) Code	42-45	Mandatory.
Authorized Item Identification Data Collaborator Code (DRN 2533)	46-47	Included if available in DLSC file.
Blank	48	Reserved.

CHAPTER 10
APPENDIX 2-10-B
MONTHLY REPLACEMENT BASIC/SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT B - MOE RULE DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Authorized II Data Collaborator Code (DRN 2533)	49-50	Included if available in DLSC file.
Blank	51	Reserved.
Authorized II Data Collaborator Code (DRN 2533)	52-53	Included if available in DLSC file.
Blank	54	Reserved.
Authorized II Data Collaborator Code (DRN 2533)	55-56	Included if available in DLSC file.
Blank	57	Reserved.
Authorized II Data Collaborator Code (DRN 2533)	58-59	Included if available in DLSC file.
Blank	60	Reserved.
Authorized II Data Collaborator Code (DRN 2533)	61-62	Included if available in DLSC file.
Blank	63	Reserved.
Authorized II Data Collaborator Code (DRN 2533)	64-65	Included if available in DLSC file.
Blank	66	Reserved.
Authorized II Data Collaborator Code (DRN 2533)	67-68	Included if available in DLSC file.
Blank	69	Reserved.
Authorized II Data Collaborator Code (DRN 2533)	70-71	Included if available in DLSC file.
Blank	72-84	Reserved.
Authorized II Data Receiver Code (DRN 2534)	85-86	Included if available in DLSC file.
Blank	87	Reserved.

CHAPTER 10
APPENDIX 2-10-B
MONTHLY REPLACEMENT BASIC/SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT B - MOE RULE DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Authorized II Data Receiver Code (DRN 2534)	88-89	Included if available in DLSC file.
Blank	90	Reserved.
Authorized II Data Receiver Code (DRN 2534)	91-92	Included if available in DLSC file.
Blank	93	Reserved.
Authorized II Data Receiver Code (DRN 2534)	94-95	Included if available in DLSC file.
Blank	96	Reserved.
Authorized II Data Receiver Code (DRN 2534)	97-98	Included if available in DLSC file.
Blank	99	Reserved.
Authorized II Data Receiver Code (DRN 2534)	100-101	Included if available in DLSC file.
Blank	102	Reserved.
Authorized II Data Receiver Code (DRN 2534)	103-104	Included if available in DLSC file.
Blank	105	Reserved.
Authorized II Data Receiver Code (DRN 2534)	106-107	Included if available in DLSC file.
Blank	108	Reserved.
Authorized II Data Receiver Code (DRN 2534)	109-110	Included if available in DLSC file.
Blank	111-113	Reserved.
Former MOE Rule Number (DRN 8280)	114-117	Included if available in DLSC file.
Blank	118-130	Reserved.

CHAPTER 10
APPENDIX 2-10-C
MONTHLY REPLACEMENT BASIC/SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT C - REFERENCE NUMBER DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"C" mandatory.
Blank	2-4	Reserved.
CAGE/NATO Supply Code for Manufacturers (DRN 9250/4140)	5-9	Mandatory.
Blank	10-11	Reserved.
Reference Number, Logistics (DRN 3570)	12-43	Mandatory.
Blank	44-45	Reserved.
Reference Number Category Code (DRN 2910)	46	Mandatory.
Blank	47-48	Reserved.
Reference Number Variation Code (DRN 4780)	49	Mandatory.
Blank	50-51	Reserved.
Reference Number Status Code (DRN 2923)	52	North Atlantic Treaty Organization only.
Blank	53-54	Reserved.
Document Availability Code (DRN 2640)	55	Mandatory.
Blank	56-57	Reserved.
Reference Number Action Activity Code (DRN 2900)	58-59	Mandatory.
Blank	60-61	Reserved.
Reference Number Format Code (DRN 2920)	62	NATO only.
Service/Agency Designator Code (DRN 4672)	63-64	Included if available in Defense Logistics Services Center file.
Reference Number Justification Code (DRN 2750)	65	Included if available in DLSC file.

