DoD 4100.39-M
Volume 4

FEDERAL LOGISTICS INFORMATION SYSTEM

FLIS PROCEDURES MANUAL
ITEM IDENTIFICATION
JANUARY 2004

CHAPTER 1
GENERAL

4.1.1 Scope

a. In the Federal Catalog System, the concept of each item of supply is expressed in, and fixed by, an item identification. The item identification will consist of the minimum data required to establish characteristics of the item. They give the item its character and differentiate it from every other item of supply.

(1) Item identifications may originate within any department or agency. Because each expressed characteristic tends to differentiate item identifications, the need arises for determining when different item identifications actually apply to the same item of supply. Each item identification, therefore, must consist of sufficient characteristics to reveal any duplication that may exist.

(2) Each item identification will be adequate, in whole or in part, for determination of requirements, procurement, production, distribution, redistribution, maintenance, and disposal of materiel.

(3) Basic Principles of Item Identification:

(a) Each item identification shall be applicable to one, and only one, item of supply.

(b) Each item of supply shall have applicable to it one, and only one, item identification.

(c) The submittal of all known part/reference numbers related to an item of production or an item of supply with the applicable Reference Number Variation Code (RNVC) and Reference Number Category Code (RNCC) is mandatory.

(4) Activity Determination.

(a) Each Government activity shall determine, and be able to justify, its items of supply in terms of technical considerations and logistics responsibilities. An activity shall define its items in the broadest possible terms that will assure identification consistent with the requirements of its logistics responsibilities.

(b) Because of this item-of-supply principle, item-of-supply concepts covering closely related items may exist at different levels of detail or tolerance, according to the number and nature of the characteristics included in the concepts. In this situation the broader item of supply may overlap the narrower item of supply in terms of the range of pieces or objects covered by each. Each such different item of supply, the broader and the narrower, is assigned a separate National Stock Number (NSN).

(5) Basis for Identification:

(a) The identification and differentiation of an item of supply rests on the characteristics inherent in the concept of the item. The charcteristics appropriate to a particular concept can be disclosed only by technical research, which therefore serves as the foundation for the process of item identification.

(b) Characteristics of an Item of Supply: Physical charcteristics consist of everything that enters into the makeup of the item, such as structure, material content, chemical composition, electrical data, dimensions, formation or arrangement of parts, principles of operation. Performance characteristics consist of the special or peculiar kind of action or service provided by, and expected of, the item because of its physical characteristics.

b. Under FLIS, the central data bank maintained by the Defense Logistics Information Service (DLIS) contains a record for each National Item Identification Number (NIIN) known as the FLIS data base. Each item record is further segmented into groups of related data elements normally associated with a given logistics function such as item identification, standardization, freight classification, catalog management data, and others. This provides for "modular" or "building block" construction of an item-oriented record. Segments or individual elements are added to the basic record (built as a result of the item identification operation) for the item. The total data for a given item is known as "item intelligence."

c. This volume is limited to the item identification operation, i.e., construction of the base record and actions for subsequent maintenance of the item-of-supply concept as situations for adjustment develop. It outlines item-of-supply concept parameters in accordance with DoD 4100.39-M, FLIS Procedures Manual, volume 1, chapter 1.1 and automated design guidance.

(1) New items introduced into the supply system result in the preparation and submission of an item identification for the assignment of a NIIN by DLIS. Once assigned, the NSN (i.e., the Federal Supply Class (FSC) and NIIN) identifies the item for all logistics functions.

(2) This volume has been divided into chapters according to the major kinds of processing required to submit data into FLIS. (Refer to the Table of Contents for the particular operation to be performed.) Preparation and transmittal of item logistics data is to be performed in accordance with the guidelines contained herein.

4.1.2 Considerations for Cataloging Actions

In the development of cataloging actions, it is necessary to consider a logical progression of work. These considerations outline such a progression.

a. Interrogation - When an activity which has not maintained complete file data desires to take any cataloging action, an LTI action shall be initiated in accordance with volume 5, chapter 5.5 to interrogate the FLIS.

b. Recording user Interest in FLIS - Each activity exercising cataloging responsibilities (adding, changing, deleting catalog data) shall submit to DLIS a segment B, MOE Rule, in

accordance with section 4.1.4 for each NSN representing its item of supply prior to effecting any cataloging action. (Original NIIN assignment and reinstatements of cancelled NSNs must also be accompanied by MOE Rule data.)

c. Cataloging Action - Where as a result of an interrogation (and research) it is determined that an appropriate Federal Item Identification (FII) does not exist, submit a proposed original (of the appropriate type) or a reinstatement to DLIS for approval.

(1) All proposed original or reinstatement FIIs reflecting a Military Service or Defense Agency manager must contain a Demilitarization (DEMIL) Code.

(2) A proposed original or reinstatement of type 2, 4, 4A, or 4B FII must contain a Reference/Partial Descriptive Method Reason Code (RPDMRC).

(3) Master Requirement Code (MRC) ELRN is acceptable in any descriptive method item identification even though it is not published in the Federal Item Identification Guide (FIIG).

d. Cancellation action, other than the cancellation of an invalid FII, shall not be proposed by the interested activity when the FII no longer represents an active item in its supply system. The activity shall proceed in accordance with section 4.1.4. Cancellation of an FII covering an item of supply which is no longer in any supply system will be initiated only by DLIS.

e. Collaboration and data exchange considerations are contained in volume 2, chapter 2.2.

f. Control Considerations - Each activity shall maintain a suspense control file in Document Control Number sequence for the data which is transmitted to DLIS.

4.1.3 Special Procedures

The special preparation and submission procedures for security classified or nuclear ordnance items, national emergency procedures, and the like. See chapter 4.12 and volume 1, chapter 1.1 pertaining to the applicable transaction.

a. Processing Security Classified Item Logistics - The preparation and submission, for control or decontrol, of security classified item logistics data which is secret, confidential, restricted, or the like. See chapter 4.12 for instructions applicable to security classified item logistics data.

b. Processing Nuclear Ordnance Items - The preparation and submission of data for nuclear ordnance items. See chapter 4.12 for instructions applicable to nuclear ordnance item data.

c. Processing Item Logistics Data under National Emergency Conditions - The preparation and submission for interim stock number assignments during national emergencies when communication is broken with DLIS. See chapter 4.14 for emergency NSN request procedures and volume 2, section 2.3.3 for MINIMIZE procedures.

4.1.4 Management Responsibility Data

Each active NSN must reflect at least one Major Organizational Entity (MOE) Rule, thus indicating cataloging and management responsibility (includes IMM responsibilities). (See volume 6, chapter 6.3 and volume 13.)

a. For new items and reinstatements, the applicable MOE Rule/supplementary codes shall be applied as indicated in the respective Document Identifier Code (DIC): LNC, LNK, LNR, LNW (section 4.4.5); LBC, LBK, LBR, LBW (section 4.10.2).

b. Adoption of or withdrawal of interest (MOE Rule) from an existing NSN will be in accordance with DIC LAU or LDU, respectively. Appropriate CMD update must be included in wholesale manager input under DIC LMD.

c. Changes to registered interest against an existing NSN will be in accordance with DIC LCU. Logistics Reassignment (LR) must be submitted under DIC LMD to include both the LCU and appropriate CMD update.

d. Activities within a Service/Agency not included in the profile represented by a recorded MOE Rule may be added as supplementary collaborators or receivers in accordance with DIC LAD, changed in accordance with DIC LCD, or deleted in accordance with DIC LDD.

e. Headquarters (DLA-MMSLP/LI) shall act as the DLA contact point for matters concerning the FLIS Materiel Management Decision Rule Tables (MOE Rules). It will resolve conflicts that cannot be resolved at the S/A/DLIS level.

CHAPTER 2
FEDERAL SUPPLY CLASSIFICATION (FSC)

4.2.1 Determination of FSC Code Numbers

Each item of supply shall be classified in one, and only one, four-digit class of the FSC. The assignment of an FSC code number to an item of supply shall not be influenced by the method and type of item identification used to establish the concept of the item. For general principles and rules, see paragraph 331.04 of the Federal Catalog System Policy Manual (DoD 4130.2-M).

a. The applicable FSC code number for a particular item of personal property may be determined from:

Federal Supply Classification (FSC/FSG) (Cataloging Handbook H2)
Federal Item Name Directory (Cataloging Handbook H6)

b. Utilization of the Groups and Classes. Familiarity with the general content, arrangement, and code numbering of the list of groups and classes (Cataloging Handbook H2) is essential for the frequent assignment of FSC code numbers to items of personal property. This handbook is particularly useful when the FSC assignment is not specifically shown in the other handbooks and when the assignment is primarily based on the classifier's judgment.

4.2.2 Classifying an Item Covered by an Index Entry

The first source to be consulted in determining the FSC code number is Cataloging Handbook H6-A.

a. When the name of the item to be classified is specifically indexed with a four-digit FSC code number in Cataloging Handbook H6-A (without permissible deviations as noted in the Federal Catalog System Policy Manual), that code number is correctly assigned to the item.

Example: Item to be classified is an engine fan belt.

Classify as: H6-A BELT (2), V (FSC) 3030

b. When the name is indexed with an FSC code in Cataloging Handbook H6-A (with a permissible deviation such as a term of "exception" as noted in the Federal Catalog System Policy Manual), the assignment of a code number is based on the requirements of the activity as related to the term of exception.

Example: Item to be classified is a BRACKET, FRAME, VISIBLE INDEX FILE.

Classify as: H-6A BRACKET, FRAME, VISIBLE INDEX FILE, except shipboard type (FSC) 7460

or Classify as: H6-A BRACKET, FRAME, VISIBLE INDEX FILE, shipboard type (FSC) 2090

(a BRACKET, FRAME, VISIBLE INDEX FILE, used aboard ship, is classified in FSC 2090 (Miscellaneous Ship and Marine Equipment), whereas other than shipboard types are classified in FSC 7460 (visible Record Equipment)).

4.2.3 Classifying an Item Not Covered by an Index Entry

The FSC code number for an item which is neither specifically listed nor covered by a broader entry in Cataloging Handbook H6-A is determined by selecting first the group and then the class within the group to which the item belongs.

a. This selection may be facilitated by locating the name of a closely related item which is listed in Cataloging Handbook H6-A and reviewing the application of its FSC code number to the item which is to be classified. If the suggested FSC code number is determined to be applicable, it is correctly assigned to the item.

Example: Item to be classified is a spiral wound notebook.

H6-A No entry for spiral wound notebooks, but an entry for a closely related item:

Classify as: NOTEBOOKS STENOGRAPHERS (FSC) 7530

b. If no closely related item is indexed, or if the suggested code number for what appears to be a closely related item is not applicable, the selection of the FSC code number is made from a direct review of the groups and classes (Cataloging Handbook H2).

(1) A determination is made of the applicable group in which the item should be classified. A review of the classes within that group and a careful examination of the inclusions and exclusions for these classes determines the applicable class within the group to which the item may belong.

(2) The applicability of the selected FSC code number to the item is determined by its consistency with entries in the class as listed in the numeric index (Cataloging Handbook H2). If the selected FSC code number is consistent with the class coverage as indicated by the other assignments made to the class, it is correctly assigned to the item.

Example: Item to be classified is an aircraft fuel tank.

H2 Group 15-Aircraft; and Airframe Structural Components. Class 1560-Airframe Structural Components. Includes: Fuel Tanks, permanently installed; Exhaust Systems; Aircraft Auxiliary Fuel Tanks; Pylons, Aircraft. Excludes: Fitted covers.

H2 Class 1560-Lists entries for TANK (1), FUEL, AIRCRAFT; Tank, fuel, droppable; Tank, refueling, aircraft and related aircraft fuel tank items.

Item to be classified is a shelf brace.

H2 Group 53-Hardware and Abrasives. Class 5340-Miscellaneous Hardware. Includes:

Cabinet Hardware; Casters; Door Closers; Hinges; Locks; Turnbuckles; Casket Hardware; Trunk and Luggage Hardware; Vibration Absorbers; and Mounts, Nonhydraulic. Excludes: Marine Hardware.

H2 Class 5340-Lists entries for Brace, corner; Bracket, shelf and similar hardware items.

c. Classification of parts where no specific class exists. Where no specific class of the FSC is applicable to a particular part, that part shall be classified with its next higher classifiable assembly in the class established therefor.

Example: Item to be classified is a safety guard for a portable electric power saw.

H2 Group 51 Hand Tools Class 5130-Hand Tools, power driven.

H2 Saw, circular, portable, electric.

Classify as: H6-A SAW (2), CIRCULAR, PORTABLE, ELECTRIC. (FSC) 5130

4.2.4 Classifying Weapons Peculiar Items

Classification of end item, repair part, or spare part that is weapons peculiar, should only be assigned within the FSG 10XX series. This does not apply to common hardware: i.e., nuts, bolts, screws, washers, etc. which are used on weapons but also have multiple application. It is also necessary to assign an appropriate Controlled Inventory Item Code (CIIC) to items in the FSG 10XX series to insure proper control during disposal actions. Changes to both FSG/FSC and CIIC should have complete coordination with the appropriate National Inventory Control Point prior to any change action.

CHAPTER 3

VERIFICATION OF MANUFACTURES' 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 Threat Reduction Agency (DTRA). 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.

CHAPTER 3
APPENDIX 4-3-A
DD Form 1982

REQUEST FOR VERIFICATION OF MANUFACTURERS PART NUMBER	1. CONTROL NUMBER	FORM APPROVED OMB No. 22-R0332
2. TO: *(Manufacturer's Name, Address and Zip Code)*	3. FROM: *(Name, Address, Office Symbol and Zip Code)*	

PART I *(COMPLETED BY REQUESTOR)*

4. PART NUMBER IDENTIFICATION →

a. NUMBER		b. NAME
c. FSC	d. NIIN	e. END ITEM OR NEXT HIGHER ASSEMBLY

5. Assistance is requested at no cost to the government on the above part number as related to the box(es) checked below. Subject part is understood to be manufactured supplied by your company.

☐ a. VERIFICATION OF PART NUMBER AND PART NUMBER FORMAT.

☐ b. THE MANUFACTURER IS _____ AND IS REPRESENTED BY OR IS AFFILIATED WITH YOUR COMPANY. *(Complete if applicable)*

☐ c. REQUEST ONE COPY OF TECHNICAL DATA *(Drawing, Commercial Catalog, Etc.)* APPLICABLE TO PART IDENTIFIED BE FURNISHED THE ABOVE ADDRESS.

6. REQUESTED BY *(Typed Name and Title)*	7. SIGNATURE AND DATE

PART II *(COMPLETED BY MANUFACTURER)*

8. Check appropriate box(es) below and return the original copy to the above addressee at your earliest convenience. If a listing of part numbers is continued on the reverse side please annotate each number with the appropriate box letter *(a thru i, as listed below)* under item 8 *(Cont'd)* and complete the prescribed information under "Manufacturers Response" column.

☐ a. PART NUMBER IS VALID AND TECHNICAL DATA ARE ENCLOSED.

☐ b. PART NUMBER IS VALID BUT TECHNICAL DATA CANNOT BE FURNISHED FOR REASONS STATED IN REMARKS. THE DRAWING NUMBER THAT DESCRIBES THE PART IS _____

☐ c. PART NUMBER IS FOR AN OBSOLETE ITEM. ITEM IS NO LONGER SUPPLIED. THE DRAWING NUMBER THAT DESCRIBES THE PART NUMBER WAS _____

☐ d. PART NUMBER IS FOR AN OBSOLETE ITEM, WHICH HAS BEEN REPLACED BY _____ ITEMS ARE NOT INTERCHANGEABLE. THE DRAWING NUMBER THAT DESCRIBES THE PART NUMBER IS _____

☐ e. PART NUMBER CANNOT BE VALIDATED AS OUR ITEM

☐ f. PART NUMBER CHANGED TO _____ WHICH IS A PART NUMBER CHANGE ONLY; ITEMS ARE ELECTRICALLY, MECHANICALLY AND PHYSICALLY THE SAME. TECHNICAL DATA ARE ENCLOSED.

☐ g. PART NUMBER IS VALID, BUT ITEM IS CURRENTLY SUPPLIED BY *(Company)* _____ P N _____ THE SUPPLIER'S DRAWING NUMBER IS _____ *(if known)*.

☐ h. PART NUMBER IS NORMALLY AVAILABLE WITHIN _____ DAYS THROUGH OUR COMMERCIAL DISTRIBUTION SYSTEM.

☐ i. PART NUMBER FORMAT IS INCORRECT. CORRECT FORMAT IS _____

9. REMARKS *(If additional space is necessary continue on separate sheet of paper)*

10. VERIFIED BY *(Typed Name and Title)*	11. SIGNATURE AND DATE

DD FORM 1982 REPLACES DSA FORM 1260 WHICH IS OBSOLETE

ITEM 8 (Cont'd)	PART NUMBER	NAME	FSC	NIIN	END ITEM OR NEXT HIGHER ASSEMBLY	MANUFACTURERS RESPONSE

CHAPTER 4

PROPOSED FEDERAL ITEM IDENTIFICATION FOR THE ASSIGNMENT OF A NIIN

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 prepared 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 Requirement 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 OE (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
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.n.

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 Information Service (DLIS).

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 DLIS. 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 DLIS. 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.

