# FEDERAL

# LOGISTICS

# INFORMATION

# SYSTEM

FLIS PROCEDURES MANUAL

GENERAL AND ADMINSTRATIVE

INFORMATION

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# CHAPTER 1

# FEDERAL CATALOG PROGRAM POLICY

## 1.1.1 Introduction

a. Congress enacted Public Law 82-436 in 1952 to provide for an economical, efficient and effective supply management organization within the Department of Defense through the establishment of a single cataloging system. The law further designated that a single item identification will be utilized for each item repetitively used, purchased, stocked or distributed, for all functions of supply from original purchase to final disposal. Implementation of this portion of the statutory requirement within the Department of Defense provided the foundation of the Federal Catalog Program.

b. The Department of Defense assigned to the Defense Logistics Agency the responsibility for management and administration of the operations of the Federal Catalog Program. The policies and instructions contained in this section of the Federal Logistics Information System Procedures Manual have evolved through the joint efforts of the Military Services and the Defense Logistics Agency in coordination with the General Services Administration, and are issued under the authority of Chapter 145, Title 10, United States Code, and Section 487, Title 40, United States Code. The procedures for the maintenance of a uniform catalog system are contained in the subsequent sections and volumes of this manual.

## 1.1.2 Scope

a. The policies outlined in this manual are published under the authority of the DoD Materiel Management Regulation, DoD 4140.1-R, and are mandatory for use by all participants in the Federal Catalog Program. The procedures contained in this manual which implement this policy are also mandatory for use by all participants in the Federal Catalog System.

b. The Federal Catalog System Policy Manual, DoD 4130.2-M, is canceled and superseded by Chapter 1, Volume 1, Federal Logistics Information System Procedures Manual, DoD 4100.39-M.

c. Recommendations for additions, deletions and corrections to this policy should be directed to the appropriate Service/Agency command headquarters. These recommendations will be forwarded to the Defense Logistics Information Service (DLIS-SA) for coordination and approval.

## 1.1.3 Background

a. The Federal Catalog Program (FCP) is a Government-wide program established by public law 82-436 in 1952 to provide a uniform system of item identification; preclude/eliminate different identifications of like items; reveal interchangeability among items; aid

in parts standardization; facilitate intra- and inter-departmental logistics support; and improve materiel management and military effectiveness by promoting efficiency and economy in logistics operations.

b. Within the FCP is the Federal Catalog System (FCS) which consists of the computer systems, resources and processes to administer the FCP. Within the FCS is the Federal Logistic Information System (FLIS) which is the primary computer system through which users are able to access, maintain, store and retrieve necessary information related to an item of supply.

c. The FCS is designed to:

(1) Promote a uniform system of item identification.

(2) Improve operational effectiveness of the DoD components.

(3) Provide a means for monitoring the minimum number of items essential to support military operations.

(4) Assemble and maintain a central catalog file.

(5) Promote optimum interchange of catalog data.

(6) Assist in assuring the highest practical level of system compatibility, interface and integration.

### 1.1.4 Responsibilities

a. The Defense Logistics Agency (DLA) is designated as the administrator of the Federal Catalog Program. The Defense Logistics Information Service (DLIS) is responsible for the management and operation of the FLIS, which will incorporate the data requirements for cataloging, supply and other logistics support needs of the Department of Defense, civil government agencies and participating NATO countries.

b. The Nuclear Ordnance Cataloging Office (NOCO) is an agent of DLIS charged with operating a secure data base to support the Federal Catalog Program for the DoD integrated material management of Department of Energy (DOE) designed and produced nuclear weapons. The NOCO manages the cataloging, standardization and supply publications for nuclear ordnance items. The NOCO is tasked as the cataloging agent for the United States Special Operations Command (USSOCOM) and accomplishes this mission through the Nuclear Inventory Management and Cataloging System (NIMACS). Special Operations Forces peculiar items are included. Operational policy is vested to the Defense Threat Reduction Agency, Albuquerque (DTRA-A) for the management of the Nuclear Cataloging Program.

### 1.1.5 Definition

The Federal Catalog Program (FCP) is a government-wide program established in 1952 by Public Law 82-436 to provide a uniform system of item identification; preclude/eliminate

different identifications of like items; reveal interchangeability among items; aid in standardization; facilitate intra- and inter-departmental logistics support; and improve materiel management and military effectiveness to promote efficiency and economy in logistics operations. The FCP is a single, uniform program for logistics data management utilized by the US Army, Navy, Air Force, Marine Corps, other DoD activities, civil agencies and foreign governments.

a. Within the FCP is the Federal Catalog System (FCS) which consists of the computer systems, resources and processes to administer the FCP. The Federal Logistics Information System (FLIS) is the primary computer system through which all users access, store and retrieve necessary information related to an item of supply, and is generally considered the data base of record (except NIMACS is the data base of record for nuclear ordnance and the Navy considers it's data base, which feeds FLIS, the data base of record for Navy PICA managed items).

b. The FCP is composed of those tasks that build the comprehensive logistics data record utilized to identify, requisition, ship, store, dispose and make other logistics decisions related to an item of supply during its operational life cycle. The tasks in this process include:

(1) Item Name Assignment. The designation of a commonly recognized noun or noun phrase to an item of supply that answers the question, What is it? This determination is based upon the availability of technical data and the development of representative cataloging tools.

(2) Federal Supply Class Determination. The categorization of an item of supply which establishes its relationship with other items based on the assigned item name and/or characteristics. This determination is based upon the availability of technical data and the development of representative cataloging tools.

(3) Item Identification Preparation and Maintenance. The recording of characteristic data (i.e., words, numbers, and/or codes) to describe the physical and functional attributes of an item of supply. Proper Item Identification is contingent upon accurate item name assignment and Federal Supply Class determination as well as the availability of technical data.

(4) Item Entry Control. A filtering process which scrutinizes potential candidates for inclusion in the federal catalog. This is accomplished by manually and mechanically comparing a candidate to existing items and recognized standards.

(5) Technical Data Validation. The process by which the quality of technical data is confirmed for purposes of item name assignment, Federal Supply Class determination, item entry control, and item identification.

(6) Provisioning Support. Those actions taken to facilitate the best selection, initial procurement, and cataloging of items of supply required to sustain weapon systems and other government requirements (e.g., data calls; provisioning guidance and Logistics Support Analysis (LSA) conferences; etc.)

(7) Data recordation and Maintenance. Those actions necessary to ensure complete, accurate, and current logistics data records (excluding item characteristics data) for an item of supply. Such actions are normally accomplished as a result of item manager requests, system incompatibility notices, technical data revisions, procurement actions, interchangeability and substitutability decisions, inter-Service/Agency collaboration, and periodic record review. Defense Inactive Item Program (DIIP), DoD Interchangeability and Substitutability (I&S) Program, Item Reduction Study (IRS) decisions, major item maintenance, Catalog Management Data (CMD), Logistics Reassignments, etc., are representative of these functions.

(8) Cataloging Tools. The process of initiating and enhancing documents and procedures required to research, record, and organize item logistics information. Tools include item names, definitions, and Federal Supply Class structure, as well as Federal Item Identification Guides (FIIGs) and other publications. Tool development is directed by established principles, yet driven by technological advances.

(9) Requests for Supply Support. This process includes those cataloging actions which request and record user interest, assign management data, and review/accept substitutes offered. These originate from a request (i.e., Supply Support Request, Nonconsumable Item Material Support Request) by a Service/Agency to be a user of an item managed by another Service or Agency.

(10) Data Dissemination. Those events and products which provide logistics information to all customers who need it at every level of the supply system. This process includes the integration and tailoring of data bases and processes; access to primary data systems; providing hard copy and CD ROM products based on those systems; delivery of electronic information and written communication transmitted/provided via a variety of output media.

(11) Cataloging Procedures and Systems. Those rules and processes by which cataloging policies are implemented. These include written directives, manual methods, and automated information systems in various combinations, including the Federal Logistics Information System.

(12) Cataloging Policy. The general principles governing the relationships of all cataloging elements/functions to each other as well as to other logistics disciplines. DoD components policies further explain and tailor these guidelines based on special needs (e.g., combat mission requirements, environment, safety, supply operations, etc.).

### 1.1.6 General Principles

a. Item of Production and Item of Supply.

(1) Item of Production. An item of production consists of a part, piece, object, equipment or material produced by a manufacturer, is grouped within a manufacturer's identifying number, and conforms to the same engineering drawing, standard, specification and inspection.

(2) Item of Supply. An item of supply may be:

(a) A single item of production;

(b) Two or more items of production that are functionally interchangeable or that may be substituted for the same purpose and that are comparable in terms of use;

(c) More meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production.

(d) A modification (accomplished by the user or at the request of the user) of a normal item of production.

(3) Determination.

(a) Each government activity will determine, and be able to justify, its items of supply in terms of technical considerations and logistics responsibilities. In accordance with this principle, an activity will define its items of supply in the broadest possible terms that will assure identification consistent with the requirements of its logistics responsibilities.

(b) Because of the item of supply principle, item of supply concepts covering closely related items may exist at different levels of detail and 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 the 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) in the FCS.

(4) 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 particular characteristics 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) The characteristics of an item of supply are of two basic kinds:

(1.) Physical characteristics, consisting of everything that enters into the make up of the item, such as its material content, chemical composition, electrical data, dimensions and the formation or arrangement of its parts, the principles of operation and the like.

(2.) Performance characteristics, consisting of the special or peculiar kind of action or service provided by and expected of the item by virtue of its physical characteristics.

b. Item Identification.

(1) Under the FCP, 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 the essential characteristics of an item which give the item its unique character and make it what it is, and to differentiate it from every other item of supply.

(2) Volume 4 of this manual concentrates on the concept and procedures for item identification.

c. Item Naming Conventions. The establishment of a standard naming convention for items of supply is a primary objective of the FCP:

(1) A standard item name is required in the preparation of item identifications to provide a consistent comparative structure for item entry control and to preclude the addition of duplicate items into the supply system.

(2) The selection or development of a single name for an item of supply provides a common language for materiel management operations and is the first step in the identification of an item of supply.

(3) The item name forms the basis for developing the Federal Supply Classification structure and the commodity concept for item identification.

(4) Item Name Development.

(a) An item name may be a basic name, or a basic name followed by those modifiers necessary to differentiate between item concepts having the same basic name.

(b) The basic name selected may be delimited where necessary to:

(1.) Establish a basic concept of the item of supply to which the item belongs and with which it should be compared.

(2.) Distinguish between different item concepts in the same name or between similar item of supply concepts in different names.

(c) Item names will be developed to:

(1.) Answer the question "What is it?" in the most specific fashion.

(2.) Establish a single concept of an item.

(3.) Represent the specific name rather than a general name of an item.

(4.) Clearly define the distinct concept expressed by the item name.

(5.) Incorporate new, emerging technology in a timely manner.

(d) When two or more names are applicable to an item, that name which is most commonly used by government and industry will be selected as the item name, and the other name(s) will be cross-indexed to the selected name.

(5) Item name development, usage and maintenance are contained in volume 3, chapter 3.2 of this manual.

d. Federal Supply Classification.

(1) The Federal Supply Classification structure will be designed to permit the classification of all items of supply used by participants in the FCP.

(2) The Federal Supply Classification structure will group like items together for management and item identification purposes.

(3) This classification structure will be comprised of groupings and relationships representing the current universe of commodities known to be in the federal supply system, while also designed with the flexibility for expansion to accommodate anticipated management needs and to incorporate technological growth.

(4) The structure will provide uniform management categories throughout the Department of Defense activities and civil government agencies to permit the greatest uniformity within and between these organizations in the operation of their supply support and other logistics responsibilities.

(5) Detailed procedures are contained in volume 3, chapter 3.4 and volume 4, chapter 4.2 of this manual.

e. National Stock Numbers.

(1) The FCS will identify each item of supply by a unique control number, or NSN, to differentiate each individual item of supply from all other items of supply.

(2) Subsequent to item entry control review, a new NSN will be assigned to every submitted proposed new item of supply that is not an actual duplicate of an existing Item Identification (II).

(3) Subsequent to item entry control review, an existing NSN will be assigned to a proposed new item of supply only in the event of actual duplication.

(4) Once an NSN has been assigned to an item of supply, it will remain with that item throughout the life of the item. It cannot be reused or reassigned to another item of supply.

(5) When an II is changed or upgraded due to access to previously unavailable technical data, not combined with or changed to a different item of supply, the NSN will be retained.

f. Stock Numbering Criteria.

(1) Items of supply that are recurrently used, bought, stocked or distributed will be named, classified, described and numbered so that only one distinct combination of numerals, the NSN, identifies the same item throughout the federal supply system. This includes items such as:

(a) Items selected for central management, procurement and stockage, including both centrally and locally procured items.

(b) Items stocked in the main/consolidated supply component of a consumer installation for the purpose of providing supply support for area requisitioners.

(c) Items for which two or more material demands/requisitions are recorded within a 180-day period, without regard to the Military Service/Civil Agency from which the

demands were received. This criteria also applies to items procured directly from a commercial source for immediate use.

(d) Items provided through the Foreign Military Sales Program, NATO agreements and other bilateral Government agreements.

(e) Items other than those above which, at the option of the Military Service/Civil Agency, are required to comply with logistics programs where identification by NSN is essential.

(2) Items in the following categories will be excluded from NSN assignment:

(a) Items procured on a one-time basis for immediate use in research and development, experimentation, construction, installation and maintenance.

