



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SERVICES CENTER  
74 WASHINGTON AVE N  
BATTLE CREEK MI 49017-3084



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FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 4, DoD 4100.39-M, 1 January 1995, 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>
Chapter 3	4.3-1 and 4.3-2	4.3-1 and 4.3-2
Chapter 4	4.4-1 thru 4.4-8	4.4-1 thru 4.4-7
Chapter 12	4.12-9 thru 4.12-14	4.12-9 thru 4.12-14
Chapter 13	4.13-3 thru 4.13-6	4.13-3 thru 4.13-6
Chapter 15	4.15-1 and 4.15-2	4.15-1 and 4.15-2
Chapter 18	4.18-15 and 4.18-16	4.18-15 and 4.18-16

II. SIGNIFICANT CHANGES.

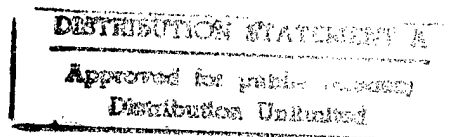
- A. The page changes are effective upon receipt.
- B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed in the change sheet for volume 1.

BY ORDER OF THE DIRECTOR:

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

19961023 291

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**CH 6**  
**DoD 4100.39-M**  
**Volume 4**

III. This change sheet will be filed in front of Volume 4 for reference purposes after changes have been made.

DISTRIBUTION: Defense Logistics Agency: 41, 42

Army: To be distributed in accordance with Special Distribution List.

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## CHAPTER 3

### VERIFICATION OF MANUFACTURERS' REFERENCE NUMBERS USED IN THE FEDERAL CATALOG SYSTEM

#### 4.3.1 Purpose, Scope, and Background

a. This chapter provides the procedures and form for verification of manufacturers' numbers and 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), and Defense Nuclear Agency (DNA). These procedures are to be used to verify a part/reference number with a manufacturer when a number cannot be validated with the available data (e.g., drawings, specifications, and commercial catalogs).

b. Extensive efforts are made to obtain supporting technical documentation concurrently with cataloging actions. However, many National Stock Number (NSN) requests are received wherein the item is identified only by a Commercial and Government Entity Code (CAGE) and part number. Reference numbers for addition to existing items are also received without supporting data. Often CAGE Code and related data is listed in error, replaced, changed, not recognized by the cited manufacturer or represents an item no longer produced. Use of such data without verification results in items erroneously entering the Federal Catalog System, supply records, technical documents and related publications. This requires costly corrective action and can also result in costly procurement errors.

#### 4.3.2 Procedures for Completing DD Form 1982

a. Verification of any part/reference number used to identify an item of production or supply shall be initiated prior to its submittal for NSN assignment/maintenance.

b. When required, originators/submitters of cataloging actions in support of NSN assignment will utilize DD Form 1982 to verify the number and

its format when supporting technical data is not available. The part/reference number will be verified with the manufacturer represented by the associated CAGE Code. DD Form 1982 may also be used to accomplish catalog maintenance review projects.

c. The requester will enclose with the DD Form 1982 a preprinted, self-addressed, first class marking label as authorized by Title 39, USC, Section 3202b, the Postal Service. Additionally, the requester will indicate that the marking label is for the manufacturer's convenience in returning the requested data free of mailing costs.

d. DD Form 1982 will be prepared as follows (see appendix 4-3-A):

(1) Block 1 - Enter the requester's control number.

(2) Block 2 - Enter the name, address, and ZIP code of the firm to which the request is being submitted.

(3) Block 3 - Enter requester's address and ZIP code, including the office symbol of the organizational element to receive reply.

(4) Part I, Blocks 4A through 4E - Enter part/reference number, name of item, Federal Supply Class (FSC), National Item Identification Number (NIIN) (if subsequent to stock number assignment), and end item or next higher assembly where the part is used, if known. List the same information on the reverse for more than one part/reference number (of the same manufacturer) that represent the same part, or for an aggregate of part/reference numbers (of the same manufacturer) that represent different parts.

(5) Part I, Blocks 5A through 5C - Place an

"X" in appropriate box(es). Enter affiliated manufacturer's name in block 5B, if applicable.

(6) Part I, Block 6 - Print or type name and title of individual authorized to sign correspondence to industry.

(7) Part I, Block 7 - Named individual will sign and date.

e. Initiate cataloging action for NSN assignment, whether or not a reply from the manufacturer has been received, in sufficient time so that NSNs can be provided within the allotted time frames. Telephone requests may be made to manufacturers, if required.

f. If the manufacturer marks in part II of the DD Form 1982:

(1) Box 8A or 8B - Initiate normal cataloging action or do not change the NSN record.

(2) Box 8C or 8E.

(a) If proposed action is to add a reference (Document Identifier Code (DIC) LAR) to an existing NSN or if an NSN has not been assigned to the item, reject the request for cataloging action. Provide a copy of the manufacturer's reply to the originator.

(b) If an NSN has been assigned, perform an asset check and a procurement record check for the NSN involved. If the condition 8C or 8E problem cannot be resolved with the part number and source data found in the procurement file and if stock exists, perform a physical inspection of the item (in the warehouse). Determine the correct part number and manufacturer or additional part numbers and manufacturers for the item of supply.

(1.) If an additional or corrected part number(s) and/or manufacturer(s) is found, forward

DD Form 1982 to the manufacturer(s) and update the item identification accordingly.

(2.) If an additional or corrected part number(s) and/or manufacturer(s) is not found, collaborate the cancellation of the NSN in accordance with volume 2, chapter 2.2. Include a copy of the manufacturer's reply with the cancellation proposal.

(3) Box 8D - Reject the request for cataloging action, with a copy of the manufacturer's reply attached, to the originator. If an NSN has been assigned, request a technical determination be made by the originator as to the suitability of the replacing part. If found unsuitable, withdraw interest.

(4) Box 8F or 8I - Initiate normal cataloging action using the corrected format or "changed to" part/reference to establish or change an NSN record. Provide the originator of the cataloging request with a copy of the manufacturers' reply.