l. 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:

```
ELRNG5678312711146213192745514532217813722121206152 1

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.,`ELRNGJFDRI3271 114612319274551453221781361667 73AFODK#`).

(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 Requirement Code (MRC) ELCD (Extra Long Characteristic Description) will be used for submittal of all segment V data to DLIS 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 characters (including ELCDDA#) by electronic data transmission. DLIS 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 DLIS has approved the original input, all remaining characters in excess of 5000 must be submitted to DLIS by mail.

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

n. 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 RPDMRC 5 is cited, additional data must be submitted within 180 days of original approval. If data will not be submitted within that time, the RPDMRC 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 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 rocedures. 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 8.1for 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 8.1for 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.

4.4.6 NAIN Screening Program

a. DLIS 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. DLIS manually reviews these items. If an Approved Item Name (AIN) is located, DLIS 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.

4.4.7 Hazardous Characteristics Code (HCC) and Material Safety Data Sheet (MSDS) Serial Number

a. The HCC code at the NSN level identifies items that may have hazardous characteristics. FLIS calculates this code based on information submitted from the Hazardous Material Information System (HMIS). The NSN, CAGE, Part Number, HCC, and MSDS Serial Number for the most current purchase is submitted to FLIS on a quarterly basis with weekly updates. Earlier formulations for the same CAGE/Part Number must be found in HMIS. The HCC code will act as a flag. The customer will still be required to obtain more detailed information from the MSDS in the HMIS.

b. The HCC is calculated based on the following criteria:

(1) If the NSN passed from HMIS matches a canceled NSN, the HCC at the NSN level will be determined based on a review of all CAGE/Part Numbers for the NSN passed from HMIS. FLIS builds an internal transaction to update the HCC for the canceled NSN. The CAGE/Part Numbers will not be stored in FLIS for the canceled items. The user must review the HMIS system to determine the HCC at the CAGE/Part Number level for canceled NSNs. Updates to the HCC will generate KCD output to the FSC Item Manager on canceled NSNs.

(2) If the NIIN is not canceled, FLIS will determine if there is a match for the NIIN, CAGE and "in-the-clear" part number or converted part number. A CAGE that has been replaced with a different CAGE will not be considered a match. This data will be forwarded to the PICA/Item Manager and they will need to notify HMIS to correct their file.

(a) If a match is found, FLIS will build an internal transaction to add the HCC/MSDS Serial Number at the CAGE/Part Number level for each match on the item. Based on the HCC codes in the Reference Number Data Segment and based on the detailed criteria below, the HCC at the NSN level will be generated.

(1.) Only CAGE/Part Number with an HCC code and a RNCC/RNVC combination of 3/2, 3/1, 5/2 and 5/1 will be used in the calculation of the HCC in the Item Identification Segment. All other RNCC/RNVC combinations and CAGE/Part Numbers that did not match HMIS (containing blank HCCs) are ignored.

(2.) Any Reference Number HCCs with CAGEs that represent a Government CAGE or a Specification or Standard CAGE, regardless of RNCC/RNVC combination, will not be used in the calculation. A Government CAGE is identified with a "5" or a "G" in the Organizational Entity (OE) Designator Field. (See volume 10, table 88). A Specification or Standard is identified by CAGE status codes "J" or "K". (See volume 10, table 19).

(3.) When the CAGE is not a Government CAGE, Specification or Standard CAGE and the RNCC/RNVC combination is 3/2, 3/1, 5/2 or 5/1, the HCC at the NSN level will be derived from the HCCs in the Reference Number Data Segment. If all HCC codes are the same, then the HCC at the NSN level will be the definitive HCC. If the HCC codes differ in the Reference Number Data Segment, a "X1" code at the NSN level will be generated. This information will be in the Item Identification Segment and output in K_ DICs.

(4.) When a “X1” is generated, a Conflict Notification (DIC KNI) will be generated to the PICA/authorized II submitter to notify them the item needs to be researched and corrective action may need to be taken. The PICA/authorized II submitter may need to delete the CAGE/Part Number from the current NSN and establish a new NSN to correct this condition or change RNCC/RNVC coding to reflect that the CAGE/Part Number is obsolete.

These codes will be visible thru FEDLOG and LOLA interrogations but will not be visible in FLIS input/output transactions(K_ DICS).

CHAPTER 5

PREPARATION OF A PROPOSED DESCRIPTIVE METHOD FEDERAL ITEM IDENTIFICATION

4.5.1 Catalog Data Input Worksheets

A proposed Federal Item Identification (FII) shall be prepared on cataloging input worksheets as follows:

Segment A - Identification Data.

Segment B - Major Organization Entity (MOE) Rule Data.

Segment C - Reference Number Data.

Segment E - Standardization Data. (Optional for National Item Identification Number (NIIN) assignment.)

Segment H - Catalog Management Data. (Mandatory when Primary Inventory Control Activity Level of Authority on MOE Rule is 01, 02, 06, 11, 22, 23, or 26(Coast Guard).)

Segment R - Data Element Oriented with Value. ***I can't wait to go ho***

Segment T - Cancellation/Delete MOE Rule Data.

Segment V - Coded Item Characteristics Data.

Segments to be used are determined by the applicable Document Identifier Code (DIC) to be employed. The first 39 card columns of each of the above segments remain constant on the card formats; card column 40 always contains the FLIS Segment Code. The remaining 40 positions contain variable data depending upon the segment being used. (See volume 8 for fixed (card) formats.)

4.5.2 Item Characteristics Data

Item characteristics data for segment V shall be prepared in accordance with the Federal Item Identification Guide (FIIG) for each characteristic available to identify the item.

a. Enter all applicable Master Requirements Codes (MRCs) with mode codes and replies in the same sequence as reflected in the applicability key in the appropriate FIIG.

b. Enter a Data Element Terminator Code (#) at the end of each Characteristic Data Group.

c. Enter the Segment V Terminator Code (##) following the last Characteristics Data Group in the item characteristics data record.

d. More than one MRC and reply may be included on a card if space permits. (See volume 8, segment V format.)

e. In card column 80, enter a Continuation Indicator Code (-) if a continuation card is necessary; otherwise leave blank.

f. The reply portions of the coded characteristics will adhere strictly to the format directed by the FIIG requirements. When a reply code is used, it will be placed in the first position immediately following the mode code. When a coded characteristic includes clear text, the first character will be entered in the first column following the mode code. The remainder will be in conformance with the rules for word spacing and punctuation so that the resulting print-out of the data will be in clear, readable language. A clear text reply will not exceed 990 characters. When secondary address coding or AND/OR coding is authorized for a requirement, the maximum number of replies for any single Master Requirement Code (MRC) will not exceed 78.

(1) When the AND/OR address coding is utilized, the $ symbol(s) will always be entered to precede the mode code for the second and subsequent replies. Use only as directed by the applicable FIIG.

(2) Inadvertently omitted characteristics may be entered at the end of the previous characteristic within an item description. When the last entry of the worksheet shows two Data Element Terminator Codes (##) indicating the end of the item, the second crosshatch will be deleted and the omitted charateristic(s) entered on the next line(s). Enter two Data Element Terminator Codes at the end of the last entry to indicate the end of the item record.

g. Adjustments Affecting Secondary Sequence Coded Replies. Secondary sequence coded replies for a MRC in an item record shall be treated collectively as a single element for the adjustment process. Secondary sequence charateristics data can only be corrected by using DIC LCC to input the complete replacing data for the given MRC.

h. Replies to Requirements. In preparation of the worksheet, a reply will be given to each requirement in accordance with the instructions contained in the FIIG. When data for a reply in section I is not available, omit the MRC and submit the item identification as a partial descriptive. Section III data may be entered either at the same time as section I data or later when available. The reply may be expressed as shown on the source document or as a standard value or range as determined from the appropriate criteria in section II.

i. E Mode Code Replies. The use of an E Mode Code to input an exception type reply is authorized when a normally acceptable reply has not been provided for in tables or in instructions for structuring a reply to a FIIG requirement.

(1) Any E Mode Code reply must be in context with the requirement with which it is used.

(2) An E Mode Code reply must always be given totally in clear text. If the normal reply for the requirement consists of two table codes plus a variable, the E mode reply must consist of a full text display of table replies plus the variable data called in for the requirement.

(3) An E Mode Code reply must be structured in the same manner as the replies authorized for use with the requirement. Additional data not called for in the requirement will not be input as a part of an E Mode Code reply.

(4) E Mode Code replies are not valid for requirements with an assigned mode code of A, B, F, G, or L. The occurrence of E Mode Code replies in lieu of assigned mode codes of H or J should be minimal.

(5) Except for FIIG A239, E Mode Code replies are not valid for use with MRC NAME.

(6) E Mode Code replies are not valid for any requirement wherein the style number of an appendix B sketch or drawing is required.

(7) E Mode Code replies are not valid in FIIGs containing a tan cover, or if so stated in the General Information section of a FIIG.

j. Clear Text Replies. Authorized abbreviations will be used for all clear text replies, unless otherwise directed.

k. Replies to Reference Drawing Requirements. When a requirement in a FIIG refers to a reference drawing in appendix B, the reply must be given in terms indicated by the applicable FIIG requirement. Replies to all legends on a specific style in the reference drawing must be given unless otherwise indicated in the FIIG examples or requirement instructions, exempted by reference drawing instructions, or submitted under the type 4 concept. Optional characteristic styles created by broken lines may be assigned suffix letters to relate to the applicable style(s). Reply to all legends assigned to these styles.

l. If an appropriate style or sketch is not known in appendix B, the response to the requirement must be omitted and the item submitted as a type 4, 4A, or 4B as appropriate. If the item represents a general style which is a candidate for inclusion into appendix B of the applicable FIIG, a drawing must be submitted by mail to the Defense Logistics Information Service (DLIS) and referenced to the applicable FIIG. The related item characteristics data will be forwarded through normal channels in accordance with the following:

(1) Utilize applicable legend MRCs for replying to dimensions.

(2) For dimensions not included in the FIIG, use Special Features; list all such dimensions in clear text with the word “and” separating each dimension. List as NOM, MIN, or MAX; the value; IN, MM, CM, etc., or clear text scale; then the dimension title in clear text; followed by the record separator.

m. Use of Special Features Requirement (MRCs FEAT or CBBL). When it is necessary to include a characteristic not provided for in specific FIIG requirements and not shown in the reply table for the Features Provided requirement, it will be reported in the Special Features requirement. Such a requirement may be determined to be inherent and essential in a substantial portion of items covered by a FIIG. DLIS will then recommend to the maintenance activity that a requirement addressing this characteristic be added, or that the reply table for Features Provided be expanded, as applicable.)

n. When an item is technically critical, by reason of tolerance, fit restrictions, or other characteristics which affect identification of the item, it will be coded C in the Criticality

Code block of segment A. In addition, the critical requirement(s) will be identified by Criticality Justification MRC CRTL. If more than one requirement is critical, ANDing will be used to identify each (e.g., `CRTLAANNA$$ASUZK#`).

When an item is required to harden a weapon system because it is specifically designed or selected to perform its functions in an environment created by a nuclear explosion, it will be coded with Criticality Code H or M in Segment A. In addition, the nuclear hardness requirement must be identified by the presence of MRC NHCF. If the item is nuclear hardened and is without any other critical features, Code H will be assigned. If in addition to being nuclear hardened the item possesses other critical features such as tolerance, fit restrictions, or other characteristics affecting the identification of the item, Criticality Code M will be assigned. Each of these codes require the presence of Nuclear Hardness Identity MRC NHCF. In addition, Code M requires a reply to Criticality Justification MRC CRTL. If an item possesses neither a nuclear hardness feature nor any other critical feature, assign Criticality Code X. If an item is not nuclear hardened but has some other critical feature such as tolerance, fit restrictions, or other characteristics, assign Criticality Code Y and reply to MRC CRTL.

o. Reference Modification of Differentiation Requirements. Standard Data and the Manufacturers Data requirements are recorded on segment data records in lieu of being included in the FIIG. However, the need still exists to provide descriptive data for those design control numbers which are not fully item-identifying to themselves to establish an item-of-supply concept. To complete identification of an item under the conditions expressed under standard MRC data for FIIG items, the MRCs reflected in section 4.5.5 will apply and the data provided as defined.

p. FSC Justification requirement is not item differentiating; it will be included in section III when applicable.

q. When the citation of a test data document is determined to be a differentiating characteristic for the commodity area covered by a FIIG, this requirement will be included in section I.

r. When the requirements contained in the FIIG are inadequate to bring out proper descriptive data or a requirement is lacking for an essential characteristic, a proposal for the revision of the FIIG will be submitted in accordance with volume 3 of this manual.

s. The Data Element Terminator Code will be included as the last character of a coded characteristic with no spaces between it and the last character of the reply portion of the coded characteristics. In manual use the record separator is reflected as a crosshatch (#), but since its binary configuration differs among machines, it will be reflected as a Hollerith 3-8 in the FIIG automated system. When a worksheet for an item has been completed, a second crosshatch will be inserted after the crosshatch of the last addressed requirement. The double crosshatch (##) always indicates the end of the item logistics data record in machine processing.

t. Use of the Worksheet for Adjustments. When an adjustment of item data is proposed, only the header data and the specific addressed reply being added, changed, or deleted

shall be transmitted. An adjustment consisting of additional item data or a change of existing item data shall contain all the elements of the addressed replies being added or changed. Deletion of item data shall be accomplished by transmitting only the MRC followed by the crosshatch. The MRC represents the addressed characteristic to be deleted, including all secondary addressed elements under it, if any. When the last adjustment is entered on the worksheet, there shall be two crosshatches.

u. Quality Control. Each activity engaged in the preparation, submittal, and processing of catalog data and mechanized inputs/outputs thereof will be responsible for instituting quality control measures. Sampling and acceptable quality levels for batches of data subject to review will be in accordance with MIL-STD-105, Sampling Procedures and Tables for Inspection by Attributes.

v. Transmittal of Data. Data shall be transmitted electronically in accordance with established procedures, using the authorized character subset contained in volume 2, appendix 2-3-A.

4.5.3 Standard MRC Data for FIIG Items

These standard data requirements are labor-saving devices which avoid the necessity of repeating lengthy requirements each time they are used in conjunction with a FIIG. Each standard requirement has been assigned a brief title and a four-position alpha code (ZZZ-). The following standard MRC data are not reflected on DD Form 635 records and will be included in the Item Logistics Data Transmittal (ILDT) preparation where applicable:

a. CBBL-Features Provided. The MRC to be used to cite those features not covered by other requirements in the FIIG but which are required for proper functioning of the item being described. Features covered by a cited specification or standard are not to be considered when replying to this requirement. Enter the MRC, mode code, the applicable reply code (e.g., `CBBLDAAB#`). (See paragraph 4.5.2.m.)

b. CRTL-Criticality Code Justification. The MRC to be used to cite the MRCs of those requirements which are technically critical by reason of tolerance, fit restrictions, or other characteristics which affect identification of the item. A reply must be given to this requirement if the header record for the item identification has been coded as critical (C). Enter the MRCs for the requirement(s) which reflect a reply(ies) that renders the item as being critical (e.g., `CRTLAANNQ#; CRTLAANNA$$AANNQ#`).

c. ELCD-Extra Long Characteristic Description. The MRC to be used to indicate an item contains more than 500 coded item characters. Enter the applicable reply code to indicate that the remaining characters over 5000 will be processed on a separate record (e.g., `ELCDDA#`).

d. ELRN-Extra Long Reference Number. The MRC to be used for citing a complete extra long part number (more than 32 characters) relating to the manufacturer's data. The entire extra long reference number will be entered using Mode Code G. Do not include the manufacturer's 5 digit code (e.g., `ELRNGJFDR13271114612319274551453221781361667 73AFODK#`). MRC ZZZY will be replied to as ELRN, and the item will be coded as either a type 1B or 4B item identification.

e. FEAT-Special Features. The MRC to be used to cite unusual or unique characteristics of an item being described, which are not covered by other requirements in the FIIG but which are considered essential for complete identification. Characteristics covered by a cited specification or standard are not to be considered special features. All special features are to be entered in clear text and as instructed in the individual FIIG (e.g., `FEATGONE 0.070 IN. DIA. LOCKING WIRE HOLE IN HEX HEAD#`).

f. SPCL-Special Test Features. The MRC to be used to cite test conditions and ratings, or environmental and performance requirements that are different, more critical, or more specific than those specified in a governing test data document. Special test features are to be entered in clear text (e.g., `SPCLGO.9 KV AC DIELECTRIC WITH STANDING VOLTAGE AT ALTITUDE OF 700,000 FT#`).

g. SUPP-Supplementary Features. The MRC to be used to cite characteristics or qualities of an item that are not covered in other requirements, which are considered essential for one or more functions other than National Stock Number (NSN) assignment (e.g., `SUPPGMAY INCLUDE HOLE IN UPPER SUPPORT FOR MOUNTING DURING SHIPMENT#`).

h. ZZZK-Specification/Standard Data. Use this MRC to cite professional/industrial association, limited coordination, revised, cancelled, or superseded specifications or standards and source control or specification control drawings. Enter the applicable reply code for the document type, the five-digit Commercial and Government Entity Code (CAGE) of the entity controlling the document, and a dash followed by the document designator (reference number). The agency that controls the limited coordination document must be preceded and followed by a slash following the designator. The word “cancelled” or “superseded” must be preceded and followed by a slash. Professional and industrial association specifications/standards are different from a manufacturer’s specification in that the data has been coordinated and published by the association. Include amendments and revisions where applicable (e.g., `ZZZKJT81337-30642B#; ZZZKJS81349-MIL-D-180REV1/ CANCELLED/#; ZZZKJS81348-QQ-B-726/CANCELLED #`).

i. ZZZP-Purchase Description Identification. The MRC to be used to cite the controlling activity that procures an item by a purchase description in lieu of a specification (used in FIIG section III data only). Enter the five-digit CAGE code, followed by a dash (-) and the identifying number of the document (e.g., `ZZZP81337- 30624A#`).

j. ZZZS-Non-Government Document Data. The MRC to be used to cite the non-Government document controlling the item being described. Applicable are professional and industrial association specifications, standards, and the like, which are required to delimit the item but do not conform to criteria for source controlling data. The five-digit CAGE code will be entered, followed by a dash (-) and the document designator (e.g., `ZZZSG80205- NAS1103#`).

k. ZZZT-Nondefinitive Spec/Std Data. The MRC to cite type, style, grade, class, or other designators included in a non-item identifying specification or standard with which the item being described is in conformance. This specification type designator is the data which is not recorded on EAM data. Enter the reply code for type, or style, or grade, or class, etc., followed by a number, letter, or symbol. Use AND/OR combination coding (HELP!!!) when

more than one of the designators in the reply table apply (e.g., ZZZTJCLII#; ZZZTJGR1020#; ZZZTJTY1$$JSTA#; ZZZTJTY1$JTY2#).

l. ZZZW-Departure from Cited Document. The MRC to be used when technical differentiating characteristic(s) of the item of supply departs from the text of a specification or a standard. The item represents a selection from characteristics stated as being optional, or a variation from the stated characteristics, or an additional characteristic not stated in the specification or standard. Only the explaining data is required (e.g., ZZZWGAS MODIFIED BY MATERIAL#; ZZZWG7IN.LG#). The appropriate reply is AS MODIFIED BY followed by the full title of the requirement in the FIIG, the reply for which contains the variation. MRC ZZZW will also be used when only a portion of a specification or standard is applicable to the item, and no other specification is available to cover the required characteristics (e.g., ZZZWGMIL-D-16680, PARAGRAPH 3.2.1, DRY INGREDIENTS#).

m. ZZZX-Departure from Cited Designator. The MRC to be used to explain the variation when the item is in conformity with a type covered by the specification or standard, except in regard to one or more technical differentiating characteristics. Only the explaining data is required (e.g., ZZZXGAS MODIFIED BY TERMINAL DATA#; AS MODIFIED BY MATERIAL#; AS MODIFIED BY OVERALL LENGTH#). The appropriate reply phrase is AS MODIFIED BY followed by the full title of the requirement in the FIIG, the reply for which contains the variation.

n. TEST-Test Data Document. The MRC to be used when the item of supply is required to meet certain environmental and performance requirements and test conditions. These are as listed in a Federal, military, industrial association, or commercial specification or standard, or in a contractor's or original equipment manufacturer's basic document. A reply to this MRC will be entered when necessary, even if it duplicates an entry also recorded in the EAM data. Omission of a reply will always mean that a test data document for the item (not attributes of the item, such as materials, which are recorded separately) does not exist or is not required to describe the item. In the reply, enter the applicable reply code for the document type, followed by the five-digit CAGE code, a dash, and the document identification number (e.g., TESTJA12345- CWX654321#).

o. ZZZV-FSC Application Data. The MRC to be used when the Federal Supply Classification (FSC) code number is assigned to an item on the basis of its application. The name of the next higher classifiable assembly, or the kind of equipment, as approriate, with which or in which the item is used will be given in clear text. If the item is not classified as above, the MRC will be omitted (e.g., ZZZVGSPRAY GUN, PAINT#). The following instructions and interpretations are furnished for guidance in replying to this requirement and should be carefully studied before a reply is made:

(1) Application to Components or End Items. Reply to this requirement when assignment of the FSC is determined by the classification appropriate to the next higher classifiable assembly for which the item is specifically designed, or by the use of the item in or with a specific kind of equipment.

(2) Determination of the Next Higher Classifiable Assembly. The next higher classifiable assembly shall be determined in accordance with this manual. Reply to this requirement in sufficient detail to indicate clearly the appropriate FSC class.

Example:

An antenna specifically designed for use in an airborne radio navigation system is excluded from FSC class 5985--Antennas, Waveguides, and Related Equipment by a note at the head of the Class. It is classified with its next higher classifiable assembly in FSC 5826. The appropriate reply is RADIO SET, NAVIGATION, AIRBORNE.

(3) The specific kind of equipment shall be determined in accordance with the Federal Catalog System Policy Manual.

Examples:

1. An engine dial indicating pressure gage is classified in FSC class 6620. The appropriate reply is ENGINE.

2. A piston ring is classified in FSC class 2815. The appropriate reply is DIESEL ENGINE.

p. PRPY - Proprietary Data. The MRC to be used to identify those characteristics included in the description for which a non-government activity has identified all or selected characteristics of the item as being proprietary and therefore resricted from release outside the government without prior permission of the originator of the data. The Master Requirement Codes (MRC) with the associated data responses will not be displayed in any products, printed or on-line, for viewing by non-government agencies unless the sponsoring government agency has determined such access is necessary to fulfill the requirements of the contract and the non-government agency employees have signed appropriate non-disclosure statements certifying they will not disclose the data. (Reference DoDI 3200.14; DLAR 4185.10) The following instructions should be carefully followed when replying to this MRC:

(1) Enter the MRC(s) of the individual characteristic(s) of the description which is (are) marked proprietary on the technical data (e.g., PRPYAMATL*; PRPYAMATL$$ASURF*)

(2) If all MRCs are proprietary, enter the reply PACS (e.g., PRPYAPACS*)

(3) If none of the MRCs is proprietary, enter the reply NPACS (e.g., PRPYANPACS*)

4.5.4 Administrative Data Requirement

An Administrative data requirement will be submitted, as applicable, immediately following the last FIIG requirement reply, using the MRC and mode code given below:

MRC	Mode	Requirement	Example
CLQL	G	COLLOQUIAL NAME (Common usage name by which an item is known)	CLQLGWOVEN WIRE CLOTH#

4.5.5 Differentiation Characteristics for a Manufacturer's Reference Number

Reply to MRC ZZZY when the item of supply contains a feature not inherent in the manufacturer's number or when the manufacturer's number does not fully identify the item because it covers a range of items (type 1B or 4B item identification).

a. A specific reply to MRC ZZZY shall be included, even though the differentiating characteristic(s) is given in reply to the identification requirements, in which case the reply shall be by reference (e.g., AS DIFFERENTIATED BY COLOR).

b. All those differentiating characteristics shall be given in reply to MRC ZZZY which are necessary to differentiate the item of production from other items bearing the same number of the same manufacturer.

c. A reply to MRC ZZZY shall not reference an identification requirement to which the reply has been omitted.

d. 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 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.#.`

e. ZZZY Reference Number Differentiating Characteristics. The MRC to be used when the item of supply contains a feature not inherent in the manufacturer's number, or when the manufacturer's number does not fully identify the item of production because it covers a range of items. The data for the item will be entered as required under MRC ZZZY (e.g., `ZZZYGAS DIFFERENTIATED BY COLOR#; ZZZYGAS DIFFERENTIATED BY MODEL B#`). The appropriate reply phrase for MRC ZZZY is AS DIFFERENTIATED BY followed by the full title of the requirement, the reply for which contains the variation.