(b) Items furnished by contractors to fulfill service contracts which may provide for overhaul and repair of specified equipment, providing such items are consumed in the overhaul cycle and do not enter the logistics system.

(c) Ships, aircraft and other major end items for which management and control are exercised through the application of unique identification systems.

(d) Printed forms, manuals, books or the like which are subject to central administrative numbering controls within a bureau, service or command.

(e) Items obtained through overseas procurement and intended solely for overseas use.

(f) Items procured with non-appropriated funds.

(g) Items manufactured locally for use solely by the manufacturing activity.

(h) Medical items which are:

(1.) Without an Investigational New Drug approval or new drug application when such is required and enforced by the Food and Drug Administration (FDA).

(2.) Unique to a single patient or requiring special fitting such as orthopedic appliances.

(3.) Animal blood products, such as sheep cells.

(i) Subsistence items supplied to the commissary resale system.

## 1.1.7 Data Recordation and Maintenance

Recording and maintaining data in the FCS will be accomplished through conformance with a fixed set of responsibilities and actions designed to result in a complete, accurate, and current data record for each item of supply. These responsibilities and actions will be

based upon integrated materiel management responsibilities and relationships, which are directly driven by DoD materiel management policy of DoD 4140.1-R.

a. Data recorded and maintained in the FCS will be:

(1) Data determined by the participants in the FCP standard data.

(2) Data which conforms to jointly determined standard data format requirements.

b. Data input to and output from the FCS will be accepted for processing from data submitters and distributed to data receivers authorized by joint agreement between the participants in the FCP.

c. Throughout the life cycle of an item of supply, the Integrated Materiel Manager (IMM) or the IMM's cataloging agent will establish and maintain most current cataloging, supply and other logistics data in the FCS. When an item is no longer required for use in the supply system, the IMM will remove user interest and management data from the FCS. A historical data record will be maintained in the FCS.

d. When it becomes necessary to revise or update item data, the following will apply for items assigned to Integrated Materiel Management:

(1) Centrally Procured Items. For items procured centrally, the cognizant IMM will be responsible for revising and updating the FCS whenever the need for such action becomes evident. recorded using activities will propose data revisions to the IMM when errors are discovered or data is otherwise not current for items of supply.

(2) Decentralized (Locally Procured) Items. When the items are purchased from local sources, procuring activities will be responsible for assuring that changes to the FCS are proposed when required. Each change will be proposed to the cognizant IMM.

e. Specific procedures applicable to the recording and maintaining of cataloging, supply support, and other logistics information in the FCS is contained throughout all volumes of this manual.

f. Logistics Reference Numbers.

(1) Reference numbers in the FCS will be configured and formatted exactly as provided by the manufacturer or design control activity to achieve compatibility between logistics and engineering reference number data and between FCS and industrial records.

(2) Reference numbers recorded in the FCS will be configured and formatted within standards of feasibility for communication and processing. Limitations of formatting reference numbers are detailed in volume 10, table 22 of this manual. Refer to volume 2, chapter 2.9 of this manual for reference number formatting.

(3) Logistics reference numbers entered in the FCS will be identified/recorded with the manufacturer/design control activity of the item.

(4) Additional information is contained in volume 4, chapter 4.3 of this manual.

g. Item Entry Control.

(1) Effective controls will be applied by originators and submitters of cataloging data to promote the use of standard and preferred items and to prevent the entry of duplicate and substandard items of supply into the inventory. The effective control of items entering the system can be attained by the adequate identification of items entering the system and a thorough comparison of new item candidates with already established items stock numbered in FLIS. Use of an item's engineering and technical data is the most definitive source of the item's physical and performance requirements.

(2) Originators and submitters of the FCS will:

(a) Establish effective controls to prevent nonessential new items from entering into the supply system.

(b) Review all proposed new and existing items to:

(1.) Isolate and recommend the use of duplicate or replacement items.

(2.) Promote the use of duplicate and preferred items.

(c) Ensure that an accurate identification is established and maintained for each item in the FCS and that all new data entering in the FCS is technically accurate.

(d) Review FCS data and correct invalid and incompatible data including the elimination of duplicate NSNs.

(3) Provisioning and pre-procurement screening is an operation whereby all known reference numbers associated with an item of supply are screened against data maintained in the Federal Logistics Information System (FLIS) prior to procurement or initiation of item introduction actions. This operation is designed to limit the entry of new items in the federal supply system to those necessary to support logistics operations and to utilize available stocks of items already in the supply system to meet provisioning and other logistics requirements so as to avoid unnecessary procurements.

(a) All DOD components are required to:

(1) Ensure that provisioning and pre-procurement screening is applied to all items being recommended or considered for procurement.

(2) Prepare and submit provisioning screening requests directly to the Defense Logistics Information Service (DLIS), or arrange for contractors to make direct submissions to the DLIS using the prescribed provisioning screening procedures as defined in Volume 5, Chapter 2.

(3) Ensure the requirements for the use of the procedures cited in Volume 5, Chapter 2 and any supplementary data needed will be cited on DD Form 1423, Contractor Data Requirements List (CDRL) and included in all contracts where provisioning screening data is to be prepared by contractors.

(b) Utilize available stocks of items already in the supply system to meet provisioning and other logistics requirements so as to avoid unnecessary procurements.

(c) Provide for a mandatory requirement to screen reference numbers for all support items recommended or being considered for procurement.

(d) Place a requirement on the contractor or government activity to furnish all known reference numbers for each item to be screened prior to procurement or initiation of item introduction actions.

(4) Item entry control requirements specific to Supply Support Request processing are outlined in DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items, Chapter 4.

h. Technical Data Requirements. Proper performance of cataloging and item identification is dependent upon the availability of/access to engineering and technical documentation. Participants in the FCP must insure that technical data supporting supply and logistics life cycle requirements are made available for cataloging and other logistics data management tasks.

i. Emergency Catalog Support.

(1) The FCS will be designed to ensure effectiveness, reliability and survivability in time of war or emergencies. Regardless of emergency conditions the following processes will be performed on an uninterrupted basis:

(a) NSN assignment by use of minimum data requirements.

(b) Provisioning and pre-procurement screening by use of logistics reference number and minimum associated data requirements.

(2) Pertinent procedures are defined in <span style="color:red">volume 4, chapter 4.15</span> of this manual.

j. Integrated Materiel Management Responsibilities and Exception Rules.

(1) In accordance with DoD 4140.1-R, each item in the supply system will be managed by a single Integrated Materiel Manager (IMM). The DoD IMM is the activity or agency that has been assigned wholesale integrated materiel management responsibility for the DoD and participating Civil Agencies. The determination of management responsibility is based on commodity materiel management assignment by Federal Supply Class (FSC) and item management coding criteria as agreed upon by the DoD Integrated Materiel Management Committee and as published and maintained in DoD 4140.26-M.

(2) IMM assignments and exclusions are defined in:

(a) DoD 4140.1-R, DoD Materiel Management Regulation.

(b) DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items.

(1.) IMM assignments by FSC for consumable items are defined in Appendix A-1 of DoD 4140.26-M.

(2.) Items exempt from Item Management Coding, FSCs having no IMM assigned on a commodity basis, are listed in Appendix A-2 of DoD 4140.26-M.

(3.) Item Management Coding criteria assigning IMM responsibilities on a by-item basis is outlined in Appendix B of DoD 4140.26-M.

(c) Joint Regulation AMC-R 700-99, NAVSUPINST 4790.7, AFLCR 400-21, MCO P4410.22C, Wholesale Inventory Management and Logistics Support of Multi-Service Used Nonconsumable Items.

(3) The integrated materiel management concept applies to the management of both consumable and nonconsumable items of supply.

(4) Management and cataloging assignments to IMMs may be:

(a) By complete Federal Supply Group or Class, or

(b) On a by-item basis as a result of item management coding or other item management decisions.

(5) Authorized Data Submitters. The IMM, the activity having management responsibility for an item of supply, will be designated as the authorized data submitter to the FCS, unless a separate cataloging support agreement is negotiated by the IMM.

(6) Exceptions.

(a) Nuclear Ordnance Items. The Nuclear Ordnance Cataloging Office (NOCO) functions as the single submitter for all Department of Energy (DOE) and Military Service designed and controlled nuclear ordnance items irrespective of FSC. Items so controlled will be submitted to the NOCO in accordance with procedures for processing nuclear ordnance cataloging requirements.

(b) Cryptomaterial. Items that are unique to cryptologic application and are under the design control of the National Security Agency (NSA), regardless of FSC, will be submitted to NSA for submittal to the FCS.

(7) Establishing and withdrawing IMM responsibility for items of supply.

(a) The IMM will establish and record management responsibility in the FCS for those items under its IMM responsibility.

(b) When it is determined by agreements and/or collaboration efforts that an item under IMM management responsibility is no longer required by all registered users and all assets have been depleted, the IMM will accomplish the deletion of appropriate item management data from the FCS.

(c) The IMM has primary responsibility for recording and maintaining all data in the FCS for an item of supply under its management.

(8) Reactivation of an NSN will be proposed through the cognizant IMM when the item is assigned to the IMM on an FSC basis.

(9) Additional information is contained in volume 2, chapter 2.1 of this manual. Volumes 2, 4, 6 and 13 of this manual contain detailed requirements for recording and maintaining data resulting from integrated materiel management decisions and relationships.

k. Requests for Supply Support.

(1) Requests for supply support may result from:

(a) Supply Support Requests (SSRs) for consumable items of supply

(1.) Between a Service/Agency (S/A) and the DLA Supply Centers

(2.) Between a S/A and another S/A

(b) Nonconsumable Item Material Support Requests (NIMSRs) for nonconsumable items between the S/As for nonconsumable material.

(2) Establishing and withdrawing interest. As a result of a request for supply support between a S/A and the IMM, the IMM will record and maintain management, supply support and other logistics data in the FCS. When an item is no longer required for use in the supply system, management data will be removed from the FCS in accordance with procedures outlined in volumes 6 and 13 of this manual.

l. Catalog Management Data.

(1) Catalog Management Data (CMD) is developed by the IMM, used by the registered user(s) in maintaining their materiel management system and recorded and maintained in the FCS. CMD consists of standard data elements and component peculiar data. The IMM develops the standard data elements and the using activity develops the peculiar data entries.

(2) The IMM CMD record must be present in FLIS until all supported S/A activities have either withdrawn from the item or the item has been logistically assigned to another IMM.

(3) Detailed information about CMD is contained in volumes 6 and 13 of this manual.

m. Collaboration. Collaboration is the coordination action necessary between activities participating in the FCP when changes are being made to common interest items in the FLIS data base. This policy applies to proposed actions for multi-user interest items prior to submittal of the transaction to the FLIS data base which are collaborated via the cataloging DD Form 1685, Request for Collaboration.

(1) Collaboration is not required:

(a) When the originating activity is the only recorded user and the FSC is not subject to single submitter procedures.

(b) When the action results from a previously performed formal coordination program, including:

(1.) An Item Reduction Study coordinated in accordance with DoD 4120.24-M.

(2.) The Defense Inactive Item Program coordinated in accordance with DoD 4140.32-M.

(3.) A DLA Request for Engineering Support coordinated in accordance with Joint Instruction DLAI 3200.1, PAM 715-13, NAVSUPINST 4120.30A, AFI 21-405, MCO 4000.56.

(4.) JLC Form 17 or JLC Form 19 in accordance with Joint Regulation AMC-R 700-99, NAVSUPINST 4790.7, AFLCR 400-21, MCO P4410.22C.

(5.) JLC Form 47 in accordance with Joint Regulation AFLCR 400-31, DARCOM-R 700-30, NAVMATINST 4400.25, MCO 4410.24, DLA R 4140.66.

(c) When no change is made to the item of supply concept of the affected NSNs in the reference number portion of the cataloging record when the reference number is item identifying.

(d) When an FSC change is proposed that does not result in a change in the PICA and/or SICA.

(e) If the change is initiated to correct an obvious error, such as the II does not agree with the technical documentation.

(f) When the manufacturer changes his part numbering system and there is no change made to the item of production.

(g) When the manufacturer is no longer in business or no longer manufactures the item, reference numbers may be re-coded as a secondary reference without collaboration. However, the last reference number on file may not be changed.

(h) 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.

(2) Collaboration is required:

(a) Prior to revision, transfer, reinstatement, cancellation, or change of data elements for an item in the FLIS data base, collaboration will be accomplished when there is one or more data collaborators recorded in the FLIS data base.

(b) When revision to the characteristics data of an II changes the item-of-supply concept.

(c) For proposed additions, deletions, or changes to reference numbers related to source controlled items.

(d) For proposed addition or deletion of a reference number that controls the design of an item of production or an item of supply.

(e) For all proposed cancellation actions, i.e. Cancel-Invalid, Cancel-Use and Cancel-Duplicate actions, except for those conditions specifically exempted in paragraph 1.1.7.m(1).

(f) All proposed actions that would result in the non-stocking, standardization, consolidation or termination of Navy Nuclear Reactor Program or Navy Strategic Weapon Systems repair parts managed by DLA which require collaboration with the Navy Nuclear Reactor Program or Navy Strategic Weapon Systems.

(3) Documentation Requirements for Collaboration.

(a) Submitting activities will retain evidence of collaboration for a minimum period of one (1) year after approval of the proposal and will produce evidence of collaboration upon request.

(b) An activity forwarding a proposal for collaboration will forward all supporting technical documentation required to review the proposal when it is known that this data is not available at the collaborating activity.