CHAPTER 10
APPENDIX 2-10-C
MONTHLY REPLACEMENT BASIC/SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT C - REFERENCE NUMBER DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Blank	66-68	Reserved.
CAGE/NSCM (DRN 9250/4140)	69-73	Mandatory.
Blank	74-75	Reserved.
Reference Number, Logistics (DRN 3570)	76-107	Mandatory.
Blank	108-109	Reserved.
Reference Number Category Code (DRN 2910)	110	Mandatory.
Blank	111-112	Reserved.
Reference Number Variation Code (DRN 4780)	113	Mandatory.
Blank	114-115	Reserved.
Reference Number Status Code (DRN 2923)	116	NATO only.
Blank	117-118	Reserved.
Document Availability Code (DRN 2640)	119	Mandatory.
Blank	120-121	Reserved.
Reference Number Action Activity Code (DRN 2900)	122-123	Mandatory.
Blank	124-125	Reserved.
Reference Number Format Code (DRN 2920)	126	NATO only.
Service/Agency Designator Code (DRN 4672)	127-128	Included if available in DLSC file.
Reference Number Justification Code (DRN 2750)	129	Included if available in DLSC file.
Blank	130	Reserved.

CHAPTER 10
APPENDIX 2-10-D
MONTHLY REPLACEMENT BASIC/SEMIANNUAL

REPLACEMENT RECORD FORMATS - SEGMENT E - STANDARDIZATION DECISION DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"E" mandatory.
Blank	2-4	Reserved.
Item Standardization Code (DRN 2650)	5	Mandatory.
Blank	6-7	Reserved.
Originator of Standardization Decision (DRN 9325)	8-9	Mandatory.
Blank	10-11	Reserved.
Date, Standardization Decision (DRN 2300)	12-16	Mandatory.
Blank	17-18	Reserved.
National Item Identification Number/ Permanent System Control Number Status Code (DRN 2670)	19	Optional.
Blank	20-21	Reserved.
Date, Effective, Logistics Action (DRN 2128)	22-26	Included if available in Defense Logistics Services Center file.
Blank	27-29	Reserved.
Assigned/Replaced National Stock Number/Replacement NSN/PSCN (DRN 3960/8977/9525/9530)	30-42	Mandatory.
Blank	43-44	Reserved.
Item Standardization Code (DRN 2650)	45	Mandatory.
Blank	46-47	Reserved.
Originator of Standardization Decision (DRN 9325)	48-49	Mandatory.
Blank	50-51	Reserved.

CHAPTER 10
APPENDIX 2-10-D
MONTHLY REPLACEMENT BASIC/SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT E - STANDARDIZATION DECISION DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Date, Standardization Decision (DRN 2300)	52-56	Mandatory.
Blank	57-58	Reserved.
NIIN/PSCN Status Code (DRN 2670)	59	Optional.
Blank	60-63	Reserved.
Assigned/Replaced NSN/Replacement NSN/PSCN (DRN 3960/8977/9525/9530)	64-76	Mandatory.
Blank	77-78	Reserved.
Item Standardization Code (DRN 2650)	113	Mandatory.
Blank	80-81	Reserved.
Originator of Standardization Decision (DRN 9325)	82-83	Mandatory.
Blank	84-85	Reserved.
Date, Standardization Decision (DRN 2300)	86-90	Mandatory.
Blank	91-92	Reserved.
NIIN/PSCN Status Code (DRN 2670)	93	Optional.
Blank	94-97	Reserved.
Assigned/Replaced NSN/Replacement NSN/PSCN (DRN 3960/8977/9525/9530)	98-110	Mandatory.
Blank	111-112	Reserved.
Item Standardization Code (DRN 2650)	113	Mandatory.
Blank	114-115	Reserved.
Originator of Standardization Decision (DRN 9325)	116-117	Mandatory.
Blank	118-119	Reserved.

CHAPTER 10
APPENDIX 2-10-D
MONTHLY REPLACEMENT BASIC/SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT E - STANDARDIZATION DECISION DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Date, Standardization Decision (DRN 2300)	120-124	Mandatory.
Blank	125-126	Reserved.
NIIN/PSCN Status Code (DRN 2670)	127	Optional.
Blank	128-130	Reserved.

CHAPTER 10
APPENDIX 2-10-E
MONTHLY REPLACEMENT SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT E - CONTINUATION RECORD

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"E" mandatory.
Blank	2-29	Reserved.
Assigned/Replaced NSN/Replacement NSN/PSCN (DRN 3960/8977/9525/9530)	30-42	Mandatory.
Blank	43-44	Reserved.
Item Standardization Code (DRN 2650)	45	Reserved.
Blank	46-47	Reserved.
Originator of Standardization Decision (DRN 9325)	48-49	Mandatory.
Blank	50-51	Reserved.
Date. Standardization Decision (DRN 2300)	52-56	Mandatory.
Blank	57-58	Reserved.
NIIN/PSCN Status Code (DRN 2670)	59	Optional.
Blank	60-63	Reserved.
Assigned/Replaced NSN/Replacement NSN/PSCN (DRN 3960/8977/9525/9530)	64-76	Mandatory.
Blank	77-78	Reserved.
Item Standardization Code (DRN 2650)	79	Mandatory.
Blank	80-81	Reserved.
Originator of Standardization Decision (DRN 9325)	82-83	Mandatory.
Blank	84-85	Reserved.
Date. Standardization Decision (DRN 2300)	86-90	Mandatory.
Blank	91-92	Reserved.
NIIN/PSCN Status Code (DRN 2670)	93	Optional.