(5) Box 8G - Initiate normal cataloging action that includes both part/reference numbers. If an NSN has been assigned, add the new part/reference number and change the Reference Number Category Code and Reference Number Variation Code of the originally submitted part/reference number, if required.

g. Technical data received as a result of these procedures shall be retained for future use. this is a blank page

## CHAPTER 4

### PROPOSED FEDERAL ITEM IDENTIFICATION FOR THE ASSIGNMENT OF A NIIN OR PERMANENT SYSTEM CONTROL NUMBER

**4.4.1 Determination of Appropriate Type of Item Identification.** The type of item identification to be prepared shall be determined as follows:

a. A type 1 (full descriptive) item identification shall be prepared when the item-of-supply concept is or is not limited to a single item of production and can be identified on the basis of the descriptive characteristics alone. Type 1 is appropriate when: (1) one or more manufacturer's design is known to relate to the item of supply, and (2) all descriptive characteristics contained in the drawing(s) which relate to the item of supply can be reflected either directly or indirectly in the item identification without reference to the design drawing(s)

b. A type 1A (full descriptive-reference) or a type 1B (full descriptive-reference-descriptive) item identification shall be prepared when the item of supply is limited to a single item of production and cannot be identified on the basis of the descriptive characteristics alone. Type 1A or 1B is appropriate when: (1) only one manufacturer's design drawing is known to relate to the item of supply and, although closely related items of production exist, technical or supply considerations require the selection of only one of these items of production and the differentiation of this item from the closely related items; or (2) reference to the design drawing of the single item of production is required to reflect all of the descriptive characteristics of the item of supply.

(1) A type 1A item identification shall be prepared when the manufacturer's number is item-identifying for the single item of production. However, when logistics management requires the packaging of an item of production in varying quantities and the item-of-supply concept must be identified on the basis of packaging, a type 1B item identification shall be prepared.

(2) A type 1B item identification shall be pre-

pared when the item of supply contains a feature not inherent in the manufacturer's item-identifying number (including packaging data) or when the manufacturer's number does not fully identify the item of supply because it covers a range of items of production. Type 1B combines the data required for a type 1A item identification with the data required in reply to standard requirement Master Requirements Code (MRC) ZZZY (see section 4.5.5).

c. A type 2 (reference) item identification shall be prepared only when the item of supply cannot be identified by the descriptive method and can be identified solely on the basis of the essential data arranged as follows:

Name (approved item name or part name).  
Commercial and Government Entity Code (CAGE).  
Reference number(s) related to the item(s) of production.

(1) A Government activity may control the design of the item of production. The manufacturer's code shall be the applicable entry in the CAGE Handbook H4/H8 Series under U.S. Government Manufacturers. Select the code number of the lowest level Government activity which controls the design.

(2) When the manufacturer is not listed in CAGE Handbook H4/H8 Series, it will be necessary to request assignment of an CAGE Code in accordance with volume 7, paragraph 7.1.2.a, Add Total O.E. (Organizational Entity) Record - Type A - CAGE Code.

(3) Reference numbers given in reply to this requirement shall be as originally configured by the manufacturer with exceptions as outlined in volume 2, chapter 2.9.

(4) When an item of production is identified only by a trade name or symbol, the trade name or symbol shall be given in reply to this requirement.

(5) A reference number, trade name, or symbol given in reply to this requirement must be completely item identifying; i.e., it must identify the item of supply without the use of additional data.

d. A type 4 (partial descriptive) item identification shall be prepared in the same manner as a type 1, but the descriptive characteristic data available are less than required for a full description. The minimum description is a reply to MRC NAME and a positive reply to one additional requirement MRC from either section I or section III of a Federal Item Identification Guide. The maximum description is one reply less than a full description, as indicated in the Applicability Key Index for FIIG section I. The item identification data submitted includes an item-identifying reference number.

e. A type 4A (partial descriptive-reference) item identification shall be prepared in the same manner as a type 1A, but the descriptive characteristic data available are less than required for a full description.

f. A type 4B (partial descriptive-reference-descriptive) item identification shall be prepared in the same manner as a type 1B, but the descriptive characteristic data available are less than that required for a full description. Type 4B combines the data required for a type 4A with the data required in reply to standard requirement MRC ZZZY (section 4.5.5).

#### **4.4.2 Application of Descriptive Method Item Identification.**

a. The descriptive method of item identification shall be used under the following conditions:

(1) An approved item name and Federal Item Identification Guide exist. The item of supply can be identified under the approved item name and applicable FIIG. Special Features (MRCs FEAT or

CBBL) may be used where necessary to record characteristics which are not covered in replies to other requirements of the FIIG but are essential for complete identification of the item. Special Features shall not be used merely to avoid selection of a more appropriate name and/or FIIG when the item of supply otherwise fails to conform to the general scope of the FIIG used.

(2) An approved item name exists, but the applicable FIIG is inadequate to fully identify the item of supply. It is technically and economically feasible to revise the FIIG.

(3) An item name, definition, and FIIG can be developed. Sufficient variations of the item of supply are known to exist or are expected to be developed to justify word descriptions for comparing and evaluating by other potential users.

b. The descriptive method of item identification shall not be used when:

(1) The item of supply is of peculiar design and cannot be readily identified by characteristics essential to differentiate it from other items of supply.

(2) The originator's item-of-supply concept is limited to several, but not all, of the known or possibly available items of production, and this limitation can only be expressed by use of a reference method (type 2) item identification.

**4.4.3 Differentiation between a Type 1 and Type 1A Item Identification.** In determining the appropriate type of item identification to be prepared in accordance with section 4.4.1 when only one manufacturer's design drawing is known to exist for the item of supply, the following criteria shall be used:

a. A type 1 item identification shall be prepared when all descriptive data required to identify an

item of supply represented in the source document(s) can be reflected in the replies to the various FIIG requirements with or without the use of the Special Features MRCs (FEAT or CBBL) and applicable ZZZ-MRCs. NOTE: When a reply to MRC FEAT or CBBL is given, the characteristics must be essential for identification and in context with the concept of the FIIG.

b. A type 1A item identification shall be prepared when all of the descriptive data required to identify the item of supply represented in the drawing or other source document(s) cannot be reflected in the replies in the FIIG requirements.

#### 4.4.4 Preparation of Item Identification Data

a. Using existing applicable tools, prepare an item identification in accordance with the Document Identifier Code listed below and explained in section 4.4.5.

Proposed Item Identification	Type	DIC
Partial Descriptive Method	4,4A,4B	LNC
Reference Method	2	LNK
Permanent System Control Number (PSCN) Assignment	1	LNP
Full Descriptive Method with Reference Numbers	1,1A,1B	LNR
Full Descriptive Method without Reference Numbers	1	LNW

b. FIIGs contain information to describe full and partial descriptive items. If all required data for a full descriptive item (type 1, 1A, or 1B) under a

FIIG is not available, the item identification will be prepared as a type 4, 4A, or 4B.

c. FIIG A239 is available for items outside the scope of A-FIIGs and T-FIIGs (Interim FIIGs); that is, the approved item name for the item is not recorded in an A-FIIG or T-FIIG. Items under FIIG A239 will be prepared as partial descriptive item identifications.

d. Items not covered by approved item names with available descriptive data will be prepared in accordance with FIIG A239 as partial descriptive items.

e. For items with approved item names or non-approved names for which no descriptive data is available, see paragraph 4.4.4.o.

f. Proceed in accordance with Item Logistics Data Transmittal (ILDT) instructions for the preparation of a proposed item identification as covered in chapter 4.5.

g. Assign the applicable Federal Supply Classification (FSC) class to the proposed item identification in accordance with chapter 4.2.

h. The appropriate Reference/Partial Descriptive Method Reason Code (RPDMRC) must be included in all partial descriptive method (types 4, 4A, and 4B) and reference method (type 2) item identifications.

i. When the proposed Federal item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing FII, MRC 9001 must be cited to preclude the return of the proposed FII as a possible duplicate. The use of MRC 9001 must be substantiated if so requested by the Defense Logistics Services Center (DLSC).

j. Identification of a Source-Controlled Item of Supply.