(4) Nonconcurrence in Proposed Actions.

(a) When an activity is unable to complete a proposed action, the initiating activity will notify all collaborating activities originally contacted that the proposed action will not be accomplished and provide a brief explanation.

(b) When disagreement on a proposal cannot be resolved between the originating and nonconcurring activities, a copy of the collaboration letter/action, technical justification, and all replies may be submitted to DLIS-S for resolution.

(5) Time Frames.

(a) Responses to collaboration proposals will be returned to the proposing activity within 60 days after initiation and include a statement of concurrence, nonconcurrence with justification, or no-interest. If this response is not received by the originating activity within agreed to time frames, a reply of no-interest may be assumed providing that original receipt by the using/collaborating activity has been confirmed. However:

(1.) When DLIS-KI is required to collaborate with NATO, response by DLIS will be within 120 days after the date of initiation.

(2.) An automatic MOE Rule deletion will not be made. If the proposal causes a MOE Rule add, change or delete, a reply within the time frames is mandatory.

(b) Activities responsible for effecting collaboration will forward collaboration requests to receiving activities within 15 days after receipt from the originating activity.

(c) Upon concurrence by all interested activities the collaborating activity will forward the cataloging transaction request to FLIS within 20 days.

(6) Additional information concerning collaboration is contained in Volume 2, Chapter 2 of this manual.

### 1.1.8 Data Dissemination

a. FCS data will be made available to the public consistent with the Freedom of Information Act 5 US Code 552.

b. FCS data will not be made available to the public when it contains:

(1) Proprietary data.

(2) Official Use Only information where it would not be in the best interest of the government on a random basis.

(3) Classified information.

### 1.1.9 Cataloging Tools and Cataloging Publications

a. Cataloging tools are those basic tools utilized for the development of FCP item identification data. These may include structured guides and published requirements for item names, FSCs and descriptive item characteristics data.

b. Cataloging publications are those compilations of FCP data tailored to satisfy the needs of all users of the cataloging, supply support and other logistics data contained in the FCS.

c. FCS tools and publications will be developed, compiled and published by DLIS. In the interest of national security there may be requirements to publish separate cataloging tools and publications. Publications to support the basic mission of a specified activity may be published by that activity in accordance with the rules governing FCP publications.

d. The Nuclear Ordnance Cataloging Office of the Defense Threat Reduction Agency will develop and maintain all cataloging tools and publications which are applicable solely to items designed specifically for use in the nuclear ordnance field.

e. All proposed new and proposed revisions to cataloging tools and publications will be developed as a coordinated effort between FCP participants. All proposals will be collaborated with all interested S/As prior to final approval and publication.

f. Cataloging tools and publications will be developed, maintained and distributed via most current technological media which satisfies the need of its customers.

g. FCS publications will not be made available to the public which contain:

(1) Proprietary data.

(2) Official use only information where it would not be in the best interest of the government on a random basis.

(3) Classified information.

h. Cataloging tools and publications are addressed in detail in Volumes 3 and 15 of this manual.

## 1.1.10 Quality Assurance and Quality Control

a. All materiel, supplies, services and data obtained for and used by the FCP will meet the following objectives:

(1) These materiel, supplies, services and data conform to FCP policy, FCS and FLIS requirements and procedures as stated in this manual.

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

(3) FCP, FCS and FLIS user dissatisfaction and mission ineffectiveness are prevented or eliminated.

b. Scope.

(1) Quality Control. Each activity engaged in the preparation, submittal, processing and retention of cataloging data and mechanized inputs and outputs therefrom are participants in the FCP and will be responsible for instituting quality control programs. Required quality levels will be established for each inspection step.

(2) Quality Assurance. A quality assurance program and procedures are an integral part of the administration and management of the FCS. The overall objective of the quality assurance program is to effectively achieve error free and timely data throughout the FCS, i.e., in data preparation, entry and retention in the data base, distribution and retention of data from that data base. To reach this objective, it is necessary that the accuracy of the data is ascertained and verified through implementation of various quality assurance techniques in compliance with FCP and FCS requirements.

c. Responsibilities. All participants in the FCP will:

(1) Provide adequate training for personnel involved in the FCP.

(2) Jointly develop and apply general application standards, edits and validations for the FCS.

(3) Establish and maintain a jointly-developed acceptable quality level for the FCS.

(4) Maintain an auditable quality assurance/quality control program.

d. The FCP Quality Control/Quality Assurance Program is addressed in volume 2, chapter 2.7 of this manual.

## 1.1.11 International Cataloging Policy

a. This section contains policy guidance concerning the interchange of cataloging data and services between the United States (US) and North Atlantic Treaty Organization (NATO) and other foreign countries. It is applicable to all participants in the FCP.

b. International cataloging procedures are further defined in volume 4, chapter 11 of this manual.

c. International Use of the Federal Supply Classifiction System.

(1) NATO use. In February 1956, the Air Board, Military Agency for Standardization, NATO, convened a Working Party in London which prepared and recommended the adoption of the second draft standardization agreement STANAG 3150. This agreement provided for the adoption of the United States Federal Supply Classification System as the NATO Supply Classification System, with the United States having responsibility for maintenance of the system, including right of decision on all matters pertaining thereto. This agreement was subsequently ratified by fourteen NATO members, including the United States.

(2) Revision to the Classification Structure Under STANAG 3150.

(a) Revision Proposed by the United States. Revisions to the classification structure which are proposed by the United States shall be forwarded to the NATO member nations prior to approval. A period of 45-days is provided for concurrence and/or comment by individual NATO countries. Upon completion of coordination the following actions shall be taken, as appropriate.

(1.) The United States (DLIS) approves the revision, specifying the implementation dates, if complete or a majority of concurrences are received.

(2.) The United States considers and incorporates, if acceptable, modifications to proposed revisions, as submitted by the NATO countries.

(3.) The United States resolves any conflicts of opinion if a majority of nonconcurrences, or major proposals for modifications of proposed revisions, are submitted by the NATO countries.

(b) Revisions Proposed by NATO Member Nations.

(1.) Revisions which are proposed by a NATO member nation other than the United States are decided by the United States within a 45-day period, following the 45-day period provided for NATO concurrence actions. Notice of the final disposition of all proposed revisions to the classification system is forwarded by the United States to all NATO countries, stating, as appropriate, the reasons for non-acceptance of comments.

(2.) Revisions to the classification structure proposed by any one of the NATO member nations, are forwarded to all signatories of STANAG 3150 by the originating country. Concurrence and/or comment is forwarded by other signatories to the originating country and to the United States within a period of 45-days. Approved revisions are implemented on the effective date specified in the notification of approval forwarded to all signatories by the United States.

d. NATO Standardization Agreements (STANAG).

(1) STANAG 3150 (Appendix A) provides a uniform system of supply classification for use by the NATO Armed Forces. It has been ratified by NATO members (including US) and was promulgated by the NATO Military Agency for Standardization. The agreement provides for the adoption of the "United States Federal Supply Classification" as the "NATO Supply Classification" for use by signatory countries' armed forces assigned to NATO.

(2) STANAG 3151 (Appendix B) provides a uniform system of item identification for use by the NATO Armed Forces. STANAG 3151 has been ratified by members (including US) and was promulgated by the NATO Military Agency for Standardization. It provides for the adoption, for use within the signatory countries' armed forces assigned to NATO, of the United States Federal System of Item Identification as a basis for the NATO Item Identification System.

(3) STANAG 4199 (Appendix C) provides a uniform system for establishment and exchange of selected management data elements between NATO countries. The US, as a signatory to this agreement, will comply with the rules established therein pertaining to management data exchange.

(4) STANAG 4177 (Appendix D) provides the policy and execution for a uniform system of data acquisition for use by the Armed Services of the NATO countries and by NATO Agencies in Codification. Includes a sample contract clause that may be added to defense contracts to require the contractor to provide technical data for cataloging purposes.

(5) STANAG 4438 (Appendix E) provides a uniform system for the dissemination of data associated with NATO Stock Numbers (NSNs) for use by the Armed Forces of the NATO countries. Includes restrictions that govern what data of the NATO countries may be disseminated to non-NATO countries.

e. Foreign Military Sales Agreement. The US makes available to the NATO nations and agencies and to other nations a standard form of agreement which provides for furnishing Federal Catalog Data and cataloging services by the US on a reimbursable basis through Foreign Military Sales (FMS) cases. The agreement includes the Federal Catalog Data and Cataloging services that are available from the US and the prices to be charged for furnishing the data and services.

(1) Foreign government/agency will submit a request for preparation and issuance of an FMS agreement in accordance with DoD 5105.38-M, Security Assistance Management Manual.

(2) As required, the Assistant Deputy Under Secretary of Defense, (Logistics/Materiel

& Resource Management (L/MRM)) will negotiate for acquisition of item identification data and services for items and materials produced by other countries and introduced into the supply system of the United States Government.

(3) Federal Catalog Data and Cataloging Services Furnished Under FMS Agreement. In accordance with conditions outlined in the FMS agreement and upon receipt of a request, the procuring/provisioning activity will perform all necessary functions associated with materiel management. DLIS shall provide regular NSN file update notifications in a media suitable to each participating country.

(4) Requests for Reimbursement.

(a) Reimbursement for item identification data and services will be in accordance with prices established in the FMS agreement. These services and data are furnished only to participating foreign countries which have concluded agreements with the US for these services and data. However, the US and other NATO partner countries provide some cataloging products and services (Item Identification) to each other free of charge under the authority of reciprocal agreements.

(b) Prices will be charged at the rates specified in the FMS Agreement. The prices are based on the latest cost figures available and shall be revised periodically as required to accommodate changing conditions.

(c) DLIS shall submit requests for reimbursement of services and data in accordance with instructions established in the FMS Agreement.

(d) NATO and other participating countries will reimburse the US in US currency for services and data furnished as specified in the FMS Agreement.

f. National Responsibility. Each country is responsible for maintaining its own internal files, including files of approved catalog data wherein another country is registered as a user of the item(s). Interchange of data between countries will be in accordance with the NATO Manual for Codification. When a member of the NATO Codification System adopts the NATO Stock Number of another NATO nation, or causes a new NSN to be etablished on its behalf, it accepts the item-of-supply concept of the assigning nation. The assigning nation has configuration control responsibility for that item, and full catalog maintenance authority, subject to the exceptions cited in volume 4, chapter 11 of this volume.

g. Support of Procurements by NATO and Other Participating Countries.

(1) When procuring for a foreign government, DoD will apply the same contract clauses and contract administration as it would use in procuring for itself, except where deviations are authorized in the DoD FAR Supplement.

(2) The United States subscribes to the basic policy adopted by the NATO Allied Committee 135 that the producing country is responsible for furnishing item identification data and stock numbers to a procuring NATO country or agency when provisions of the contract identify the requirement.

(a) Codification will be accomplished by the US when it is the producing country of items procured by another NATO country.

(b) An item produced by a NATO member country, other than the US, will be codified by that producing country. Requests for foreign item identification data will be submitted by US activities to the US National Codification Bureau.

h. Report of United States Participation in NATO Codification of Equipment. The Commander, DLIS, will prepare and submit one copy of an annual report on US progress in cataloging operations during the calendar year to DLA Headquarters, not later than 1 February of the calendar year following the year being reported upon. The format and procedures for the preparation of this report will be in accordance with the NATO Manual for Codification.

# APPENDIX 1-1-A

## NATO STANDARDIZATION AGREEMENT (STANAG)

## STANAG 3150

## CODIFICATION UNIFORM SYSTEM OF SUPPLY CLASSIFICATION

### (Agreed English Text)

Related Documents: STANAG 3151 - Codification - Uniform System of Item Identification
ACodP-1 - NATO Manual on Codification

**AIM**

1.The aim of this agreement is to provide a uniform system of supply classification for use by the Armed Forces of the NATO countries.

**AGREEMENT**

2. Participating nations agree to the following:

a. The United States "Federal Supply Classification System", as explained in the "Federal Logistics Information System (FLIS) Procedures Manual (DoD 4100.39-M)", is adopted as the NATO Supply Classification System.

b. The NATO Uniform System of Supply Classification, together with the NATO Uniform System of Item Identification (STANAG 3151), forms the basis for the NATO Codification System.

c. All signatories participating in this agreement will use the NATO Supply Classification System.

d. The NATO Group of National Directors on Codification (AC/135) is accepted as the responsible body to ensure the continuity and the interpretation of the system as described in the NATO Manual on Codification (ACodP-1).

e. Maintenance of the NATO Supply Classification System is vested in the United States.

f. Rules for decisions on changes are contained in ACodP-1 as maintained by the Group of National Directors on Codification.

g. The method and rate of application of this STANAG within each NATO country shall remain a matter of national discretion.

h. No signatory will terminate this agreement without three months formal notice to the other signatories.

## IMPLEMENTATION OF THE AGREEMENT

3. This STANAG is implemented when the provisions detailed in this agreement have been included in the national documentation concerned.

## APPENDIX 1-1-B

## NATO STANDARDIZATION AGREEMENT (STANAG)

## STANAG 3151

## CODIFICATION UNIFORM SYSTEM OF ITEM IDENTIFICATION

### (Agreed English Text)

Related Documents: STANAG 3150 - Codification - Uniform System of Supply Classification

ACodP-1 - NATO Manual on Codification

**AIM**

1. The aim of this agreement is to provide a uniform system of item identification for use by the Armed Forces of the NATO countries.