f. When an item requires coding as a type 1B or 4B, the ILDT must contain a positive reply to MRC ZZZY (e.g., `ZZZYGAS DIFFERENTIATED BY EXTRA LONG REFERENCE NUMBER#`). List the entire extra long reference number under MRC ELRN (e.g., `ELRNGJFDRI32711146123192745514532217813616677 3AFODK#`).

g. The requirements title portion of a reply to MRCs ZZZW, ZZZX, and ZZZY must be input exactly as it appears in the FIIG. NOTE: If the reply to MRC ZZZW, ZZZX, and ZZZY consists of data not covered by any other requirement in the FIIG, the variation data will be input in full text. Examples of valid replies would be: 7 IN. LG; 3300 RPM; KEYWAY ON DRIVE END; etc.

4.5.6 Use of FIIG A239 - Miscellaneous Items

This FIIG is to be used with any Approved Item Name (AIN) listed in Cataloging Handbook H6 as referencing A239 or with any unapproved name (any name to which Item Name Code (INC) 77777 may be applied) to provide a limited amount of descriptive data for item identification. The purpose is to furnish some descriptive data, as opposed to developing a type 2 item identification which has no provision for descriptive data. Either section I or III data is sufficient to meet the requirements of FIIG A239.

a. Instructions in the General Information pages of FIIG A239 apply fully.

b. MRC TEXT is used to reflect any descriptive data available. There is no restriction on the amount, nor is there a sequencing order. Each element of descriptive data must be separated by a semicolon. When needed, use authorized abbreviations, unless otherwise directed (e.g., `TEXTGSILVER; RECTANGULAR; 6 IN.W; 15 IN.L; ROMAN NUMERAL INSCRIPTION MCMXXI#`).

c. MRC ZZZY must be answered when the proposed type of item identification is 4B (e.g., `ZZZYGAS DIFFERENTIATED BY MATERIAL)`.

d. Any MRC in section I or III qualifies the item as a type 4 or 4A item.

e. Item Identifications under FIIG A239 are limited to type 4, 4A(M), or 4B(N).

CHAPTER 6
MULTIPLE DIC INPUT (LMD)

4.6.1 Application

Multiple Document Identifier Codes (DICs) are submitted under a single Document Control Number when it is necessary to accomplish all input transactions concurrently for effective processing. Replacing or changing characteristics, reference numbers, or Major Organizational Entity (MOE) Rule/related data by means of simultaneous add/delete actions are possible conditions for LMD submittal. This DIC may be used for maintenance transactions in acceptable combinations only, as listed in volumes 8 and 9. See chapter 4.14 for instructions pertaining to NATO (North Atlantic Treaty Organization) Stock Numbers.

4.6.2 Action

When an existing item identification requires a change of characteristics (DIC LCC), reference number actions (LDR/LAR), Federal Supply Classification/MOE Rule/Catalog Management Data action (LCG/LDU/LCU/LCM), or other combinations not contained within DIC LCG, an LMD transaction shall be prepared. See volume 8 for fixed format or volume 9 for variable format. (See volume 2, section 2.3.2 for data transmission procedures.)

CHAPTER 7
REVISION OF FEDERAL ITEM IDENTIFICATIONS (FIIs)

4.7.1 Revision of a Descriptive Method FII

a. Original Action by the Submitting Activity.

(1) Determine whether a proposed revised descriptive method FII is a duplicate of another FII. When duplication is determined, prepare a request for cancellation in accordance with chapter 4.9. When duplication does not exist, proceed in accordance with the remaining paragraphs of this section.

(2) Forward to all recorded collaborating activities, for concurrence, proposed revised item identification data. This includes proposed reference number actions when such actions require collaboration. (See volume 2, chapter 2.2.)

(a) When making adjustments, only specific item characteristics data are required in lieu of complete revision.

(b) When the revision, consolidation, or cancellation and replacement of a coordinated specification or standard has been concurred in by all interested activities, an FII may be revised without collaboration provided that changes to the specification or standard do not change the item-of-supply concept of the affected National Stock Numbers (NSNs).

(3)After concurrence by all collaborating activities, and using the latest applicable tools, prepare a proposed revised descriptive method FII (Document Identifier Code (DIC) LCC) for characteristics data actions (in accordance with fixed or variable formats of volume 8 or volume 9, as applicable). A revised FII that is sufficiently close to, but not an actual duplicate of, an existing FII will cite Primary Address Code (MRC) 9001 (NDUP of NSN------) to preclude return as a possible duplicate. The submitting activity shall be able to substantiate that duplication does not exist when so requested by the Defense Logistics Information Service (DLIS).

b. Reference Number Considerations. Prepare reference number data to add, delete, or change references as indicated below in accordance with sections 4.7.4 and 4.7.5 and volume 2, chapter 2.9.

(1) When a reference number currently related to the item of supply is not recorded in DLIS files, prepare an Add Reference Number action (LAR) to add the new reference. Refer to volume 10, table 6 prior to entering data in accordance with volume 8, chapter 8.1 or volume 9, chapter 9.1.

(a) When the FII to which the reference number is proposed for addition is not a source control or design control reference, prepare and forward an Add Reference Number (LAR) for each additional reference number to be recorded in the Total Item Record. (See volume 2, chapter 2.2.)

(b) When the FII to which the reference number is proposed for addition is a source control or design control reference, forward the reference numbers to all recorded collaborating activities for concurrence in accordance with this manual.(See volume 10, table 8 for allowable combinations and/or restrictions.)

(c) Prepare and forward in accordance with paragraph 4.7.4.c(1), as applicable, an Add Reference Number action (LAR) for each additional reference number related to a source control or design control reference which has been concurred in by all recorded collaborating activities.

(d) Add and delete reference number actions can be submitted independently or concurrently. For independent submittal of a Delete Reference Number action (LDR), see section 4.7.5. For concurrent submittal of an add and delete reference number, use DIC LMD with DICs LDR and LAR.

(2) When a reference number currently recorded in DLIS files is no longer applicable to the item of supply, prepare a Delete Reference Number action (LDR). (See section 4.7.5.)

(3) When a reference number currently recorded in DLIS files requires changes to the Commercial and Government Entity Code (CAGE) and/or the manufacturer's reference number (including changes to part, drawing type, specification, standard, and similar numbers), prepare an Add Reference Number action (LAR) and a Delete Reference Number action (LDR). The transactions shall be submitted concurrently within the same document number using DIC LMD. (The Delete Reference Number action (LDR) shall reflect the lower Package Sequence Number.) If a descriptive method FII is being addressed, the LAR/LDR transaction will automatically adjust the reference data contained in segment V.

(4) When related codes (e.g., Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), Reference Number Action Activity Code (RNAAC), etc.) are to be changed, prepare a Change Reference Number Related Codes (LCR) action. (See section 4.7.4.)

c. Nonconcurrence

(1) Prepare and forward to DLIS a proposed original descriptive method item identification (in accordance with chapter 4.4) reflecting the item-of-supply concept established by a proposed FII revision which was not concurred in by all collaborating activities.

(2) Prepare and forward to DLIS a proposed original item identification (in accordance with chapter 4.4) reflecting the proposed additional reference number(s) and the reference(s) currently related to the type 2 FII for which the additional reference(s) was proposed and not concurred in by all collaborating activities.

(3) Notify concurring and nonconcurring activities when, as the result of collaboration, an original item identification has been transmitted to DLIS in lieu of the proposed revised item identification. (See section 4.4.5 for preparation of input data.)

d. Submittal of Characteristic Data Maintenance. The preparation and submission of maintenance to the Reference/Partial Descriptive Method Reason Code (RPDMRC); Federal

Supply Classification (FSC); type of II; Federal Item Identification Guide (FIIG) Number; Item Name Code; and Item Name, Non-Approved for an existing item identification (National Item Identification Number (NIIN).

(1) Change Characteristic Data (LCC). The preparation and submission of data to add, change, or delete item characteristics on an existing NIIN. See volume 8, chapter 8.1 for fixed format or volume 9, chapter 9.1 for variable format. See volume 2, section 2.3.2 for data transmission procedures.

(2) Change FSC, Item Name, Type of Item Identification, or RPDMRC (LCG). The preparation and submission, when an FSC change is involved, of a change to the FSC only or a change to the FSC with any combination of changes to item name, type of item identification, or RPDMRC. Submit the required combination of Data Record Numbers (DRNs) to accomplish the desired action. See section 4.7.3 for instructions applicable to FSC changes and item name or type changes in conjunction with FSC changes; see volume 2, chapter 2.8 for application of effective date. See volume 8, chapter 8.1 for fixed format procedures, volume 9, chapter 9.1 for variable format procedures and volume 2, section 2.3.2 for data transmission procedures. (See DIC LCD if the other data element(s) are to be changed but no FSC change is involved.)

(3) Change Data Element(s) (LCD). The preparation and submission, when no FSC change is involved, of the following data elements for an existing NIIN:

Guide Number, FIIG
Item Name Code
Item Name, Non-Approved
Type of Item Identification
Reference/Partial Descriptive Method Reason Code
Demilitarization Code
Criticality Code, FIIG

When changing combinations of type, item name, or FIIG number concurrently, an LMD transaction must be submitted. When an LMD transaction involves a transfer from type 2 to any descriptive type, the Guide Number, FIIG (DRN 4065) and Criticality Code, FIIG (DRN 3843) are mandatory data elements in segment R of DIC LCD. See chapter 4.9 for instructions covering the applicable data elements being changed. See DIC LCG if an FSC is also involved. 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) Add Data Element(s) (LAD). The preparation and submission of data to add the Reference/Partial Descriptive Method Reason Code or the Demilitarization Code to an existing NIIN. This transaction is used when transferring or revising the type of Item Identification (II) to a type 2, 4, 4A(M), or 4B(N) from any other type of II or when adding the RPDMRC to one of these types of II for the first time. See chapter 4.8 for instructions applicable to RPDMRC and type changes. 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. See DIC LMD for multiple input DIC submittals since this transaction normally requires that a type change accompany it within the same transaction package.

4.7.2 Revision of a FSC Code Number Assigned to an FII

When the FSC code number assigned to an FII requires revision, the activity desiring to propose such revision shall proceed in accordance with the following paragraphs.

a. Forward to all recorded collaborating activities for concurrence proposed revised FSC data in accordance with volume 2, chapter 2.2.

b. Prepare an FII in accordance with volume 2, chapter 2.8 and volume 8 or 9 reflecting the proposed FSC code number, which is concurred in by all authorized collaborators, in segment A.

c. Prepare and forward to DLIS by mail an FII reflecting the FSC code number which has not been concurred in by one or more authorized collaborating activities. Include technical substantiation of the proposed FSC code number assigned and copies of letter(s) of nonconcurrence for resolution. DLIS will furnish a brief explanation to the collaborating activities originally contacted by the initiating activity if the proposal is disapproved by DLIS.

d. Under certain conditions resulting from changes to the FSC structure, necessary item identification revision actions are initiated by DLIS: (1) when an FSC class is cancelled and superseded by a specific class; (2) when an item name is reclassified from an existing class to a specific class; and (3) when an item name is reclassified from one class to more than one different classes and DLIS can determine, without collaboration, the appropriate new class(es) to which existing items must be reclassified. When the proper new class cannot be determined by DLIS under condition (3), DLIS will request recorded activities to initiate action. For other conditions it is the responsibility of each activity, upon receipt of changes to Cataloging Handbook H2 series, to determine which item identifications under its cataloging cognizance will require revision of assigned FSC code numbers.

e. When the proposed FSC code number creates a revision of item characteristics data, the proposed FII shall be prepared, submitted, and processed in accordance with section 4.8.1

f. When the proposed revision in the FSC code number also involves a change in management responsibility (LCU), DIC LMD must be used and submitted in accordance with volume 2, section 2.1.7 and chapter 4.6.

g. When a proposed revision in the FSC code number also involves change in the name of a type 2 FII, the proposed revision shall be processed in accordance with section 4.7.3.

4.7.3 Change FSC and Item Name; FSC and Type of Item Identification; or FSC , Item Name, Type of Item Identification, and RPDMRC for a Type 2 FII

a. Prepare and forward a Change Data Element action (LCD) or a Change FSC, Item Name, Type of Item Identification, or RPDMRC action (LCG) in accordance with section 4.8.1 for each type 2 FII for which a change in name or name and FSC is concurred in by all recorded collaborating activities.

b. When the item identification type code of a type 2 requires change, the resulting item will be either a type 1, 1A(K), 1B(L), 4, 4A(M), or 4B(N). Change of type for a type 2 requires a transfer action in accordance with chapter 4.8.

c. FSC changes only will be prepared in accordance with section 4.7.2.

4.7.4 Reference Number Change Actions

a. Reference number changes (i.e., CAGE Codes and/or reference numbers) require that two transactions be submitted concurrently (LMD) within the same document number for processing: i.e., an Add Reference Number action (LAR) in accordance with volume 2, chapter 2.9 and Delete Reference Number action (LDR) in accordance with section 4.7.5.

b. Reference number related code changes are submitted under DIC LCR. The reference number and CAGE Code cannot be changed with this DIC. However, when using this DIC the reference number and CAGE Code must be submitted as recorded in the FLIS.

(1) When the reference number for which the Reference Number Category Code proposed for change is not a source control reference, definitive/non-definitive Government specification or standard designator reference, or design control reference, prepare a Change Reference Number Related Code action (LCR) for each RNCC requiring a change, other than for the reference number given in reply to standard data MRCs for FIIGs. Changes to reference numbers given in reply to standard data MRCs shall be in accordance with section 4.7.1.

(2) When the reference number for which the RNCC proposed for change is a source control reference, definitive/nondefinitive Government specification or standard designator reference, or design control reference (see volume 10, table 8), forward to all recorded collaborating activities for concurrence each Reference Number Category Code requiring a change, other than for the number given in reply to standard data MRCs. Changes to reference numbers given in reply to standard data MRCs shall be in accordance with section 4.7.1. (See volume 2, chapter 2.2.)

(3) Prepare and forward reference number data actions to DLIS, as applicable, for each RNCC requiring change which has been concurred in by all recorded collaborating activities.

c. Submittal of Reference Number Maintenance. The preparation and submission of maintenance to the reference number and the reference number related data (in the FLIS) associated with an existing NIIN.

(1) Add Reference Number and Related Codes (LAR). The preparation and submission of reference number(s) in specified format along with the mandatory related codes (RNAAC, Document Availability Code (DAC), RNCC, etc.) to be added to an existing NIIN. See section 4.7.1 for applicable instructions and 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. See chapter 4.14 for instructions pertaining to NATO (North Atlantic Treaty Organization) Stock Numbers.

(2) Delete Reference Number(s) (LDR). The preparation and submission of reference number(s) in specified format for deletion of the cited reference number(s) and reference number related codes (RNAAC, DAC, RNCC, etc.) from the existing NIIN. See section 4.7.5 for applicable instructions and 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. See chapter 4.14 for instructions pertaining to NATO Stock Numbers.

(3) Change Reference Number Related Codes (LCR). The preparation and submission of reference number(s) and the required elements for changing data (RNCC, DAC, RNAAC, etc.) related to the cited reference number(s) for an existing NIIN. This transaction cannot be used to change a reference number as it can change only the related data. An LAR (Add Reference Number) and an LDR (Delete Reference Number) must be used for that purpose. 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.

4.7.5 Delete Reference Number

a. Any proposed deletion of a reference number should be submitted in the same configuration as the number is recorded in the FLIS.

b. When it is determined that a reference number should be deleted from an FII, refer to volume 10, table 6, note 3, prior to initiating any action. (See volume 2, chapter 2.2.)

c. When a Reference Number is associated with a reply to standard MRCs for FIIGs, it must be processed in accordance with 4.7.1.b.(3).

d. Prepare and forward a Delete Reference Number action (LDR) in accordance with section 4.7.4 and volume 8 for fixed format input or volume 9 for variable format input.

e. When one or more activities nonconcur in the proposed deletion of a source control or design control reference on a type 2 FII, prepare and forward to DLIS a proposed original item identification in accordance with chapter 4.4. The new FII will reflect all references related to the type 2 FII for which deletion of reference(s) was proposed except the reference(s) whose deletion was not concurred in.

f. Notify concurring and nonconcurring activities when, as a result of collaboration, an original item identification has been transmitted to DLIS in lieu of the proposed deletion of reference number(s) because one or more activities did not concur in the proposed action.

4.7.6 Revision Procedure when RPDMRC 5 is Reflected

This follow-up procedure shall be used when RPDMRC 5 is reflected on an item record for a type 2, 4, 4A, or 4B item identification.

a. Action by the Originating Activity (Due to Lack of Technical Data)

(1) Takes appropriate action to obtain technical data adequate for the preparation of a type 1, 1A, or 1B item identification to replace the type 2, 4, 4A, or 4B item identification.

Follow-up action for required source data shall be taken when 90 and 120 suspense days have elapsed since date of NSN assignment/reinstatement if adequate technical data has not been received.

(2) Upon receipt of adequate technical data, takes immediate action to update the existing type 2, 4, 4A, or 4B item identification to a type 1, 1A, or 1B item identification in accordance with chapter 4.4 or 4.10.

(3) When adequate technical data for preparation of a type 1, 1A, 1B item identification cannot be obtained within 150 days from date of NSN assignment/reinstatement, prepare an LCD transaction to change RPDMRC 5 to another valid RPDMRC.

(4) Activity code 75 (General Services Administration) is considered to be the originating activity for all Civil Agencies except activity codes 48 (Federal Aviation Administration), 03, and 08. Activity code 48 is considered to be the originating activity for activity codes 03 and 08.

b. Action by the Originating Activity (Press for Time). As soon as time permits, but not later than 150 days from date of NSN assignment, take appropriate action to revise the type 2, 4, 4A, or 4B item identification to a type 1, 1A, or 1B item identification in accordance with chapter 4.4 or 4.10.

c. Action by DLIS

(1) When an item identification exists in the suspense system after elapse of 180 days from date of NSN assignment/reinstatement, forwards DIC KFP notification with Follow-Up Condition Code FD to the originating activity informing them of the delinquency. If the originating activity cannot be a submitting activity, forward the date to the responsible submitting activity. If the originating activity is a NATO or other foreign country, the notification will be forwarded to the submitting activity.

(2) DLIS will generate listings on a semiannual basis for items in the DLIS FLIS Data Base which reflect an RPDMRC 5 and 210 or more days have passed since the date of NSN assignment/reinstatement. These listings will contain the NSN, date of NIIN assignment, RPDMRC, originator of NSN, and the current authorized submitting activity. The listings will be forwarded to the appropriate headquarters catalog office. These NSNs will keep appearing on the semiannual listings until corrective action is taken.

4.7.7 Add/Change DEMIL Code for Inactive Items (LCD)

a. Demilitarization (DEMIL) Code additions/changes may be performed by DLIS and DRMS-OA when there are no DoD activities recorded as users on an item.

(1) Items are in an inactive status (no user; no recorded Major Organizational Entity (MOE) Rule).

(2) Items are in a cancelled status (NIIN Status Codes 3, 4, 5, 7, and 8).

b. Services/Agencies will forward all known conditions for DEMIL additions/changes for

the above conditions to DRMS-OA for appropriate action. DLIS and DRMS-OA may also make the additions/changes as they are determined by file surveillance, quality assurance programs, and periodic file updates.

c. DLIS will perform the additions using DIC LAD and activity code 98. DRMS-OA will perform the additions using DIC LAD and activity code U7.

d. DLIS will perform the changes using DIC LCD and activity code 98. DRMS-OA will perform the changes using DIC LCD and activity code U7.

e. File Maintenance for FSC distribution recipients will be output on DIC KAD or DIC KCD, Segment R, with the revised DEMIL Code.

f. DRMS-OA will resolve any rejects resulting from these actions.

4.7.8 Service/Agency Designator Code (SADC)

a. A code designating the Military Service or Agency that made a decision to accept a substitute item offered for the initial reference number request. These reference numbers will reflect a Reference Number Category Code (RNCC) of C.

b. The SADC can only be established in the FLIS with DIC LAR. It can only be deleted from the FLIS when the reference number is deleted (DIC LDR). It can be changed with DIC LCR.

c. Any reference number coded with an RNCC of C must reflect an SADC.

APPENDIX 4-7-A

REFERENCE NUMBER CATEGORY CODE (RNCC) AND REFERENCE NUMBER VARIATION CODE (RNVC)

This appendix provides guidance on assignment of Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and usage of the Reference Number Justification Code (RNJC).

1. REFERENCES:

1.1 DoD 4100.39–M, Volume 10, Chapter 4

1.2 MIL-STD-100G

1.3 ASME Y-14.24M

1.4 DoD 4100.39–M, Volume 1, Chapter 1

2. ACRONYMS:

CAGE – Commercial and Government Entity Code

DIC – Document Identifier Code

FLIS – Federal Logistics Information Service

IC – Interchangeability

II – Item Identification

JEDMICS – Joint Engineering Data Management Information and Control System

KRP – Notification of Possible Duplicate

P/N – Part Number

MRC – Master Requirement Code

NSN – National Stock Number

R/N – Reference Number

DEFINITIONS FOR CATALOGING PURPOSES:

3.1 Item of production – Those pieces or objects grouped within a manufacturer's identifying numbers and conforming to the same engineering drawings, specifications and inspection.

3.2 Item of Supply — a single item of production, two or more items of production that are functionally interchangeable or that may be substituted for the same purpose and are comparable in terms of use,...or a modification of a normal item of production.

3.3 Reference Number – A part, drawing, model, type or source controlling number that when used in combination with a CAGE code is used to identify an Item of Production.

Additionally, a R/N can be a manufacturer's trade name, specification or standard number, specification or standard part, drawing or type number.

4. INTRODUCTION

4.1 In order to portray exactly how a R/N (Item of Production) relates to a given NSN (Item of Supply), each R/N is assigned an RNCC. In conjunction with the RNVC, the RNCC depicts the actual relationship of the R/N to the item of supply. A complete list of RNCCs can be found in DoD 4100.39–M, Volume 10, Chapter 4, Table 6.

4.2 RNVCs are used to indicate the status of the R/N, whether it is item identifying, non-item identifying or for information purposes only. A complete list of RNVCs can be found in DoD 4100.39-M, Volume 10, Chapter 4, Table 7.

4.3 For cataloging purposes the following definitions will be used to distinguish between Item Identifying and Non-Item Identifying reference numbers.

Item Identifying:

This R/N fully identifies an item by the R/N and CAGE. This item does not require additional information to give it its unique character and identity (i.e., fit, form, and function information).

Non-Item Identifying:

This R/N cannot fully identify and item by the R/N and CAGE. This item requires additional information to give it its unique character and identity (i.e., fit, form, and function information).

5. RNCC/RNVC COMBINATIONS:

RNCCs/RNVCs must be used in valid combinations to ensure proper logistics support to field activities as well as safe weapon system support. A list of valid, acceptable RNCC/RNVC combinations can be found in DoD Manual 4100.39-M, Volume 10, Chapter 4, Table 8. The following are the most commonly used, acceptable RNCC/RNVC combinations:

RNCC	RNVC	DEFINITION
3	2	The primary R/N, which is Item Identifying, assigned by a manufacturer, professional association or standard designator to identify an item of production. For Service applications, sometimes referred to as the primary buy.
3	1	The primary R/N, which is Non-Item Identifying, assigned by a manufacturer, professional association or standard designator to an item of production.
3	3	The primary vendor R/N on a Source Control item, which is Item Identifying, reparable assigned by a manufacturer, professional association or standard designator to an item of production.

RNCC	RNVC	DEFINITION
5	2	A secondary R/N, which is, Item Identifying. For Service applications, sometimes referred to as the secondary buy.
5	1	A secondary R/N, which is Non-Item Identifying.
5	9	A R/N, that has been canceled as obsolete or superseded and is retained for informational purposes only (audit trail, visibility and tracking purposes).
C	1	A R/N that is used as an Advisory Reference only. It is not used in the item of supply concept. The R/N does not have a direct relationship with the NSN other than as a service/agency decision.
1	2	An R/N Item Identifying, Source Control R/N. Along with the Source Control reference number FLIS edits require that at least one additional R/N with a RNCC 3/ RNVC 2 shall also be recorded on the item.
1	3	A Reparable Source Control R/N, which is Item Identifying. FLIS edits require that only one additional RNCC 3/RNVC 3 be recorded on the NSN. The following will assist you coding Source Control items:
*	*	RNCC/RNVC CODING FOR SOURCE CONTROL ITEMS: Reparable Item- LOA 22– Drawing Number = RNCC 1/RNVC 3, Vendor Number = RNCC 3/RNVC 3, Type II – Full (1B) L, Partial (4B) N ; "Must answer" MRC ZZZY Example: "as differentiated by source control repair" Non-Reparable Item- LOA 06– Drawing Number = RNCC 1/RNVC 2, Vendor Number = RNCC 3/RNVC 2, Type II – Full 1, Partial 4
7	2	A Vendor Item Drawing number, which is Item Identifying. VID numbers are administrative control numbers and shall not be used as a part identification number. FLIS edits require that there must also be at least one RNCC 3/RNVC 2 vendor reference numbers assigned.
7	1	A VID number which is Non-Item Identifying. FLIS edits require that there must also be at least one RNCC 3/RNVC 2 vendor reference number assigned.
2	2	A definitive R/N developed from a government specification or Standard. Additional information such as type, class, grade, style, size and material is required to fully identify the item.
4	1	A Non-definitive R/N developed from a government specification or Standard which, is item identifying.
D	9	Identifies a drawing or other document related to an Item of Supply for informational purposes only, but is not used in item of supply determinations. Envelope drawings, next higher assembly drawings parts list fall into this category.
6	9	DoD Ammunition Code, Production Equipment Code, NATO Informative Reference
3	9	Original Design Activity reference number, no longer procurable from the CAGE