CHAPTER 10
APPENDIX 2-10-E
MONTHLY REPLACEMENT SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT E - CONTINUATION RECORD

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Blank	94-97	Reserved.
Assigned/Replaced NSN/Replacement NSN/PSCN (DRN 3960/8977/9525/9530)	98-110	Mandatory.
Blank	111-112	Reserved.
Item Standardization Code (DRN 2650)	113	Mandatory.
Blank	114-115	Reserved.
Originator of Standardization Decision (DRN 9325)	116-117	Mandatory.
Blank	118-119	Reserved.
Date, Standardization Decision (DRN 2300)	120-124	Mandatory.
Blank	125-126	Reserved.
NIIN/PSCN Status Code (DRN 2670)	127	Optional.
Blank	128-130	Reserved.

CHAPTER 10
APPENDIX 2-10-F
MONTHLY REPLACEMENT SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT G - FREIGHT CLASSIFICATION DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"G" mandatory.
Blank	2-4	Reserved.
National Stock Number (DRN 3990) (DRN 4000)	5-19	Mandatory.
Blank	20-21	Reserved.
Primary Inventory Control Activity (DRN 2866)	22-23	Mandatory.
Blank	24-25	Reserved.
National Motor Freight Classification Code (DRN 2850)	26-31	Mandatory.
National Motor Freight Classification Sub-Item Number (DRN 0861)	32	Mandatory.
Blank	33	Reserved.
Uniform Freight Classification Code (Modified) (DRN 3040)	34-38	Mandatory.
Blank	39	Reserved.
Hazardous Materiel Code (DRN 2720)	40-41	Included if available in Defense Logistics Services Center file.
Blank	42	Reserved.
Less Than Truckload Rating Code (DRN 2770)	43	Mandatory.
Blank	44	Reserved.
Less Than Carload Rating Code (DRN 2760)	45	Included if available in DLSC file.
Blank	46	Reserved.
Rail Variation Code (DRN 4760)	47	Included if available in DLSC file.
Blank	48	Reserved.

CHAPTER 10
APPENDIX 2-10-F

MONTHLY REPLACEMENT SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT G - FREIGHT CLASSIFICATION DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Water Commodity Code (DRN 9275)	49-51	Mandatory.
Blank	52	Reserved.
Type of Cargo Code (DRN 9260)	53	Mandatory.
Blank	54	Reserved.
Special Handling Code (DRN 9240)	55	Mandatory.
Blank	56	Reserved.
Air Dimension Code (DRN 9220)	57	Mandatory.
Blank	58	Reserved.
Air Commodity/Special Handling Code (DRN 9215)	59-60	Mandatory.
Blank	61	Reserved.
Freight Description (DRN 4020)	62-96	Mandatory.
Blank	97	Reserved.
Integrity Code (DRN 0864)	98	Included if available in DLSC file.
Blank	99-130	Reserved.

CHAPTER 10
APPENDIX 2-10-G
MONTHLY REPLACEMENT SEMIANNUAL REPLACEMENT RECORD FORMATS -
SEGMENT H - CATALOG MANAGEMENT DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"H" mandatory.
Blank	2-4	Reserved.
National Stock Number (DRN 3990) (DRN 4000) position 9 and 12 contain dashes "-"	5-19	Mandatory.
Blank	20	Reserved.
Major Organizational Entity (MOE) Code (DRN 2833)	21-22	Mandatory.
Blank	23	Reserved.
Source of Supply/Source of Supply Modifier Code (DRN 3690/2948)	24-26	Included if available in Defense Logistics Services Center (DLSC) file.
Blank	27	Reserved.
Date. Effective, Logistics Action (DRN 2128)	28-32	Included if available in DLSC file.
Blank	33	Reserved.
Acquisition Advice Code (DRN 2507)	34	Included if available in DLSC file.
Blank	35	Reserved.
Unit of Issue (DRN 3050)	36-37	Included if available in DLSC file.
Blank	38	Reserved.
Dollar Value, Unit Price (DRN 7075)	39-47	Included if available in DLSC file.
Blank	48	Reserved.
Quantity per Unit Pack Code (DRN 6106)	49	Included if available in DLSC file.
Blank	50	Reserved.
Controlled Inventory Item Code (DRN 2863)	51	Included if available in DLSC file.
Blank	52	Reserved.