**AGREEMENT**

2. Participating nations agree to the following:

   a. The United States "Federal System of Item Identification", as explained in the "Federal Logistics Information System (FLIS) Procedures Manual (DoD 4100.39-M)", is adopted as the basis for the NATO Item Identification System.

   b. The NATO Uniform System of Item Identification, together with the NATO Uniform System of Supply Classification (STANAG 3150), forms the basis for the NATO Codification System.

   c. All signatories participating in this agreement will use the NATO Item Identification System.

   d. The NATO Group of National Directors on Codification (AC/135) is accepted as the responsible body to ensure the continuity and the interpretation of the system as described in the NATO Manual on Codification (ACodP-1).

   e. Rules and procedures for the NATO Codification System are published in the NATO Manual on Codification (ACodP-1) under the authority of the Group of National Directors on Codification. Agreements may be entered into between countries to supplement the dispositions of ACodP-1, but they must refer to this Manual and no contradictory dispositions shall be included.

   f. The considerable interdependence of the system among the NATO countries necessitates a constant co-ordination of interests. Any major development or change envisaged by one partner will therefore be communicated to the other signatories in sufficient time to examine its implications and effects and for establishment of implementation details.

g. A uniform stock numbering system, based on the principle that producing countries normally codify their products for all user countries, will be applied. Exceptions have been agreed as follows:

(1) Selected items produced to internationally agreed standards/specifications are stock numbered by a central agency, the NATO Standard Stock Number Assigning Activity (NSSN AA).

(2) Items produced in Non-NATO countries are codified by the NATO country procuring the item for the first time.

(3) Items identified solely by NATO Production and Logistics Organizations (NPLO) drawings/specifications, are to be codified by a NATO pilot country as determined and agreed by AC/135.

h. A NATO Stock Number (NSN)/NATO Standard Stock Number (NSSN) of 13 digits in length, composed of a 4 digit NATO Supply Classification Code and a 9 digit NATO Item Identification Number (NIIN) is accepted by all signatories for assignment to an item of supply.

The 9 digit NATO Item Identification Number is composed of a 2 digit NATO Code for the National Codification Bureau (NCB) (including the NSSN AA) plus a 7 digit non-significant number assigned by the individual NCB/NSSN AA.

**Example:**

| 1005 | 13 | 123 4567 |
|---|---|---|
| NATO Supply Classification Code | NATO Code for NCB | Non-significant Number |
| | NATO Item Identification Number (NIIN) -(Note 1) <br> NATO STOCK NUMBER (NSN) - (Note 1) OR NATO STANDARD STOCK NUMBER (NSSN) -(Note 2) | |

**NOTES:**

1. Terms used by the United States for US assigned NSNs:
"National Item Identification Number" for "NATO Item Identification Number" and "National Stock Number" for "NATO Stock Number".

2. NATO Standard Stock Numbers (NSSNs) have a NATO Code for NCB of "11".

To provide recognition at all times of NATO Stock Numbers the 13 digit NSN/NSSN as illustrated above shall not be separated by supply management codes or other symbols.

i. It will remain a principle of the NATO Codification System that an item of supply pro-

duced in more than one country shall be assigned the same NATO Stock Number/NATO Standard Stock Number when the signatories concerned agree that the items are identical.

   j. The method and rate of application of this STANAG within each NATO country shall remain a matter of National discretion.

   k. No signatory will terminate this agreement without three months formal notice to the other signatories.

**IMPLEMENTATION OF THE AGREEMENT**

3. This STANAG is implemented when the provisions detailed in this agreement have been included in the national documentation concerned.

### APPENDIX 1-1-C

### NATO STANDARDIZATION AGREEMENT (STANAG)

### STANAG 4199

### CODIFICATION UNIFORM SYSTEM OF

### EXCHANGE OF MATERIEL MANAGEMENT DATA

### (Agreed English Text)

Related documents: STANAG 3150 - Codification - Uniform System of Supply Classification
STANAG 3151 - Codification - Uniform System of Item Identification
ACodP-1 - NATO Manual on Codification

**OBJECT**

1. The aim of this agreement is to provide a uniform system of exchange of materiel management data for use by the armed forces of the NATO countries.

**AGREEMENT**

2. Participating nations agree to the following:

a. The United States System of processing of Materiel Management Data, as explained in the Federal Logistics Information System (FLIS) Procedures Manual (DoD 4100.39-M) is adopted as the basis for the NATO System of Exchange of Materiel Management Data.

b. The NATO System of Exchange of Materiel Management Data forms, together with the NATO Codification System (STANAGs 3150 and 3151), the basis for the NATO Cataloguing System.

c. All signatories participating in this agreement will use the NATO System of Exchange of Materiel Management Data.

d. The NATO Group of National Directors on Codification (AC/135) is accepted as the responsible body for the policy relative to development, maintenance and interpretation of the system.

e. Rules and procedures for the NATO System of Exchange of Materiel Management Data, are published in the NATO Manual on Codification (ACodP-1) under the authority of the Group of National Directors on Codification. Agreements may be entered into between countries to supplement the dispositions of the NATO Manual on Codification but they must refer to that Manual and no contradictory dispositions shall be included.

f. The NATO System of Exchange of Materiel Management Data is applicable to all NATO Organizations managing items of supply on behalf of the signatories.

g. The NATO System of Exchange of Materiel Management Data is based on the principle that the country codifying an Item of Supply under the rules covered by STANAGs 3150 and 3151 provides the management data to the other user countries and agencies.

h. The method and rate of application of this STANAG within each NATO country shall remain a matter for national discretion.

i. No signatory will terminate this agreement without three months formal notice to the other signatories.

## IMPLEMENTATION OF AGREEMENT

3. This STANAG will be considered as implemented when the provisions detailed in this agreement have been included in the national documentation concerned.

# APPENDIX 1-1-D

## NATO STANDARDIZATION AGREEMENT (STANAG)

## STANAG 4177

## CODIFICATION UNIFORM SYSTEM OF DATA ACQUISITION

### (Agreed English Text)

**ANNEX A:** Contract Clause Relating to the Supply of Technical Data for Identifying Items of Supply within the NATO Codification System.

Related documents: STANAG 3150 - Codification - Uniform System of Supply Classification
STANAG 3151 - Codification - Uniform System of Item Identification
ACodP-1 - NATO Manual on Codification

## AIM

1. The aim of this agreement is to provide the policy for execution of a uniform system of data acquisition for use by the armed forces of the NATO countries and by NATO Agencies in Codification.

## AGREEMENT

2. Participating countries agree to the following:

   a. Contracts for the supply of equipment and spare parts will include a clause, or an equivalent contractual instrument, for furnishing on request to the Codification Authority in the country of design or production such Technical Data as may be required for item identification purposes.

   b. Technical information extracted for codification purposes from manufacturers' documentation may under this agreement be used for national and international governmental transactions. In the event of any part of it being categorized "Commercial in Confidence" such information will not be released outside governmental circles without the written authority of the manufacturer.

   c. Some national Codification Authorities require that draft item identifications are prepared by the contractor as part of the Technical Data to be delivered under the contract. The extent and form of these draft item identifications is to be agreed between the contractor and the pertinent Codification Authorities with suitable conditions included in the final contract.

   d. Conditions for the delivery of the Technical Data required for identification of items of supply are to be included in all contracts for equipment and spare parts.

   e. All signatories participating in this agreement will in their contracts use a contract

clause on the lines of the attached Annex A requiring contractors to furnish Technical Data as applicable.

f. The clause may be substituted by equivalent contractual arrangements if so desired, as long as the delivery of proper documentation is guaranteed.

g. The method and rate of application of this STANAG within each NATO country shall remain a matter of national discretion.

h. No signatory will terminate this agreement without three months formal notice to the other signatories.

## IMPLEMENTATION OF THE AGREEMENT

3. This STANAG is implemented when the provisions detailed in this agreement are included in the national documentation concerned.

## ANNEX A
## STANAG 4177

### CONTRACT CLAUSE RELATING TO THE SUPPLY OF TECHNICAL DATA FOR IDENTIFYING ITEMS OF SUPPLY WITHIN THE NATO CODIFICATION SYSTEM

1. In this Clause:

a. "Codification Authority" means the National Codification Bureau (NCB) or Authorized Agency for Codification located in the country of design or production of the items covered by this contract.

b. "Contracting Authority" means the procurement activity of a NATO country or a NATO Management Authority/Activity.

c. "Technical Data" means the engineering drawings, standards, specification and/or technical documentation required to fully identify the items designated by the Contracting Authority to support the equipment covered by the contract.

d. "Equivalent contractual instrument" means an agreed formal contractual statement by which a contractor undertakes to furnish technical data in support of codification.

2. Technical Data is required for identification/codification for all items specified in this contract and not already codified in the NATO Codification System. The contractor shall dispatch the data or arrange for dispatch of the data from sub-contractors or suppliers on request from the Codification Authority within the timescale specified in the contract. The contractor shall provide or arrange to have provided updating information regarding agreed modifications, design or drawing changes to all items specified in this contract.

3. The contractor shall include the terms of this clause or an equivalent contractual instrument in any sub-contract(s) to ensure the availability of technical data to the Codification

Authority. If dispatch of the data takes place from the sub-contractor or supplier, the contractor shall provide details of sub-contract numbers or similar to enable the Codification Authority to approach the sub-contractor or supplier direct for the data.

4. In the event of a sub-contract order being placed with a manufacturer in a non-NATO country, the contractor shall be responsible for obtaining the necessary technical data from the sub-contractor/supplier and furnishing it to the Contracting Authority.

5. The Technical Data for codification purposes shall include the name and address of the true manufacturer(s), the true manufacturer's drawing or item part number(s), standards/ specifications reference number(s) and item name(s), if these elements have not been provided in the Recommended Spare Parts List (RSPL) supplied in the initial provisioning phase, such that contractors will not be mislead.

6. If the contractor/sub-contractor or supplier has previously supplied Technical Data for codification purpose on any of the items covered in this contract to the requesting Codification Authority, he is to state this fact and to indicate to which NCB/Codification Agency they were supplied. He shall not under normal circumstances be required to make further supply of the data already provided.

7. The contractor, sub-contractor or supplier shall contact the Codification Authority in his country for any information concerning the NATO Codification System.


## ANNEX B

### EXAMPLE OF AGREEMENT BETWEEN TWO COUNTRIES (NATION A AND B) FOR THE FURNISHING OF CODIFICATION DATA AND SERVICES

This agreement and any subsequent revision, change and/or addition thereto will govern the supply of codification services from the National Codification Bureau of Nation A to Nation B subject to availability and future operational requirements of the National Codification Bureau of Nation A and controlled by the conditions set forth below.

1. The commissioned authority of Nation A reserves the right of withdrawing all or any part of this offer or transaction hereunder at any time prior to delivery, whenever such action is deemed necessary in the interest of Nation A.

2. The Government of Nation B agrees that it will obtain the consent of the Government of Nation A prior to the disposition of, or transfer of possession of the materiel and information furnished under this agreement for its own use. To the extent that information furnished under this agreement may be classified by the Government of Nation A to maintain a similar classification and to employ and maintain all measures necessary to preserve such security, equivalent to those employed by the Government of Nation A throughout a period coequal with that during which the Government of Nation A may maintain security measures. It is understood and agreed that the disclosure of patented and unpatented information under this agreement does not convey any private right which may exist in such information and that all such rights will be respected. 3. Requests for Nation A codification data and codification services shall be forwarded to ............................ (full name and

address of NCB of Nation A), or such revised address as may be notified from time to time in accordance with the procedures contained in document cited below in paragraph 5.

4. The sole representative of Nation B acting for the ...................... for all requests for codification services as well as addressee for the codification data is ........................ (full name and address).

5. Requests for codification data and codification services shall be prepared and forwarded in accordance with the rules established in the NATO Manual on Codification (ACodP-1) and its subsequent changes and revisions published by the NATO Maintenance and Supply Agency (NANSA) under the authority of the Group of National Directors on Codification.

6. It is agreed that no costs will be charged for the codification services supplied under the terms of this agreement. The cost of draft Item Identification prepared in accordance with the requirements of the Codification Contract Clause is, however, the responsibility of the end item manufacturer and is to be included by him in the contract price or as instructed by the purchasing authority.

6. Reimbursement in Nation A currency for ...... (state what is required) furnished under this agreement will be made directly to the Government of Nation A. Costs will be accumulated and Nation B will be billed for payment on a .......... (delay) basis. Such bills will be due and payable upon receipt. A 60-day notice will be given by Nation A prior to effecting a price change in the costs charged for furnishing of codification services and codification data by NCB. The prices are specified in ........(quote document).

**for acceptance**

(Authority of Nation A)
Date:
Signature:

(Authority of Nation B)
Date:
Signature:

**APPENDIX 1-1-E**

**NATO STANDARDIZATION OF EQUIPMENT (STANAG)**

**STANAG 4438**

**CODIFICATION OF EQUIPMENT**

**UNIFORM SYSTEM OF DISSEMINATION OF DATA ASSOCIATED WITH**

**NATO STOCK NUMBERS**

Related documents: STANAG 3151 - Codification of Equipment - Uniform System of Item Identification
STANAG 4199 - Codification of Equipment - Uniform System of Exchange of Materiel Management Data
ACodP-1 - NATO Manual on Codification

**AIM**

1. The aim of this Agreement is to provide a uniform system for the dissemination of data associated with NATO Stock Numbers (NSNs) for use by the Armed Forces of the NATO countries.