(1) A source-controlled item of supply, as defined in MIL-STD-100A, shall be identified by the use of a type 1, 4, or 2 item identification when the vendor's reference (part) number(s) on the source control drawing represents a non-reparable item (has no repair components capable of being removed, exchanged, and reinstalled). Identification (segment A), Major Organizational Entity (MOE) Rules (segment B), and reference number data segments (segment C) with two or more reference numbers shall be submitted to DLSC. Standardization data (segment E) and characteristics data (segment V) shall also be submitted, when applicable.

(a) The reference data for the source control drawing shall contain Reference Number Category Code (RNCC) 1 and Reference Number Variation Code (RNVC) 2.

(b) The reference number data for the "design control reference" for each item of production certified for inclusion in the concept of the type 1, 2, or 4 source-controlled item identification shall contain RNCC 3 and RNVC 2. Additional reference numbers must be coded in accordance with volume 10, table 8.

(2) A source-controlled item of supply, as defined in MIL-STD-100A, shall be identified by the use of a type 1B or 4B item identification when the vendor's reference (part) number(s) on the source control drawing represents a reparable item having component parts which can be removed, exchanged, and reassembled. Segment A, segment B, and two or more C segments shall be submitted to DLSC. Segment E data shall also be submitted, when applicable. Segment V is mandatory on input.

(a) The reference number for the source control drawing number shall contain Reference Number Category Code 1 and Reference Number Variation Code 3.

(b) When an item represented by a vendor's number on a source control drawing has reparable spare parts and it is necessary to establish a separate National Stock Number (NSN) for the vendor's item, a type 1B or 4B item identification is required. The reply to MRC ZZZY shall read as follows: ZZZYGAS DIFFERENTIATED BY THE SOURCE CONTROL DWG NO #.

(c) The reference number data "design control reference" (one only) shall contain Reference Number Category Code 3 and Reference Number Variation Code 3. Additional reference numbers must be coded in accordance with volume 10, table 8.

k. Concurrent with a proposed new item identification submittal for the assignment of a National Stock Number, the input shall contain appropriate MOE Rule data as covered in volume 13.

1. An extra long reference number (ELRN) is defined as any number which exceeds 32 characters. (See volume 2, paragraph 2.9.2.h.)

(1) A type 1B or 4B item identification shall be prepared when the prime reference number (RNCC 3) to appear in segment V is an ELRN. The complete ELRN shall appear with MRC ELRN, and the phrase "as differentiated by extra long reference number" shall appear in MRC ZZZY. Do not prefix the ELRN with the five-digit Commercial and Government Entity Code (CAGE).

Example:

ELRNG5678312711146213192745514532217813-  
7221212061521  
ZZZYGAS DIFFERENTIATED BY EXTRA  
LONG REFERENCE NUMBER

NOTE: MRC ELRN is acceptable in any type 1B or 4B item identification even though it is not published in the FIIG.



(a) The first 31 characters of the ELRN shall appear in the reference number segment followed by a dash in position 32. RNCC 3 and RNVC 1 shall be reflected in the reference number segment.

(b) When an item requires coding as a type 1B or 4B and is an extra long reference number, the ILDT must contain a positive reply to MRC ZZZY (e.g., ZZZYGAS DIFFERENTIATED BY EXTRA LONG REFERENCE NUMBER #) and list the entire extra long reference number under MRC ELRN (e.g., ELRNGJFDRI327 1114612319274551-45322178136166773AFODK#).

(c) All additional ELRNs for type 1B, 4B, or any other type of item identification shall be shortened to 31 characters with a dash in position 32; the remaining overflow portion of the number shall be disregarded. RNCC 5 and RNVC 1 shall be reflected in the reference number segment.

(2) For all shortened ELRNs, the complete reference number shall be retained by the activity indicated by the Reference Number Action Activity Code (RNAAC, DRN 2900) in card columns 50-51 of the reference number data.

m. Extra Long Characteristic Description. Master Requirements Code (MRC) ELCD (Extra Long Characteristic Description) will be used for submittal of all segment V data to DLSC that consists of more than 5000 characters.

(1) Segment V transmitted by wire shall be coded as type 1, 1A, or 1B when all of the mandatory MRCs with their related applicable as-required MRCs in the applicability key are included in the first 5000 characters submitted. When all of the above MRCs cannot be answered within the first 5000 characters, the item must be identified as a type 4, 4A, or 4B.

(2) Activities may submit the first 5000 char-

acters (including ELCDDA#) by electronic data transmission. DLSC will review the item in accordance with the applicable FIIG and cataloging rules, and notify the submitter of the results through normal cataloging procedures. When DLSC has approved the original input, all remaining characters in excess of 5000 must be submitted to DLSC by mail.

(3) Maintenance actions will be transmitted to DLSC in the same manner as the original submittal.

n. Candidates for PSCN assignment must be prepared as type 1 item identifications.

(1) PSCN assignments in accordance with DIC LNP are restricted to standardization application. The assigned PSCN format is alphanumeric and thirteen positions in size. The first four positions are the numeric FSC, the fifth and sixth position will be the National Codification Bureau Code, the seventh position must be an alpha P when used for the DoD standardization application, the eighth and ninth positions will be alpha, and the tenth through thirteenth positions will be numeric (e.g., 590500PAA1234). PSCNs not involved in standardization relationships shall be assigned Item Standardization Code 5 by DLSC.

(2) Item identifications under PSCNs will be used to identify preferred or replacement items resulting from new or revised superseding military specifications/standards. They are determined by the preparing activity for specifications/standards and implemented by the preparing activity for item reduction in assigned Federal Supply Classes. These items are not currently stocked, stored, or issued, but are authorized for procurement.

(3) Input data must include segments A, C, and V. Segment B is not allowed and segment E is optional (see volume 6, section 6.5.6).

(4) The transaction will be processed in the same manner as type 1 proposals with reference data.

(5) A PSCN item will be converted to a NIIN item when it is determined that an existing or proposed item identification is reflected by the PSCN item (see chapter 4.6).

o. A type 2 item identification should be used when descriptive data is not currently available, or it is impractical or impossible to furnish any data that may exist. Submittal of a type 2 item identification indicates that there is no FIIG section I or III data known for the item.