CHAPTER 10
APPENDIX 2-10-G
MONTHLY REPLACEMENT SEMIANNUAL REPLACEMENT RECORD FORMATS -
SEGMENT H - CATALOG MANAGEMENT DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Shelf Life Code (DRN 2943)	53	Included if available in DLSC file.
Blank	54	Reserved.
Reparability Code (DRN 2934/2892/2832/2655/2891/0709)	55	Included if available in DLSC file.
Blank	56	Reserved.
Management Control Data (DRN 8930/8925/8935/8940/0707)	57-63	Included if available in DLSC file.
Blank	64	Reserved.
Precious Metals Indicator Code (DRN 0802)	65	Included if available in DLSC file.
Blank	66	Reserved.
Automatic Data Processing Equipment Identification Code (DRN 0801)	67	Included if available in DLSC file.
Blank	68-69	Reserved.
Using Service Code (DRN 0745)	70	Mandatory.
Blank	71	Reserved.
Unit of Issue Conversion Factor (DRN 3053)/Occurs Counter 72-74 zero filled (DRN 0212) position 75-76	72-76	Included if available in DLSC file.
Blank	77-97	Reserved.
Phrase Code - Management Data List (DRN 2862)	98	Repeated as required.
Blank	99	Reserved.
Quantitative Expression/Related National Number/Technical Document Number (DRN 8575/2895/2893)	100-119	Included if available in DLSC file.
Blank	120	Reserved.

CHAPTER 10
APPENDIX 2-10-G
MONTHLY REPLACEMENT SEMIANNUAL REPLACEMENT RECORD FORMATS -
SEGMENT H - CATALOG MANAGEMENT DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Quantity per Assembly (DRN 0106)/ I&S Order of Use Code (DRN 0793)	121-123	Repeated as required.
Blank	124	Reserved.
Unit of Measure of Related NSN (DRN 0107)/I&S Jump to Code (DRN 0792) only first 2 positions of code	125-126	Repeated as required.
Blank	127-130	Reserved.

CHAPTER 10
APPENDIX 2-10-H
MONTHLY REPLACEMENT SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT H - CONTINUATION RECORD

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"H" mandatory.
Blank	2-21	Reserved.
Phrase Code - MDL (DRN 2862)	22	Repeated as required.
Blank	23	Reserved.
Quantitative Expression/Related NSN/ Technical Document Number (DRN 8575/ 2895/2893)	24-43	Included if available in DLSC file.
Blank	44	Reserved.
Quantity per Assembly (DRN 0106)/I&S Order of Use Code (DRN 0793)	45-47	Repeated as required.
Blank	48	Reserved.
Unit of Measure of Related NSN (DRN 0107)/I&S Jump to Code (DRN 0792) only first 2 positions of code	49-50	Repeated as required.
Blank	51-57	Reserved.
Phrase Code - MDL (DRN 2862)	58	Repeated as required.
Blank	59	Reserved.
Quantitative Expression/Related NSN/ Technical Document Number (DRN 8575/2895/2893)	60-79	Included if available in DLSC file.
Blank	80	Reserved.
Quantity per Assembly (DRN 0106)/I&S Order of Use Code (DRN 0793)	81-83	Repeated as required.
Blank	84	Reserved.
Unit of Measure of Related NSN (DRN 0107)/I&S Jump to Code (DRN 0792) only first 2 positions of code	85-86	Repeated as required.
Blank	87-97	Reserved.

CHAPTER 10
APPENDIX 2-10-H
MONTHLY REPLACEMENT SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT H - CONTINUATION RECORD

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Phrase Code - MDL (DRN 2862)	98	Repeated as required.
Blank	99	Reserved.
Quantitative Expression/Related NSN/ Technical Document Number (DRN 8575/2895/2893)	100-119	Included if available in DLSC file.
Blank	120	Reserved.
Quantity per Assembly (DRN 0106)/I&S Order of Use Code (DRN 0793)	121-123	Repeated as required.
Blank	124	Reserved.
Unit of Measure of Related NSN (DRN 0107)/I&S Jump to Code (DRN 0792) only first 2 positions of code	125-126	Repeated as required.
Blank	127-130	Reserved.