**AGREEMENT**

2. Participating nations agree to the following:

a. A NATO country may disseminate to other NATO countries or NAMSA its NATO codification and management data associated with the NSNs of Items of Supply codified by that country as provided in the NATO Manual on Codification, ACodP-1, Sub-Sections 112.2 and 132.1.

b. A NATO country may disseminate to other NATO countries or NAMSA its limited rights data and its administrative or procedural data associated with the NSNs of Items of Supply codified by that country or other countries in its discretion.

c. A NATO country may disseminate to non-NATO countries its limited rights data, its NATO codification or management data, and its administrative or procedural data associated with the NSNs of Items of Supply codified by that country or other countries as a matter of national discretion.

d. A country may disseminate another country's NSN, item name and reference. It shall not disseminate the following:

(1) any other NATO codification or management data associated with the NSNs of Items of Supply codified by another country.

(2) another country's administrative or procedural data associated with the NSNs of

Items of Supply codified by that country or other countries, or

   (3) another country's limited rights data.

A country may disclose data, to which it has access pursuant to this Agreement, to its governmental civilian and military agencies that require the data for logistics purposes, and to contractors that are subject to non-disclosure agreements and that need access to such data in the performance of their contractual duties in support of such Agencies. NAMSA shall not disseminate such data except in accordance with the Memorandum of Understanding Concerning NAMSA Services in Support of the NATO Codification System. A country may agree that its data may be disseminated by other countries or NAMSA, with such restrictions as it deems appropriate.

   e. The NATO Group of National Directors on Codification (AC/135) is accepted as the responsible body for the policy related to the development, maintenance and interpretation of the uniformity of data dissemination.

   f. Agreements may be entered into between countries to supplement the dispositions of this STANAG and the NATO Manual on Codification, but they must refer to this STANAG and the Manual and no contradictory dispositions shall be included.

   g. The considerable interdependence of the codification system including the dissemination of data, among the NATO countries necessitates a constant co-ordination of interests. Any major development or change anticipated by one country that could affect the dissemination of data as provided by this STANAG shall be communicated to the other signatories so that its implications and effects can be examined.

   h. The NATO System of Dissemination of Data is applicable to all NATO Organizations possessing data associated with NSNs.

   i. Rules for decisions on changes are contained in the NATO Manual on Codification as maintained by the Group of National Directors on Codification.

   j. The method and rate of application of this STANAG within each NATO country shall remain a matter for national discretion.

   k. No signatory will withdraw from this Agreement without three months' formal notice to the other signatories.

**IMPLEMENTATION OF THE AGREEMENT**

3. This Agreement is implemented when the provisions detailed in this Agreement have been included in the national documentation concerned.

## CHAPTER 2

## INTRODUCTION TO FLIS

### 1.2.1 Scope

a. The Federal Logistics Information System (FLIS) is a management system designed to collect, store, process, and provide item-related logistics information. For the purposes of FLIS, logistics is the science of accomplishing the description, acquisition, storage, distribution, maintenance, and disposition of military materiel and civilian products for Government use. The FLIS is open-ended and capable of being expanded to accommodate additional logistics data management concepts and applications.

b. The information in the FLIS data base relates to military activities, Federal Civil Agencies, participating foreign countries, and private industry, and this manual applies to all users. It provides operating procedures for processing management information in the following major logistics areas:

Supply Management.
Item Identification.
Tailored Data Products.
DoD Interchangeability and Substitutability (I&S) Family Data.
Standardization.
Commercial and Government Entity (CAGE) Code Management.

c. This manual provides input procedures for interfacing with FLIS and the types of response or output that will be provided by FLIS to the customer. Participants may, when required, issue implementing instructions to their activities relative to and consistent with the procedures contained herein. They must also be consistent with the principles and policies established by the Department of Defense (DoD).

### 1.2.2 FLIS Objectives

a. Support and use logistics data of the Federal Catalog System.

b. Establish a central repository of logistics management information (clearly identified as to source, format, and function) based on the current availability or development of:

(1) A world-wide network designed to transmit logistics data, as transactions occur, on a self-addressing basis, from and to all applicable management levels of the United States and selected foreign governments.

(2) Standard coding of data elements common to FLIS and related logistics programs.

(3) Adequate random access storage and retrieval capability which will provide both push and pull methods of information retrieval.

c. Ensure that storage techniques used at the Defense Logistics Information Service (DLIS) central repository provide a completely integrated FLIS data base structured to provide data responsive to Service/Agency requirements. Ensure that the DLIS logistics data support capability be subjected, as required, to strict communications/automatic data processing (ADP) disciplinary edits and controls. Avoid establishment of satellite files and data element redundancy.

d. Design the data record and retrieval system so that it is open-ended and can provide for expansion and the advancement of a total system concept.

e. Ensure the development of a management data reporting and/or information portrayal system based on the intelligence contained in the central repository and the justifiable requirements of materiel managers at all levels. It should provide the visibility needed to evaluate the progress and effectiveness of various logistics management programs and permit managers to pinpoint problem areas requiring immediate corrective action.

f. Ensure implementation is accomplished by increments in scheduled phases designed to minimize disruption to the logistics support and management operations of participating Services/Agencies.

g. Record, maintain, and distribute DoD information supporting item interchangeability and substitutability data systems.

h. Provide positive control and surveillance over data contained in the system from time of receipt to time of ultimate purging to ensure integrity, validity, and currency.

i. Establish system security for restricting the adding, deleting, or changing of individual data elements to only those activities authorized to do so as stated in this manual.

### 1.2.3 Frequency and Media of Changes

a. Additions/changes/deletions to this manual resulting from actions taken in accordance with chapter 1.5 are disseminated by one of the following methods:

(1) Revisions:

(a) Revised manual will be issued quarterly on CD-ROM and World Wide Web. It supersedes the previous basic/revision and FLIS Advance Change Notices.

(b) Include the content of the previous revisions, changes announced by FLIS Advance Change Notices and/or other applicable changes that occur in the time period.

(c) Are effective on the date cited on the Foreword. In the event that any paragraphs/pages are to be effective on a different date, this date will also be noted in the Foreword.

(d) Disseminated in accordance with distribution requirements furnished by the S/As in response to DLIS solicitation. S/A distribution is reflected on the Foreword if requested by the S/As.

(2)FLIS Advance Change Notices (ACNs):

(a) Used to issue changes/additions/deletions that must be implemented during the period between quarterly revisions.

(b) Issued when one or more of the following conditions prevail:

(1.) The identification of errors, conflicts, or voids in this manual that require immediate update because they affect input to or output from the FLIS.

(2.) Changes required to reflect emergency type system changes.

(c) Disseminated by DLIS in the form of notifications, except those for volume 13. Complete page changes will be issued for all changes to volume 13. For notifications, the following criteria apply:

(1.) Minor changes will be issued in the form of word, sentence, or paragraph changes.

(2.) Complete pages will be furnished in an ACN only when pages are added or extensive changes are made to a page. An extensive change is one which extends to more than fifteen percent of a page.

(3.) All changes will be included in the next scheduled quarterly revision.

(d) Sequentially numbered and issued by volume. The number will consist of the calendar year, the volume number, and a sequence number; e.g., 83-1-1, 83-1-2, etc., for volume 1. The sequence numbers are assigned serially by volume and begin at 1 for each calendar year. The subject and distribution lines will also indicate the affected volume of DoD 4100.39-M, FLIS Procedures Manual.

(e) Expiration date will not exceed 180 days from date of the change notice.

(f) Distributed to all recipients of FLIS Procedures CD-ROM.

b. Replacement pages for advance change notices to volume 13 will use the following indicators for Major Organizational Entity (MOE) Rule/Federal Supply Classification (FSC) changes (see volume 10, table 166, or volume 13, section 13.1.3.d):

A — New
C — Cancelled
D — Deleted
R — Revised

### 1.2.4 Numbering System

a. Volumes are numbered and subdivided as follows:

| | |
|---|---|
| Volume | 1 |
| Chapter | 1.1 |
| Section | 1.1.1 |
| Paragraph | a. |
| 1st Subparagraph | (1) |
| 2nd Subparagraph | (a) |
| 3rd Subparagraph | (1.) |
| 4th Subparagraph | (a.) |
| 5th Subparagraph | 1. |

b. Pages are numbered consecutively for each chapter.

c. Appendices are placed at the end of the applicable chapter. Appendices are identified with the volume number followed by a dash, the chapter number, a second dash, and an alpha designator (e.g., 1-1-A).

# CHAPTER 3
# RESPONSIBILITIES

## 1.3.1 General

The Commander, Defense Logistics Information Service (DLIS) is the Federal Logistics Information System (FLIS) Administrator with responsibility for the design, programming, and maintenance of FLIS.

## 1.3.2 Defense Logistics Agency

a. Headquaters Defense Logistics Agency will provide:

(1) Approval, internal DLA coordination, and resolution of significant Service/Agency conflicts regarding external FLIS System Change Requests.

(2) Coordination of cataloging guidance to be issued at Office of the Secretary of Defense (OSD) level.

(3) Federal Supply Class (FSC) management decisions within DLA/mission assignments.

(4) FEDLOG contractual and legal support, and

(5) DLIS liaison/staff proponent for DLA Corporate functions and reviews, as applicable.

b. The Commander, Defense Logistics Information Service (DLIS) will:

(1) Participate as the FLIS Functional Administrator with responsibilities as follows:

(a) Provide policy and overall direction for the development, coordination, and approval of SCRs.

(b) Review all SCRs to determine compatibility with the total FLIS Functional Description (to ensure no conflicts with on-going requirements) and that the SCR is sufficiently comprehensive to achieve desired results.

(c) Effect final approval on proposed SCRs that have been processed, coordinated, and recommended, which are operationally and economically feasible.

(d) Provide information to the Services/Agencies on the coordinated SCR implementation priorities.

(e) Assure that related policy and procedures manuals affected by the FLIS changes are revised as appropriate.

(2) Participate as a functional manager with responsibilities as outlined in section 1.3.3.

(3) Receive and control all SCRs.

(4) Review all SCRs for completeness.

(5) Originate SCRs for DLIS-recommended changes to the FLIS.

(6) Coordinate all SCRs with the DoD/Federal Functional Manager.

(7) Coordinate SCRs with affected Services/Agencies.

(8) Obtain cost savings/benefits (tangible/intangible) data on all SCRs.

(9) Evaluate and assess impact of SCRs.

(10) Responible for the ADP design and programming of approved SCRs in accordance with prescribed SCR implementation schedules.

(11) Prepare and maintain the FLIS Procedures Manual (DoD 4100.39-M).

(12) Propose schedules and conduct necessary system/interface testing and workshops.

(13) Provide training materials and hold seminars for the Services/Agencies for implementation of SCRs by the Services/Agencies when appropriate.

(14) Provide monthly status reports of all outstanding SCRs to functional managers and S/A contact points.

### 1.3.3 DoD/Federal Functional Manager

The FLIS is a manifold system requiring multiple functional managers. For example, all policy matters concerning FLIS are the responsibility of the Federal Catalog Administrator. (See appendix 1-5-E for a list of FLIS functional managers.) The various DoD/Federal Functional Managers will, for their assigned areas:

a. Verify Item Management Coding and Logistics Reassignments.

b. Prepare SCRs for recommended changes to FLIS.

c. Review functional manager-generated SCRs and SCRs received from DLIS to assure consistency with OASD(MRA&L) policies, completeness and reasonableness, and inclusion of adequate justification to include, all costs, savings and/or benefits (tangible/intangible).

d. Recommend approval/disapproval of SCRs to DLIS.

e. Assure the conduct of training when required to implement the SCR.

f. Determine the need for conducting functional tests of SCRs.

### 1.3.4 Military Services/DoD and Civil Agency Responsibilities

Military Services/DoD and Civil Agencies are Responsible for:

a. Designating a contact point for functional system requirements and interfaces. The designated contact points are maintained in appendix 1-5-A.

b. Assuring continuous liaison with the FLIS Administrator and other participating Services/Agencies.

c. Preparing SCRs for recommended changes to FLIS.

d. Developing, documenting, and submitting to HQ DLA the S/A position on all system requirement revision proposals, recommended implementation dates, costs, savings and/or benefits (tangible/intangible), and interface test requirements (see section 1.5.3).

e. Developing and executing time-phased programs to implement changes to the FLIS.

f. Accomplishing internal training to assure timely and effective implementation and continued operation of the FLIS.

g. Providing representation to joint system design and development efforts.

h. Reviewing internal procedures continually with the objective of eliminating and preventing duplication of record keeping, reports, and administrative functions related to information provided by the FLIS.

# CHAPTER 4

# FLIS CONCEPT AND PRINCIPLES

## 1.4.1 DIC Concept and Principles

a. Three-position Document Identifier Codes (DICs) are used for FLIS transactions. The first position signifies input or output; the second position identifies the type of action. In many cases the third position identifies the related function.

(1) All input transactions to the DLIS will be identified with high order (first) position L. Output transactions from DLIS will contain the letter K. The input DIC will be reflected in the K output header for the convenience of the recipient.

(2) Unique DICs have been assigned to identify all uncommon conditions. Significant codes were assigned where possible to relate the second position to the action represented by the transaction. Visibility has been incorporated into the second position of the DIC as follows:

> A - Add
> B - Reinstate
> C - Change
> D - Delete
> K - Cancel
> *N - New Submittal
> Q - Files Compatibility
> *R - Resubmittal
> *S - Screening/Search
> *T - Interrogation

*Input DICs only

(3) Other visibility has been incorporated into the third position of the DIC structure but does not always hold true because of certain limitations. For example, LAF represents an input transaction to DLIS to add freight; KCM represents an output transaction from DLIS to change management data.