E	8	A R/N which has transferred to the replacement NSN as a result of a cancel-use action of an NSN that was in a standardization relationship (ISC 3 or E).

6. RNCC/RNVC COMPATIBILITY WITH TYPE OF ITEM IDENTIFICATION (II) CODE:

6.1 The type of item identification assigned to the NSN identifies the level of description for an item of supply. See DoD 4100.39-M Volume 10, Chapter 4, Table 8 for acceptable combinations of R/N coding the Type II codes. A complete listing of II codes is in Volume 10, Chapter 4, Table 2.

7. REFERENCE NUMBER JUSTIFICATION CODES:

7.1 These are codes that are used to justify the creation of a new II despite a recognized condition of possible duplication with an existing item. A Reference Number Justification Code is required for each resubmittal of an item identification action for assignment of an NSN or reinstatement of a canceled NSN which previously matched (output Document Identifier Code (DIC) KRP) an existing item, and a R/N match is determined to be not suitable for the application. The "J" code is required for each addition, deletion, or change of a R/N, which would create another possible duplication. A complete list of justification codes can be found in DoD 4100.39-M, Volume 10, Chapter 4, Table 4. Also use Table 13 for determining R/N Duplication Decisions.

CHAPTER 8
TRANSFER OF A FEDERAL ITEM IDENTIFICATION (FII)

4.8.1 Transfers from a Reference Method II to a Descriptive Method II

a. Prepare a proposed descriptive method item identification in accordance with chapter 4.5 and volume 8 or 9 as applicable. The transfer of a type 2 FII to a type 1, 1A, 1B, 4, 4A, or 4B will not be approved without the concurrence of all recorded using activities, except a type 2 representing a single item of production proposed for transfer to a type 1A or 4A. (See volume 2, paragraph 2.2.3.a(10).

(1) Enter the existing National Item Identification Number (NIIN) and assign the Federal Supply Classification (FSC) code applicable to the proposed transferred item identification.

(2) When the proposed descriptive method item identification (transfer) is sufficiently close to, but not an actual duplicate of, an existing FII, use Primary Address Code (MRC) 9001 (NDUP of NSN----------) to preclude return as a possible duplicate. The submitting activity shall be able to substantiate that duplication does not exist, when so requested by the Defense Logistics Information Service (DLIS). When the possible duplication involves a proposed type 1A, 1B, 4A, or 4B item identification and an existing type 1 or 4 FII, the substantiation shall clearly indicate why one, and only one, item of production will meet the activitiy's needs.

(3) Use Document Identifier Code (DIC) LMD with appropriate combinations. (See chapter 4.6.)

To change characteristics, use DIC LCC.
For type change only, use DIC LCD.
For a type, item name, and Reference/Partial Descriptive Method Reason Code change, use DIC LCD.
For a type and FSC change, use DIC LCG.
For a type, FSC, item name, and RPDMRC change, use DIC LCG.

The Guide Number, Federal Item Identification Guide (DRN 4065) and Criticality Code, FIIG (Data Record Number (DRN) 3843) are mandatory data elements in segment R of DIC LCD when an LMD transaction involves a transfer from type 2 to any descriptive type.

(4) Reflect new type code and, if applicable, Item Name Code or non-approved item name and/or FSC changes on segment A of proposed input.

b. Prepare reference number data to add, delete, or change reference number as indicated below. All proposed reference number actions shall contain the FSC and type as it will appear on the transferred item identification and shall be submitted under the following conditions:

(1) When a reference number currently related to the item of supply is not recorded in DLIS files, prepare a reference number action (LAR) to add the new reference number. (Includes specification and standard references reported in reply to standard data for FIIGs, Government type data reported in reply to Federal Item Identification Guide requirements for such data, and all other reference numbers.) (See volume 2, chapter 2.9.)

(2) When a reference number currently recorded in DLIS files is no longer applicable to the item of supply, prepare reference number action (LDR) to delete the reference number. (See section 4.7.5.) If a reference number is to be deleted which has a related bar code number on the same NSN, as indicated by another reference having the same CAGE Code and a Document Availability Code (DAC) U, the related bar code number may also require deletion, and vice versa.

(3) When a reference number currently recorded in DLIS files requires a change to reference number related codes only, prepare a reference number action (LCR) reflecting the changed data. (See section 4.7.4.) Changes in the CAGE Code and/or the manufacturer's reference number (including changes to part, drawing, type, specification, standard, and similar numbers) require the preparation of an LMD action to add reference number (LAR) and delete reference number (LDR) using the same Document Control Number. The LDR will have the lower Package Sequence Number. If a reference number is changed to obsolete status (RNVC 9) and the reference number has a related bar code number on the same NSN, as indicated by another reference having the same CAGE Code and a Document Availability Code (DAC) U, the related bar code number should also require a change to obsolete status, and vice versa.

(4) A reference number for the design control reference for a type 1A or 4A Federal Item Identification shall contain Reference Number Variation Code 2; the source control reference for a type 1 or 4 FII shall also contain RNVC 1. For a type 1B or 4B, the design control reference must contain RNVC 1. When proposing transfer of a Federal Item Identification, an activity shall submit appropriate data to add, delete, or change reference numbers so that all reference numbers related to the FII proposed for transfer are properly recorded in DLIS files.

c. Reference method FIIs which reflect an item name that currently does not conform to the definition for an approved item name shall be submitted under FIIG A239 as a type 4, 4A, or 4B FII. When preparing this data, all available characteristic data shall be reflected in the reply to Primary Address Code (MRC) TEXT. The Item Name Code field in segment A must be blank.

d. Reference method FIIs which reflect an approved item name applicable to a FIIG (other than A239) but which lack sufficient technical data to prepare a type 1, 1A, or 1B FII, shall be submitted as a type 4, 4A, or 4B FII.

e. If adequate tools are not available, develop new tools or revise existing tools in accordance with volume 3. Conditions for developing new tools are one or more of the following:

A new or replacing, item name. A new, or revised, delimitation of an item name.
A new, or revised, Federal Item Identification Guide or guide page change.

A new, or revised, reference drawing style, section, or group.

f. FIIG A239 (Miscellaneous Items) will be used to describe items of supply identified by approved item names referenced thereto in Cataloging Handbook H6, Federal Item Name Directory. It will also be used with part names (unapproved item names) for new and existing items for which approved item names have not been developed. All items described through the use of FIIG A239 will be identified as either type 4, 4A, or 4B.

4.8.2 Transfers from a Descriptive Method II to a Reference Method II

a. In exceptional circumstances, transfers to type 2 may be authorized by DLIS provided that all recorded collaborating activities have concurred and the proposing activity furnished adequate justification. Requests will be returned unprocessed (by DLIS) unless adequate justification (see Federal Catalog System Policy Manual, DoD 4130.2-M) substantiates that existing characteristics are incorrect and correct data cannot be obtained.

b. When it has been determined that a transfer from a descriptive method FII to a reference method FII is required, the following actions will be taken:

(1) Determine whether the proposed transfer FII is a duplicate of an existing FII. When duplication is confirmed, prepare a request for cancellation in accordance with chapter 4.9.

(2) When duplication does not exist, prepare the proposed transfer in accordance with the DIC in the applicable conditions below. (See volume 8, chapter 8.1 or volume 9, chapter 9.1 for DIC formats.)

For type change only, use DIC LCD.
For a type, item name, and RPDMRC change, use DIC LCD.
For a type and FSC change, use DIC LCG.
For a type, FSC, item name, and RPDMRC change use DIC LCG.

When any of the above actions also requires adding or deleting reference numbers, DIC LMD must be used.

(3) Mail the proposed transaction with adequate justification to DLIS.

CHAPTER 9

CANCELLATION OF A FEDERAL ITEM IDENTIFICATION (FII)

4.9.1 Action by the Submitting Activity

When cancellation of an FII is required under the conditions set forth in this manual, the submitting activity shall prepare a request for cancellation in accordance with the following:

a. A Cancel-Duplicate (Document Identifier Code LKD) action is required when an item identification is determined to be a duplicate of another item identification representing the same item of supply. Prepare applicable cancellation data (DIC LKD) for the item identification (NIIN) to be cancelled. For priority of cancellation of NIINs, see volume 10, table 12.

(1) A Cancel-Duplicate request will not be approved by the Defense Logistics Information Service (DLIS) unless the FIIs actually duplicate item-of-supply concepts. When each of the FIIs depicts a valid and different (although closely related) item-of-supply concept but only one of these FIIs is required by an activity, alternative action should be taken: Either cancel the item identification using DIC LKU (see below) or submit a Delete MOE Rule (LDU) for the FII not required and adopt (LAU) the FII required. (See volume 6, chapter 6.3 for Major Organizational Entity (MOE) Rule actions.)

(2) When an FII proposed for cancellation is considered to be a duplicate of another FII, the submitting activity shall, forward the proposed cancellation request to the collaborating activities for concurrence on DD Form 1685 or DD Form 173. (See volume 2, chapter 2.2.) Collaboration is not required on Cancel-Duplicate (LKD) requests with DLIS-KI when NSN(s) have recorded NATO/Foreign Government users recorded on either NSN.

(3) If the item-of-supply concepts expressed by item identifications do not match exactly in the content of the characteristic and/or reference number data, but they were intended and used as the same items of supply, all but one of the NSNs shall be cancelled as actual duplicates of the item of supply. Prior to submittal to DLIS, the submitting activity shall collaborate the proposal with all collaborating activities for concurrence.

(a) Possible Duplicate Item of Supply Concepts. An item of supply concept expressed by an existing FII shall be considered a possible duplication of a proposed item identification or another existing FII when (1) there is one of more common CAGE/item identifying reference number(s) RNCC and RNVC, related to each item to indicate that the same item of production is involved. Such cases warrant reference to the PICA/SICA for verification of characteristics data, manufacture's reference number and/or technical documentation to determine duplication. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differeniate the items or in a proposal to cancel one of the item identifications either as actual duplicate or as invalid, or to be used in lieu of another item identification (Cancel-Use).

b. A Cancel-Invalid (DIC LKV) action is required when an item identification, because of incomplete, conflicting, or erroneous data, does not clearly or adequately establish the identity of the item. Collaborate the proposal with recorded collaborating activities using DD Form 1685 for mail or DD Form 173 for electronic transmission. Collaboration with North Atlantic Treaty Organization (NATO) countries is required for Cancel-Invalid actions. (See volume 2, chapter 2.2.)

For outstanding requisitions, DLA Supply Centers will submit a Form 339, Request for Engineering Support, for approval by the Engineering Support Activity for the appropriate Military Service.

NOTE: When a Federal Item Identification Guide is revised (i.e., revision, reprint, or page change) and FIIs require revision, DLIS may cancel the FIIs for which there is no recorded MOE Rule data.

c. A Cancel-Use (DIC LKU) action is required when two different item identifications with different NIINs do not depict actual duplicate item-of-supply concepts, but using activities have indicated that one should be cancelled to use the other. Collaborate the proposal with recorded collaborating activities using DD Form 1685 or electronically. Collaboration with NATO countries will be in accordance with section 4.9.2. Prepare a Cancel-Use action and transmit to DLIS electronically. (See volume 2, chapter 2.2.)

d. A Cancel-Inactive (DIC LKI) action is required when an FII represents an item of supply no longer in any supply system, and has been in an inactive state (all MOE Rules withdrawn, and NIIN Status Code equal to 6 or 9) for at least five years. The Cancel-Inactive action will be used only by DLIS.

e. LKD, LKU, and LKV must be submitted with an LAD or LCM (to inactivate segment H) in an LMD package unless the wholesale manager's segment H in the FLIS data base or futures file contains the appropriate inactive Phrase Code.

f. Use the format at the end of this chapter when requesting cancellation actions under paragraphs 4.9.1.a , 4.9.1.b, and 4.9.1.d. Include explanation; e.g.,"Corrective action required because above NIIN has been assigned to two different item identifications."

g. The use of effective dating for cancellations shall be in accordance with volume 2, chapter 2.8.

4.9.2 Collaboration with NATO Countries

a. When an FII is to be cancelled/invalid (LKV) or cancelled/use (LKU), and a NATO country is reflected in the MOE Rule Record, the proposing activity shall collaborate with DLIS-KI (See volume 2, section 2.2.3a(12) and volume 2, section 2.2.3a(13) for instructions and volume 10, table 196 for the list of countries that collaboration is required with). DLIS=KI will be given 90 days to allow for collaboration with the NATO/FG users.

b. The activity proposing cancellation may withdraw interest for itself and other concurring U.S. activities instead of proposing cancellation if the 90 day time frame is not feasible.

4.9.3 Submittal of NIIN Cancellation Actions

a. Cancel-Inactive (LKI) (DLIS only): The preparation and submission of data to cancel an item identification that has had no recorded MOE Rule Number for five years. The Cancel-Inactive action will only be used internally by DLIS. 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. Cancel-Invalid (LKV): The preparation and submission of data to cancel an item identification without replacement. A LKV must be submitted with a LAD or LCM (to inactivate segment H) in a LMD package. A LAD or LCM is not required if the wholesale manager's segment H in the FLIS or futures file contains the appropriate inactive Phrase Code. 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. Cancel-Duplicate (LKD): The preparation and submission of data to cancel an item identification as a duplicate of another item identification. A NIIN may be cancelled only as a duplicate of another NIIN. A LKD must be submitted with a LAD or LCM (to inactivate segment H) in a LMD package. If the wholesale manager's segment H in the FLIS or futures file contains the appropriate inactive Phrase Code, a LAD or LCM is not required. 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. Cancel-Use (LKU): The preparation and submission of data to cancel an item identificationas a duplicate of another item identification. A LKU must be submitted with a LAD or LCM (to inactivate segment H) in a LMD package. A LAD or LCM is not required if the wholesale manager's segment H in the FLIS or futures file contains the appropriate inactive Phrase Code. 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.

FORMAT FOR REQUESTING CANCELLATIONS ACTIONS

NSN	Item Name	Type	Date
XXXX-XX-XXX-XXXX	XXXXXXX XXXXXXX, XXXXXXX, XXXXX	X	XX/XX/XX
XXXX-XX-XXX-XXXX	XXXXXXXXXXXX, XXXXXXXXXX, XXXXX	X	XX/XX/XX

CHAPTER 10

REINSTATEMENT OF A CANCELLED FEDERAL ITEM IDENTIFICATION (FII)

4.10.1 Application

Only those item identifications reflecting NIIN (National Item Identification Number) Status Code 4 (Cancelled- Without Replacement), Status Code 5 (Canceled-Use), Status Code 7 (Canceled-Duplicate) or Status Code 8 (Cancelled-Inactive) may be reinstated.

4.10.2 Actions by Activity

a. Determine whether a proposed reinstatement FII is a duplication of an existing FII. When duplication is confirmed, submit Major Organizational Entity (MOE) Rule data action (DIC LAU) for the duplicated FII and use it in your logistics system.

b. When duplication does not exist, prepare a proposed reinstatement in accordance with the applicable Document Identifier Code as follows:

Proposed Reinstatement	Type	DIC
Partial Descriptive Method	4, 4A, 4B	LBC
Reference Method	2	LBK
Full Descriptive Method with Reference Number	1, 1A, 1B	LBR
Full Descriptive Method without Reference Number	1	LBW

4.10.3 Submittal of Reinstatement of a Cancelled NSN

The preparation and submission of reinstatements of previously cancelled item identifications (NIIN only) is as follows:

a. Reinstate Partial Descriptive Method II (NIIN only) (LBC): The preparation and submission of data to reinstate an item identification (NIIN only) with references and partial characteristics which had been previously cancelled. 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. Reinstate Reference Method II (NIIN only) (LBK). The preparation and submission of data to reinstate an item identification (NIIN only) with references and no characteristics which had been previously cancelled. 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. Reinstate Full Descriptive Method II with Reference Number(s) (NIIN only) (LBR): The preparation and submission of data to reinstate an item identification (NIIN only)

with reference numbers and a full description, which had been previously cancelled. 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. Reinstate Full Descriptive Method II without Reference Number(s) (NIIN only) (LBW): The preparation and submission of data to reinstate an item identification (NIIN only) without reference numbers which has a full description and which had been previously cancelled. 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.

CHAPTER 11
INTERNATIONAL CATALOGING

4.11.1 Introduction

a. This chapter contains the concepts and procedures to be used in the international exchange of catalog data and cataloging services. These concepts and procedures apply to:

(1) Requests by the North Atlantic Treaty Organization (NATO) participants and other foreign governments (FG) for Federal catalog data and cataloging services from the United States National Codification Bureau (NCB).

(2) Requests by the United States Military Services and Agencies (through the United States NCB) for catalog data and cataloging services from the other NATO countries. The Defense Logistics Information Service (DLIS) functions as the NCB for the United States.

b. This chapter is divided into six sections plus appendices as follows:

(1) NATO/FG Input and Requests for Services (section 4.11.2).

(2) U.S. Activity Input and Requests for Services (section 4.11.3).

(3) Revision, Transfer, and Reinstatement of Item Identification by NATO/FG and U.S. Activities (section 4.11.4).

(4) Release of Nuclear Ordnance Cataloging Data to NATO/FG (section 4.11.5).

(5) Withdrawal of NATO/FG User Interest From a Nuclear Ordnance Item (section 4.11.6).

(6) Establishing NSNs and/or Registering Foreign Governments on Items Supported Through Foreign Military Sales (FMS) (section 4.11.7).

(7) Applicable forms (appendices).

c. The same Document Control Serial Number (DCSN) should not be used in more than one transaction during any one year period in cases where the NSN involved has NATO or other foreign government users. This rule includes all L-DICs, including DICs LN_ where an NSN will be assigned as part of the processing of the transaction.

4.11.2 NATO/FG Input and Requests for Services

a. General.

(1) NATO National Codification Bureaus (NCBs) exchange cataloging data and services free of charge. For non-NATO governments and NATO activities other than NCBs, a Foreign Military Sales (FMS) agreement between DLIS and a NATO/FG is a prerequisite for Federal catalog data and cataloging services.

(2) To establish a Foreign Military Sales (FMS) case for Federal Catalog data and services, send a message to fms@dlis.dla.mil or write to the Commander, Defense Logistics Information Service, 74 Washington Avenue N, STE 7, Battle Creek, MI 49017-3084, DLIS-KI or send a fax message to 269-961-4760. Situations involving an FMS case may also involve additional procedures. See section 4.11.7 for guidance.

(3) To receive Federal catalog data, the following input transactions may be submitted to DLIS:

TITLE	DOCUMENT IDENTIFIER CODE (DIC)	REFERENCE PARAGRAPH
Search by Reference Number for Other Than Provisioning and Preprocurement	LSN	4.11.2.b
Interrogate by NIIN	LTI	4.11.2.c
Add MOE Rule Number	LAU	4.11.2.d
Delete MOE Rule Number	LDU	4.11.2.e
Add Reference Number and Related Codes	LAR	4.11.2.f
Change Reference Related Codes	LCR	4.11.2.g
Delete Reference Number	LDR	4.11.2.h
Request for Codification and Registration of User	LSA	4.11.2.i
Multiple DIC Input	LMD	4.11.2.j
Follow-Up Interrogation	LFN	4.11.2.n

(4) Changes to catalog data resident in the FLIS that cannot be accomplished by the DICs in paragraph 4.11.2.a(3) may be requested by correspondence to DLIS-KI.

b. Search by Reference Number for Other Than Provisioning and Preprocurement (DIC LSN).

(1) This input transaction is used to submit a part number and related CAGE Code to be screened against the FLIS to determine if the part number is related to an existing item identification.

(2) The input format and instructions for the preparation of DIC LSN appear in volume 8, chapter 8.1.

(3) The following conditions apply to DIC LSN and shall be observed:

(a) A limitation of three reference numbers for each Document Control Number.

(b) All reference numbers within the same Document Control Number must be item identifying and represent the same item of supply or production.

(c) Type of Screening Code S or F is allowed. Explanation of Codes S and F and definitions of match conditions encountered appear in volume 5, paragraphs 5.2.2.dand 5.2.2.e and volume 10, table 33.

(d) The Output Data Request Code (ODRC) is limited to Data Record Numbers (DRNs) 0743, 9901, 9905, 9906, 9910, 9914, 9939, 9948. These ODRC DRNs appear in volume 10, table 30, and represent the following segments:

ODRC	APPLICABLE SEGMENTS
0743	A, B, C, F, Z
9901	A, Z
9905	A, B, H, Z
9906	A, B, C, E, M, Z
9910	A, B, C, E
9914	A, B, C, E, V
9939	B, Z
9948	C, Z

Future Data (segment Z) will be included in output when applicable to the requested segments. When the characteristics segment is effective dated, segment M or V output will reflect only the effective dated characteristics. Segment Z will be included at the end of the package with reference to DRN 9111 (Clear Text Characteristics Segment) or DRN 9118 (Coded Item Characteristics Data Segment) only.

(e) Statistical Indicator Code C is standard.

(f) When a reference number, logistics, exceeds 32 positions, the Extra Long Reference Number Indicator (dash symbol) will be submitted as the 32nd character and the remainder of the reference number will be disregarded.

(4) The media and transaction modes for submitting DIC LSN to DLIS appear in paragraph 4.11.2.k.

(5) Upon receipt, DLIS will process the input transaction.

(a) If the submitted reference number matches a Reference number under an Assigned National Stock Number (NSN) in the FLIS, file data for the matched reference number will be forwarded to the submitter under the appropriate output DIC. The output DIC will indicate the degree of match.

(b) If the submitted reference number fails to match a reference number in the FLIS, negative results will be forwarded to the submitter under output DICs KSR and KNR.

(c) If the submitted reference number matches a reference number in the FLIS registered under a NATO (non-U.S.) Stock Number, the submittal will be rejected under DIC KRE, return code AU.

(d) If the search request fails to process, reject notification will be forwarded to the submitter indicating the reason for return.

(6) Output Limitations. Output of FLIS file data will be limited to a maximum of 20 matches (NSNs) per reference number. Output of reference numbers applicable to the matching items will be limited to 25 reference numbers per NSN. If more than 25 reference numbers are recorded against an NSN, the twenty-sixth segment C output record will have a numeric 9 in all pertinent data element fields, including one 9 in the reference number field. If all references are required for a specific application, use the interrogation transaction under DIC LTI to acquire the overall reference numbers.

(7)Replacement of Cancelled CAGE Code. In all reference number screening processes, when the submitted CAGE Code has been cancelled and replaced by another CAGE Code, the submitted CAGE Code will be indicated as cancelled/replaced on output. The screening process will continue employing the replacement CAGE Code.

c. Interrogate by NIIN (DIC LTI).

(1) A tailored interrogation addresses an item identification in the FLIS through the use of its National Item Identification Number (NIIN). It requests file data from the data bank through the use of an Output Data Request Code DRN. The Output Data Request Codes available for the tailored extraction of FLIS segments appear in volume 10, table 34.

(2) The Output Data Request Code DRNs have been developed to extract the most desirable segment or segment mix of FLIS data. For international cataloging, only one Output Data Request Code may be used per interrogation.

(3) Definition, input format, and instructions for the preparation of DIC LTI appear in volume 8, chapter 8.1.

(4) Limited selected data chains, segments, or combination of segments can be obtained. There are additional limitations covered in the following paragraphs relating to individual segments. Segments K, R, and Z are not included as segments to be interrogated.

(a) Segment K, NIIN Status/Cancellation Data, is automatically output when the interrogated NIIN is found to be cancelled or security classified.

(b) Segment R, Data Element Oriented with Value, is a specific format that is used to output individual data elements and their values, when requested through DIC LTI. (See volume 10, table 35 for the data elements that are established for individual interrogation.)

(c) Segment Z, Futures Data, will be output for interrogation transactions only when the futures data recorded is applicable to a segment being interrogated. A Federal Supply

Class (FSC) change or deletion of an NSN with an effective date will always be output regardless of the segments requested when the interrogation leads to the applicable NIIN. When future data is included in the output, all applicable current data will first be output in the appropriate segment sequence. The Segment Z will be succeeded by the appropriate segment applicable to the futures data. For example, the following segments will be stored in the futures file and will be output with the Segment Z:

Type of Transaction	Segment	Segment DRN
Add MOE Rule	B	9101
Change MOE Rule	B	9101
Delete MOE Rule	T	9117
Add Catalog Management Data	H	9108
Change Catalog Management Data	H	9108
Change FSC	R	9115
Delete NSN	T	9117

(5) Segment M, Clear Text Characteristics, will always include segment A as output data. Multiple M segments may be required to output a complete characteristics description.

(a) Each M segment is constructed to identify the Master Requirement Code (MRC), requirement statement and reply data. A print format routine will be required by the receivers to convert the M segments to a desired display.

(b) Errors may occur in the decoding of segment V, Coded Item Characteristics Data, to the clear text characteristics of segment M due to changes and updates of the Federal Item Identification Guides (FIIGs) and decoding guides. If this occurs during interrogation, asterisks will appear in the MRC position, and the MRC with the statement “unable to decode” will appear in the requirement statement position of the segment M.

(6) The media and transaction modes for submitting DIC LTI to DLIS appear in paragraph 4.11.2.k.

(7) Upon receipt, DLIS will process the input transaction.

(a) If the submitted NIIN matches a NSN recorded in the FLIS, the file data requested by the submitted Output Data Request Code will be forwarded to the submitter. NOTE: It is not an error condition if all data requested is not received by the submitter. Any requested data missing from an output package was not in the FLIS under the matched NSN.

(b) If the submitted NIIN is not recorded in the FLIS, negative output results will be forwarded to the submitter.

(c) If the interrogation request fails to process, reject notification will be forwarded to the submitter indicating the reason for return.

d. Add MOE Rule Number (DIC LAU).

(1) This input transaction is used to add a MOE Rule Number (which represents the user of a NSN) to an existing NSN.

(2) The input format and instructions for the preparation of DIC LAU appear in volume 8, chapter 8.1.

(3) The media and transaction modes for submitting DIC LAU to DLIS appear in paragraph 4.11.2.k.

(4) Upon receipt, DLIS will process the input transaction.

(a) Addition of the submitted MOE Rule Number will result in a FLIS data package to the new authorized Item Identification (II) data receiver and file maintenance to other data receivers.