CHAPTER 10
APPENDIX 2-10-1
MONTHLY REPLACEMENT SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT K - NIIN/PSCN STATUS/CANCELLATION

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"K" mandatory.
Blank	2-4	Reserved.
National Stock Number (DRN 3990/4000)	5-19	Mandatory.
Blank	20-22	Reserved.
National Item Identification Number/Permanent System Control Number Status Code (DRN 2670)	23	Mandatory.
Blank	24-25	Reserved.
Date, Effective, Logistics Action (DRN 2128)	26-30	Included if available in Defense Logistics Services Center file.
Blank	31-32	Reserved.
Replacement NSN/PSCN (DRN 8875/8878/8985)	33-45	Mandatory.
Blank	46-48	Reserved.
Replacement NSN/PSCN (DRN 8875/8878/8985)	49-61	Mandatory.
Blank	62-130	Reserved.

CHAPTER 10
APPENDIX 2-10-J
MONTHLY REPLACEMENT SEMIANNUAL
REPLACEMENT RECORD FORMATS - SEGMENT Z - FUTURE DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"Z" mandatory.
Blank	2-4	Reserved.
Input Document Identifier Code (DRN 3922)	5-7	Reserved.
Blank	8-9	Reserved.
Date, Effective, Logistics Action (DRN 2128)	10-14	Included if available in Defense Logistics Services Center file.
Blank	15-16	Reserved.
Originating Activity Code (DRN 4210)	17-18	From input transaction.
Blank	19-20	Reserved.
Data Record Number (DRN 0950)	21-24	This DRN represents the segment that contains the futures data.
Blank	25	Reserved.
DRN Value (DRN 9975)	26-130	This is a variable field and will include the data elements contained in those segments represented by the segment DRN given in reply to DRN 0950.

CHAPTER 10
APPENDIX 2-10-K
MONTHLY REPLACEMENT/SEMIANNUAL
REPLACEMENT RECORD FORMAT - SEGMENT W - PACKAGING DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"W"
Blank	2-3	
Level of Protection Code (DRN 5151)	4	Mandatory
Blank	5-6	
PICA/SICA Indicator Code (DRN 5099)	7	Mandatory
Blank	8-9	
Unit Pack Quantity (DRN 5321)	10-12	Mandatory
Blank	13-14	
Intermediate Container Quantity (DRN 5152)	15-17	Included if available.
Blank	18-19	
Unit Pack Weight (DRN 5153)	20-24	Included if available.
Blank	25-26	
Unit Pack Size (DRN 5154)	27-38	Included if available.
Blank	39-40	
Unit Pack Cube (DRN 5155)	41-47	Included if available.
Blank	48-49	
Packaging Category Code (DRN 5159)	50-53	Included if available.
Blank	54-55	
Item Type Storage Code (DRN 5156)	56	Included if available.
Blank	57-58	
Unpackaged Item Weight (DRN 5157)	59-63	Included if available.
Blank	64-65	
Unpackaged Item Dimensions (DRN 5158)	66-77	Included if available.
Blank	78-79	

CHAPTER 10
APPENDIX 2-10-K
MONTHLY REPLACEMENT/SEMIANNUAL
REPLACEMENT RECORD FORMAT - SEGMENT W - PACKAGING DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Method of Preservation Code (DRN 5160)	80-81	Mandatory
Blank	82-83	
Cleaning and Drying Procedure Code (DRN 5161)	84	Mandatory
Blank	85-86	
Preservative Material Code (DRN 5162)	87-88	Mandatory
Blank	89-90	
Wrapping Material Code (DRN 5163)	91-92	Mandatory
Blank	93-94	
Cushioning and Dunnage Material Code (DRN 5164)	95-96	Mandatory
Blank	97-98	
Thickness of Cushioning and Dunnage Code (DRN 5165)	99	Mandatory
Blank	100-101	
Unit Container Code (DRN 5166)	102-103	Mandatory
Blank	104-105	
Intermediate Container Code (DRN 5167)	106-107	Included if available.
Blank	108-109	
Unit Container Level Code (DRN 5168)	110	Included if available.
Blank	111-112	
Special Marking Code (DRN 5169)	113-114	Included if available.
Blank	115-116	
Packaging Requirement Code - Level A (DRN 5170)	117	Included if available.
Blank	118-119	