(1) The Reference/Partial Description Method Reason Code (RPDMRC) reflecting conditions surrounding the preparation of the proposed type 2 shall be cited in the submitted data.

(2) When RPDRC 5 is cited, additional data must be submitted within 180 days of original approval. If data will not be submitted within that time, the RPDRC 5 must be changed to another valid code to preclude additional follow-up action via output DIC KFP.

(3) For type 2 items, secondary references in excess of 32 characters will be shortened to 31 characters followed by a dash in position 32. The rest of the numbers will be disregarded. RNVC 1 will apply.

(a) For all shortened extra long reference numbers (ELRN), the complete reference number shall be retained by the activity indicated by the Reference Number Action Activity Code.

(b) For preparation of "complete" reference numbers up to 32 characters, see volume 2, chapter 2.9.

(4) The extra long reference number concept is

not acceptable for the design control or source control (primary) reference for a type 2.

#### 4.4.5 Submittal of Data for NIIN/PSCN Assignment

a. Request for NIIN Assignment (Full Descriptive Method without Reference Numbers) (LNW): The preparation and submission of a controlled collection of coded and/or clear text data for a type 1 item identification, excluding manufacturer's reference data, expressed as replies to appropriate Federal Item Identification Guide (FIIG) requirements. See volume 8 chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

b. Request for NIIN Assignment (Full Descriptive Method with Reference Numbers) (LNR): The preparation and submission of a controlled collection of coded and/or clear text data for a type 1, 1A(K) or 1B(L) item identification, including manufacturer's reference data, expressed as replies to appropriate FIIG requirements. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

c. Request for NIIN Assignment (Partial Descriptive Method) (LNC): The preparation and submission of a controlled collection of coded and/or clear text data for a type 4, 4A(M) or 4B(N) expressed as replies to appropriate FIIG requirements. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

d. Request for NIIN Assignment (Reference Method) (LNK): The preparation and submission of a type 2 item identification (excluding descriptive

characteristics) including manufacturer's reference data for NIIN assignment. See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

e. Request for PSCN Assignment (Full Descriptive Method with Reference Numbers) (LNP): The preparation and submission of a controlled collection of coded and/or clear text data for a type 1 item identification expressed as replies to appropriate FIIG requirements. Submittals must contain, as a minimum, the definitive Government specification or standard and may contain other manufacturer's reference data. Submittals for PSCN assignment are limited to item identifications which have been determined through standardization to be "authorized for procurement", but for which no requirement yet exists. They either have or have not been identified as the replacement for an item "not authorized for future procurement". See volume 8, chapter 8.1 for fixed format procedures or volume 9, chapter 9.1 for variable format procedures. See volume 2, section 2.3.2 for data transmission procedures.

#### 4.4.6 NAIN Screening Program

a. DLSC examines all NIIN requests, including reinstatements, which identify the item as a Non-Approved Item Name (NAIN). These transactions are identified by blanks in the Item Name Code (INC) field. DLSC manually reviews these items. If an Approved Item Name (AIN) is located, DLSC returns the item to the submitter. The Return Action Code on the item is HO and Segment Q contains the recommended INC. If no AIN is found, the transaction will continue processing and receive a NIIN.

b. Upon receipt of a rejected transaction the submitter has two options:

(1) Accept the INC and resubmit.

(2) If the INC is not correct for the item, the submitter should fill the INC field with Zs and resubmit with the NAIN. The transaction will bypass the NAIN Screening Program.

additional data required by the form.

(5) The general procedure for the submittal of magnetic tape to DLSC appears in volume 2, chapter 3, paragraph 2.3.2.c. and volume 10, chapter 4, table 10.

(6) The general telecommunications procedure for electronic transmission to and from DLSC appears in volume 2, chapter 3, paragraph 2.3.2.d. Specific procedures for the international exchange of catalog data electronically will be provided by DLSC-SD upon request.

#### 1. Restrictions against the Output of Other Countries' File Data.

(1) When the submitted NIIN contained in DIC LAR, LAU, LCR, LDR, LDU, or LTI has been either cancelled with replacement, cancelled-use, or cancelled as duplicate and the replacement NIIN is non-U.S. (NCB Code represents another country), file data for the replacement NIIN will not be forwarded. Only data coded KFS reflecting the replacement NATO (non-U.S.) Stock Number in the segment K record will be forwarded. File data for the NATO Stock Number may be obtained from the country represented by the NCB Code.

(2) If an NSN is cancelled as duplicate of a NATO (non-U.S.) Stock Number, the NATO MOE Rule(s) registered on the NSN which was cancelled will not be transferred to the NATO Stock Number. On the effective date of the cancellation, only data coded KKD will be forwarded to the NATO/FG(s) registered on the NSN being cancelled. The KKD will reflect the replacement NATO Stock Number in the segment K record. File data for the NATO Stock Number may be obtained from the country represented by the NCB Code.

(3) If an NSN is cancelled to use a NATO (non-U.S.) Stock Number, file data for the "use" stock

number will not be forwarded to the NATO/FG(s) registered on the cancelled NSN. On the effective date of the cancellation, only data coded KKU will be forwarded to the NATO/FG(s) registered on the NSN being cancelled. The KKU will reflect the "use" NATO Stock Number in the segment K record. File data for the NATO Stock Number may be obtained from the country represented by the NCB Code.

m. Refer to volume 2, chapter 2.9 of this manual for preparation and procedural instructions for reference numbers.

#### n. Follow-up Interrogation (DIC LFN).

(1) This input transaction is used to interrogate the status of a previously submitted transaction for which no output data has been received within the required timeframe.

(a) DIC LAR, LAU, LCR, LDR, LDU, or LMD input shall not be followed-up until 90 days have elapsed.

(b) DIC LSA input shall not be followed-up until 180 days have elapsed.

(1) Accelerated LSA input may be followed-up after 90 days.

(2) Emergency LSA input may be followed-up after 14 days.

(c) DIC LFN input shall be allowed 60 days before another LFN with the same DCN is initiated.

(d) DIC LSN and DIC LTI are not applicable to the LFN follow-up procedure.

(2) The input format and instructions for the preparation of DIC LFN appear in volume 8, chapter 1.

(3) The media and transportation modes for submitting DIC LFN to DLSC appear in paragraph 4.12.2.k.

(4) Volume 10, chapter 4, table 175 identifies the transaction status codes applicable in the output results of DIC LFN.

#### **4.12.3 U.S. Activity Input and Requests for Services**

a. General. For items of supply or production manufactured in another NATO country, submit a request for foreign item identification data and services to DLSC in compliance with the procedures contained in this section.

b. Request for Codification and for Registration on Non-U.S. Manufactured Items (DIC LSB).