(b) If the proposed addition of a MOE Rule Number fails to process, reject notification will be forwarded to the submitter indicating reason for return.

e. Delete MOE Rule Number (DIC LDU).

(1) This input transaction is used to delete a MOE Rule Number (user registration) recorded against an existing NSN.

(2) The input format and instructions for the preparation of DIC LDU appear in volume 8, chapter 8.1.

(3) The media and transaction modes for submitting DIC LDU to DLIS will appear in paragraph 4.11.2.k.

(4) Upon receipt, DLIS will process the input transaction.

(a) Deletion of the submitted MOE Rule Number will result in file maintenance to authorized II data receivers.

(b) If the proposed deletion of a MOE Rule Number fails to process, reject notification will be forwarded to the submitter indicating the reason for return.

f. Add Reference Number and Related Codes (DIC LAR).

(1) This input transaction is normally used to add a reference number(s) (LAR) and its mandatory related reference number(s) codes to an existing item identification as either a secondary reference or a NATO-reproduced item identification number (RNCC 5 or 8). However, if a NSN has a reference number coded RNCC 1, additional reference numbers coded RNCC 3 with non-U.S. CAGEs may be added if the reference numbers are certified by the Source Control Authority. Also, if a NSN has a reference number coded RNCC 2 (Military Specification), additional reference number(s) coded RNCC 3 with non-U.S. CAGEs may be added if the reference number(s) are included on the Qualified Products List (QPL) associated with the Military Specification coded RNCC 2. A written request

with documentation must be sent to DLIS-KI for these submittals or to add a reference number with RNCC 7.

(2) If a reference number is to be added to an existing item identification as a secondary reference, make certain that the number being submitted is in accordance with volume 10, table 6. Submittals will be limited to Reference Number Format Code (RNFC) 1 or 4.

(3) If a reference number is to be added to a NATO reproduced item, the reproducing country, prior to submittal, must substantiate in writing to DLIS-KI that the item represents the same item of production identified in the Federal Catalog System under the number of the U.S. manufacturer producing the original item (see RNCC 8, table 6). When authorization has been granted to use the NSN, DIC LAR may be submitted. Make certain that the conditions for using the original stock number for the reproduced item have been met (specified in Chapter 4 of the NATO Manual on Codification (ACodP-1)) and that DIC LAU (Add MOE Rule Number) has been previously submitted and approved. Submittals will be limited to reference numbers with RNCC 8 and RNFC 1 or 4.

(4) The input format and instructions for the preparation of DIC LAR appear in volume 8, chapter 8.1.

(5) The media and transaction modes for submitting DIC LAR to DLIS appear in paragraph 4.11.2.k.

(6) Upon receipt, DLIS will process the input transaction.

(a) Addition of the submitted reference number(s) will result in file maintenance to authorized II data receivers.

(b) If the proposed addition of a reference number and related codes fails to process, reject notification will be forwarded to the submitter indicating the reason for return.

g. Change Reference Number Related Codes (DIC LCR).

(1) This input transaction is used to change the reference number code(s) related to a reference number recorded in the FLIS for an existing item identification. Applicable data elements are Reference Number Format Code, Reference Number Category Code, Reference Number Variation Code, Document Availability Code, and Reference Number Status Code.

(a) Submittals will be limited to reference numbers with RNCC 5 or 8. See Volume 4, Chapter 4.11.2.f(1) for exceptions.

(b) Reference number related codes may be changed only when the submitter code in the Submitting Activity Code field of the DIC LCR is the same as the NATO/FG code in the Reference Number Action Activity Code (RNAAC) field of the applicable segment C record in the FLIS.

(c) Reference number related codes may be changed independently or in combination (i.e., RNCC and RNVC, RNVC and DAC, etc.). If a reference number in the FLIS shows a RNCC of C, it may not be changed with this DIC.

(d) Changes to the RNAAC must be requested by correspondence to DLIS-KI.

(2) The input format and instructions for the preparation of DIC LCR appear in volume 8, chapter 8.1.

(3) The media and transaction modes for submitting DIC LCR to DLIS appear in paragraph 4.11.2.k.

(4) Upon receipt, DLIS will process the input transaction.

(a) Change to the reference number related code(s) will result in file maintenance to authorized II data receivers.

(b) If the proposed change to a reference number related code(s) change fails to process, reject notification will be forwarded to the submitter indicating the reason for return.

h. Delete Reference Number (DIC LDR).

(1) This input transaction is used to delete a reference number and related reference number codes recorded against an existing item identification.

(2) After determining that the submitting NATO/FG is a recorded user and the secondary reference number or NATO reproduced item identification number is no longer required, DIC LDR may be submitted to DLIS.

(a) Submittals will be limited to reference numbers with RNCC 5 or 8. See Volume 4, Chapter 4.11.2.f(1) for exceptions.

(b) Reference numbers may be deleted only when the submitter code in the Submitting Activity Code field of the DIC LDR is the same as the NATO/FG code in the RNAAC field of the applicable segment C record in the FLIS.

(3) The input format and instructions for the preparation of DIC LDR appear in volume 8, chapter 8.1.

(4) The media and transaction modes for submitting DIC LDR to DLIS appear in paragraph 4.11.2.k.

(5) Upon receipt, DLIS will process the input transaction.

(a) Deletion of the reference number will result in file maintenance to authorized II data receivers.

(b) If the proposed deletion of a reference number fails to process, reject notification will be forwarded to the submitter indicating the reason for return.

i. Request for Codification and Registration of User (DIC LSA).

(1) This input transaction is used to request the codification of an item identified by the reference number(s) and related CAGE code(s) and to register the requesting country or NATO agency as a user of the corresponding item identification.

(2) The following conditions are applicable to DIC LSA and shall be observed:

(a) A limitation of three reference numbers for each Document Control Number.

(b) Statistical Indicator Code of C.

(c) RNJC of 1 or blank.

(d) RNFC of 1 or 4.

(e) When a reference number, logistics, exceeds 32 positions, the Extra Long Reference Number Indicator (dash symbol) will be submitted as the 32nd character and the remainder of the reference number will be disregarded. The entire reference number will be included on the NATO Form AC/135-No.7 or L07.

(3) The input format and instructions for the preparation of DIC LSA appear in volume 8, chapter 8.1.

(4) The media and transaction modes for submitting DIC LSA to DLIS appear in paragraph 4.11.2.k.

(5) Upon receipt, DLIS will process the input transaction.

(a) If the submitted reference number(s) matches an item identifying reference number(s) (RNVC 2 or 3 and RNCC 1, 2, 3, 5, or 7) in the FLIS on a one-for-one basis under one NSN, the MOE Rule Number of the submitter will be added to the matched item. A FLIS data package for the matched reference number will be forwarded to the submitter and file maintenance will be forwarded to other data receivers.

(b) If the submitted reference number(s) matches under multiple NSNs, to a non-identifying reference number(s), or through the association code technique, output file data will be forwarded to DLIS-KI for determination of acceptability.

(c) If the submitted reference number(s) fails to match an item in the FLIS, notification of no-match will be forwarded to DLIS-KI for resolution. DLIS-KI will prepare a new item identification reflecting the MOE Rule Number of the submitter and submit the input package to DLIS for processing. Upon approval of the new item identification, FLIS data will be forwarded to the recorded data receiver.

(d) If the DIC LSA request fails to process, reject notification will be forwarded to the submitter indicating the reason for return.

(e) If submittals have a RNCC 1 or 2, additional reference numbers coded RNCC 3 with non-U.S. CAGE codes may be used if the reference numbers are certified by the Source Control Authority or if the reference number(s) are included on the Qualified Products List (QPL) associated with the appropriate Military Specification. A written request with documentation must be sent to DLIS-KI for these submittals.

j. Multiple DIC Input (DIC LMD).

(1) This input transaction is used when multiple DIC transactions are submitted under the same Document Control Number. Allowable DIC combinations are limited to LDR, LAR and LCR.

(2) The input format and instructions for the preparation of a NATO Multiple DIC Input (LMD) appear in volume 8, chapter 8.1.

(3) The media and transaction modes for submitting DIC LMD to DLIS appear in paragraph 4.11.2.k.

k. Format, media and transaction modes for the transmission of catalog data between NATO/FG and DLIS.

(1) Catalog data may be electrically transmitted or mailed to and from DLIS. In addition, countries using the International Logistics Communication System (ILCS) may transmit catalog data via this mode to an intermediary activity, the Defense Automatic Addressing System Office (DAASO), Dayton, Ohio. DAASO, in turn, will transmit the catalog data to DLIS electronically. The resulting output will be transmitted from DLIS to DAASO electronically and from DAASO to the applicable countries via ILCS.

(2) Fixed formats are available for submission of transactions. Each country or NATO agency using the data bank should notify DLIS of the media that will be used for the input and output of data. Select from the following:

FORMAT	MEDIA	TRANSACTION MODE
Fixed	Magnetic Tape	Mail
Fixed	Wire	Electronic Data Transmission

(3) Transactions mailed to DLIS must be accompanied by a completed DD Form AC/135 No. 26, Shipment Advice Notice (appendix 4-11-A). LSA transactions must also be accompanied by a completed NATO Form AC/135 No. 7 or DIC L07, Request for Codification Services (appendix 4-11-B).

(4) If the DIC LSA transactions in a shipment represent different end items, pieces of equipment, or assemblies, a separate NATO Form AC/135 No. 7 or DIC L07 is required for each end item, piece of equipment, or assembly grouping due to the additional data required by the form.

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

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

l. 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 asduplicate 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 2.9of 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) Routine DIC LSA input shall not be followed-up until 90 days have elapsed from the receipt date by the NATO country.

(1) Accelerated LSA input may be followed-up after 60 days have elapsed from the receipt date by the NATO country.

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

(c) DIC LFN input will be processed at 30/60/90 day intervals with the same DCN as submitted on routine or accelerated requests.

(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 8.1.

(3) The media and transportation modes for submitting DIC LFN to DLIS appear in paragraph 4.11.2.k.

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

4.11.3 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 DLIS 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 DLIS 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, tables 9 and 131 list NATO countries.

(a) In compliance with NATO policy, a NATO Commercial and Government Entity (NCAGE) Code assigned by a non-NATO country shall not appear in the FLIS system (Refer to volume 10, Table 131 for NCAGE Codification Bureau Codes assigned to NATO and non-NATO countries). If a cataloging requirement exists for an item which contains a non-NATO NCAGE, the non-NATO NCAGE will be subject to replacement by a NCAGE with prefix S, for example, S1234. Submit a request by filling out the NCAGE request form at http://www.dlis.dla.mil/forms/form_AC135.asp or by contacting DLIS-SB by phone at 269-961-4725 or by FAX at 269-961-4388. As necessary, DLIS-SB will request appropriate action from the NATO Maintenance and Supply Agency (NAMSA), the custodian for control and replacement of non-NATO NCAGEs. An item represented by an NCAGE with prefix S may be assigned a U.S. NSN if no other country has assigned an NSN. To find out if an NSN has already been assigned, screen the NATO MCRL. If you do not have access to the NATO MCRL, call 269-961-4725. The procedure in this paragraph also applies to NCAGEs for NATO and international organizations, which have a suffix I. 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. However, if NSNs have a RNCC 1 or 2, additional reference number(s) coded RNCC 3 with U.S. CAGE codes may be added if the reference

numbers are certified by the Source Control Authority or if the reference number(s) are included on the Qualified Products List (QPL) associated with the appropriate Military Specification. A written request with documentation must be sent to DLIS-KI for these submittals. Rules in volume 10, table 8 apply.

(2) Refer to paragraph 4.11.3.mfor preparation and input of DIC LSB to DLIS.

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

(a) If unprocessed, DLIS 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). DLIS will generate Output Notification in the following configurations:

(a) An exact match condition will result in KSR (Screening Results) with KMR (Matching Reference-Screening) 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 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, 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. DLIS will send an image of the submitted LSB a DLIS developed international LSA (Request for Codification and for Registration of User) to DLIS-KI.

(6) DLIS-KI 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) DLIS-KI will forward any reject notification 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 4-11-E) or NATO Form AC/135 No. 27 (appendix 4-11-F)).

(8) Receipt of the output file data package(s) from the NATO NCB will activate the suspended LSB and DLIS 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. DLIS 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 (DLIS-KI) 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 DLIS-KI 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 DLIS according to paragraph 4.11.3.m. The CAGE Code must represent a U.S. entity. Only RNCC 5 or 8 are allowed. When RNCC 8, requirements in paragraph 4.11.3.d apply. However, if NSNs have a RNCC 1 or 2, additional reference number(s) coded RNCC 3 with U.S. CAGE codes may be added if the reference numbers are certified by the Source Control Authority or if the reference number(s) are included on the Qualified Products List (QPL) associated with the appropriate Military Specification. A written request with documentation must be sent to DLIS-KI for these submittals. The documentation could be a copy of the source control drawing (or the relevant portion of the drawing), a copy of the QPL, or a citation from the QPL. Rules in Volume 10, Table 8apply.

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

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

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

(3) DLIS-KI 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, DLIS-KI will prepare and submit a LAR to the FLIS FLIS. DLIS-KI will resolve LAR transactions rejected by a NATO NCB.

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

(5) If the reference number to be added contains a NATO NCAGE represented by the

same country as the NATO NSN, do no process the LAR thru LOLA. Send a DD Form 1685 to DLIS-KI and a request by fax will be forwarded to the country for their review and processing of the LAR transaction. If the KAR fails to process automatically from the country, DLIS-KI will receive the LAR/KRE to review and reprocess. The DD Form 1685 will be forwarded back to the originator upon completion or nonconcurrence. For example: A German manufacturers code/part number and a German NSN. As a minimum, the DD Form 1685 must contain the following data elements:

Reference Number, Logistics (DRN 3570)
NATO Commercial and Government Entity Code (DRN 4140)
NATO Stock Number (DRN 4150)
Reference Number Data Related Codes (RNCC/RNVC/DAC, etc.)

DLIS-KI will request that the producing NATO country's NCB add the reference number. DLIS will send DIC KAR to the recorded data receivers. This procedure is necessary to prevent possible violation of the item-of-supply concept within the 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 DLIS-KI, the NCB for the USA. Upon receipt of permission, the U.S. activity may submit LAR, with RNCC 8, according to paragraph 4.11.3.m. Complete NATO Form AC/135 No-6 and send to DLIS-KI to receive permission to add a RNCC 8 reference number (appendix 4-11-D, reproduction authorized). The U.S. agency can also prepare a written request to DLIS-KI 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. See Chapter 11.2.g(1)(a). Submittals will be limited to reference numbers with RNCC 5 or 8. See Chapter 11.2.f(1) for exceptions.

(1) If the reference number related code(s) to be changed contains a CAGE Code or NCAGE other than as specified in paragraph 4.11.3.e(5), submit LCR to DLIS according to paragraph 4.11.3.m.

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

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

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

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

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

(5) When a recorded reference number with related NCAGE and NATO NSN in the FLIS represent the same country, submit a DD Form 1685 to DLIS-KI. As a minimum, the DD Form 1685 must contain the following data elements:

Reference Number, Logistics (DRN 3570).
NATO Commercial and Government Entity (NCAGE) Code (DRN 4140).
NATO Stock Number (DRN 4150)
Reference Number Related Code to be changed (RNCC/RNVC/DAC, etc.)

DLIS-KI will process a fax or e-mail message to the producing NCB requesting to change the reference number related code(s). If the KCr fails to process automatically from the country, DLIS-KI will receive the LCR/KRE to review and reprocess. The DD Form 1685 will be forwarded back to the originator upon completion or nonconcurrence. Upon completion of processing, DLIS will output a 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 DLIS according to paragraph 4.11.3.m.

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

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

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

(3) DLIS-KI 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, DLIS-KI will prepare and submit a LDR to the FLIS. DLIS-KI will resolve LDR transactions rejected by a NATO NCB.

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

(5) Deletion of a non-U.S. reference number from a NATO NSN must be by written request (DD Form 1685) to DLIS-KI. A fax or e-mail message will be forwarded to the

country for the deletion of the NCAGE and part number. If the KDR fails to process automatically from the contry, DLIS-KI will receive the LDR/KRE to review and reprocess. The DD Form 1685 will be forwarded back to the orginator upon completion or nonconcurrence. Upon completion of processing, DLIS will output a KDR to recorded data receivers. As a mininum, the DD Form 1685 must contain the following data elements:

Reference Number Logistics (DRN 3570).
NATO Commercial and Government Entity (NCAGE) Code (DRN 4140).
NATO Stock Number (DRN 4150).

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 DLIS according to paragraph 4.11.3.m. Use the combination of LAU with LAM under LMD.

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

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

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

(3) DLIS-KI will suspend the LAU and LCM image, and mail an international LAU (with MOE Rule Number ZZ01) to the applicable NATO NCB. DLIS-KI 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 DLIS 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. DLIS will merge the suspended LMD and output data package from the NATO country to develop segments A, B, C, H and V.

(5) DLIS 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 DLIS-KI to process the new item identification. If a new item identification fails to process, reject notification will be sent to DLIS-KI for resolution of the error condition.

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

(1) Prepare and transmit LDU to DLIS according to paragraph 4.11.3.m. When applicable to system requirements, use the combination of LDU with LDM, LCM or LAD under LMD.

(2) DLIS will subject the LDU to the applied processing routine.

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

(b) If processable, DLIS will delete the submitted MOE Rule Number from the NATO Stock Number. DLIS will send notification of approval to the originator/submitter. DLIS will send file maintenance to the recorded data receivers.

(3) If the deleted MOE Rule Number was the only U.S. MOE Rule Number on the item when the LDU processed, FLIS will send an output DIC of KNI to DLIS-KI. DLIS-KI will submit the international LDU to the applicable NATO NCB to delete the U.S. MOE Rule (ZZ01) from the NATO Stock Number in their file.

i. Other Multiple DIC Input (DIC LMD) for NATO Stock Numbers. Multiple DIC inputs allowed are a combination of LAR (Add Reference Number and Related Codes), LCR (Change Reference Number Related Codes) and LDR (Delete Reference Number). Use the rules in paragraphs 4.11.3.d , 4.11.3.e and 4.11.3.f (LAR, LCR and LDR procedures, respectively) for processing LMD.

j. Search by NATO Reference Number for Other Than Provisioning and Preprocurement (DIC LSN).

(1) Prepare and transmit LSN to DLIS according to paragraph 4.11.3.m. To search the record of a NATO NCB, follow the guidelines specified below. Otherwise, search will only be of the FLIS.

(a) The Destination Activity Code, Output (DRN 3880) and the NCAGE Codification Bureau Code (DRN 4180) located in the first position of the NCAGE (DRN 4140) field must represent the same country. If the Destination Activity Code, Output is ZC (Canada), the CAGE Code (DRN 9250) must represent Canada.

(b) The Type of Screening Code (DRN 9505) must be S or F.

(c) The Output Data Request Codes (DRN 4690) permitted are 9910 and 9915.

(d) The Statistical Indicator Code (DRN 3708) must be C.

(e) The Reference Number(s), Logistics (DRN 3570) must be formatted according to volume 2, chapter 2.9.

(f) One Document Control Number is limited to a maximum input of three (3) reference numbers.

(2) DLIS will subject LSN to the mechanized search routine to determine if a match condition exists in the FLIS. Use ODRC DRN 9906, DRN 9910, DRN 9914, or DRN 9915.

(a) If the LSN is in error or a corresponding reference number is in the FLIS, DLIS will send the appropriate output results to the submitting activity.

(b) If a corresponding reference number is not contained in the FLIS, DLIS will send KNN (Notification of NCB Processing) to the submitter. DLIS will send an image of the LSN to DLIS-KI.

(3) DLIS-KI will suspend the LSN image, prepare an international LSN by overlaying the Submitting Activity Code field with activity code ZZ (U.S. designation), and submit it to the applicable NATO NCB. Upon receipt of search results from the NATO NCB, the search results will be sent to the Submitting Activity.

k. Interrogation by NIIN (DIC LTI). The NCB code must be other than 00 or 01.

(1) Prepare and transmit LTI to DLIS according to paragraph 4.11.3.m. The following are the only ODRC DRNs approved by the NATO countries:

DRNs 0118, 0119, 0120, 9901, 9906, 9907, 9909, 9910, 9914, 9915, 9936, 9939, 9940, 9942, 9948, 9949.

(2) DLIS will process LTI to determine if a non-U.S. NIIN is in the FLIS.

(a) If the LTI is in error or a corresponding non-U.S. NIIN is in the FLIS, DLIS will send the appropriate output results to the submitting activity.

(b) If a corresponding non-U.S. NIIN is not in the FLIS, DLIS will send KNN (Notification of NCB Processing) to the submitter. DLIS will send an image of the LTI to DLIS-KI.

(3) DLIS-KI will prepare an international LTI by overlaying the Submitting Activity Code field with activity code ZZ (U.S. designation), and send it to the applicable NATO NCB. Upon receipt of interrogation results from the NATO NCB, DLIS-KI will send the results to the Submitting Activity.

l. Add U.S. National/NATO Stock Number as Informative Reference (DIC LAB).

(1) When it is determined that a NATO Stock Number in the FLIS represents the same item of supply as a recorded U.S. NSN and there is recorded interest in one or both of the stock numbers, submit LAB to cross-reference the two stock numbers. The following requirements apply:

(a) The Assigned NSN field must contain a U.S. NSN with NIIN Stauts Code 0.

(b) The reference number must be a NATO Stock Number with NIIN Status Code 0.

(c) The FSC must be the same on both stock numbers.

(d) Neither stock number may be previously recorded as a cross-indexed reference.

(e) The reference number related codes must be RNCC 6, RNVC 9 and DAC 9.

(2) Transmit LSB according to paragraph 4.11.3.m.

(3) DLIS will subject the LAB to the applied processing routine.

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

(b) If processable, DLIS will add the U.S. NSN to the NATO Stock Number segment

C file. DLIS will then add the NATO Stock Number to the U.S. NSN segment C file. DLIS will send notification of approval to the submitter, and file maintenance notification to all data receivers registered on the U.S. NSN and NATO Stock Number.

m. Preparation/Transmission of Input Data.

(1) Prepare input transaction according to the fixed format procedures in volume 8, chapter 8.1 or the variable format procedures in volume 9, chapter 9.1.

(2) Follow the data transmission procedures in volume 2, section 2.3.2 and the following requirement for LSB input.

(a) Electronic Data Transmission - Complete NATO Form AC/135 No-7 (appendix 4-11-B) and mail to DLIS-KI. U.S. Services are authorized to reproduce NATO Form AC/135 No-7 from the FLIS Manual. Transmit LSB electronically. DLIS will hold the LSB request pending receipt of the completed NATO form. To accelerate the codification process, include technical documentation. For example, manufacturers drawing or catalog, with the NATO form.

(b) EMERGENCY LSB - Transmit the LSB electronically to DLIS-KI for processing of the Emergency LSB request. Include justification and all segments required in a normal LSB request. Include a NATO Form AC/135 No. 7 and any available technical data. Annotate in BOLD letters “EMERGENCY” on the top of the AC/135 No. 7 form.

(c) ACCELERATED LSB - Transmit the LSB electronically to DLIS-KI for processing of the Accelerated LSB request. Include justification and all segments required in a normal LSB request. Include a NATO Form AC/135 No. 7 and any available technical data. Annotate in BOLD letters “ACCELERATED” on the top of the AC/135 No. 7 form.

(3) To request changes to the data elements in (a), (b), and (c) below, when represented by a NATO Stock Number in the FLIS, send a DD Form 1685 to DLIS-KI. Include the appropriate DIC LCC, LCD, LCG, (LCR changes on U.S. NCAGEs recorded on NATO Stock Numbers can be electronically processed thru LOLA, on Foreign NCAGEs the DD Form 1685 would have to be initiated) on the DD Form 1685. DLIS-KI will forward a fax or e-mail message to the NATO country requesting the changes.

(a) Segment A - Federal Supply Class, FIIG Guide Number, Item Name, Type of Item Identification, Reference/Partial Descriptive Method Reason Code or Criticality Code.

(b) Segment C - Reference Number Category Code, Reference Number Variation Code, Document Availability Code, and Reference Number Action Activity Code.

(c) Segment V - Characteristics Data.

(d) Effective dated transactions may be subject to revision as the result of negotiation between the submitter and DLIS-KI in situations where a NATO country fails to respond in time to meet the original effective date. In such cases, DLIS-KI will contact the submitter.

(e) DLIS-KI will provide by e-mail notification of FSC changes for items that do not affect management responsibilities to the PICA prior to the change. (DLIS-KI has Point of Contacts for each Acitivity). All FSC changes that require a management change (Segment B/H) will be accomplished by the appropriate center.

n. Requests for Additional Services by U.S. Activities - Project Code Assignment. Assignment of a project code may be necessary when a U.S. activity purchases an end item, or major component, from a foreign manufacturer which requires codification of repair parts by the country.

(1) Complete NATO Form AC/135 No. 1 (appendix 4-11-C), or prepare a letter providing the information as required by the instructions for NATO Form AC/135 No. 1. Reproduction is authorized for NATO Form AC/135 No. 1.

(2) Mail or fax the completed NATO Form AC/135 No. 1 or the prepared letter to DLIS-KI. DLIS-KI will respond when the information becomes available from the responsible country.

o. Requests for NATO Commercial and Government Entity (NCAGE) Code Assignment. The procedure in volume 7, paragraph 7.1.2.c. should be followed by U.S. activities when they have contracted with a foreign manufacturer for which there is no NCAGE listed in Catalog Handbook H4-3.