CHAPTER 10
APPENDIX 2-10-K
MONTHLY REPLACEMENT/SEMIANNUAL
REPLACEMENT RECORD FORMAT - SEGMENT W - PACKAGING DATA

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Packaging Requirement Code - Level B (DRN 5171)	120	Included if available.
Blank	121-122	
Packaging Requirement Code - Level C (DRN 5172)	123	Included if available.
Blank	124-125	
Optional Procedure Indicator Code (DRN 5173)	126	Included if available.
Blank	127-130	

CHAPTER 10
APPENDIX 2-10-L
MONTHLY REPLACEMENT/SEMIANNUAL
REPLACEMENT RECORD FORMAT - SEGMENT W - CONTINUATION RECORD

DATA ELEMENT/DATA RECORD NUMBER	RECORD POSITION	EXPLANATION
Segment Code (DRN 8999)	1	"W"
Blank	2-3	
Supplemental Instructions (DRN 5174)	4-62	Included if available.
Blank	63-64	
Special Packaging Instrucion (SPI) Number (DRN 5175)	65-74	Included if available.
Blank	75-76	
SPI Revision (DRN 5176)	77	Included if available.
Blank	78-79	
SPI Date (DRN 5177)	80-84	Included if available.
Blank	85-86	
Container NSN (DRN 5178)	87-99	Included if available.
Blank	100-101	
Packaging Design Activity Code (DRN 5179)	102-106	Included if available.
Blank	107-130	

CHAPTER 10
APPENDIX 2-10-M
SIMPLIFIED FILE MAINTENANCE RECEIVERS

ACTI- VITY CODE	SEQUENCE MONTHLY UPDATE	MODE/ MEDIA MONTHLY UPDATE	SEGMENT DROP MONTHLY UPDATE	SEQUENCE CUMUL/ BASIC	MODE/ MEDIA CUMUL/ BASIC	OUTPUT- RECORDED/ FSC
HW	NIIN	N9	M	NIIN	SK	Rec
JF	None	--	--	NIIN	SK	Rec
JG	None	N9	M	NIIN	SK	Rec
JN	NSN	N9	M	NIIN	SK	Rec
JV	NIIN	N9	G,M	NIIN	SK	Rec
PX	NIIN	N9	G	NIIN	SK	Rec
XF	NIIN	N9	G,M	NIIN	SK	Rec
XG	NSN	N9	G,M	NSN	SK	Rec
XH	NIIN	N9	M	NIIN	SK	Rec
01	NSN	N9	M	NSN	SK	Rec
17	NIIN	N9	M	NSN	SK	Rec
18	NIIN	N9	M	NIIN	SK	Rec
19	NIIN	N9	M	NIIN	SK	Rec
28	NSN	N9	M	NSN	SK	Rec
48	NSN	N9	M	NSN	SK	Rec
61	NIIN	N9	None	NIIN	SK	Rec
80	NIIN	N9	M	NIIN	SK	Rec
86	NIIN	N9	M	NIIN	SK	Rec
88	NSN	N9	M	NSN	SK	Rec
92	NIIN	N9	M	NIIN	SK	Rec
93	NIIN	N9	M	NIIN	SK	Rec
94	NIIN	N9	M	NIIN	SK	Rec

CHAPTER 11 QUALITY ASSURANCE OF DAAS SOS AND FLIS TBJ RECORDS

2.11.1 Purpose

a. To provide procedures for periodic comparison of Defense Automatic Addressing System (DAAS) and FLIS Source of Supply (SOS) records (TBJ) in the Central Catalog File, to determine if data is identical or not.

b. To provide procedures to:

(1) Remove data element discrepancies.

(2) Identify and correct procedural/program deficiencies which created these data element discrepancies/differences.

c. To identify definitions, data elements, schedules, sampling techniques, input/output formats, reports, and programs necessary to assure that comparison occurs every 120 days.

2.11.2 Definitions

a. Limiting Quality (LQ) - The maximum (or worst) allowable percent defective.

b. Acceptable Quality Level (AQL) - The maximum percent defective that, for purposes of sampling inspection, can be considered satisfactory.

c. Acceptance Number (Ac) - The maximum number of defective units in the sample that will permit lot acceptance.

d. Rejection Number (Re) - The minimum number of defective units in the sample that will cause rejection of the lot represented by the sample.

e. Sample Size - The quantity of items (National Item Identification Numbers (NIINs)) to be included in each sample comparison.

2.11.3 References

a. The following references in this manual and DoD 4140.29-M (Defense Automatic Addressing System) are used in the compatibility process:

(1) Chapter 2.3 - Transmittal of Data to and from DLSC.

(2) Appendix D, DoD 4140.29-M, DAAS Document Identifier Codes: input DIC QUR, output DIC QUE, in fixed length format.