(1) Submit DIC LSB to DLSC if a stock number requirement exists for an item manufactured or produced in a NATO country other than the U.S. DO NOT SUBMIT A REQUEST FOR U.S. NIIN ASSIGNMENT. Volume 10, chapter 4, tables 9 and 131 list NATO countries.

(a) In compliance with NATO policy, a NATO Supply Code for Manufacturers (NSCM) assigned by a non-NATO country shall not appear in the FLIS (Refer to volume 10, chapter 4, table 131 for NSCM Codification Bureau Codes assigned to NATO and non-NATO countries). If a cataloging requirement exists for an item which contains a non-NATO NSCM, the non-NATO NSCM will be subject to replacement by a NSCM with prefix S, for example, S1234. Submit a request (either NATO

Form AC/135 No. 2 or letter) to DLSC-SBB for assignment of a replacement NSCM). As necessary, DLSC-SBB will request appropriate action from the NATO Maintenance and Supply Agency (NAMSA), the custodian for control and replacement of non-NATO NSCMs. An item represented by a NSCM with prefix S shall be subject to U.S. NIIN assignment. A reference number data record (segment C) containing the foreign country NSN, for example 5905-99-001-2345, will be submitted in addition to the normal catalog data required for the item. CAGE 99995, RNCC 6 and RNVC 9 apply to the segment C record that contains the foreign country NSN.

(b) When an item has one or more U.S. reference numbers and one or more foreign reference numbers and a U.S. reference is the primary number, the item shall be subject to U.S. NIIN assignment. Include the foreign reference number(s) as secondary. For example, RNCC 5. If a foreign reference is the primary number and it represents a NATO country, subject the item to DIC LSB input.

(2) Refer to paragraph 4.12.3.m for preparation and input of DIC LSB to DLSC.

(3) DLSC will subject the LSB to the applied processing routine.

(a) If unprocessed, DLSC will send reject notification to the submitting activity.

(b) If processed, the LSB will process through the mechanized search routine to determine if a match condition exists in the FLIS.

(4) A match condition will result in output notification to the submitting activity. Adoption of the item will require submission of LAU (Add MOE Rule and Related Data). DLSC will generate Output

Notification in the following configurations:

(a) An exact match condition will result in KSR (Screening Results) with KMR (Matching Reference-Screening) and either KFC (File Data Minus Security Classified Characteristics Data) or KFD (FLIS File Data) for each match. For example, the submitted reference(s) matches exactly with an item-identifying reference(s) in the FLIS.

(b) A partial match condition will result in KSR with KMR and either KFC or KFD for each match. For each non-match a KNR (Negative Reply-Screening) will result. For example, at least one submitted reference matched and at least one did not.

(c) A match by association will result in KSR with KMR and KFA (Match Through Association) for each match.

(d) A submitted reference(s) that matches more than one II or a non-item-identifying reference will result in KSR with KMR and either KFA, KFC, or KFD for each match. For example, RNVC 1 or 9 and RNCC 4, 6 or 8.

(5) A no-match condition will result in KNN (Notification of NCB Processing), to the submitter, indicating that codification will be requested from the NATO NCB of the manufacturing country. DLSC will send an image of the submitted LSB a DLSC developed international LSA (Request for Codification and for Registration of User) to DLSC-SD.

(6) DLSC-SD will suspend the LSB and mail the LSA under cover of NATO Form AC/135 No-7 or DIC L07, to the applicable NATO NCB. (See volume 10, tables 9 and 51 for codes of countries and NCBs.)

(7) DLSC-SD will forward any reject notifica-

tion to the submitting activity if the country is unable to process the request. Reject notification will be a copy of the country's response, for example, K27 transaction (APPENDIX 4-12-E) or NATO Form AC/135 No. 27 (APPENDIX 4-12-F)).

(8) Receipt of the output file data package(s) from the NATO NCB will activate the suspended LSB and DLSC will prepare a new item identification. The new item identification, LNK, LNC or LNR, will reflect the NATO Stock Number provided by the NATO NCB. DLSC will merge the suspended LSB and output data package from the NATO country to develop segments A, B, C, H and V.

(a) Activity code 9Z (DLSC-SD) will be the Submitting Activity and receive all reject notification. The original U.S. submitter will receive the approved output notification.

(b) Since a NATO Stock Number is already assigned by the NATO country, the input will bypass the stock number assignment routine. Although the original input by the U.S. activity was LSB, the input DIC (DRN 3921) field in the output header of the output file data package will reflect the DIC used by DLSC-SD to process the new item identification. For example, LNK, LNC, LNR. A file data package will be sent to all recorded data receiver(s).

(9) Standardization Decision Data (segment E) and Freight Classification Data (segment G) will be subject to the same procedural guidelines for a NATO Stock Number being added to and maintained in the FLIS as would apply for U.S. stock number assignment and maintenance.

c. Add Reference Number and Related Codes (DIC LAR) to a NATO Stock Number.

(1) To add a reference number and CAGE Code

(Commercial and Government Entity Code), submit LAR to DLSC according to paragraph 4.12.3.m. The CAGE Code must represent a U.S. entity. Only RNCC 5 or 8 are allowed. When RNCC 8, requirements in paragraph 4.12.3.d apply.

(2) DLSC will subject the LAR to the applied processing routine.

(a) If unprocessed, DLSC will send reject notification to the submitting activity.

(b) If processable, DLSC will send KNN to the submitter. DLSC will send an image of the submitted LAR and a DLSC developed international LAR to DLSC-SD.

(3) DLSC-SD will submit an international LAR to the applicable NATO NCB (The NCB Code is the first two positions of the NIIN). With receipt of output (KAR) from the NATO NCB, DLSC-SD will prepare and submit a LAR to the FLIS. DLSC-SD will resolve LAR transactions rejected by a NATO NCB.

(4) DLSC will send notification of approval to the originator/submitter and file maintenance to recorded data receivers. If the LAR fails to process, DLSC will send DLSC-SD the reject notification for resolution of the error condition.

(5) If the reference number to be added contains a NATO NSCM (NATO Supply Code for Manufacturers), do not use LAR to add a non-U.S. reference number to a NATO Stock Number. When the manufacturers code of the reference number represents the same country as the NATO Stock Number, submit a written request to DLSC-SD. For example, a German manufacturers code and a German stock number. As a minimum, the letter must contain the following data elements:

Reference Number, Logistics (DRN 3570)  
NATO Supply Code for Manufacturers (DRN

4140)

NATO Stock Number (DRN 4150)

Submitting Activity Code (DRN 3720) of the requestor

DLSC-SD will request that the producing NATO country's NCB add the reference number. DLSC will send DIC KAR to the recorded data receivers. This procedure is necessary to prevent possible violation of the item-of-supply concept within producing country.

d. Add Reference Number and Related Codes (DIC LAR) for a NATO-Reproduced Reference Number (RNCC 8). Before input of LAR with RNCC 8, the U.S. activity must receive permission from the originating country through DLSC-SD, the NCB for the USA. Upon receipt of permission, the U.S. activity may submit LAR, with RNCC 8, according to paragraph 4.12.3.m. Complete NATO Form AC/135 No-6 and send to DLSC-SD to receive permission to add a RNCC 8 reference number (appendix 4-12-D, reproduction authorized). The U.S. agency can also prepare a written request to DLSC-SD providing the information as required by the instructions for NATO Form AC/135 No-6. Substantiate the following conditions:

(1) Adoption of the item-of-supply concept of the originating country.