(4) All FLIS DICs are listed in volume 10, table 105.

b. There is an input header, an output header, and segments containing several types of logistics data. In the FLIS, a segment is a group of related data elements, functionally categorized, used to add or update a given record and to output required data from the data bank. Segments within an input DIC transaction package should be arranged in sequence by segment whenever possible. It is mandatory that each variable length format package begin with a header record

(1) FLIS data base segments are identified by a single numeric digit or alphabetic symbol; e.g., 1, 2, 3, A, B, C.

(2) The Catalog Tools portion of the FLIS uses three numeric digits to identify each Catalog Tools segment. The initial high order digit is always a numeric 8. The additional two digits (the Supplemental Segment Code, e.g., 21) identify the specific Catalog Tools function. (Segment 821 identifies the name/address data in the FLIS Organizational Entity record)

c. Any error detected in an input transaction which cannot be corrected mechanically will result in return for correction. All error conditions contained in the input transaction will be identified to the degree possible in the return transaction. In addition, certain transactions will be suspended at DLIS for subsequent corrective action by the submitter.

d. A three-position Package Sequence Number (PSN) will be used to sequence and indicate the number of records in a FLIS input/output package.

(1) The PSN will be constructed by entering A01 in the first segment record, A02 in the second segment record, A03, etc.

(2) The last segment record will contain the letter Z in the first position of the PSN to designate the last record for a DIC. It will be suffixed by the next successive number(s) in positions two and three (e.g., A01, A02, A03, Z04).

(3) An input/output package with only one record will contain a PSN of Z01.

(4) If a transaction package exceeds PSN Y99, then PSN Y99 will be repeated until the final record which will be Z00.

e. The data element oriented format identifies data fields through the use of a Data Record Number (DRN) as reflected in volume 12, or by a Master Requirement Code (MRC) as reflected in Federal Item Identification Guides (FIIGs) and the Master Requirements Directory (MRD). Several segments of this type are:

       Segment 1
       Segment M
       Segment P
       Segment Q
       Segment R
       Segment V
       Segment Z

(See for segment definitions and formats.)

f. Multiple DICs will be used within a transaction package when multiple actions must be processed together to assure that predetermined concepts are retained. This condition will be identified in the input header by showing a primary DIC of LMD. Additional DICs will be included in the package (same Document Control Number (DCN)) indicating specific actions required.

g. Multiple NSNs will be used within a transaction when two or more NSNs are required to be processed simultaneously as an entity to assure that predetermined concepts are

retained. This condition will be identified in the input header by showing a Primary DIC of LMX. Additional DICs will be included in the package (same DCN) indicating specific actions required.

h. All variable length input/output packages will consist of a header record containing a DIC followed by additional segments when applicable, each identified by a segment code. Refer to section 1.4.2 and volume 8, chapter 8.3for fixed record formats.

i. Segment B must be used when adding or changing a Major Organizational Entity (MOE) Rule. However, other MOE Rule data elements are altered using a data element oriented record (segment R). When a data element oriented record is used to add, delete, or change data field(s) in a segment B record, the MOE Rule being affected must be cited in the transaction.

j. Any add, delete, or change to data element(s) in segment C (Reference Number Segment) must be accomplished by using the segment C format in lieu of the data element oriented format. Data elements within the C segment, which are not involved in the transaction, will be omitted.

k. DIC LCG (not LCD) will be used when a Federal Supply Class (FSC) change is to be processed by itself or in combination with item identification type, Item Name Code, or Reference/Partial Descriptive Method Reason Code (RPDMRC) changes.

l. The Return/Action Code is used in conjunction with a DIC to identify precise conditions. Return Codes will be applied by DLIS to indicate the reason specific transactions are returned. Action Codes will be applied by the submitter to advise DLIS of action to be taken with resubmissions. In both instances pertinent data elements may be identified by a DRN/MRC.

m. Whenever a multiple transaction (DIC LMD) submitted to DLIS results in multiple maintenance type outputs (i.e., two or more update actions on the same item with the same DCN), DLIS will generate an output package with KMD as the primary DIC. The specific maintenance actions will be identified in the output package with the applicable DICs. For example, if an LMD was submitted to DLIS containing maintenance action DICs LCD, LCC, and LAR, the resulting output would reflect output DICs KCD, KTD, and KAR. These DICs would be included in one output package having the primary DIC KMD in the output header.

n. DIC LCC is submitted to add, delete, or change characteristics data. DLIS will generate and forward a complete revision of the characteristics data in lieu of only those characteristics that were added, deleted, or changed. Output DIC KTD will be used.

## 1.4.2 Types of Output Distribution

Catalog Output Data will be distributed to data receivers authorized by the S/As. FLIS output generated by DLIS is either file maintenance or notifications. FLIS data base file maintenance is any add, change, or delete action reflecting data related to a National Item Identification Number or establishment of a new National Stock Number (NSN). Notifica-

tion data is output to inform designated recipients that the data has been received and processed. Information concerning mechanized file maintenance of SSR tables and files is contained in paragraph 1.4.2.f(14) and section 1.4.10.

a. The major distribution concept is to provide whatever output is required by the Services/ Agencies. Forward requests for original or revised distribution requirements through your respective headquarters to:

Commander
Defense Logistics Information Service (DLIS)
ATTN: DLIS-SB
Federal Center
Battle Creek, Michigan 49017-3084

(1) Distribution will be made to S/A central points or individual activities as specified by the S/A.

(2) Media and format will be as specified by the S/A for each data recipient. Format choice is either variable length or fixed length. Media choices include magnetic tape or electronic data transmission (message data). Exceptions are that SSR output will be in fixed format only, and Simplified File Maintenance will be in a specific format and will be available only on magnetic tape.

(a) See volume 2, section 2.3.2for distribution of magnetic tape by mail.

(b) When electronic data transmission is selected, the activity must indicate fixed or variable length and furnish a routing identifier code. An alternate output media (magnetic tape or punched cards) must also be furnished for use when electronic facilities are not available or an output transmission is restricted from electronic transmission.

(3) Controls have been established to ensure that a specific activity does not receive the same output more than once.

b. The sequence of FLIS data base file maintenance output transactions is NIIN primary, File Maintenance Sequence Number secondary. SSR maintenance from DLIS will be output in Document Control Serial Number sequence. FLIS data base notification will be in Document Control Serial Number sequence; provisioning screening results will be in Submitter Control Number sequence. Simplified File Maintenance will be in NSN or NIIN sequence. (Simplified File Maintenance is distributed as an alternative to regular FLIS data base file maintenance only by special request. See volume 2, chapter 2.10 for additional information.)

c. Tables are used to store information concerning S/A Activity Distribution decisions. Some of the tables are multi-use, such as the MOE Rule Table and Standard Federal Supply Classification (FSC) table. These are used to edit input as well as determine output recipients. The Drop Table has been developed solely for use in the output process:

(1) The Drop Table is used by DLIS to eliminate distribution of file maintenance and/or notification data that a Activity has identified as data they do not want to receive. Selec-

tion of data to drop is by DIC, Segment Code, or DIC and Segment Code Combination. When just the DIC is identified to be dropped, all segments under that DIC will also be dropped. When just the Segment Code is identified to be dropped, that segment will be dropped regardless of DIC. When the DIC and Segment Code Combination is requested, only that combination will be dropped. (See volume 10, table 104).

(a) Data to be dropped must be predetermined by the Activity and registered by DLIS in the Drop Table. Elimination of data is not applied on a item-by-item basis, it must be applied to either a DIC or Segment Code or combination thereof. DLIS will suppress data element oriented (Segment R) output maintenance data related to other segments that are dropped IAW the Drop Table. E.g., if an activity drops Segment B, DLIS will also drop Segment R data containing Segment B data elements.

(b) See volume 10, table 104 for a description of those DICs that bypass the Drop logic as well as those Segments and DICs that are allowable for Dropping.

(c) Any Activity having a Drop Table request must provide the information IAW paragraph 1.4.2. Inquiries regarding current activity Drop status can also be made either by writing to address in paragraph 1.4.2 or by phoning DSN 932-7469.

(2) Provisioning screening output is determined by the Provisioning Screening Master Address Table (volume 10, table 23) and the DLIS Provisioning Screening Users Guide.

(3) The priority schedule for all FLIS transaction processing is reflected in volume 10, table 24.

d. File Compatibility.

(1) At intervals of three months, a random sample of items within prescribed FSCs will be selected (DLIS will select for the Services; the DSCs will do their own selecting). Output will be to selected S/As which have been designed as participants in file compatibility checking. This data will be provided/received in NSN sequence, on magnetic tape or via electronically. Two basic categories of data have been designated for compatibility checking: Item Intelligence Data and Catalog Management Data (segment H). (See volume 2, chapter 2.7.)

(2) Quality Assurance of the Defense Automatic Addressing System (DAAS) Source of Supply (SoS) Code and FLIS TBJ records. At intervals of 120 days, DLIS will select a random sample of 2,000 NIINs to be used for comparison. These NIINs are to be provided to the DAAS on magnetic tape. Comparison of data is used to reveal discrepancies/differences and to initiate corrective action. (See volume 2, chapter 2.7.)

e. Data Recipients.

(1) File maintenance data recipients will be categorized as follows:

(a) Item Identification (II) data receivers as specified in the MOE Rule Table, the Standard FSC Table, and supplementary activities in segment B on an item-by-item basis.

(b) Central control points as specified by the S/As. These central control points can

be in lieu of II data receivers or in addition to II data receivers.

(c) Catalog management data recipients as identified by the S/As.

(d) Freight data recipients as identified by the S/As for confirmed and nonconfirmed data.

(e) SSR data recipients as identified by the S/As.

(2) Notification data recipients will be categorized as follows:

(a) The originating activity of the input transaction.

(b) The submitting activity of the input transaction.

(c) The destination activity specified in the Provisioning Screening Master Address Table (PSMAT) (volume 10, table 23) for the Destination Activity Code, Screening.

(d) The catalog management data activities designated by each S/A (see volume 6, appendix 6-2-A).

(3) FSC distribution is predicated upon the recordation of FSC managers on the Standard FSC Table. File maintenance (excluding data suppressed by "drop" tables) and advance informative notifications (DIC KIE/KIF) are forwarded to FSC managers recorded in volume 13. If the FSC manager is recorded on the actual item, he will receive the above output as a result of his item recordation and not FSC distribution; output will not be duplicated. FSC distribution of advance informative notification (KIE) will be output only as a result of FSC changes.

f. Description by Function.

(1) Item identification (II) data submitted to DLIS for processing in FLIS will generate output for use by the originator/submitter/receiver as follows:

(a) File Maintenance Update.

(1.) Actions requesting stock number assignment or reinstatement are approved and result in records being established in the master file.

(2.) Maintenance actions which add to, change, or delete established data. Maintenance actions may have been previously output as advance notifications in the case of effective dated actions.

(3.) Actions which cancel existing records.

(b) There are four types of notifications within item identification.

(1.) Notification to the originator and submitter that the input transaction has been approved.

(2.) Notification to the originator and submitter that the input transaction has not passed specific edit/validation criteria. This can be either a reject or a notification of suspense.

(3.) Advance notification to the data receiver of a future effective dated action.

(4.) Notification to the originator/submitter that an input transaction has resulted in a match condition in the FLIS data base. Actual degree of item identification match is required for proper use of the Reference Number Justification Code and/or MRC 9001. Degree-of-match visibility is provided by use of the Degree of Match Code, DRN 0595, as depicted in volume 10, table 27.

NOTE: Distribution of item identification file maintenance update output will be to item identification data receivers as previously defined.

(2) Item Management Coding (IMC) - The submission to DLIS of transactions to provide IMC Data (segment 9) for NIINs in FSC classes subject to IMC. The IMC card data is to be submitted only if the item is coded for Integrated Materiel Manager (IMM) management. DLIS output will be as follows:

(a) Notification to the submitter that the transaction has been approved or rejected.

(b) Notification to the Item Management Classification Agency providing interrogation results. This consists of segments A, B (all except NATO), E, H, 9, applicable futures file data, and, if the input Card Identification Code is D, Output Data Request Code 0274 Data (SoS).

(c) All notification will be output at the time the input transaction is processed.

(3) Standardization - The submission of transactions to add or delete standardization relationships and change standardization decision data (Item Standardization Code, originator, date) either in or not in a relationship. Output will be as follows:

(a) File Maintenance - Updated file data (segment E) will be provided to item identification data receivers.

(b) Notification of approvals or rejects to the originator/submitter.

(4) Item Status/Cataloging Responsibility - The submission of transactions to add, change, or delete MOE Rule recordings with related data elements for individual NIINs. Output will be as follows:

(a) File Maintenance - Updated file data will be provided to item identification data receivers.

(b) Notifications:

(1.) Notification to the originator/submitter that the transaction has been approved or rejected.

(2.) Notification to the responsible activities that a transaction has been approved but has caused a conflict condition.

(3.) Advance notification to II data receivers that a future effective dated action has been approved.

(4.) Notification to the responsible activity that DLIS has not received the response to a notification of conflict or a notification of future effective dated action (follow-up).

(5.) Notification to all authorized II data receivers that DLIS has deleted a logistics transfer from the futures file, as authorized by the DLA Logistics Reassignment Monitor.