(3) Volume 10 - Table 104 - Activity Codes and Addresses for Authorized Originators, Submitters, RNAAC, and DICs Authorized for Submitting Activities.

(4) Volume 14, Chapter 14.19 - Cataloging Statistical Series section 6 (CSS-6) report, File Compatibility Summary (RCS-DLA(AR)1740-6 (S)).

b. The following DAAS DICs will be used for quality assurance of DAAS SOS and FLIS TBJ records:

Output

DIC QUE - DAAS Interrogation Format, as shown in appendix 2-11-A.

Input

DIC QUR - DAAS Interrogation Response Format, as shown in appendix 2-11-A.

2.11.4 Scope

a. This procedure applies to the Defense Automatic Addressing System Office (DAASO) and Defense Logistics Services Center only.

b. Implementation of this procedure will be in accordance with paragraph 2.11.1.c.

c. Sample size in each increment will be 2,000 NIINs. DLSC will always select the sample NIINs for comparison.

2.11.5 DLSC Responsibilities. DLSC will:

a. Determine the schedule for comparison.

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b. Select all sample NIINs for each scheduled comparison and send to DAAS by DIC QUE.

c. Compare FLIS TBJ record with DAAS SOS response record, as input to DLSC by DIC QUR.

d. Provide DAAS with DAAS/FLIS File Discrepancy Report (RCS DLA(AR)1740-6(S)).

e. Analyze reports.

f. If discrepancies/differences are identified, convene a meeting of DAASO/DLSC representatives to review the discrepancies, identify cause(s), correct procedures/programs, and develop a schedule to furnish a new SOS file to DAASO.

g. Provide a final report showing corrective action taken.

h. Provide DAASO/DLSC-coordinated final report to Headquarters Defense Logistics Agency (DLA-MMSL and DLA-LZ) for review and management purposes.

2.11.6 DAASO Responsibilities. DAASO will:

a. Receive sample NIINs in DIC QUE format as specified in DoD 4140.29-M, appendix C1.

b. Match the sample NIIN to NIINs in the DAAS file and extract comparison data elements.

c. Forward comparison data elements extracted for sample to DLSC, in DAAS DIC QUR format.

d. Analyze reports.

e. Participate in DAASO/DLSC review of discrepancies, if applicable (see paragraph 2.11.5.f).

f. Coordinate with DLSC on final report (see paragraph 2.11.5.g).

2.11.7 General Instructions

a. Input/output DAAS DICs QUE and QUR are authorized for use in the file compatibility check.

b. The sample size will be 2,000 NIINs for each comparison.

c. The Acceptance Number (Ac) is 0 (zero) in 2000 NIINs.

d. Upon receipt of file data from DAASO, DLSC will compare the DAAS data to the like data elements in the FLIS data base. DLSC and DAASO action is required when the results of non-matches of like data is:

Equal to or Greater Than the Rejection Number.
Equal to or Less Than the Acceptance Number.

e. DLSC will provide DAASO with a File Discrepancy report (RCS DLA(AR)1740-6(S)) for review. When it is mutually agreed by DLSC and DAASO that the discrepancies/differences have been corrected, DLSC will furnish DAASO an overlay of the current FLIS TBJ file, on a specified coordinated date.

f. The total SOS file replacement from DLSC to DAAS (TBJ SOS file) will be provided to DAAS on tape(s) in the following fixed format:

(1) Tape Characteristics:

7 Track
800 Density
Even Parity
Record Length - 40
Blocking Factor - 200
Block Length - 8,000
No Labels

(2) Record Format:

Card Columns	Data Element
1-4	Assigned Federal Supply Class (Data Record Number 3990)
5-13	National Item Identification Number (DRN 4000)
14	Blank
15-17	Integrated Materiel Manager (IMM) Source of Supply Code
18	Inactive Indicator Code (I), if applicable; otherwise blank
19-21	Army Source of Supply Code
22	Inactive Indicator Code (I), if applicable; otherwise blank
23-25	Air Force Source of Supply Code
26	Inactive Indicator Code (I), if applicable; otherwise blank
27-29	Navy Source of Supply Code
30-31	Navy Special Source of Supply Code (DRN 0135)
32	Inactive Indicator Code (I), if applicable; otherwise blank

(3) This SOS file will contain all records (active, inactive, and cancelled National Stock Numbers (NSNs) and will be in NIIN sequence. A sample listing from each reel of the DAAS tape will be provided to DLSC-B for review.