p. Submit LKV/LKU/LKD cancellation requests against NATO Stock Numbers to DLIS-KI using the DD Form 1685 with justification for the cancellation. A fax or electronic transaction will be sent to the assigning country of the NATO Stock Number. If the country concurs, DLIS-KI will process the cancellation in FLIS and forward the DD Form 1685 back to the originator. If the country nonconcurs, DLIS-KI will forward the DD Form 1685 back to the originator with the justification from the country for the nonconcur. The U.S. user shall then submit a LDU/LDM transaction against the NATO STock Number to FLIS shich will result in a KNI output to DLIS-KI if there is only one (1) U.S. MOE Rule recorded on the NATO Stock Number. At that time, DLIS-KI will forward an International LDU (ZZ01) to remove the U.S. MOE Rule from their file.

q. NATO/FG countries are not required to collaborate with U.S. users on NATO assigned NSNs on Segment A, Segment C, and Segment V data elements.

4.11.4 Revision, Transfer, or Reinstatement of Item Identification by NATO/FG or U.S. Activity

a. Request for Revision or Transfer of Approved U.S. Item Identification by NATO/FG. DLIS-KI will be informed of a proposed change to item identification data when the change affects the item-of-supply concept or the assigned NSN of an item identification.

(1) Forward the proposed change to DLIS-KI, by letter, for review, collaboration, and processing.

(2) DLIS-KI will generate a DD Form 1685 and forward the proposed item identification change (whcn such action requires collaboration) to the item manager for collaboration with all recorded U.S. users.

(3) When the proposed change is concurred on by all the collaborating U.S. activities, the item manager will prepare the appropriate maintenance transaction for submission to DLIS. If one or more of the collaborating U.S. activities do not concur with the proposed change, DLIS-KI will notify the NATO/FG of the nonconcurrence, no further action will be taken.

b. Request for Revision or Transfer of Approved NATO Item Identification by U.S. Activity. DLIS-KI will be informed of a proposed change to item identification data when the change affects the item-of-supply concept or the NATO Stock Number of an item identification.

(1) Forward the proposed change to DLIS-KI, using the DD Form 1685, for review. DLIS-KI will then forward the request by fax to the appropriate NATO NCB.

(2) DLIS-KI will receive notification from the NATO NCB, by letter, indicating whether or not the revision or transfer action was taken. If the action was taken by the NATO NCB, file data will be forwarded with the letter. DLIS-KI will then prepare the maintenance action for submission to FLIS. DLIS-KI will notify the requesting U.S. activity of the NATO NCB decision.

c. Request for Reinstatement of Cancelled U.S. NSN by a NATO/FG.

(1) Forward a letter to DLIS-KI listing the NSNs, with Item Names and Reference Numbers, and technical data, if available.

(2) DLIS-KI will review the NSNs to determine if reinstatement action is appropriate. As required, a reinstatement item identification will be prepared and submitted to FLIS for processing. Upon approval, FLIS data will be forwarded to the requesting NATO/FG. If a transaction fails to process, reject notification will be forwarded to DLIS-KI for resolution of the error condition.

d. Request for Reinstatement of Cancelled NATO NSN by a U.S. Activity.

(1) Forward a DD Form 1685 to DLIS-KI with the NSN(s), with Item Names, Reference Numbers, and technical data, if available.

(2) DLIS-KI will prepare a fax to the applicable NATO NCB requesting the reinstatement of the NATO Stock Number.

(3) Upon receipt of the response from the NATO NCB, DLIS-KI will create the reinstatement and process the transaction into FLIS for approval.

(4) Upon approval of the reinstatement transaction, notification will be forwarded to the orginator/submitter, and FLIS file data will be forwarded to the new recorded data receiver. At that time, the requestor of the reinstatement shall process a LMD/LAU/LAM against the NATO Stock Number. If the reinstatement transaction should reject during processing, reject notification will be forwarded to DLIS-KI for resolution of the error condition.

4.11.5 Release of Nuclear Ordnance Cataloging Data to NATO and other Foreign Governments (NATO/FG)

Requests for nuclear ordnance cataloging data will be considered on an individual basis. Releasability will be determined by a combination of need-to-know, security classification, Department of Energy (DOE) classification, and the accesses authorized for the requesting government. In no case will release of any nuclear ordnance cataloging data to a NATO/FG be performed as an automatic nonreview function.

a. For release of nuclear ordnance cataloging data, a NATO/FG must submit the appropriate cataloging request accompanied by a letter of request to:

Commander
Defense Logistics Information Service
ATTN: DLIS-KI
Battle Creek, MI 49017-3084

b. DLIS will, within five days, verify that the NATO/FG request represents a nuclear ordnance item and forward the request to the Nuclear Ordnance Cataloging Office (NOCO).

c. NOCO will, within 10 days, validate the NATO/FG request, establish item entry control, determine the sponsoring Nuclear Ordnance Control Activity (NOCA) and forward the NATO/FG request to the appropriate NOCA. The designated NOCAs are as follows:

Army Activity BF	Commander U.S. Army Armament, Munitions and Chemical Command ATTN: AMSMC-MMC-N(R) Rock Island, IL 61299-6000
Navy Activity JF	Commanding Officer Navy Ships Parts Control Center ATTN: Code 00D1 P.O. Box 2020 Mechanicsburg, PA 17055-0788
Air Force Activity SC	San Antonio Air Logistics Center ATTN: SWRCC Kelly AFB, TX 78241-5000
DTRACA Activity XB	Defense Threat Reduction Agency ATTN: DTRA/NSOC 1680 Texas Street SE Kirtland AFB, NM 87117-5669

d. The sponsoring NOCA will, within 45 days, complete the following:

(1) Insure that the sponsoring NOCA has recorded interest (MOE Rule) against the item in the NIMACS before submitting a NATO/FG certification to NOCO.

(2) Insure that the sponsoring NOCA maintains interest (MOE Rule) until after NATO/FG interest has been withdrawn from the item.

(3) After approval of the NATO/FG request, prepare the appropriate NIMACS input transaction and complete a written certification of the authorization and need-to-know. The certification will include the following information:

The weapon system involved.
The NATO/FG authorization or need-to-know.
The defense classification of the data to be released.
The service comments concerning the release of the data.

(4) Forward the NIMACS package to NOCO.

e. NOCO will, within 15 days, complete the following:

(1) Determine if the NIMACS package (i.e., NIMACS input transaction and complete written certification) contains associated Restricted Data (RD) or Formerly Restricted Data (FRD) or other than RD/FRD. If for any reason a NIMACS package is in error, it will be returned to the sponsoring NOCA with an explanation for the rejection.

(2) Coordinate the release of all Department of Energy (DOE) data (i.e., RD, FRD, non-RD or non-FRD) with the DOE. Obtain written certification from the DOE for the release of the data.

(3) If the NIMACS package contains other than RD or FRD, forward the NIMACS data to DLIS-KI. Certification from the NOCA is considered to be authorization to forward file maintenance data on the individual items without further certification.

f. DLIS will, within 5 days, add the NIMACS data to the next scheduled file output transmitted to the NATO/FG. Subsequent update of previous releases will also be added to scheduled file output transmittals in a similar manner.

g. If the NIMACS package contains RD or FRD, NOCO will release the NIMACS data to a NATO/FG only on a case-by-case nonrecurring basis. NOCO will process each request or required update of previous releases as follows:

(1) Prepare the appropriate cataloging entries and forward the NIMACS package to the appropriate Service Headquarters Office. The data forwarded will advise the Service Headquarters Office what specific RD and FRD information is contained in that data. Forward a courtesy copy of transmittal document to DLIS-KI.

(2) The designated Service Headquarters Offices are as follows:

Army	Headquarters, Department of the Army ATTN: DAMO-NCS Washington, D.C. 20310

Navy	Chief of Naval Operations (OP-622) Department of the Navy Washington, D.C. 20350
Air Force	Department of the Air Force ATTN: CVAII Washington, D.C. 20330

h. The Service Headquarters Office will, within 15 days, process the release of such RD and/or FRD through the Joint Atomic Information Exchange Group for release to the NATO/FG in accordance with appropriate directives. A copy of the transmittal document will be furnished to NOCO. If disapproved, the NIMACS package will be returned to NOCO.

i. NOCO will, within five days, complete the following:

(1) If a copy of the transmittal document is received from the Service Headquarters Office, forward courtesy notification to DLIS-KI.

(2) If release of the RD or FRD is not granted, provide written notification to the appropriate NATO/FG. Forward a courtesy copy to DLIS-KI, and the appropriate NOCA.

4.11.6 Withdrawal of NATO/FG User Interest From a Nuclear Ordnance Item

a. Withdrawal action initiated by a NATO/FG.

(1) A NATO/FG requesting withdrawal of user interest from a Nuclear Ordnance item must submit a letter of request to DLIS (ATTN: DLIS-KI).

(2) DLIS will initiate a letter to NOCO requesting withdrawal of user interest for the NATO/FG. The letter of request from the NATO/FG shall be enclosed with the letter to NOCO.

(3) After cursory review, NOCO will forward the letter of request received from DLIS to the sponsoring NOCA for appropriate action.

(4) The sponsoring NOCA will initiate appropriate cataloging action to delete the NATO/FG MOE Rule from the NIMACS. If the sponsoring NOCA is recorded as a user only for support of the NATO/FG, action will be initiated to delete both the NATO/FG and sponsoring NOCA MOE Rules. The effective date for deletion of a sponsoring NOCA MOE Rule shall be greater than the effective date for deletion of the NATO/FG MOE Rule. The delete MOE Rule transaction(s) will be forwarded to NOCO.

(5) NOCO will process the delete MOE Rule transaction(s) into the NIMACS and forward the resulting output to authorized data receivers.

b. Withdrawal/cancellation action initiated by a NOCA

(1) Cancel-Duplicate:

(a) When a NATO/FG is recorded as a user on an item of supply, and the NOCA determines it is to be canceled as a duplicate (LKD), the sponsoring NOCA will forward a DD Form 1685 and certification for the NATO/FG to be recorded on the duplicate item of supply.

(b) After receipt of the DD Form 1685 and certification, the NOCO will submit appropriate cataloging action to delete the NATO/FG MOE Rule from the canceled item, and to record the NATO/FG MOE Rule on the duplicate item. NOCO will then forward the appropriate output cataloging data to the NOCA and DLIS.

(c) DLIS will forward the cataloging data to the NATO/FG.

(2) Cancel Invalid/Cancel-Use:

(a) When a NOCA determines a nuclear ordnance item is to be Canceled-Invalid (LKV) or Canceled-Use (LKU), and a NATO/FG MOE Rule is recorded as a user, the sponsoring NOCA will collaborate the proposal with NOCO using DD Form 1685. The DD Form 1685 will include justification for the recommended withdrawal of the NATO/FG. The DD Form 1685 will also contain certification for the NATO/FG to be recorded on the Cancel-Use item of supply.

(b) NOCO will forward the DD Form 1685 to DLIS-KI. Ninety (90) calendar days shall be given to DLIS-KI to permit collaboration with the NATO/FG countries and further internal collaboration within the country. DLIS-KI will forward the NATO/FG reply to the NOCO. If no reply is received from DLIS-KI within 90 calendar days, concurrence will be assumed.

(c) NOCO will forward the collaboration results to the sponsoring NOCA for appropriate action.

(1.) If a collaborating NATO/FG nonconcurs, the NATO/FG will provide the justification for continuation of the user interest.

(2.) DLIS-KI will forward the annotated DD Form 1685 with a copy of the NATO/FG nonconcurrence to NOCO.

(3.) NOCO will terminate the withdrawal action and refer the NATO/FG nonconcurrence to the NOCA for appropriate follow-up.

(4.) If all NATO/FG users concur:

(a.) Cancel-Invalid - NOCO will submit appropriate cataloging action to delete the NATO/FG MOE Rule(s). NOCO will then forward the appropriate output cataloging data to the NOCA and to DLIS.

(b.) Cancel-Use - NOCO will submit appropriate cataloging action to record the NATO/FG MOE Rule(s) on the Cancel-Use item. NOCO will then forward the appropriate output cataloging data to the NOCA and to DLIS.

4.11.7 Establishing NSNs and/or Registering Foreign Governments on Items Supported through Foreign Military Sales (FMS)

a. The Military Services may provide support to Foreign Governments who buy standard or non-standard items through FMS. A non-standard item is one with or without an NSN that DoD does not actively manage either because applicable end items have been retired or were never purchased for DoD activities.

b. Military Services/Agencies will perform the cataloging services that provide FMS support. The following data must be provided:

(1) For a new Item Identification (DIC LNC, LNK, LNR):

(a) MOE Rule Number for the foreign country and MOE Rule Number and related data for the sponsoring Military Service. Generally, if the country stocks, stores, and issues the items themselves, the NSN will contain only a user registration (MOE Rule) of the country. However, if the item will be stocked, stored and issued by a U.S. activity, the NSN will contain both the country's MOE Rule and the U.S. manager's MOE Rules. You will find detailed guidance on this matter in volume 13, chapter 5. Call 269-961-4725 if you need additional clarification regarding MOE Rule registration related to FMS cases.

(b) Approved Item Name (AIN) or Non Approved Item Name (NAIN).

(c) Commercial and Government Entity Code (CAGE).

(d) Reference Number, Logistics and if available, related characteristics.

(e) Document Control Serial Number (DCSN).

(f) FSC.

(g) Acquisition Method Code/Acquisition Method Suffix Code.

(h) Appropriate Segment H Data.

(2) For an Add User request (DIC LAU):

(a) NSN.

(b) Document Control Serial Number (DCSN).

(c) MOE Rule Number for the foreign country and MOE Rule Number and related data for the sponsoring Military Service.

(d) Only the U.S. National Codification Bureau (NCB) (DLIS) or another NATO NCB is permitted to add foreign government registration.

(e) Military Service/Agency requests to add Foreign Government Registration are to be sent to DLIS-KI.

(3) To withdraw user interest (DIC LDU):

(a) The Military Service/Agency may withdraw from the item when the FMS commitment is fulfilled.

(b) The Foreign Government Registration will remain until the country approves its removal.

(c) Only the U.S. National Codification Bureau (NCB) (DLIS) or another NATO NCB is permitted to withdraw Foreign Government Registration.

(d) Military Service/Agency requests to withdraw Foreign Government Registration are to be sent to DLIS-KI.

CHAPTER 11

APPENDIX 4-11-A

DD Form 1155, Order for Supplies or Services (Sample)

CHECKED BOX APPLIES ☐ ORDER FOR SUPPLIES OR SERVICES

☐ REQUEST FOR QUOTATIONS NO.
RETURN COPY(IES) OF THIS QUOTE BY
(THIS IS NOT AN ORDER. See DD Form 1155r)

PAGE 1 OF

1. CONTRACT/PURCH ORDER NO.: Letter of Agreement dtd (enter date of agree)
2. DELIVERY ORDER NO.:
3. DATE OF ORDER: date of preparation
4. REQUISITION/PURCH REQUEST NO.:
5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1 DO

6. ISSUED BY: CODE
(Specify name and address of issuing office)

7. ADMINISTERED BY: (If other than 6) CODE

8. DELIVERY FOB ☐ DEST ☐ OTHER (See Schedule if other)

9. CONTRACTOR/QUOTER CODE FACILITY CODE
NAME AND ADDRESS
Defense Logistics Services Center
Directorate of Item Identification
Federal Center
Battle Creek, Michigan 49015

10. DELIVER TO FOB POINT BY:
11. CHECK IF SMALL BUSINESS ☐
12. DISCOUNT TERMS
13. MAIL INVOICES TO: Specify name & address of office authorized to receive invoices.

14. SHIP TO: CODE
(Specify destination for delivery)

15. PAYMENT WILL BE MADE BY: CODE
(Specify name and address of office authorized to make payment)

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER
DELIVERY: This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE: Reference your , furnish the following on terms specified herein, including, for U. S. purchases, General Provisions of Purchase Order on DD Form 1155r (EXCEPT CLAUSE NO. 13 APPLIES ONLY IF THIS BOX ☐ IS CHECKED, AND NO. 15 IF THIS BOX ☐ IS CHECKED): special provisions ; and delivery as indicated. This purchase is negotiated under authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U. S., its possessions or Puerto Rico; if otherwise, under 2304(a)(6).
☐ If checked, Additional General Provisions apply; Supplier shall sign "Acceptance" on DD Form 1155r and return copies.

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
1.	Reference Method II	39	LNK	7.6608	
2.	Add Reference Number	64	LAR	3.4360	
3.	Add MOE Rule/Reference Number	10	LMD	3.4360	
4.	Add MOE Rule Number	100	LAU	3.4360	

EXAMPLE

*If quantity accepted by the Government is same as quantity ordered, indicate by ✓ mark. If different, enter actual quantity accepted below quantity ordered and encircle

24. UNITED STATES OF AMERICA
BY: CONTRACTING/ORDERING OFFICER

25. TOTAL
26. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN:
INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27. SHIP NO.
☐ PARTIAL ☐ FINAL
28. D. O. VOUCHER NO.
30. INITIALS
31. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL
32. PAID BY
33. AMOUNT VERIFIED CORRECT FOR
34. CHECK NUMBER
35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.
SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT
38. RECEIVED BY
39. DATE RECEIVED
40. TOTAL CONTAINERS
41. S/R ACCOUNT NUMBER
42. S/R VOUCHER NO.

DD FORM 1 AUG 66 1155

Form Approved by Comptroller General, U. S., 27 May 66
Exception to SF 18 under $2500 Approved by Budget Bureau Oct 66.

CHAPTER 11
APPENDIX 4-11-B
REQUEST FOR CODIFICATION SERVICES
NATO Form AC/135 No. 7

In compliance with NATO agreements, NATO Form AC/135 No. 7 will accompany a request for NATO stock number assignment. When transmitting LSB input to DLIS, complete NATO Form AC/135 No. 7 and mail to DLIS in accordance with paragraph 4.11.3.m(2). Separate forms are required for each NATO country.

NOTE: If the part numbers on the LSB requests represent different end items, pieces of equipment, or assemblies, a separate NATO Form AC/135 No. 7 shall be submitted for each.

The form is to be completed in original only, as follows:

BLOCK	INSTRUCTIONS
010	Insert your Submitter Code (DRN 3720), e.g. ZF.
020	Insert the date and reference of the submitting NCB or NAMSA for control purposes.
030	Insert the Destination Activity Code (DRN 3880), e.g. ZG.
040	Enter the lowest and highest Document Control Number.
050	Enter the total quantity of Document Control Numbers.
060	Enter the date by which the information is required. The receiving NCB should apply the Accelerated Codification Procedure if necessary.
070	Where applicable enter the NATO Codification Project Code (DRN 1057).
080	This block is to be completed with the greatest possible care. All information shall be related to the requests identified by the DCNs in block 040.
081	Enter the Name of equipment in accordance with the following criteria: - in case of LSA requests for items belonging to a common end item, enter the name of the end item.

BLOCK	INSTRUCTIONS
	- in case of the LSA requests grouped on one form (paragraph 432.3.4), enter the type of equipment or family of items to which the individual items are associated;
	- in case of single LSA requests (only one DCN) for an item which cannot be associated with a special end item, enter the name of the item requested for codification.
	- in case of an existing NATO or Common Project, enter the name of the project and of the related equipment.
082	If applicable, enter the type or model of the item/equipment designated under block 081.
083	If applicable, enter the assembly related to the item/equipment designated under block 081.
084	Enter at least the name of the manufacturer and his NATO Commercial and Government Entity Code-NCAGE Code-(DRN 4140) related to the item/equipment or family of items designated under block 081.
085	Indicate as precisely as possible the main user (specialized service and/or service branch) e.g. Army, Air Force, Navy, Supply Corps, Medical Service, Communications Branch, etc. Example: Army Communications.
086	If it has not been possible to supply an answer to blocks 081, 082 and 083 mentioned above (in the case of Miscellaneous items, for instance) indicate the criterion applied in grouping these items, for instance NATO Supply Class, or any other helpful information.
090	Enter the following Contract and Documentation Information:
091	State name and address of the firm and NCAGE Code - if available - entrusted with the contract and responsible for sub-letting a Codification Contract Clause or an equivalent contractual instrument to sub-contractors, if any, and manufactures. In the case of Miscellaneous items ensure that these entries apply to all items grouped on the form.
092	State the name and address and/or NCAGE Code - if available - of the sub-contractor, or the constructor or manufacturers in the codifying country, particularly if the contractor indicated under block 091 is located in the submitting country or in a third country. In this case, give the reference of the contract binding the sub-contractor or manufacture to the main contractor.

BLOCK	INSTRUCTIONS
NOTE:	In case of extended explanation being necessary refer to the reverse side of the form and give there the detailed information
093	Enter the number of the contract or order in which the Codification Contract Clause or an equivalent contractual instrument was included.
094	Indicate whether the Codification Contract Clause or an equivalent contractual instrument is or is not included by checkmarking the the appropriate box and ensure that this statement applies to all items indicated on the form. In the event of a negative answer, explanation or action taken must be specified in block 100 “Remarks”.
095	Checkmark the appropriate box to indicate by whom technical documentation is/will be provided. In case of checkmarking “OTHER SOURCES” specify in block 100 or on the reverse side of the form.
096	Checkmark the appropriate box to indicate whether technical documentation or other attachments are included or not. If necessary give explanation in the clear in BLOCK 100 or on the reverse side of the form.
097	Enter the applicable Tape Serial Number (TSN) of the magnetic tape containing the related group of LSA requests.
100	Please use this block frequently whenever additional information is considered necessary. An LSA request with RNJC 1 (DRN 2750) must include the following information: - Differentiating Characteristics Data (to be described by use of existing MRCs)
110	Quote the document(s) from which the references presented in the LSA requests covered by the NATO Form AC/135-No 7 have been obtained (e.g. catalogues, ADP data carriers, labels, listings etc. with indication of date).
120	Enter the signature of the responsible officer in the submitting activity.
NOTES:	(1) Whenever the information to be supplied does not fit into the space provided, continue on the reverse side of the form or on a separate sheet.

BLOCK	INSTRUCTIONS
	(2) Input instructions for the corresponding L07 transaction are given in Sub-Section 532.

NATO CODFICATION SYSTEM - SYSTEME OTAN DE CODIFICATION

REQUEST FOR CODIFICATION AND REGISTRATION OF USER - LSA
DEMANDE DE CODIFICATION ET INSCRIPTION COMME UTILISATEUR - LSA

010 FROM/DE	020 REFERENCE/DATE	030 TO/POUR

040 LOWEST AND HIGHEST DCN PLUS PETIT ET PLUS GRANDE ND					050 TOTAL QUANTITY OF DCNs / QUANTITIE TOTALE DE ND
DCN / ND (1015)	ORIG (4210)	SUBM SOUM (3720)	TRANSACTION DATE (2310)	DCSN / NSND (1000)	060 DATE REQUIRED / DATE REQUISE
LOWEST/PLUS PETIT					070 NATO PROJECT CODE CODE PROJECT OTAN (1057)
HIGHEST/PLUS GRAND					

080 EQUIPMENT / MATERIEL	
081 NAME OF EQUIPMENT NOM DU MATERIEL	
082 TYPE OR MODEL TYPE OU MODELE	
083 ASSEMBLY ENSEMBLE	
084 MANUFACTURER AND NCAGE Code FABRICANT ET CODE NCAGE	(4140)
085 USER SERVICE SERVICE UTILISATEUR	
086 OTHER INFORMATION AUTRES RENSEIGNEMENTS	
090 CONTRACT / CONTRAT	
091 MAIN CONTRACTOR CONTRACTANT PRINCIPAL	
092 SUB-CONTRACTOR SOUS-CONTRACTOR	
093 CONTRACT No. CONTRAT No.	
094 CODIFICATION CONTRACT CLAUSE CLAUSE DE CODIFICATION	☐ YES / OUI ☐ NO / NON ☐ IF NO, EXPLAIN IN BLOCK 100 SI NON, PRECISER EN CASE 100
095 DOCUMENTATION PROVIDED BY / FOURNIE PAR	☐ MAIN CONTRACTOR / CONTRACTANT PRINCIPAL ☐ SUB-CONTRACTOR / SOUS-CONTACTANT ☐ OTHER SOURCES / AUTRES SOURCES
096 ATTACHMENTS PIECES JOINTES	☐ YES / OUI ☐ NO / NON 097 TSN / NSB

100 REMARKS / REMARQUES	110 ORIGIN OF REFERENCE NUMBERS SOURCE DE NUMEROS DE REFERENCE
	120 SIGNATURE

NATO FORM AC/135-No 7 (93.09) FORMULAIRE OTAN AC/135-No 7

CHAPTER 11
APPENDIX 4-11-C
INITIAL EXCHANGE OF INFORMATION
NATO Form AC/135/NO.1

The object of this form is to coordinate, by initial exchange of information between the U.S. and the NCB of the producing country, codification of major equipment or major components procured in another country, either directly or through an intermediary. This form is to be completed in triplicate as follows:

PART A

BLOCK	INSTRUCTIONS
This section is to be completed by the inquiring NCB or NAMSA.	
1	NCBs and NAMSA are to insert their Submitter's Code (DRN 3720).
2	The reference number and the date should, in all cases, be given in order to allow the producing country to refer back to the initial inquiry in subsequent correspondence.
3	Insert the Destination Activity Code (DRN 3880) of the producing country.
4	The exact and full addresses must be given in order to avoid any unnecessary delay.
5	Security classification of the information must be stated.
6	The equipment for which codification will be required should be stated as clearly as possible. If the nomenclature of the producing country is unknown, the nomenclature which is used in the contract should be indicated. The Approved Item Name as stated in the United States Directory H6 or the appropriate Item Name Code should also be given in order to allow a comparison for other countries which might be interested in the equipment. It should also be indicated whether the equipment is an end item or a major component for an end item. In the latter case, the nomenclature for the end item should be stated in brackets after the name of the major component.
7	An approximate number of items to be codified (as estimated by the initiator) should be given.

PART A

BLOCK	INSTRUCTIONS
8	The date the equipment will be delivered should be stated and the date of delivery for the supporting spare parts.
9	(A) The name and full address of the manufacture must be given.
	(B) The name and full address of the contractor must be given.
10	The type and/or model number should be stated.
11	If available, the contract number should be quoted,
12	and also whether the contract includes, or will include, the Codification Contract Clause.
13	If known, countries or agencies interested in this equipment should be stated.
14	The date at which the procuring country intends to commence forwarding the codification request to the producing country should be stated.
15	If a special date for the completion of the codification is desired, it is to be given (see also Sub-Section 444).
16	The applicable information should be indicated by checkmarking the appropriate box.
17	Insert the signature of the responsible official at the submitting activity.

PART B

BLOCK	INSTRUCTIONS
This section has to be completed by the National Codification Bureau of the producing country	
1	Insert your submitter code (DRN 3720).
2	In order to allow the inquiring country or NAMSA in subsequent correspondence to refer back to the initial response, a reference number and date is to be given.
3	Insert the Destination Activity Code (DRN 3880) or the name of the NCB that initiated the form.
4	The applicable information should be given by checkmarking the appropriate box. Additional Information (such as other type or model used) should be given in PART C.
5	If known, the countries or agencies using the equipment should be given.
6	Where applicable the allocated NATO Codification Project Code is to be inserted (see Sub-Section 473).

PART B

BLOCK	INSTRUCTIONS
7	If the equipment and its range of spares used in the producing country are already codified by the producing country, the first box should be checkmarked. If the producing country has not yet codified the equipment and the supporting spare parts but intends to codify these, the second box should be checkmarked. If the producing country has no intention to codify the equipment and its range of spares for its own use, the third box should be checkmarked.
8	If the National Codification Bureau of the producing country is already in the process of codifying or intends to codify the equipment and the range of spares used by its own forces, the estimated date for its completion should be given. Where neither of these conditions apply, the time scale for the completion of codification requests should be stated (e.g. three month after receipt of the request).
9	Insert the Signature of the responsible official at the producing country's NCB.

PART C

BLOCK	INSTRUCTIONS

This part may be used by either party to give additional information or details. It must, however, be clearly stated who is giving this additional information. In particular, information concerning codification of a model or type that deviates slightly from the equipment in question should be given. Where possible indicate the range of commonality.