(c) Frequency of Distribution. File maintenance update for effective dated actions will be output on the effective date. File maintenance update for non-effective dated actions and all notifications will be output at the time the input transaction is received.

(5) Catalog Management Data (CMD) - The submission to the FLIS data base of a transaction to add, change, or delete a complete segment H or specific CMD data elements for an assigned NSN. Resultant outputs are depicted in volume 6, appendix 6-2-A and are summarized as follows:

(a) File Maintenance Update - In contrast to MOE Rule registrations citing "data receivers" or "data submitters", CMD file maintenance output is based on management assignments applicable to an item. Output requirements do differ depending on the MOE involved in or affected by CMD update action. The following output criteria apply:

(1.) Defense Supply Centers (DSCs) will receive file update on the effective date for CMD actions initiated by the DSC. They will not receive maintenance when initiated by a retail Secondary Inventory Control Activity (SICA).

(2.) The Navy will receive CMD updates in accordance with volume 6, appendix 6-2-A, from Navy zero effective dated CMD.

(3.) The National Security Agency (NSA) and the Federal Aviation Administration (FAA), when functioning as either the wholesale (Primary Inventory Control Activity (PICA)) or the retail (SICA) activity, will receive updates as a result of zero effective dated CMD.

(4.) The Marine Corps (MC) will receive updates only for those actions submitted by the MC with a zero date. Marine Corps submitter activity may be functioning either as a PICA or SICA.

(5.) The Army will receive CMD file updates based on a data distribution look-up table. This table (volume 6, appendix 6-2-A) will identify those Army activities which will receive/maintain CMD without regard to PICA or SICA level of responsibility.

(6.) Air Force CMD file updates will be furnished to activity code SA in response to AF zero effective dated CMD submittals.

(7.) NATO will receive file maintenance update on the effective date of CMD input for NSNs on which NATO is recorded.

(8.) The U.S. Coast Guard will receive CMD file updates based on volume 6, appendix 6-2-A.

(b) Notification Data - The following types of output notification pertinent to CMD maintenance actions will be provided:

(1.) Notification to the submitter that transaction has been approved or rejected.

(2.) Notification to designated activities that a future effective dated CMD update action has been approved (advance notification).

(3.) Notification to recorded SICAs that the Integrated Materiel Manager (IMM)/ Lead Service has updated its segment H record Air Force and Marine Corps recipients of this notification are not required to update their CMD records if the record was updated automatically in accordance with volume 6, appendix 6-2-D. Navy recipients of this notification from IMM submittals are not required to respond with input, since their Service CMD record was updated automatically by the IMM input. (NOTE: DLIS does not update Navy SICA segment H from Lead Service submittals.)

(4.) Notification to the Navy central cataloging activity (activity code GM) that a non-Navy IMM/Lead Service update has been processed by DLIS.

(c) Frequency of Distribution:

(1.) File Maintenance - The effective date for approved CMD update actions will govern when file maintenance data will be distributed. Output will be furnished on a monthly basis except for zero effective dated input which will be furnished immediately.

(2.) Notification of approval or rejection of input transactions and notifications generated from input of approved future effective dated transactions will be forwarded on the processing date.

(3.) Notification to the retail Services that the wholesale manager updates have been processed will be output 45 days prior to the effective date for effective dated input or on the processing date of zero effective dated input (volume 6, appendix 6-2-A).

(6) DAAS SoS Update - The submission to the FLIS data base of transactions to add, change, delete, or reinstate that portion of CMD which involve or affect SOS information maintained by the DAAS. Includes the submission of that data required to effect immediate SoS update to be used by DAAS. Output will be as follows:

(a) File Maintenance Update - The DAAS will be the only recipient of tailored SoS updates. Other CMD recipients, including submitter, will receive normal file update package through applicable CMD processing.

(b) Notification Data - Notifications resulting from normal CMD update (involves/affects SoS) will not be provided the DAAS.

(c) Frequency of Distribution - The DAAS will be furnished normal SoS file update based on effective date time frames. Critical SoS file updates will be furnished immediately.

(7) Freight Classification Data - Submission to the FLIS data base of transactions to add, change, or delete Freight Classification Data by the Item Managers or Military Traffic Management Command (MTMC). Resultant outputs are:

(a) File Maintenance Update - Updated file data will be provided to Freight receives identified in volume 10, table 115.

(b) Notification Data - Notification to the originator/submitter that the transaction has been approved or rejected.

(8) DoD Interchangeability and Substitutability (I&S) Family Data - The submission to the FLIS data base of transactions to add, change, or delete the I&S Family data applicable to the Master or Related NSN. Output will be as follows:

(a) File Maintenance - Updated file data will be provided to I&S receivers.

(b) Notifications:

(1.) Notification to the originator/submitter that the transaction has been approved or rejected.

(2.) Advance notification to I&S receivers that a future effective dated action has been approved.

(9) Search by Reference Number - Search by NSN. All output will be a form of notification.

(a) Notification of reject will be output to the activity identified by the Activity Code, Screening, except for provisioning screening.

(b) The Provisioning Screening Master Address Table (volume 10, table 23) will be used to determine the activities to receive search results and the media and format for these activities.

(c) Notifications and results in response to search by reference number transactions using the DCN in lieu of the Submitter Control Number will be based on the Submitting Activity Code.

(10) Search by Characteristics.

(a) The input transaction will carry the Activity Code, Screening and Submitter Control Number.

(b) Notifications of rejects will be distributed only to the submitting activity.

(c) Notifications of search results will be distributed in accordance with the Provisioning Screening Master Address Table (volume 10, table 23).

(11) FLIS data base Tailored Interrogation - An extract of data based on the submitted NIIN. The content may be an individual data element, groups of data elements from a segment, a complete segment of data elements, or a combination of various segments as designated by the submitting activity through the Output Data Request Code (ODRC). Notifications, either rejects or interrogation results, will be distributed only to the submitting activity.

(12) FLIS Data Base Mass Data Retrieval - A mass extract of multiple items from the FLIS data base based on the submitted key data element, such as the item name or INC, FSC, Federal Supply Group (FSG), Commercial and Government Entity Code (CAGE Code), NATO Commercial and Government Entity (NCAGE) Code noun or noun phrase, or MOE Code. Input will be through the DLIS program manager who will control the scheduling. All output will be a form of notification. The content of the output data for each individual item extracted will be as designated by the ODRC.

(a) Rejects will be returned to the program manager who will either correct the error or communicate with the submitter.

(b) Interrogation results will be forwarded to the submitter. The output will be forwarded by mail in accordance with the Output Control Participating Activity Code Table. When the originating activity is an electronic data recipient, the output will be as designated by the Alternate Output Media Code.

(c) Sequence of output will be by DCN for the overall package and by NSN within the package.

(13) Supply Support record (SSR) Tailored Interrogation - An extract of SSR data based on the submitted key data element, such as CAGE Code, NATO Commercial and Government Entity (NCAGE) Code, Cataloging Activity Code, item name or INC, FSC, or FIIG number. The content of the output will be designated by the submitters ODRC. All output will be a form of notification.

(a) Rejects will be returned to the program manager who will either correct the error or communicate with the submitter.

(b) Interrogation results will be forwarded to the submitter. The media will be specified by the program manager as magnetic tape, electronic data transmission, or machine listing.

(c) Sequence of the output will be by DCN for the overall package. Within the package the data will be sequenced as designated by the ODRC or, if not indicated in the ODRC, by the sequence of the input key data element(s).

(14) System Support record (SSR) Mass Data Retrieval - A mass extraction of SSR data for multiple records, such as all approved item names, colloquials, basic names, or index entry codes from the SSR Item Name/FSC Sector or related item name data applicable to a FIIG. The key data element on input would be the type of item name or the FIIG number, respectively. Input will be through the DLIS program manager who will control the scheduling. All output will be a form of notification. The content of the output data will be as designated by the submitter through the ODRC .

(a) Rejects will be returned to the program manager who will either correct the error or communicate with the submitter.

(b) Interrogation results will be forwarded to the submitter. The media will be specified by the program manager as magnetic tape, electronic data transmission, or machine listing.

(c) Sequence of the output will be by DCN for the overall package. Within the package the data will be sequenced as designated by the ODRC or, if not indicated in the ODRC, by the sequence of the input key data element(s).

(15) System Support record (SSR). DLIS will provide mechanized file maintenance of three SSR files to S/As:

Commercial and Government Entity Code (CAGE) (OE Master File).
MOE Rule Table.
Standard FSC Table.

Adds, deletes, or changes to these files within FLIS will result in external distribution of the following output:

(a) SSR file maintenance is furnished to S/A activities recorded as SSR file maintenance recipients.

(b) FLIS data base file maintenance occurring as a result of changes to the System Support record will be distributed in accordance with the rules for item identification file maintenance.

(c) Notifications of rejects or approvals will be forwarded to the originator/submitter.

## 1.4.3 record Formats

a. Fixed length record formats have been designed primarily for use in the interchange of data. They allow a physical record to be maintained in a master file. Fixed length records used in FLIS are restricted to eighty (80) characters per record Every effort has been made to standardize data positioning to minimize error, as well as to assure that each record contains enough control information for identification and/or filing purposes. Volume 8,

chapter 3 contains the fixed length formats for each of the headers (Input and Output) and segments which have been established for FLIS input/output data exchange.

(1) Volume 8, chapter 1 contains the fixed length input formats in Document Identifier Code (DIC) order. Following is a basic example of all fixed formats, those positions that are marked with asterisk (*) are mandatory field entries.

*Positions 1-3 DIC

*Positions 4-6 Package Sequence Number (PSN)

Position 7 Priority Indicator Code (PIC)

*Positions 8-26 Either the Document Control Number or Submitter Control Number

Positions 27-30 Federal Supply Class (FSC)

Positions 31-39 National Item Identification Number (NIIN)

*Position 40 Segment Code

Position 41-79 Applicable Segment Data

Position 80 Continuation Indicator Code (CIC)

(a) Definitions for the Instructional Notes, associated with each DRN in the DIC layout, can be found in Volume 8, Chapter 4. These notes provide information regarding such things as whether a data element is mandatory or optional for submittal (notes 01 and 02), how to format the PSN (note DA), etc.

(b) Volume 10, section 10.2.5 contains instructions for submittal of the CIC in position 80.

(2) Volume 8, chapter 2 contains the fixed length output formats in DIC order. In addition to those data elements listed in paragraph 1.4.3.a(1) the File Maintenance Sequence Number (FMSN)/NATO File Maintenance Sequence Number (NFMSN) is output in positions 24-26 when applicable.

(a) Definitions for the Instructional Notes, associated with each DRN in the DIC layout, can be found in volume 8, chapter 4. These notes provide information regarding such things as whether a data element is mandatory or optional for output (notes 01 and 02), PSN format (note DA), etc.

b. Fixed Length Packages. Circumstances exist when all data for a given segment cannot be shown on a single 80-column record When multiple records are required, they must contain PSNs assigned consecutively and in sequence. A one-position Continuation Indicator Code (CIC), in column 80, identifies the specific format of a segment and/or signals that another record follows. This is required either to complete a lengthy data element value (e.g., segment V) or to accommodate segment data which cannot be contained on one record due to space limitations (as in segments B, C, G, H, and W). There are some Segments that

can always be completed on one record, therefore, the CIC is not submitted (e.g., segment 3, 5, E, S, and T).

(1) Volume 10, section 10.2.5 contains detailed instructions, by Segment Code, for submittal of the CIC in position 80.

(2) Criteria and Examples (see also volume 2, section 2.3.2 and volume 10, section 10.2.5):

(a) Screening by reference number (Segment 2) can normally be requested by submission of a single record Two records will be required only when the DIC requires inclusion of the Item Name Code or Item Name, Non-Approved, as part of requests submitted by NATO and foreign countries.

(b) Segment 7, to be generated by DLIS as an item management coding advice notification document, will extend into multiple records if more than three MOE Rules apply to the NSN involved in the transaction.

(c) Segment A, can be completed on one record if submitted by NATO/FG or if submitted under DIC LCC; all other Segment A submittals must contain two records.

(d) The MOE Rule Data Segment (Segment B) can reflect up to three collaborators, three receivers, and two Depot Source of Repair (DSOR) codes on the first record without requiring a continuation record However, a transaction with four collaborators, receivers, and/or DSORs would require submission of a second Segment B record

(e) The vast majority of logistics reference numbers can be contained in one Segment C record; however, the relatively small number of reference numbers which exceed 16 positions will require the use of a second record (The 32 positions allotted for DRN 3570have been equally divided between record 1 and record 2 of Segment C.)

(f) The number of Segment H records needed to provide complete Catalog Management Data also varies. DIC LDM requires only one record; all other CMD DICs need a minimum of two records, with the use of additional records depending on the number of Related NSN/Technical Document Numbers. (Segment H is limited to a maximum of 50 Related NSN/Technical Document Numbers). With Segment H, an alpha character in column 80 (J, K, L) indicates the Segment continues to another record The numeric (1, 2, 3) in column 80 indicates the last record for that Segment. (e.g., A four record Segment H would contain the following codes in column 80 of each of the four records: J, K, L, 3).

(g) The number of Segment W records needed to provide complete Packaging Data also varies. DIC LPD requires only one record; all other Packaging DICs can be completed in a maximum of 5 records. With Segment W, an alpha character in column 80 (J, K, L, or M) indicates the Segment continues to another record The numeric (1, 2, 3, 4, or 5) in column 80 indicates the last record for that Segment.