(4) The FLIS and DAAS files do not maintain a separate SOS column for the Coast Guard. Since Coast Guard SOS is only applied to the TBJ file for non-IMM managed items, the IMM column of the file will be used to store the Coast Guard SOS. The

Coast Guard SOS will also be output in the IMM column of the DAAS tapes.

(5) When there is no Catalog Management Data segment H on file for a given NSN, but the TBJ file reflects an active SOS (IMM and/or Service), delete this SOS from the TBJ file (except for Defense Nuclear Agency NSNs) and do not output to DAAS tape.

g. For total overlay, DAAS will be provided a listing giving the first and last NSN, tape serial number, and record count for each output reel.

h. Output records will be furnished to the DLSC program manager and DAASO.

i. A suspense follow-up technique will be employed by the DLSC program manager to assure receipt of the file compatibility data from DAASO once the sample NIINs have been output by DLSC.

j. All input and output actions will be processed through the DLSC-B program manager. The program manager may be contacted by telephone using DSN 369-6477.

k. Suspected quality assurance processing deficiencies and/or system malfunctions identified as a result of FLIS file compatibility checks will be reported to DLSC-B.

l. Mode of transmission of DIC QUE documents from DLSC to DAAS, and DIC QUR documents from DAAS to DLSC, will be coordinated between DLSC and DAAS.

CHAPTER 11
APPENDIX 2-11-A
DAAS INTERROGATION DOCUMENT FORMATS

The following formats (extracted from appendix V, DoD 4140.29-M, Defense Automatic Addressing System) will be used in the DAAS/DLSC File Compatibility Program.

DIC	DLSC RIC		NSN	BLANK	RESERVED
QUE					
1-3	4-6	7	8-20	21-69	70-80

Interrogation Format - DAAS DIC QUE

DIC	DLSC RIC		NSN	IMM	AF	AR	NA		FSC	
QUR										
1-3	4-6	7	8-20	21-28	29-36	37-47	48-64	65	66-69	70-80

Interrogation Response Format - DAAS DIC QUR

Standard Labels
Fixed Length 80-Position Records
Blocking Factor - 100 (80 x 100 = 8,000-Position Blocks)
Density - 800 BPI

DAAS INTERROGATION FORMAT (FLIS TO DAAS) - DIC QUE

Card Columns

Data Elements

1-3	Document Identifier Code (Data Record Number 3920) QUE
4-6	Defense Logistics Services Center Routing identifier Code (DRN 3630)
7	Blank
8-20	Assigned National Stock Number (DRN 3960)
21-69	Blank
70-80	Reserved for internal control/use by submitter

APPENDIX 2-11-A
DAAS INTERROGATION DOCUMENT FORMATS
DAAS INTERROGATION RESPONSE FORMAT (DAAS TO FLIS)- DIC QUR

Card Columns	Data Elements	Card Columns	Data Elements
1-3	Document Identifier Code (DRN 3920) QUR	(51)	Inactivated Item Indicator - Code I or Blank
4-6	DLSC Routing Identifier Code (DRN 3630)	(52-54)	Source of Supply Code, Navy Regular
7	Blank	(55)	Blank
8-20	Assigned National Stock Number (DRN 3960)	(56-61) (62)	Constant NS SPL Blank
21-28	Integrated Materiel Manager Record	(63-64)	Source of Supply Code, Navy Special
(21-22)	Constant IM		
(23)	Blank	65	Alpha Designator of Source of Supply of FSC in columns 66-69 -
(24)	Inactivated Item Indicator - Code I or Blank		I equals IMM, A equals Army, F equals Air Force, N equals Navy, Blank equals none.
(25-27)	Source of Supply Code		Federal Supply Class in DAAS file for activity indicated in column 65 -
(28)	Blank		Blank if no FSC recorded (DRN 3990)
29-36	Air Force Record		Perpetuated from original interrogation
(29-30)	Constant AF		
(31)	Blank	66-69	
(32)	Inactivated Item Indicator - Code I or Blank		
(33-35)	Source of Supply Code		
(36)	Blank	70-80	
37-47	Army Record		
(37-38)	Constant AR		
(39)	Blank	70-80	Coast Guard Record
(40)	Inactivated Item Indicator - Code I or Blank	(70-71)	Constant CG
(41-43)	Source of Supply Code	(72-73)	Blank
(44)	Blank	(74-76)	Source of Supply Code
(45-46)	Stop-See Indicator - Code VV or Blank	(77)	Blank
(47)	Blank	(78-80)	Identification Symbol
48-64	Navy Record		
(48-49)	Constant NA		
(50)	Blank		

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