(2) U.S. agencies will conform to the requirements of the original drawing and/or specifications. Deviations cannot affect the item-of-supply concept and must be approved by the originating country. Accepted deviations include Equivalent Raw Materials, Manufacturing processes and/or Non-identity of non-essential dimensions or tolerances.

(3) Reproduction is according to terms of the licensing agreement entered into between the original manufacturer and the reproducing manufacturer.

Reproduction is also determined within existing agreements between the United States and the originating country.

e. Change Reference Number Related Codes (DIC LCR) against a NATO Stock Number.

(1) If the reference number related code(s) to be changed contains a CAGE Code or NSCM other than as specified in paragraph 4.12.3.e(5), submit LCR to DLSC according to paragraph 4.12.3.m.

(2) DLSC will subject the LCR to the applied processing routine.

(a) If unprocessable, DLSC will forward reject notification to the LCR submitter.

(b) If processable, DLSC will forward DIC KNN to the submitter and the LCR image and a DLSC developed international LCR to DLSC-SD.

(3) DLSC-SD will mail the international LCR to the applicable NATO NCB. With receipt of DIC KCR from the NATO NCB, DLSC-SD will prepare and submit LCR against the FLIS. DLSC will resolve international LCRs rejected by a NATO NCB.

(4) DLSC will send notification of approval to the originator/submitter and file maintenance to recorded data receivers. If the LCR fails to process, DLSC will send DLSC-SD the reject notification for resolution of the error condition.

(5) When a recorded reference number with related NSCM and NATO Stock Number in the FLIS represent the same country, submit a letter, instead of LCR, to DLSC-SD to request change of a reference number related code. As a minimum, the letter must contain the following data elements:

Document Control Number (DRN 1015) for control purposes

Reference Number, Logistics (DRN 3570)  
NATO Supply Code for Manufacturers (DRN 4140)  
NATO Stock Number (DRN 4150)  
Submitting Activity Code (DRN 3720) of requestor  
Reference Number Related Code to be changed

DLSC-SD will take appropriate action through the producing NCB to change the reference number related code(s). Upon completion of processing, DLSC will output KCR to recorded data receivers.

f. Delete Reference Number (DIC LDR) from a NATO Stock Number in the FLIS.

(1) To delete a U.S. reference number and related CAGE code, submit LDR to DLSC according to paragraph 4.12.3.m.

(2) DLSC will subject the LDR to the applied processing routine.

(a) If unprocessed, DLSC will send reject notification to the submitting activity.

(b) If processable, DLSC will output KNN to the submitter and the LDR image and a DLSC developed international LDR to DLSC-SD.

(3) DLSC-SD will submit an international LDR to the applicable NATO NCB (The NCB Code is the first two positions of the NIIN). With receipt of output (KDR) from the NATO NCB, DLSC-SD will prepare and submit a LDR to the FLIS. DLSC-SD will resolve LDR transactions rejected by a NATO NCB.

(4) DLSC will send notification of approval to the submitter and file maintenance to recorded data receivers. If the LDR fails to process, DLSC will send DLSC-SD the reject notification for resolution of the error condition.



(5) Deletion of a non-U.S. reference number from a NATO Stock Number must be by written request instead of submitting LDR when the manufacturers code of the reference number represents the same country as the NATO Stock Number. As a minimum, the letter must contain the following data elements:

Reference Number Logistics (DRN 3570)  
NATO Supply Code for Manufacturers (DRN 4140)  
NATO Stock Number (DRN 4150)  
Submitting Activity Code (DRN 3720) of the requestor

Send the letter to DLSC-SD. DLSC-SD will take appropriate action through the producing NATO country NCB to delete the reference number. Upon completion of processing, DIC KDR will be sent to recorded data receivers.

g. Request for Codification and Registration on Non-U.S. Stock Numbers. Add MOE Rule Number and Catalog Management Data (DIC LMD/LAU/LAM) to a NATO Stock Number.

(1) Prepare and transmit LMD to DLSC according to paragraph 4.12.3.m. Use the combination of LAU with LAM under LMD.

(2) DLSC will subject the LMD to the applied processing routine.

(a) If unprocessed, DLSC will send reject notification to the submitting activity.

(b) If processable, DLSC will send KNN output notification to the submitter. DLSC will send an image of the LMD to DLSC-SD. DLSC will suspend the LMD with the NATO Stock Number.

(3) DLSC-SD will suspend the LAU and LCM image, and mail an international LAU (with MOE Rule Number ZZ01) to the applicable NATO NCB.

DLSC-SD will resolve LAU transactions rejected by a NATO NCB.

(4) Receipt of the output file data package(s) from the NATO NCB will activate the suspended LMD and DLSC will prepare a new item identification. The new item identification, LNK, LNC or LNR, will reflect the NATO Stock Number requested by the originator/submitter. DLSC will merge the suspended LMD and output data package from the NATO country to develop segments A, B, C, H and V.

(5) DLSC will process the new item identification. Since a NATO Stock Number has already been assigned, the item will by pass the stock number assignment routine. Notification of approval will be sent to the submitter, and a file data package will be sent to the new recorded data receiver. Although the original input by the U.S. activity was LMD, the input DIC (DRN 3921) field in the output header of the output file data package will reflect the DIC (e.g., LNK) used by DLSC-SD to process the new item identification. If a new item identification fails to process, reject notification will be sent to DLSC-SD for resolution of the error condition.

h. Delete MOE Rule Number (DIC LDU) from a NATO Stock Number in the FLIS.

b. Item Identifications. Preparation and processing of item identifications and related data shall be in accordance with this manual and other Federal Catalog System procedures (including rules and procedures for the selection of type of item identification) except as specified below and in instructions promulgated to SNOCA's by NOCO.

(1) DNACA and the SNOCA's shall utilize Cataloging Handbooks H6 A and H6 in selecting appropriate cataloging tools for the identification of nuclear ordnance items.

(2) DNACA and the SNOCA's shall utilize NOCO Cataloging Handbook H2-2A in addition to H2-2 (Federal Supply Classification) in selecting the appropriate FSC class for nuclear ordnance items.