NATO CODFICATION SYSTEM - SYSTEME OTAN DE CODIFICATION

INITIAL EXCHANGE OF INFORMATION CONCERNING THE CODIFICATION OF AN EQUIPMENT PROCURRED IN ANOTHER COUNTRY
ECHANGE INITIAL DE RENSEIGNEMENTS CONCERNANT LA CODIFICATION D'UN MATERIEL ACQUIS DANS UN AUTRE PAYS

PARTIE A

1 FROM/DE	2 REFERENCE/DATE	3 TO/POUR

4 INQUIRING AGENCY/ORGANISME DEMANDEUR	5 CLASSIFICATION/ DEGRE DE SECRET

6 EQUIPMENT (NOMENCLATURE IN THE LANGUAGE OF THE PRODUCING COUNTRY AND U.S. "H.6.1" LANGUAGE)
MATERIEL (DESIGNATION DANS LA LANGUE DU PAYS PRODUCTEUR ET DANS LA TERMINOLOGIE "H.6.1" DES ETATS-UNIS)

7 APPROXIMATE NUMBER OF ITEMS TO BE CODIFIED
NOMBRE APPROXIMATIF D'ARTICLES A CODIFIER

8 DATE OF DELIVERY/DATE DE LIVRAISON EQUIPMENT / MATERIEL	SPARE PARTS/DES PIECES DE RECHANGE

9 (A) MANUFACTURER (NAME AND ADDRESS) / FABRICANT (NOM ET ADRESSE)

(B) CONTRACTOR (NAME AND ADDRESS) / CONTRACTANT (NOM ET ADRESSE)

10 MANUFACTURER'S TYPE AND OR MODEL No. / No DU TYPE ET/OU DU MODELE DU FABRICANT

11 CONTRACT No / CONTRAT No	12 CODIFICATION CLAUSE INCLUDED CLAUSE DE CODIFICATION INCLUSE ☐ YES OUI ☐ NO NON
13 OTHER COUNTRIES OR AGENCIES INTERESTED AUTRE PAYS OU ORGANISMES INTERESSES	14 DATE TRANSACTIONS WILL BE FORWARDED DATE D'ENVOI DES OPERATIONS 15 DATE CODIFICATION IS DESIRED DATE DE CODIFICATION DESIREE

16 PROVISIONING SCREENING CRIBLAGE PRELIMINAIRE ☐ YES OUI ☐ NO NON	17 SIGNATURE

NATO FORM AC/135 - No 1 (93.09) FORMULAIRE OTAN AC/135 - No 1

PARTIE B

1 FROM/DE	2 REFERENCE/DATE	3 TO/POUR

4 EQUIPMENT IS USED BY THE PRODUCING COUNTRY

LE MATERIEL EST UTILISE PAR LES PAYS PRODUCTEUR

☐ YES / OUI

☐ NO / NON

5 EQUIPMENT IS USED BY THE FOLLOWING OTHER COUNTRIES OR AGENCIES LE MATERIEL EST UTISE PAR LES AUTRES PAYS OU ORGANISMES CI-APRES	6 PROJECT CODE CODE PROJET
7 EQUIPMENT / LE MATERIEL ☐ - IS CODIFIED / EST CODIFIE ☐ - WILL BE CODIFIED FOR OWN USE / SERA CODIFIE POUR PROPRE USAGE ☐ - WILL NOT BE CODIFIED FOR OWN USE / NE SERA PAS CODIFIE POUR PROPRE USAGE	8 COULD BE CODIFIED WITHIN POURRAIT ETRE CODIFIE EN (DELAI)

9 SIGNATURE

PARTIE C

ADDITIONAL INFORMATION / RENSEIGNEMENTS COMPLEMENTAIRES

NATO FORM AC/135 - No 1 (93.09) FORMULAIRE OTAN AC/135 - No 1

CHAPTER 11

APPENDIX 4-11-D

REQUEST FOR APPROVAL TO UTILIZE ORIGINAL NATO STOCK NUMBERS FOR REPRODUCED ITEMS

NATO Form AC/135/NO.6

This form is used to obtain approval from the originating country to utilize the original stock number for foreign-produced items reproduced in the U.S.

PART A

Block	Instructions
1	Indicate the code of the submitting NCB (DRN 3720).
2	Date and Reference.
	The reference of the first request should be retained throughout the whole process until a final decision has been taken.
3	Indicate the code of the destination NCB (DRN 3880).
4	A) Name, type or model of equipment; state in sufficient detail. If necessary, give supplementary details on the List For Codification of Reproduced Items (Appendix to the form).
	B) Checkmark the applicable statement.
5	Checkmark the applicable statement. The Appendix to the form should always show the same reference as the request.
6	Checkmark the appropriate reply and give full address of the co-ordinating agency if applicable.
7	Checkmark the applicable statement and provide most detailed information.
8	Checkmark the appropriate reply.
9	Checkmark the appropriate reply.
10	State full address of controlling agency.
11	State full designation of specifications and/or standards. Any deviations noted should be indicated on a list to be attached to the form (see Appendix to NATO Form AC/135 - No. 6).
12	Name, signature and telephone number of responsible officer of requesting NCB within reproducing country.
13	Number and date of the contract concluded between original and reproducing manufacturer.

PART A

Block	Instructions
14	Statement and signature by responsible officer of government service within reproducing country concerning "Mutual Acceptance of Government Quality Assurance", in accordance with STANAG 4107, Annex D.

PART B

Block	Instructions
1	Indicate the code of the submitting NCB (DRN 3720).
2	Date and reference. The reference of the first request should be retained throughout the whole process until a final decision has been taken.
3	Indicate the code of the NCB (DRN 3880) of the reproducing country.
4	Decision by the responsible NCB. Checkmark the appropriate decision. In case of adverse decision, justification should be provided on separate sheet or on the reverse side.
5	Signature.

NATO CODFICATION SYSTEM - SYSTEME OTAN DE CODIFICATION

REQUEST FOR APPROVAL TO UTILIZE ORIGINAL NATO STOCK NUMBERS FOR REPRODUCED ITEMS
DEMANDE D'APROBATION DE L'UTILISATION DES NUMEROS DE NOMENCLATURE ORIGINAUX DES ARTICLES REPRODUITS

PART A

1 FROM/DE	2 REFERENCE/DATE	3 TO/POUR

4 A) NAME OF EQUIPMENT / NOM DU MATERIEL

B) THE REPRODUCTION OF THE EQUIPMENT
REPRODUCTION DU MATERIEL

☐ IS CONTEMPLATED / PREVUE ☐ WAS PERFORMED / EFFECTUEE

5 AN ITEM LISTING
UNE ENUMERATION DES ARTICLES

☐ IS ATTACHED / EST JOINTE
☐ WILL BE FORWARDED / SERA ADDRESSEE
☐ IS NOT REQUIRED / EST INUTILE

6 THE EQUIPMENT IS A JOINT NATO PROJECT ☐ YES / OUI ☐ NO / NON
LE MATERIEL EST UN PROJET OTAN COMMUN

IF YES, THE COORDINATING AGENCY IS :
DANS L'AFFIRMATIVE, L'AGENCE COORDONNATRICE EST :

7 THE REPRODUCTION IS BASED ON / LA REPRODUCTION SE FONDE SUR

☐ A GOVERNMENTAL AGREEMENT / UN ACCORD OFFICIEL
☐ A LICENSEE-LICENSOR AGREEMENT BETWEEN / UN ACCORD DE LICENSE ENTRE

8 DRAWINGS OF THE ORIGINAL MANUFACTURER WILL BE USED ☐ YES / OUI ☐ NO / NON
LES DESSINS ET PLANS DU FABRICANT ORIGINAL SERONT UTILISES

9 THE ORIGINAL MANUFACTURER CONTROLS THE REPRODUCTION ☐ YES / OUI ☐ NO / NON
LE FABRICANT ORIGINAL REPREND LA REPRODUCTION

10 AGENCY WHICH CONTROLS THE REPRODUCTION / AGENCE QUI CONTROLE LA REPRODUCTION

11 THE REPRODUCTION IS BASED ON THE FOLLOWING SPECIFICATIONS OR STANDARDS (DEVIATIONS ARE INDICAT3ED IN AN ATTACHED LISTING*)
LA REPRODUCTION EST FONDEE SUR LES SPECIFICATIONS OU NORMAL CI-APRES (LES DEROGATIONS SONT INDIQUEES DANS UNE LISTE JONTE*)

* CROSS OUT IF NOT APPLICABLE / RAYER SI SANS OBJET

12 SIGNATURE OF RESPONSIBLE OFFICER OF REQUESTING NCB (WITHIN REPRODUCING COUNTRY)
SIGNATURE DE L'OFFICIER RESPONSABLE D;ORGANISME DEMANDEUR (DU PAYS REPRODUCTEUR)

13 NUMBER AND DATE OF THE CONTRACT BETWEEN ORIGINAL AND REPRODUCING MANUFACTURER
NUMERO ET DATE DU CONTRAT ENTRE LE FABRICANT ORIGINAL ET LE FABRICANT REPRODUCTEUR

14 STATEMENT BY RESPONSIBLE GOVERNMENTAL SERVICE IN ACCORDANCE WITH STANAG 4107 (OF REPRODUCING COUNTRY)
DECLARATION DU SERVICE GOUVERNEMENTAL RESPONSABLE, CONFORMEMENT AU STANAG 4107 (DU PAYS REPRODUCTEUR)

THE ORIGINATING COUNTRY IS REQUESTED TO INDICATE EACH CASE WHERE THE NATO STOCK NUMBER FOR THE ORIGINAL ITEM OF PRODUCTION EMBRACES MORE THAN ONE UNDER CONSIDERATION FOR REPRODUCTION.
IL EST DEMANDE AU PAYS D'ORIGINE D'INDIQUER CHAQUE CAS OU LE NUMERO DE NOMENCLATURE OTAN DE L'ARTICLE DE PRODUCTION ORIGINAL COMPORTE D'AUTRE ARTICLES QUE CELUI DONT LA REPRODUCTION EST EXAMINEE

PART B

1 FROM/DE	2 REFERENCE/DATE	3 TO/POUR

4 DECISION BY NCB / DECISION DU BNC ☐ AGREED / ACCORD ☐ NOT AGREED / DESACCORD *

5 SIGNATURE

* SEE JUSTIFICATION ON ATTACHED STATEMENT
VOIR JUSTIFICATION SUR LA DECLARATION JOINTE

NATO FORM AC/135-No 6 (93.09) FORMULAIRE OTAN AC/135-No 6

Equipment / Matériel

Appendix to NATO Form AC/135 No 6
Appendice au formulaire OTAN AC/135 No 6

Requesting Country / Pays demandeur ----------

Mod. No. / Liste No. ----------

Date

LIST FOR CODIFICATION OF REPRODUCED ITEMS / LISTE D'ARTICLES REPRODUITS A CODIFIER

1	2	3				4	5	6	7	8	9	10	11	12
LINE ITEM	SERIAL NUMBER	NATO STOCK NUMBER NUMERO DE NOMENCLATURE OTAN				APPROVED ITEM NAME (In the codifying country)			ORIGINAL MANUFACTURER'S CODE	ORIGINAL MANUFACTURER'S REFERENCE NUMBER	REPRODUCING MANUFACTURER'S CODE	REPRODUCING MANUFACTURER'S REFERENCE NUMBER	ITEM NAME	REMARKS
No D'ORDRE	No DE SERIE	CLASS CLASSE	NATO Code for NCB Code OTAN du BNC	Item Identification Number Numéro d'identification		DENOMINATION APPROVEE (dans le pays codificateur) INC CD	NAME DENOM	Type of Item Identification Type d' identification	CODE DU FABRICANT D'ORIGINE	NUMERO DE REFERENCE DU FABRICANT D'ORIGINE	CODE DU FABRICANT REPRODUCTEUR	NUMERO DE REFERENCE DU FABRICANT REPRODUCTEUR	DENOMINATION (dans le pays reproducteur)	OBSERVATIONS
*)$_4$	*)$_7$	*)$_4$	*)$_2$	*)$_3$	*)$_4$	*)$_5$	*)$_{10}$	*)$_1$	*)$_5$	*)$_{10}$	*)$_5$	*)$_{10}$	*)$_{10}$	

*) The size of the columns may be adapted as required and indicated by the numbers of digits /
La largeur des colonnes peut être adaptee aux besoins dun rédacteur et indiquée par le nombre des digits.

CHAPTER 11

APPENDIX 4-11-E

Sample K27 Transaction

K27A014XFZZ91036DAK7955	99	LSA ZZ
K27A024XFZZ91036DAK7955	99	R7325 605*
K27A034XFZZ91036DAK7955	99	R7325 803 SERIAL NUMBERS WITH PUMP MODEL-
K27Z044XFZZ91036DAK7955	99	R NUMBER REQUIRED#
K27A014TGZZ91151C241086	12	LSA ZZ
K27A024TGZZ91151C241086	12	R7325 701 BE3#7325 702 D8942#
K27Z034TGZZ91151C241086	12	R7325 703 6250123257159#
K27A014SUZZ91119E350328	99	LSA ZZ
K27A024SUZZ91119E350328	99	R7325 500 K065651-042-02-03B# -
K27Z034SUZZ91119E350328	99	R7325 610 FSCM 81755 REF 16VE462003-2#
K27A014KZZZ91120V000388	12	LSA ZZ
K27Z024KZZZ91120V000388	12	R7325 604#

CC 31-32 = NCB CODE

CC 40 = SEGMENT CODE

CC 41-44 = DRN

The three digit numbers correspond to the NATO Form AC/135 - No. 27.

CHAPTER 11

APPENDIX 4-11-F

K27 Reason For Return/Notification Code

Code	Definition
500	NCAGE and Reference Number. These data are mandatory on K27 Output if more than one Reference is submitted under the same DCN.

The following codes indicates and LSA request has been rejected. Use of these codes will change the Transaction Status Code (DRN 0854) in the Suspense File to "ND".

601	Incomplete request. See Block 8 of the hard copy Form AC/135 No. 27
602	Invalid NCAGE Code or Company no longer in operation; no information can be gathered
603	The item of supply you have requested in part of an Assembly and cannot be codified on its own; the Reference of the assembly follows
604	Reference Number not known to manufacturer or is not provided for the standard quoted as reference number in the originating LSA
605	Submitted Reference does not enable item to be identified
606	The manufacturer will not verify the Reference or would not respond to inquiries
607	The manufacturer refuses to confirm References(s) and/or Item Name(s) free of charge
608	Item no longer manufactured; identification documents can no longer be obtained from manufacturer
609	Item replaced by another one; the reference of the new item is given below; please check whether the new part will meet your requirements and if so, submit a new request
610	This country is not the country of origin of the item; available information (NCAGE, Reference, Country, NSN, etc.) is written below or at block 8 of the hard copy Form AC/135 No. 27
611	This LSA is a duplicate of the LSA submitted under DCN given below or the request has been cancelled by the originating country (fax, e-mail, phone)

Code	Definition
612	Item already codified under the following NSN; you are already registered as a user
613	Any other reason

The following codes indicate an LSA request is being carried out but with at least one change. Use of these codes will not change the Transaction Status Code (DRN 0854) in the Suspense File.

701	Revised Reference Number; your request will be processed under the following new Reference Number
702	Revised NCAGE; your request will be processed under the following new NCAGE
703	Item already codified under the following NSN; your country will be registered as a user
704	Any other change
801	Relevant correspondence or documents are being mailed with a hard copy of NATO Form AC/135 No 27 or of DIC K27.

CHAPTER 12

PROCESSING OF NUCLEAR ORDNANCE ITEMS AND OTHER SENSITIVE OR SECURITY CLASSIFIED ITEMS

4.12.1 Definitions

a. Nuclear ordnance items are all items used on or with nuclear weapons which must be specifically controlled because of design, security, or quality control requirements. Includes Department of Energy (DOE) special design items, DOE-controlled commercial items, Military Service special design items, Military Service-controlled commercial items. United States Special Operations Command (USSOCOM) items that fall under other sensitive items that must be specifically controlled Special Weapons.

(1) 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 Threat Reduction Agency (DTRA) and may be categorized as “war-reserve quality”, “training quality”, or “single quality”. They may be security classified or nonsecurity classified and are not necessarily commodity classified in Federal Supply Classification (FSC) group 11. Item identifications for these items will reflect a reference number coded with Commercial and Government Entity Code (CAGE) 87991.

(2) 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 DTRA 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 reflect a reference number coded with CAGE Code 87991.

(3) 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. Item identifications for these items will reflect a reference number coded with CAGE Codes 57991, 67991, or 77991; be commodity classified in FSC group 11; or both.

(4) 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 Codes 57991, 67991, or 77991.

(5) USSOCOM Items. Any Item or service that is peculiar to Special Operations Forces (SOF). This includes standard items used by SOF until adopted for use as service common by other DoD Forces, and items approved by Commander In Chief (CINC)/Deputy Commander In Chief (DCINC) as critically urgent for the immediate accomplishment of SOF mission. Item identification for these items will reflect reference number coded with CAGE Code 1USS1.

b. 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.

c. Training Quality Items. Items authorized 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.

d. 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.

e. Nuclear Ordnance Cataloging Office (NOCO) - Activity XA. An activity within the Defense Threat Reduction Agency (DTRA), which acts as the agent of the Defense Logistics Information Service (DLIS) in managing the Nuclear Inventory Management and Cataloging System (NIMACS) with complete responsibility for the development, maintenance, retention and distribution of technical and characteristics data applicable to all nuclear ordnance items, and functions as a single submitter to FLIS in the area of nuclear ordnance. It is the sole activity authorized to disseminate data on nuclear ordnance items except as noted in section 4.12.4. It is emphasized that for the purpose of this procedure NOCO is the activity with delegated authority for the performance of the above cataloging functions as an agent of DLIS. The Defense Threat Reduction Agency (DTRA) Cataloging Activity (DTRACA) is the activity with primary responsibility for the introduction of DOE items into the Federal Catalog System.

f. Defense Threat Reduction Agency. The DoD agency responsible for the furnishing of support to the Army, Navy, and Air Force in the field of nuclear weapons.

g. Defense Threat Reduction Agency Cataloging Activity (DTRACA) - Activity XB. An activity within DTRA having the functional responsibility of introducing DOE controlled commercial and DOE special design items into the Federal Catalog System.

h. Federal Supply Classification Group 11, Nuclear Ordnance. An FSC group which includes those nuclear ordnance items which are not specifically commodity classified elsewhere.

i. Service Nuclear Ordnance Cataloging Activity (SNOCA). An activity within each Service which has been designated as the sole organization within that Service for processing nuclear ordnance data into the Nuclear Inventory Management and Cataloging System (NIMACS).

j. Nuclear Ordnance Control Activity (NOCA). An activity within each Service which has been designated as the organization within that Service to act as a sponsor for a North Atlantic Treaty Organization (NATO) country when requesting nuclear ordnance cataloging data. It is a point of contact between the NATO country and the NOCO.

k. United States Special Operations Command. A unified command in the U.S. Military's combatant command structure responsible for furnishing support to the Army, Navy and Air Force Special Operations Forces.

4.12.2 Preparation and Submittal of Cataloging Data by Activities

Cataloging data for nuclear ordnance items shall be prepared and submitted as follows:

a. Cataloging Tools (e.g., item names, Federal Item Identification Guides (FIIGs), reference drawings, etc.). The preparation (including criteria therefore) of new or revised cataloging tools shall be in accordance with this manual.

(1) Those tools limited solely to use in identifying special design nuclear ordnance items shall be submitted to NOCO. When approved, they will be published by NOCO in a cataloging handbook corresponding to that published by DLIS (e.g., Federal Item Name Directory, H6). The designator on the NOCO handbook will contain the suffix letter A (e.g., H6 A). Security classification and distribution of the handbooks will also be accomplished by NOCO.

(2) Cataloging tools for the identification of special design nuclear ordnance items (when application is not limited solely to nuclear ordnance), DOE-controlled commercial items, and Military Service-controlled commercial items shall be submitted directly to DLIS for processing and publication.

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 SNOCAs by NOCO.

(1) DTRACA and the SNOCAs shall utilize Cataloging Handbooks H6 A and H6 in selecting appropriate cataloging tools for the identification of nuclear ordnance items.

(2) DTRACA and the SNOCAs shall utilize NOCO Cataloging Handbook H2 in addition to H2 (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 DTRACA 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 87185-5400.

(4) Authorized SNOCAs shall participate in the Federal Catalog System for DOE-controlled items by submitting requests for cataloging actions to DTRACA.

(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.

(6) Descriptive method and Reference method item identifications for U.S. Special Operations Command items shall be submitted by USSOCOM 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, Director, U.S. Army Armament and Chemical Aquisition and Logistics Activity, Rock Island, Illinois 61299-7630; 67991, Commanding Officer, Naval Inventory Control Point, Office of Special Materials (Code OSM), P.O. Box 2020, Mechanicsburg, Pennsylvania 17055-0788; 77991, Nuclear Weapons Directorate, San Antonio Air Logistics Center, ATTN: NWLL (Cataloging), 413 North Luke Drive, Kelly AFB, Texas 78241-5314; 1USS1, Special Operations Command, ATTN: SOAC-DIS, 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323.

(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. CAGE Code 1USS1 is restricted to U.S. Special Operations Command items.

(7) Identification, Major Organizational Entity (MOE) Rule, and reference number data submitted to NOCO with proposed original item identifications shall be prepared in accordance with DTRA 4100.39-M, volume 8, chapter 8. Transactions shall contain the activity code of the originating activity, and the Submitting Activity Code shall be that of the Integrated Materiel Manager (IMM).

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

(9) 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).

(10) 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.

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

(12) Item identifications and related data for items used in the nuclear weapons program, other than nuclear ordnance items as defined in paragraph 4.12.1.a(1) above, shall be processed in accordance with normal cataloging procedures.

(13) Actions pertinent to item identifications and related data originally submitted to NOCO and subsequently determined to no longer require controls as nuclear ordnance items shall be submitted to NOCO with a request that the controls be removed. The NOCO is the final authority for approval or disapproval of the request. NOCO will submit necessary data to DLIS by official correspondence to effect the transfer action. Upon completion of the transfer, DLIS will, by official correspondence, advise NOCO of the effective date of transfer. NOCO will furnish the information to the SNOCAs.

(14) If it is determined that an existing item in the DLIS 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.

(14) 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.

4.12.3 Action by DLIS

a. All NSN-numbered nuclear ordnance items will be recorded in the FLIS data base. The FLIS data base maintained at DLIS 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; (except PMIC, ADPEC and ESDC) 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. All NSN-numbered U.S. Special Operations Command items will be recorded in the FLIS data base. The FLIS data base maintained at DLIS for each such item will be limited to a single reference number and a single CAGE Code which must be 1USS1. Each item will also be limited to a single MOE Rule which must be X003. All data fields in each segment of a record which are required to complete a NOCO record must be filled (except

PMIC, ADPEC and ESDC); however, data fields will contain the dummy codes indicated below instead of the actual codes maintained by NOCO:

Item Name	SOCO
Item Name Code	07991
MOE Rule	X003 (only)
Type of Item Identification	2 (only)

c. 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 DLIS 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, and the Defense Reutilization and Marketing Office (DRMS). 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 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/ USSOCOM 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/USSOCOM 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 for an existing nuclear ordnance/ USSOCOM 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, 87991 or 1USS1; any cancellation action when the NSN to be cancelled or retained is a nuclear ordnance/USSOCOM item; add or change reference number; management changes; etc.). In addition, activity XA is the only activity authorized to submit new nuclear ordnance/USSOCOM item identifications for National Item Identification Number (NIIN) assignment.

4.12.4 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 clas-

sified information through the accumulation of individually unclassified data) will be established by the individual Military Services and Civil Agencies.

4.12.5 Transfer of Item of Supply (IOS) Responsibility

a. 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 requesting approval for the transfer. 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, LCD, 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 non nuclear ordnance control, the SNOCA:

(1) Forwards cataloging transactions to change the Federal Supply Class in NIMACS, if the item is recorded in Federal Supply Group (FSG) 11.

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

(3) NOCO, once approval is granted, submits the following DIC's to the FLIS:

LMD	Header
LCD	Change Item Name Code/Item Name (if unapproved) and RPDMRC (if RPDMRC 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 DLIS, 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 process cataloging action (LCI) to record the item as a NSC "T" (transfer in the NIMACS).

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 (DIC LCG), the FSC must be changed prior to submittal of the transfer package. (Items FSG 11 must be changed).

CHAPTER 13

OUTPUTS GENERATED FROM PROCESSING ITEM IDENTIFICATION DATA

4.13.1 Notifications

This section covers output conditions applicable to notifications caused by item identification establishment attempts, additions, changes, corrections, deletions, or cancellations.

a. Match Through Association (KFA). The output notification of a possible matching condition revealed by a reference number match through association code relationship screening. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

b. FLIS data base (KFD). The secondary output notification for a matching or other condition as specified by the primary output DIC in the output header. It is used when the NSN in the output header requires file data of the National Item Identification Number (NIIN) in this L segment for review to determine subsequent actions. The reasons for this output include duplication caused by an input transaction, rejection caused by a maintenance attempt on an inactive item, or rejection caused by error conditions requiring this data for review. See volume 8, chapter 8.2for fixed format or volume 9, chapter 9.2for variable format. For North Atlantic Treaty Organization/foreign country (NATO/FC) data recipients only, KFD is generated as secondary output to KKU on the effective date in lieu of the processing date.

c. Informative Data for Pending Effective Dated Actions (KIF). This notification will be furnished when an effective dated transaction has been processed and recorded in the future file. It will be furnished to item identification data receivers preestablished for the MOE Rule Numbers currently recorded in the FLIS and any supplementary II data receivers recorded. The segment Z record will contain the data which was recorded in the future file. It will also reflect the effective date, the input DIC, and the originator of the transaction. The FLIS will be updated on the effective date and normal file maintenance data furnished. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format. For NATO/FC data recipients only, KIF output will be suppressed; file maintenance data will follow when the effective date is reached.

d. Follow-up Notification (KFP). This notification of follow-up conditions is forwarded to the submitting activity when item logistics data required to be added to, or changed for, the NSN in this output header has not been received by the Defense Logistics Information Service (DLIS). See volume 10, section 10.2.7 for the applicable Follow-Up Condition Code cited in this segment R record. Review the Follow-Up Condition Code in conjunction with the NSN cited in this output header and submit the applicable required data or data changes. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

e. NIIN Status Index (KFS). The output notification sent to an applicable activity indicating that the submitted NIIN is recorded in the FLIS Data Base with the NIIN Status

Code reflected in this segment K record. Verify the submitted NIIN and, if in error, correct and resubmit. If the submitted NIIN is correct, follow the instruction for the applicable NIIN Status Code. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format. See volume 10, table 18for status code definitions/instructions.

f. Exact Match with Errors in Submitted FII (Submitter) (KMU). The output notification to a submitter requesting a NIIN assignment or reinstatement (NIIN only) which contained one or more errors and which also was revealed (during processing) to be an actual duplicate of an existing item identification. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format. See volume 10, chapter 10.1for definition of return codes.

g. Notification of Approval (KNA). This output is to notify the submitter (and originator if different from the submitter) that the transaction represented by this document number was processed and approved. File maintenance action will be forwarded under its applicable DIC(s). See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

h. Conflict Notification (KNI). This output notification indicates that the input DIC identified in the output header has been processed and the data recorded in the FLIS current or future file; however, a conflict condition was revealed during processing which requires correction. See volume 10, table 109 to define the conflict condition code and make the required correction. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

i. Possible Duplicate with Errors in Submitted FII (Submitter) (KPE). This notification indicates that your submittal requesting NIIN assignment or reinstatement, revision (adjustment), or transfer of a Federal Item Identification (NIIN only) is returned as a possible duplicate of an existing FII.

(1) FLIS data coded KFD for the possible duplicate(s) is forwarded. In addition, a segment P or segment Q record identifying the error condition(s) will be included in the output and will precede the KFD data. If the output contains a purge date, the original submittal has been placed in the suspense file. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format. See volume 10, chapter 10.1for definition of return codes.

(2) Review the FLIS data base data supplied for each possible duplicate. If the FII represents your item of supply, submit the appropriate LAU or LCU transaction (NIIN only) to record your activity's interest. If the item(s) does not represent your item of supply, correct and resubmit the proposal and apply the appropriate Reference Number Justification Code(s) to the references causing the matches. If the submittal was to revise or transfer and the duplication is concurred in, initiate the proper cancellation action.

j. Notification of Return to the Submitter (KRE). The output notification sent to the submitter of a transaction which was processed and found to contain erroneous, missing data or relationship conflicts which preclude approval and consummation. This output will cite those conditions using specific return codes which define the condition and recommend

appropriate action. See the definitions of the return codes in volume 10, chapter 10.1. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

k. Return of Cancellation Action, Retained FII Invalid (KRF). This output notification indicates that the submittal to cancel as duplicate (LKD) or to cancel-use (LKU) is returned because the NIIN reflected in the Replacement NSN field of the submitted segment T record does not represent an existing FII (NIIN Status Codes 3, 4, 5, 7, or 8). Review the Replacement NSN. If incorrect, correct and resubmit. If correct, take appropriate action based on the status of the Replacement NSN. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format, and volume 10, table 18 for the status codes.