(3) Descriptive method and reference method item identifications for DOE special design items and DOE-controlled commercial items shall be submitted by DNACA to NOCO. Item identifications for these types of items shall each reflect a reference number coded with the following CAGE Code: 87991, Department of Energy, Albuquerque Operations Office, Albuquerque, New Mexico 87115.

(4) Authorized SNOCA's shall participate in the Federal Catalog System for DOE-controlled items by submitting requests for cataloging actions to DNACA.

(5) Descriptive method and reference method item identifications for Military Service special design items and Military Service-controlled commercial items shall be submitted by the appropriate SNOCA to NOCO.

(a) Item Identifications for these types of items are not limited in the number of reference numbers and CAGE Codes that may be submitted;

however, each item shall reflect one (and only one) reference number coded with one of the following CAGE Codes as appropriate: 57991, Rock Island Arsenal Special Design Items, Nuclear Ordnance, Rock Island, Illinois 61201; 67991, Commanding Officer, Navy Ships Parts Control Center, Ammunition Division, Nuclear Weapons and Special Programs Branch, Special Programs Material Section, Code 7352, P.O. Box 2020, Mechanicsburg, Pennsylvania 17055; 77991, Directorate of Special Weapons, San Antonio Air Logistics Center, Kelly AFB, Texas 78241.

(b) CAGE Codes 57991, 67991, and 77991 are authorized for use only in identifying nuclear ordnance items which must be controlled because of nuclear weapons design, security, or quality control considerations. The use of such codes in connection with any other items conflicts with Department of Defense logistics management principles and is specifically prohibited.

(6) Identification, Major Organizational Entity (MOE) Rule, and reference number data submitted to NOCO with proposed original item identifications shall be prepared in accordance with volume 8, chapter 8.1. Transactions shall contain the activity code of the originating activity, and the Submitting Activity Code shall be that of the Integrated Materiel Manager (IMM).

(7) Submit the appropriate MOE Rule to reflect the relationship of the activity to the item of supply.

(8) The Document Control Number submitted to NOCO. The first two positions shall contain the Originating Activity Code (e.g., BF, HD, JF, JV, SC, XB), and the second two positions (submitting activity) shall be the activity code of the IMM (e.g., BF, JF, SC, XA).

(9) Unclassified data for approved cataloging

actions will be distributed direct to authorized data receiving activities by NOCO. Classified data will also be forwarded by NOCO to activities authorized to receive such data.

(10) All additional cataloging transactions for nuclear ordnance item identifications shall be submitted to NOCO.

(11) Item identifications and related data for items used in the nuclear weapons program, other than nuclear ordnance items as defined in paragraph 4.13.1.a.(1) above, shall be processed in accordance with normal cataloging procedures.

(12) If it is determined that an existing item in the DLSC file requires nuclear ordnance controls, the SNOCA will take the following actions:

(a) Submit new item identification data to NOCO for assignment of a new National Stock Number (NSN)

(b) Include a statement that it has been determined that the item must be subjected to nuclear ordnance controls.

(c) Indicate why the item must be controlled.

(d) Furnish the NSN of the item that is not controlled.

(e) Within 45 days of the date of the new NSN assignment, initiate proposed Cancel as Invalid (Document Identifier Code (DIC) LKV) action, in accordance with established procedures, for the old NSN.

(13) Processing of security classified cataloging data shall be as set forth in volume 2, chapter 2.4, except that security classified data pertaining to nuclear ordnance items shall be transmitted to NOCO.

#### 4.13.3 Action by DLSC

a. All NSN-numbered nuclear ordnance items will be recorded in the FLIS data base. The FLIS data base maintained at DLSC for each such item will be limited to a single reference number and a single CAGE Code which must be 57991, 67991, 77991, or 87991. Each item will also be limited to a single MOE Rule which must be X001. All data fields in each segment of a record which are required to complete a NOCO record must be filled; however, data fields will contain the dummy codes indicated below instead of the actual codes maintained by NOCO:

Item Name	AOCO
Item Name Code	97991
MOE Rule	X001 only
Type of Item Identification	2 only

b. Dissemination from the central Federal Catalog System files shall be made only by NOCO. To preclude the dissemination of nuclear ordnance FLIS data base data to other than the designated activities, mechanized edits have been implemented by DLSC to control the following conditions:

(1) Dissemination of data from the FLIS data base shall be suppressed except to the following activity codes: BF, JF, SA, SC, XA, XB, and 98. This suppression applies to file data requests by FSC class or Item Name Code; to assets, requirements, interchangeability or substitutability data; catalog output; provisioning screening; or any special project requests.

(2) Disposition notification shall only be provided to activity XA.

(3) FLIS data base file maintenance data shall only be provided to activity code XB.

(4) File interrogation or data request DICs LSF, LSN, LSR, and LTI shall be returned under

output DIC KRE if submitted by activities other than BF, JF, SA, SC, XA, XB, and 98.

(5) A provisioning screening interrogation of, or match to, a nuclear ordnance item will be returned under output DIC KRE containing return code XA.

(6) Cataloging transactions, submitted by other than activity XA, which match during screening to a DOE-controlled nuclear ordnance item will be returned under output DIC KRE.

(7) Activity XA is the only activity (including any numeric activity) authorized to submit cataloging actions which would change the FLIS data base for an existing nuclear ordnance item (i.e., FSC changes within FSC group 11; FSC changes in any class including NSN(s) which reflect a reference number with CAGE Codes 57991, 67991, 77991, or 87991; any cancellation action when the NSN to be cancelled or retained is a nuclear ordnance item; add or change reference number; management changes; etc.). In addition, activity XA is the only activity authorized to submit new nuclear ordnance item identifications for National Item Identification Number (NIIN) assignment.

**4.13.4 Service/Agency Dissemination of Data.** Services/Agencies may make internal dissemination of data as required to meet their functional requirements. When internal dissemination is required, the controls necessary to prevent any possible security compromise (including the possible revelation of security classified information through the accumulation of individually unclassified data) will be established by the individual Military Services and Civil Agencies.

#### **4.13.5 Transfer of Item of Supply (IOS) Responsibility.**

a. Transfer of IOS within SNOCA. When an

item of supply responsibility is transferred from DOE to a *SNOCA*, or from one *SNOCA* to another *SNOCA*, the gaining *SNOCA* will submit, through the losing *SNOCA*, a letter to NOCO. This letter will furnish the gaining *SNOCA*'s MOE rule, MOE rule related data, Cage Code, Reference Number, and Reference Number related data. NOCO will initiate the required cataloging actions and forward appropriate output data to all authorized data receivers. The following DIC's may be used by NOCO as single transactions or in combination as required: LMD, LAU, LDU, LAR, LDR, LAM and LDM.

b. Transfer from Nuclear Ordnance to Non-nuclear Ordnance. When the item of supply responsibility is transferred from nuclear ordnance control to nonnuclear ordnance control, the *SNOCA*:

(1) *Forwards cataloging transaction to change the Federal Supply Class in the NIMACS, if the item is recorded in Federal Supply Group (FSG) II.*

(2) *Submits a letter to NOCO requesting that nuclear ordnance controls be deleted at DLSC.*

(3) *NOCO submits the following DICs to the FLIS:*

LMD Header

LCD Change item name code/item name (if unapproved) and RPD MRC (if RPD MRC not recorded on FLIS)

LDU Delete recorded MOE Rule Data (X001)

LDR Delete X7991 CAGE and reference data recorded on the item

LAR Add gaining services CAGE and reference data

*(4) NOCO will notify the SNOCA when the previous transactions have been approved by DLSC. SNOCA will transfer the item management records and/or assets to the Gaining Item Manager (GIM).*

*(5) SNOCA will submit cataloging action to delete the item from the NIMACS. NOCO will transfer item to NSC "T".*

- NOTES:
- a. Originating and submitting activity in Document Control Number must be XA.*
  - b. All effective dated transactions within the LMD package must be zero filled.*
  - c. If the item being transferred requires a FSC Change, the FSC must be changed prior to submittal of the transfer package. (Items in FSG 11 must be changed).*

## CHAPTER 15

### REQUEST FOR NSN UNDER EMERGENCY CONDITIONS

**4.15.1 Conditions.** Should the Defense Logistics Services Center (DLSC) be unable to process requests for new National Stock Number (NSN) assignments because of a malfunction of automatic data processing equipment, or for other reasons, the procedures outlined below will be followed by each cataloging activity participating in the Federal Catalog System. NOTE: This procedure will not be in effect until DLSC has been unable to process for a minimum of 72 continuous hours.

a. The procedure will become effective upon receipt of the following message: Reference: FLIS Procedures Manual (DoD 4100.39-M), Volume 4, Chapter 4.15. Implement Procedure for Emergency (Manual) National Stock Number Assignment until further notice. The message will also contain instructions as to the transmission method(s) authorized for use during the emergency i.e., telephone, wire transmission, and/or air mail; the extent of outage, i.e., communications and/or ADPE; and whether pipeline transactions have been processed or will require resubmittal.

b. The activity requiring the NSN shall communicate with DLSC by the method(s) specified in the message announcing the implementation of these procedures. Telephone requests shall be limited to those requests that would fall into the priority one category under normal conditions. DLSC may request justification for telephone emergencies from the submitter or from the Service/Agency headquarters catalog office. Electrical transmission or air mail will be used for routine NSN assignment during the emergency period. Submittal of changes to existing catalog data will be suspended until central cataloging functions have been resumed by DLSC and activities notified to that effect.

(1) Each activity will screen local files for NSNs prior to submission to DLSC because DLSC will not screen items prior to NSN assignment. If the item is determined to be a duplicate of an exist-

ing item identification, the existing reference actions and/or reinstatements will be completed and held in suspense for submittal to DLSC following notification that central cataloging operations have been resumed.

(2) All cataloging activities should attempt to keep requests for NSN assignment to a minimum during the emergency period. This will reduce the possibility of an emergency NSN assignment being withdrawn (i.e., Actual Duplicate) when normal operation resumes.

c. Emergency (manual) NSN assignment will be restricted to type 2, 4, 4A, and 4B item identifications (Document Identifier Codes LNK and LNC) only, to minimize errors and avoid lengthy telephone conversations; medical and subsistence activities are also authorized to submit DIC LNW. Item identifications submitted as type 2, 4, 4A, or 4B for which enough technical data is available to submit a full description (i.e., type 1, 1A, or 1B) shall be entered with a Reference/Partial Descriptive Method Reason Code 5 for an approved item name, or RPD MRC 1 for an unapproved item name having Item Name Code 77777.

d. When the activity prepares the requests, activity code 98 (DLSC) shall be used as the submitter in the Document Control Number.

e. The data shall be prepared in fixed format (80 card column) and shall consist of the full range of FLIS segments to catalog an item of supply (e.g., segments A, B, C, H; A, B, C, E, H; A, B, C, H, V; A, B, C, E, H, V). The data, when telephoned to DLSC, will be given card column by card column.

f. When the request for emergency NSN assignment is air mailed, it shall be addressed to the Commander, Defense Logistics Services Center, ATTN: DLSC-SD, Federal Center, Battle Creek, Michigan 49017-3084. If the requester desires to receive the

emergency-assigned NSN by telephone, the individual's name and telephone number plus extension, if any, shall be included in the correspondence. When the emergency NSN is received, the requester shall establish a suspense file pending resumption of normal operations.

g. When the request for emergency NSN is by telephone, the DLSC telephone number for Automatic Voice Network (DSN) is 932-4461 the DLSC telephone number for commercial linkage is Area Code 616, 961-4461.

(1) Civil Agencies (General Services Administration, Federal Aviation Administration, Coast Guard, etc.) may submit all requests for emergency NSN assignment directly to DLSC in accordance with regular agency procedures.

(2) Military activities may submit requests for emergency NSN assignments directly to DLSC if the item is in a single submitter category B Federal Supply Classification class; if in a single submitter category A FSC class, the request must be received by DLSC from the designated single submitter activity. (See Glossary of Terms.)

#### **4.15.2 Resumption of Normal NSN Assignment**

a. When DLSC resumes normal operations, the catalog data which was assigned an emergency NSN will be processed by DLSC in the FLIS. Activities will be notified of approved NSNs in accordance with regular operating procedures. Rejected transactions will be reviewed by DLSC and, where possible, will be corrected and reprocessed. Where correction cannot be made, activities will be notified by telephone or message of the NSNs which are invalid due to an existing valid NSN in the file and/or of the data elements required so the NSN can be processed into the file.

b. A message will be transmitted by DLSC to

cancel the original message which implemented the procedure for emergency NSN assignment.

#### **4.15.3 Responsibility of Activities Requesting Emergency (Manual) NSN Assignment**

a. Upon notification from DLSC that the emergency-assigned NSN has entered the FLIS, the type of item identification shall be transferred from a type 2, 4, 4A or 4B to a type 1, 1A or 1B, when practicable, in accordance with existing procedures.

b. Under these operating conditions, the Services and Agencies will immediately and continuously provide available Source of Supply (SoS) data directly to the Defense Automatic Addressing System Office in accordance with paragraph 5-3, DoD 4140.29-M, DAAS Manual.

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NOTIFICATION			
Approval	4.14-2	4.14.1.h	vols 8/9, DIC KNA
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Return (Submitter)	4.14-2	4.14.1.k	vols 8/9, DIC KRE
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