l. Notification of Exact Match (Submitter) (KRM). This output notification indicates that your submittal requesting NIIN assignment or reinstatement of a NIIN, revision (adjustment) of a NIIN, or to transfer a NIIN was revealed during processing to be an actual duplicate of an existing NIIN. FLIS data coded KFD for the actual duplicate is forwarded. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

(1) Submitted MOE Rule Number(s), item management status codes, and any supplementary authorized data collaborators/receivers not represented by the MOE Rule Number will not be added to the duplicate NIIN. Additional reference number(s) submitted will be added to the duplicate NIIN. Data receivers on the duplicate NSN will receive output DIC KAR for the added reference number(s), if possible.

(2) Review the FLIS data base data and submit, if applicable, an LAD, LAU, or LCU transaction. If your activity is properly recorded on the duplicate item, no further action is required.

m. Notification of Possible Duplicate (Submitter) (KRP). This output notification indicates that your submittal requesting NIIN assignment or reinstatement of a NIIN, revision (adjustment) of a NIIN, or to transfer a NIIN was revealed during processing to be a possible duplicate of an existing NIIN. FLIS data base data coded KFD or KFA for the possible duplicate(s) is forwarded. If the output contains a purge date, the original submittal has been placed in the suspense file. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

(1) Review the FLIS data base data supplied for each possible duplicate. If the FII represents your item of supply, submit an LAU or LCU (NIIN only). If the item does not represent your submitted item of supply, resubmit the proposal and apply the appropriate Reference Number Justification Code(s).

(2) If the submittal was to revise or transfer and duplication is concurred in, initiate the appropriate cancellation action.

n. Notification of Unprocessable Package (Submitter) (KRU). This output notification is forwarded to the submitting activity when the input transaction is unprocessable because a control data element required for processing was missing or not identifiable. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

o. Notification of DLIS Change Data (Segment 1). See volume 8, chapter 8.3 or volume 9, chapter 9.3.

p. Notification of National Codification Bureau (NCB) Processing (KNN). This output indicates that your transaction against a NATO Stock Number or reference number was forwarded to the applicable NATO NCB for processing. The input transaction passed DLIS edits and is being controlled by DLIS-KI. Upon response from the NATO NCB and processing through the DLIS FLIS data base (if appropriate), you will receive the results of your input. DIC KNN will be generated only when it is necessary for your transaction to be forwarded to a NATO or other foreign government for further processing.

4.13.2 File Maintenance

This section covers output conditions applicable to file maintenance caused by item identification establishment, additions, changes, corrections, deletions, or cancellations.

a. Add Data Element(s) (KAD). The output file maintenance sent to recorded data receivers indicating that a Reference/Partial Descriptive Method Reason Code (RPDMRC) and/or a Demilitarization Code has been added to this NSN. This transaction will be output under multiple file maintenance DIC KMD when an item identification has been downgraded from a type 1, 1A(K), or 1B(L) causing an RPDMRC to be required. Add this data element for this NSN to your file(s). See section 4.7.1for applicable instructions. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

b. Add Reference Number and Related Codes (KAR). The output file maintenance sent to recorded data receivers indicating that the reference number(s) and related codes submitted on an input transaction have been added to the FLIS for this NSN. Add this data to your file. This output may occur within a multiple file maintenance transaction under DIC KMD. See section 4.7.4 for applicable instructions. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

c. Add FLIS Data (KAT). The output file maintenance sent to recorded data receivers or activities recorded by Federal Supply Class (FSC) for distribution of new NIIN assignment(s), reinstatements of an NSN, or the addition (to activity(s) being added) of activity(s) as a data receiver to this NSN. Add this data to your file. See chapters 4.4and 4.10 for applicable instructions. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

d. Change Data Element(s) (KCD). The output file maintenance sent to recorded data receivers when a change to an established NSN has been added to the FLIS data base file (e.g., Federal Item Identification Guide (FIIG) Number; Item Name Code; Criticality Code; Item Name, Non-Approved; type; Demilitarization Code; or RPDMRC). This output may occur within multiple filemaintenance transaction DIC KMD if the original input required an LMD transmittal. Change the data element(s) in your file(s) to reflect the values shown in this file maintenance package. See section 4.7.1 for applicable instructions. See volume 8, chapter 8.2for fixed format or volume 9, chapter 9.2for variable format.

e. Change FSC (KCG). The output file maintenance sent to recorded data receivers when a change to an FSC alone or in combination with an item name, type of II, or RPDMRC

has been added to the FLIS. Replace the applicable data element(s) in your files with the corresponding data element(s) in the segment R record. If the changed data element(s) was for a type 1, 1A(K), 1B(L), 4, 4A(M) or 4B(N), the revised and recorded characteristic data (M segment) reflected in the FLIS will be furnished in their entirety under output DIC KTD. Replace the characteristic data in your file(s). See section 4.7.3 for applicable instructions. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

f. Change Reference Number Related Codes (KCR). The output file maintenance sent to recorded data receivers when a change(s) to the cited reference number related code(s) has been made in the FLIS data base. Locate the reference number(s) in your files and replace it with this segment C data for the NSN in the output header. See section 4.7.4for applicable instructions. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

g. Delete Reference Number Data (KDR). The output file maintenance sent to recorded data receivers when a deletion of the cited reference number and its related codes has been made in the FLIS. Delete this data for the NIIN in the output header from your file(s). See section 4.7.5 for applicable instructions. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

h. Notification to Increment FMSN (KFM). The output file maintenance sent to recorded data receivers when the transaction represented by the input DIC reflected in the output header has been processed, the FLIS data base updated, and the File Maintenance Sequence Number (FMSN) incremented. Your activity is recorded as a data receiver for this NSN, also reflected in the output header. However, mechanized output file maintenance data has been suppressed for your activity. This record will be used to increment the FMSN in your mechanized file(s). See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

i. Cancel-Duplicate (KKD). The output file maintenance sent to recorded data receivers when the NSN reflected in this output header will be cancelled as a duplicate of the NSN reflected in the segment K record on the cited effective date. All applicable data for the cancelled NSN will be removed and replaced with the segment K index record. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format. For NATO/FC recorded data recipients only, KKD will be generated on the effective date in lieu of on the processing date.

j. Cancel-Inactive (KKI). The output file maintenance sent to recorded data receivers on the FSC distribution table when the NSN reflected in the output header will be cancelled as inactive. Applicable segment data (except segments E and H) for the cancelled NSN will be removed and replaced with this segment K index record. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

k. Cancel-Use (KKU). The output file maintenance sent to recorded data receivers when the NSN reflected in the output header will be cancelled to use the NSN reflected in the segment K record on the cited effective date. All applicable data for the cancelled NSN will be removed and replaced with the segment K index record on the effective date. See vol-

ume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for the variable format. For NATO/FC recorded data recipients only, KKU will be generated on the effective date in lieu of on the processing date.

l. Cancel-Invalid (KKV). The output file maintenance sent to recorded data receivers when the NSN reflected in the output header will be cancelled as invalid. All applicable data for this NSN will be removed from the files and replaced with the segment K index record on the cited effective date. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format. For NATO/FC recorded data recipients only, KKV will be generated on the effective date in lieu of on the processing date.

m. Multiple DICs (KMD). The output file maintenance sent to recorded data receivers when multiple file maintenance DICs are included in the package. Two or more related action DICs under one document number must be accomplished before the whole maintenance transaction is completed. See the definitions and actions required for the individual DICs included in the package. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

n. Total Data (KTD). The file maintenance sent to recorded data receivers consisting of total item characteristics data. It results from add/change/delete actions to item characteristics data or change of FSC, type of II, and/or item name for the NIIN reflected in the output header. Replace the item characteristics data in your file for the NSN with this data. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

o. Output Exceeds Electronic Data Transfer Limitations (KEC). This notification is forwarded to advise your activity that the output transaction generated by processing your submittal resulted in an output package consisting of 39,841 or more characters. The transaction package will be forwarded by mail and will contain the same document number. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 variable format.

p. Processing Malfunction (KPM). This DIC is output to all data recipients of output transactions generated by DLIS during a hardware/software malfunction. (See volume 8, chapter 8.2 or volume 9, chapter 9.2 for format.) Data output by KPM is used to replace erroneous data previously transmitted or missing output data lost between processing and transmission. Recipients of this DIC must consider all data previously received with a matching Document Control Number as being erroneous. If corrective action by DLIS generates new output for a recipient, the generated output DICs will immediately follow this transaction.

q. Follow-Up Interrogation Results (KFU). Forwarded are the results of your follow-up interrogation for the status of the Document Control Number (Data Record Number 0131) reflected in the segment R record of this package. The current status is reflected by the KFU Status Code (DRN 0166) also cited in segment R. Review the output package for appropriate action. If the cited 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 10.2.6 for KFU Status Codes and volume 8, chapter 8.2 or volume 9, chapter 9.2 for output format.

r. Add Standardization Relationship (KAS). DIC KAS is an output reflecting that a submittal resulted in a standardization replacement relationship established for an NSN “not

authorized for procurement" being replaced by an NSN "authorized for procurement". See volume 8, chapter 8.2 or volume 9, chapter 9.2.

s. Delete Standardization Relationship (KDS). DIC KDS is an output reflecting that a submittal resulted in a standardization replacement relationship being deleted. See volume 8, chapter 8.2or volume 9, chapter 9.2.

t. Change Standardization Decision Data in a Standardization Relationship (KCS). DIC KCS is an output reflecting that a submittal caused a change to a data element contained in the standardization record for an item in a standardization relationship. See volume 8, chapter 8.2 or volume 9, chapter 9.2.

u. Notification of Change to Standardization Decision Data (KNS). A cancel-duplicate transaction has created an invalid standardization replacement relationship with the retained NSN instead of the cancelled NSN. DLIS has changed the retained NSN standardization decision data to reflect the cancelled NSN standardization data to show a valid combination of Item Standardization Codes for the relationship(s). The deleted standardization relationship will be forwarded under output DIC KDS, and the current standardization relationship under output DIC KAS. See volume 8, chapter 8.2 or volume 9, chapter 9.2.

v. Add Freight Data (KAF). This output file maintenance is sent to recorded data receivers in accordance with volume 10, table 115, part 2 (Activities Authorized to Receive Freight Classification Data for their Respective Service/Agency). It may result from an adoption, add/change supplementary receiver(s), change MOE Rule Number or change FSC/item name. Add the freight classification data assigned to this NSN to your file. See volume 6, section 6.4.8 for applicable instructions. See volume 8, chapter 8.2 for fixed format or volume 9, chapter 9.2 for variable format.

w. Electronic Data Transmission Control (KWA). This notification enables your activity to verify receipt of all FLIS data transmitted electronically. The FLIS output control message reflects the activity code and the Electronic Station Serial Number(s) for a specific time date. At a fixed time interval, once per day, a message containing the Electronic Station Serial Numbers, along with a total message count and the date, will be generated and transmitted to each requesting activity. If no messages were transmitted for a specific time period, a negative message count (0000) will be transmitted to the requesting activity. See volume 10, table 101, for KWA Data Transmission Control Codes and volume 8, chapter 8.2 for fixed format.

CHAPTER 14
REQUEST FOR NSN UNDER EMERGENCY CONDITIONS

4.14.1 Conditions

Should the Defense Logistics Information Service (DLIS) 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 DLIS has been unable to process for a minimum of 8 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 4.14. 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 DLIS 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. DLIS 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 DLIS and activities notified to that effect.

(1) Customer Call Center contacts DLIS-K/S personnel and notifies them of request for NSN. If unable to reach anyone, then Customer Call Center personnel will process Emergency NSN Request.

(2) Utilizing LOLA or FEDLOG, DLIS personnel will research part number to determine if item already exists. If item exists, the existing NSN will be furnished to requestor.

(3) If no NSN exists, DLIS will validate that the following basic information is complete: Federal Supply Class, Item Name, Commercial and Government Entity Code, Part Number, and Unit-Of-Issue. Other data elements that may be provided include: DEMIL, Automated Data Processing Equipment Code, Precious Metal Indicator Code, Reference Partial Descriptive Method Reasoning Code, Criticality Code, MOE Rule, Acquisition Method Code, Acquisition Method Suffix Code, Item Management Code, Item Management Classification Activity, Reference Number Category Code, Reference Number Variation Code, Document Availability Code, Source of Supply, Acquisition Advice Code, Unit Price, Shelf Life Code, Quantity Unit Pack, Controlled Item Inventory Code and MOE Code.

(4) If basic information is complete (and LOLA Online is not available), DLIS-K will

forward the information to DLIS-SA for Emergency NSN assignment. If unable to contact DLIS-SA, the information will be forwarded to the Customer Call Center. DLIS-SA or the Customer Call Center will issue the next NSN form the Emergency NSN list. If the Customer Call Center assigned the NSN, they will forward all the information on the NSN to DLIS-SA so they can input into system once the FLIS is available. NOTE: If LOLA Online is available, DLIS will input NSN information through normal LOLA Online. No Emergency NSN needs to be assigned under these circumstances.

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 (e.g., 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 RPDMRC 1 for an unapproved item name having Item Name Code 77777.

d. When the activity prepares the requests, activity code 98 (DLIS) 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 DLIS, 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 Information Service, ATTN: DLIS-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 DLIS telephone number for Automatic Voice Network (DSN) is 932-4461; the DLIS 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 DLIS in accordance with regular agency procedures.

(2) Military activities may submit requests for emergency NSN assignments directly to DLIS 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 DLIS from the designated single submitter activity. (See Glossary of Terms.)

4.14.2 Resumption of Normal NSN Assignment

a. When DLIS resumes normal operations, the catalog data which was assigned an emergency NSN will be processed by DLIS in the FLIS. Activities will be notified of approved NSNs in accordance with regular operating procedures. Rejected transactions will be reviewed by DLIS 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 DLIS to cancel the original message which implemented the procedure for emergency NSN assignment.

4.14.3 Responsibility of Activities Requesting Emergency (Manual) NSN Assignment

a. Upon notification from DLIS 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.

CHAPTER 15

GOVERNMENT/INDUSTRY REFERENCE DATA EDIT AND REVIEW (GIRDER) PROGRAM

4.15.1 Purpose, Scope, and Background

a. Provided here are the procedures for the GIRDER program, a unique quality control tool used by the Defense Logistics Information Service (DLIS), to validate/verify and correct reference/part number data and Commercial and Government Entity Codes (Reference/Part Number plus CAGE Code) in the Federal Catalog System (FCS). This program serves as a direct contact between government and private industry designed to correct/update the reference number data recorded in the FCS. This program provides contractors, manufacturers, vendors, and suppliers, a way to review reference/part number data assigned to their CAGE Code and identify obsolete, incomplete, or inaccurate information. Since government procurement utilizes the FCS, it is important that accurate data is recorded to ensure data dissemination is valid.

b. This chapter is also applicable to the Defense Logistics Agency (DLA), Military Services, General Services Administration (GSA), U.S. Coast Guard (CG), Federal Aviation Administration (FAA), National Security Agency (NSA), and the Defense Threat Reduction Agency (DTRA). These procedures are to be used by the DLIS when requesting assistance from a manufacturer and by Defense Supply Centers (DSCs), Military Services/Agencies when correcting reference/part number data and CAGE code information in accordance with manufacturer's recommendations. This information will then be entered into the Quality Database (QDB) for review by the Inventory Control Points (ICPs), CCR office/ iGIRDER, or other appropriate agency, as applicable.

c. The QDB provides DLIS customers the capability of viewing the status of updates to reference/part numbers they provided to DLIS. Items will be updated automatically unless they are identified as critical, or related to weapon systems. The critical items require review by the Primary Inventory Control Points (PICAs) before they can be updated. These items can be tracked through the QDB by accessing the DLIS WEB site at http://www.dlis.dla.mil/cattrack/.

4.15.2 Procedures

Action by DLIS is to send out a notification letter to the manufacturer(s) requesting their participation in the GIRDER program. Upon receipt of the returned letter from the manufacturer(s) desiring to participate, DLIS will extract all active reference numbers from the Central Catalog File for the specific CAGE Code. DLIS will then forward to the manufacturer using Microsoft Excel, Access, CD, regular mail, or other means identified by the manufacturers request. If the CAGE information needs correction/updated, the CCR office will be notified. The list of reference/part numbers being provided to the manufacturers(s) will contain the following columns to be reviewed and/or used to update the appropriate information:

COLUMN	EXPLANATION
ACTREQ	Action required/GIRDER code
PICA	Primary Inventory Control Point
PART NUMBER	Reference Number or Manufacturers Identification Number
NEW CAGE CODE	If applicable
NEW PART NUMBER	If applicable
RNNOTES	Reference Number additional information/explanation
FSC	Federal Supply Class
NIIN	National Item Identification Number
ITEM NAME	Current Item Name assigned in FLIS
RNCC/VC	Reference Number Category Code and Verification Code

ACTREQ (GIRDER CODE)	EXPLANATION
A	No change to Part Number (the part number has not been changed and is still current, valid and available)
J1	CAGE Code in error (Furnish new code (same corporation, different division.)
J2	Production item sold to a different corporation (provide their CAGE code or company name and address)
J3	Entire Product line sold to a different corporation (provide their CAGE code or company name and address)
K	Part number not recognized (or never manufacturered)
L1	Part number is in error. The new part number represents an exact duplicate of original item of production, or the part number has been changed (provide new part number)
L2	Part number is in error. The new part number represents a minor change from the part number, but old item cannot be substituted for the new item.

ACTREQ (GIRDER CODE)	EXPLANATION
L3	Part number is in error. It no longer represents a production item. New item does not meet the original use. New item cannot be substituted for old item nor can old item be substituted for new item. New item is similar in fit, form and function to old item, but not a duplicate.
M	Obsolete part number, production has been discontinued, no longer offered/manufactured, no longer provided from original source.
N	Other (use when appropriate to provide an explanation to further define the situation not addressed above).
NOTE: Permissible combinations of two ACTREQ (GIRDER Codes) are: J1L1, J1L2, J1L3, and J2L1.	

(1) The columns that should show that changes should be made should be entered in: ACTREQ (GIRDER Code), New CAGE Code, and New PN, RNNNOTES (additional comments).

(2) This will ensure prompt processing of updated information.

(3) Leaving the ACTREQ (action required) cell blank, indicates that the part number is accurate, current, and a good item of supply that is available from your company.

(4) Send problems/questions/comments and returned extracts to GIRDER@dlis.dla.mil.

4.15.3 Alternative Program Offered by DLIS

The interactive GIRDER (iGIRDER) application provides government contractors, manufacturers, vendors and suppliers the ability to reveiw and (or) update product information used by Federal and Civil activities. The iGIRDER application accepts both government and commercial reference/part number data changes through the WEB application. This provides them the capability of making changes to reference/part number data as needed. The iGIRDER application is available on our Government Industry Data Mart (GIDM) web page at https://www.gidm.dlis.dla.mil/. To gain access to the program, complete the electronic application of the WEB page for a User ID/Password. Please enter your five digit CAGE code in the “User ID” field on the online registration form. Our system control

office will respond with your user ID, and Password in separate emails. An authentication letter on company letterhead with the person authorized to update, change, delete, reference/part numbers for the company, and signed by the CEO or president of the company is required to complete the registration in iGIRDER. If you have any questions or problems regarding the iGIRDER web site, please feel free to contact our Customer Contact Center toll free at 1-888-352-9333.

CHAPTER 16
REQUEST FOR CHANGE TO NIIN STATUS CODE

4.16.1 Purpose, Scope, and Background

a. This chapter provides procedures for retaining a Federal Item Identification (FII) in the FLIS database that has been determined to be nonprocurable by a U.S. activity. (Includes National Stock Numbers (NSNs) with a National Codification Bureau Code (NCB) of other than 00 or 01.) If still being used by a North Atlantic Treaty Organization/ Foreign Government (NATO/FG), the National Item Identification Number (NIIN) Status Code will be a 1; if not, the status code will be a 9.

b. These procedures are to be used by a Federal Supply Class (FSC) manager when submitting a DIC LCI to change the NIIN status code on one of its Federal Item Identifications. These procedures are also used by the Defense Logistics Information Service (DLIS) when a request has been submitted by a Service/Agency to change the NIIN Status Code. Only the FSC manager and DLIS are authorized to submit DIC LCI transactions.

c. There are items in the FLIS data base that are nonprocurable, but the NIIN Status Code cannot be changed to 9 due to nonconcurrence by NATO or other foreign governments. DLIS will change the NIIN Status Code to 1 to identify these NSNs. Status code 1 and 9 items are considered the same as cancelled for U.S. activities. Only segment H data can be changed by a U.S. activity. DLIS and NATO/FG are the only authorized submitters on status code 1 items. NATO/FG can submit Add MOE (Major Organizational Entity) Rule (Document Identifier Code (DIC) LAU) actions on status code 9 items. NOTE: Status code 1 and 9 items are subject to the duplication decisioning screening process.

4.16.2 Action by Service/Agency

When a U.S. activity determines that the NIIN Status Code should be changed to 9 (nonprocurable), the activity shall:

a. Obtain concurrence from all recorded authorized collaborators. (See section 4.9.2)

(1) If NATO/FG MOE Rule(s) are recorded on the item, forward a letter by fax to DLIS-KI at (269) 961-4760, requesting collaboration with the recorded NATO/FG(s) in concurring with the deletion of its MOE Rule.

(2) If one or more NATO/FG does not concur in the proposed change, include the NATO/FG letter of nonconcurrence with the request.

b. Delete, or arrange for deletion through the single submitter when applicable, all U.S. MOE Rules related to the Federal Item Identification.

c. If the FSC manager, submit a DIC LCI directly to DLIS to change the NIIN Status Code to 9, or to 1 if one or more NATO/FG nonconcurs with the change to a 9.

d. If not the FCS manager, forward to either DLIS or the FSC manager, by mail, the request to change the NIIN Status Code. If forwarded to DLIS, the request should be addressed to the attention of DLIS-SA.

e. Once the NIIN Status Code has been changed to a 9 or 1, it can be changed back from 9 to 6 or 1 to 0 if the need arises. This can be done by either having the FCS manager submit a DIC LCI, or forwarding a letter requesting the change to DLIS-SA.

4.16.3 Action by DLIS

a. DLIS, upon receipt of a request to change the NIIN Status Code, will review file data for the applicable NSN and then submit DIC LCI with the appropriate NIIN Status Code.

b. For approved transactions, DLIS will output DIC KNA to the submitter (and originator if different than cubmitter), and DIC KCI to the submitter and FSC receivers. Rejects (DIC KRE or KFS) will be output to the submitter. If DLIS is the DIC LCI submitter, DLIS-SA will notify the originator of the request when the transaction has been approved and the NIIN Status Code changed.

c. When the last NATO/FC MOE Rule is withdrawn from a NIIN Status Code 1 FII, DLIS will:

(1) Change the status code to 9 if the Item Standardization Code is other than 3 or E; output KCI in accordance with normal criteria.

(2) Generate a zero (00000) effective dated DIC LKU transaction, if the Item Standardization Code is 3 or E, using Segment E record for obtaining the replacement NSN. Output KKU and KCS in accordance with normal criteria.

4.16.4 Recordation on a NIIN Status Code 1 or 9 FII

a. When a U.S. activity desires to be recorded on an item identification which has NIIN Status Code 1 or 9, they submit a Change NIIN Status Code (DIC LCI) action to DLIS, or request that DLIS-SA submit the LCI for them. Upon notification of approval, activity submits the Add MOE Rule/Add Catalog Management Data (CMD) (DICs LAU/LAM) transactions to DLIS for processing. DLIS outputs DIC KCS or KCI in accordance with normal criteria.

b. When a NATO/FG desires to be recorded on an item identification which has a NIIN Status Code 9, that activity shall submit an LAU transaction under normal procedures. Upon approval of the LAU transaction, DLIS will change the NIIN Status Code to 1. DIC KCZ will be generated in accordance with normal criteria.

4.16.5 Visibility of NIIN Status Code 1 or 9

a. Search and Interrogations - A Segment E record, which contains the NIIN Status Code, will always be furnished regardless of the Output Data Request Code when the NIIN Status Code is 1 or 9.

b. NIIN Status Code Errors - Output of DIC KRE with return code NS in a segment Q record which will contain the NIIN Status Code.