(h) Segments M, Q, R and V use the "-" in column 80 to indicate the Segment continues; a blank in column 80 signifies the end of the Segment.

(1.) Segment M, Q, R, and V data groups of unpredictable length give rise to special requirements. To simplify processing, a convention requires that second and/or succeeding data groups which cannot be fully accommodated in the remaining unused positions on any given record will be started in the succeeding record, leaving the unused positions blank. Detailed instructions concerning the specific data groups and columns for each affected Segment are contained in volume 8, chapter 8.3.

EXAMPLE OF CORRECT SEGMENT R:
(starting in column 40)
R2128 97001#0137 SS#7075 000008768# -
R2507 A#

EXAMPLE OF INCORRECT SEGMENT
(starting in column 40)
R2128 97001#0137 SS#7075 000008768#2507 -
RA#

(2.) The Data Element Terminator Code (#) is required to signal the end of certain data elements, the length of which is unpredictable, when used in Segments designed specifically to accommodate a range of entries. Listed below are the FLIS data base Segments and DRNs for which this convention applies:

| Segment | DRN | Title |
|---------|------|-------|
| M | 0113 | Master Requirement Code Clear Text Reply Field |
| Q | 9979 | Submitted DRN/MRC Value/Reply |
| R | 9975 | DRN Value |
| V | 3317 | Characteristics Data Group |

(3.) All entries of alphanumeric data elements for which maximum length fixed fields are provided will begin in the left-most positions, leaving unused positions blank in all cases. Data elements contained in each Segment are not required for DICs. When individual data elements are not required for inclusion in a specific DIC, the field will be left blank.

c. Variable Length Format. Variable length formatted data requires the presence of one header followed by applicable Segments; header information is not repeated. The Segment length field indicates length of each Segment; it can exceed 80 characters.

(1) When optional data or data not required appears at the end of a Segment, the Segment will be truncated, except for Segment V which will use the special character (#) as the Data Element Terminator Code to distinguish the end of a variable length field. Data fields occurring within Segments must be space filled.

(2) Within the Segments, there may be variable length data elements (data elements that can vary in length) or instances where a fixed length field can occur a varying number of times. In both cases counters are used to indicate length or number of occurrences.

**1.4.4 Sequence of Processing**

a. Input transactions will be queued (after processing through input control) in logical processing groups (application queues) so that an operation, or string of operations, may be initiated to process the data contained in a queue. Input transactions fall into two categories: Dynamic scheduling by condition and fixed interval scheduling.

(1) Dynamic Scheduling. A file will be maintained which will reflect the contents of the queues and their related response requirements priority; i.e., emergency NSN requests, interrogations, search, and provisioning screening. Based upon this queue status information and various optimum processing decision factors, the system controller will determine what application is to be initiated, and what priority it is to receive in relation to the applications currently in operation.

(2) Fixed Interval Scheduling.

(a) Certain operations are not triggered as a result of the receipt of an input transaction but are required as the result of an event such as time passage (e.g., daily, weekly, annually). The system controller will recognize the need for the scheduling of these operations and determine if a specified condition has been reached.

(b) FLIS data base update transactions, including NIIN assignment other than emergency, fall into the fixed interval category and are normally scheduled for once-a-day processing. Within the FLIS data base update group, item status transactions (i.e., LAU, LCU, LDU) are processed deletes first, followed by changes, followed by adds. All other FLIS data base update transactions are processed deletions first, followed by adds, followed by changes.

b. All transactions input through input control are assigned a processing control number when processed through input control. The control number includes the date (Julian day) that the control number is assigned. Transactions are queued for processing by control number. Queues containing FLIS data base update transactions are sorted prior to processing to achieve the sequence indicated in preceding paragraph. Electronic data transmission transactions are processed through input control in the order in which they are received. Likewise, mailed transactions are generally processed in the order received, but may be processed out of sequence if so required.

**1.4.5 Suspense Files**

The suspense file is that portion of the FLIS process which serves as a temporary repository for transaction information of functional value to the S/A. The suspense files contain information necessary to perform the following functions:

a. To maintain a temporary record of all FLIS "L" and "K" transactions for 60 days after processing completion. This provides a S/A the ability to follow-up on the status of a submitted transaction for which final disposition was never received. Follow-up interrogations will be transmitted to DLIS using DIC LFU. The information on output DIC KFU will allow the requestor to determine what subsequent action, if any, must be initiated to implement the intent of the original transaction.

b. To maintain a temporary record of conflict conditions for selected data pertaining to approved FLIS transactions. Periodically, as specified by the applicable condition, these records will generate follow-up notifications to the responsible activities. The DIC KFP transactions will reflect the need to correct the file inconsistencies. Corrective data will be sent to DLIS on transactions to add, change, or delete the applicable FLIS data base data causing the conflict condition (e.g., DICs LCC, LDR, LAU, LCD).

### 1.4.6 Unprocessable Transactions

a. Unprocessable transactions are those which did not contain the minimum essential control elements required for processing. These transactions are not queued for processing but are retained on the FLIS transaction history file for processing as specified in paragraph 1.4.5.b.

b. Unprocessable transactions are returned under DIC KRU (to submitter) if this activity is mechanically identifiable. When the submitter is not mechanically identifiable, the transaction is dumped for manual review and further resolution within DLIS before return to the submitter. DIC KRU gives quick visibility to the submitter that the transaction was terminated without being subjected to all system edits, screens and other processes. It must be corrected and resubmitted in its entirety when specific error conditions are produced through the use of return codes.

c. Unprocessable transactions terminate processing because the missing or invalid control data or conflicts with control data are such that the system cannot determine which processes, edits, guides or decisions the transaction should be subjected to or processed under.

d. Some types of errors which cause transactions to be unprocessable are:

The submitter and the routing identifier codes conflict.
The originator and/or submitters are invalid or blank.
The controlling document number contains errors or blanks.
Invalid Document Identifier Codes.
Conflicts between DICs in an LMD transaction.
Conflicts between DIC and mandatory/allowable segments; invalid segment codes.
Invalid Package Sequence Numbers.
Segment counters do not agree with data submitted.
Established lengths/occurrences exceed allowable limitations.

### 1.4.7 Error Processing

a. The FLIS concept of returning conditions which fail to pass the established edit/ validation criteria (volume 11) involves the use of either a segment P or Q. If the value of the data element(s) is to be included with the return code, segment Q is used; otherwise segment P is used. See volume 10, chapter 10.1 for return codes.

b. In addition, system errors are conditions encountered during processing which terminate any further processing of the input and suppress output notification to data receivers of the specific transaction. Some conditions that produce system errors are as follows:

FLIS data base imbalances.
FLIS requirement voids.
Computer operation errors.

(1) When a system error is encountered during processing, DLIS will output notification by use of DIC KRE, segment P, return code TP, and any other errors that occur up to the point of system error. Return code TP is also defined in volume 10, chapter 10.1..

(2) Normally, when return code TP is received, an activity should not generate DIC LFU; however, if an LFU is generated to DLIS, DIC KFU, follow-up status code BX, segment P, return code TP, will be output.

### 1.4.8 Processing Malfunction

a. DIC KPM provides the FLIS with a method to notify participating activities that a malfunction has been discovered and DLIS has reprocessed input data after corrective action has been taken. Data to be reprocessed will be restricted to file maintenance actions.

b. When a processing malfunction is discovered, DLIS will isolate the problem area and determine when the malfunction began and how far back in time the input image file must be searched to reestablish appropriate input transactions. FLIS transaction volumes require that recovery from a processing malfunction using the DIC KPM process be limited to a maximum of eight days.

c. Reprocessing of the file maintenance actions will restore the item to its correct state, and the resulting output will be a DIC KPM with total file generated on a transaction-by-transaction basis. File data will be forwarded to all normal data recipients after reprocessing has occurred.

d. Activities which received file maintenance data on an item during the malfunction and are not recorded after reprocessing has occurred will receive file data on the item. These activities should review the KPM transaction and take action to add their activity as a user and resubmit supply management data if an interest in the item exists. If the item is recorded in an activity's files for which an interest does not exist, and the activity wishes to remove the item from its files, that activity should take action based on the KPM transaction, as additional transactions will not be provided.

### 1.4.9 Segment Z Availability

a. Segment Z (Future Data) contains data which will be effective on a date in the future. This segment will be output by DLIS (when it is available) in conjunction with the following DICs:

| DIC | Title | Note |
|-----|-------|------|
| KAT | Add FLIS Data Base Data | 1 |

| DIC | Title | Note |
|-----|-------|------|
| KDZ | Delete Logistics Transfer | 3 |
| KFA | Match Through Association | 1 |
| KFC | File Data Minus Security Classified Characteristics Data | 1 |
| KFD | FLIS Data Base File Data | 1 |
| KFE | FLIS Data Base File Data for Replacement of a Cancelled NSN, Related Generic NSN, or Reference Number Screening Results | 1 |
| KFR | File Data for Replacement NSN when not Authorized for Procurement | 1 |
| KIE | Advance Informative FLIS Data Base File Data | 1 |
| KIF | Informative Data for Pending Effective Dated Actions | 1 |
| KIR | Interrogation Results | 2 |
| KIS | Search Results of National Item Identification Number Screening | 2 |
| KMA | Association Code Match (Screening) | 2 |
| KME | Exact Match (Screening) | 2 |
| KMG | Possible Match (Screening) | 2 |
| KMH | Actual Match (Screening) | 2 |
| KMP | Partial Match (Screening) | 2 |
| KMQ | Probable Match (Screening) | 2 |
| KMU | Exact Match with Errors in Submitted FII | 1 |
| KPE | Possible Duplicate with Errors in Submitted FII | 1 |
| KPM | Processing Malfunction | 1 |
| KRM | Notification of Exact Match (Submitter) | 1 |
| KRP | Notification of Possible Duplicate (Submitter) | 1 |
| KTA | Mass Data Retrieval Results (FLIS data base) | 2 |
| KTS | Interrogation Results Minus Security Classified Characteristics Data | 2 |

Note 1: Output DICs other than Search and Interrogations - Segment Z data will be included in the output package when (1) the segment Z data pertains to the segments normally furnished with this DIC or (2) the segment Z data pertains to an FSC change or a cancellation action.

Note 2: Output DICs for Search and Interrogations - Segment Z data will be included in the output package when (1) the segment Z data pertains to the segments normally furnished with this DIC, (2) the segment Z data pertains to an FSC change or a cancellation action, or (3) the segment Z data is requested by the ODRC.

| DIC | Title | Note |
|---|---|---|
| Note 3: | All segment B, H, and T records contained in the futures file (segment Z) that are being deleted will be output. | |

b. The use of segment Z always requires the inclusion in the output package of the actual segment (B, H, M, R, T, V) containing the effective dated information as follows: (If segment B data is effective dated, the segment Z will contain the entire B segment.)

| Segment | Effective Dated Data |
|---|---|
| **B** | Add or change a MOE Rule. |
| **H** | Add, change, or delete Catalog Management Data (CMD) (and/or DoD I&S family data). |
| **1/M** | Add, change, or delete descriptive characteristics input through segment V. |
| **R** | Change FSC. |
| **1/R** | Change data elements such as type of II, Federal Item Identification Guide Number, FIIG Criticality Code, INC and/or item name (Segment A data). |
| **R** | Add, change, or delete segment H (CMD) data elements. |
| **T** | Deletion of a MOE Rule. |
| **T** | Cancellation of an item identification. |
| **2/V** | Coded characteristics. |

1/ Change data elements for segment A data submitted through segment R and/or characteristics data output through segment M will be effective dated only when related to an FSC change.

2/ The segment V, coded characteristics, is output only when requested through interrogations and for NATO or other foreign countries search by reference number.

c. When segment Z is included in the output, the current data will be output first in the appropriate segment sequence. The segment Z will follow at the end of the current data. In the variable format the segment of data which contains the future data will be included with the segment Z. In the fixed format the segment of data which contains the future data will follow the segment Z as a separate card record All segment Z output will be sequenced by the effective date. The output of effective dated characteristics contains some exceptions to this process as described in the following paragraphs.

(1) The only time characteristics data is established in the futures file is when characteristics maintenance actions are submitted in conjunction with an FSC change under DIC LMD. The KIF output resulting from an FSC change with characteristics maintenance action(s) will not contain the effective dated characteristics, and segment Z will only cite the DRN 9111 without value. A constant of LCC will always be contained in the Z segment input DIC field regardless of whether characteristics were added, changed, or deleted.

(2) Outputs other than KIF that contain futures data will include the effective dated characteristics within the current segment M data that precedes the segment Zs. A segment Z with the applicable effective date and segment M DRN 9111 will be output to indicate that the preceding segment M contains imbedded effective dated characteristics. The effective dated characteristics will not be output with the segment Z.

(3) When segment V coded characteristics are requested by NATO/foreign countries through reference number search (DIC LSN), any effective dated characteristics will be output with the current segment V data. The Z segment with the effective date and referencing DRN 9118 only will be output at the end of the package. NOTE: This V segment will be decoded by the NATO or other foreign country to the applicable government's language.

(4) When an interrogation (DIC LTI) requires segment V output, the current segment V will be output; a segment V with imbedded effective dated characteristics will also be output in the segment Z convention described in paragraph 1.4.9.c.

### 1.4.10 Catalog Tools Processes

a. Catalog Tools are the tables, indices, guides, files and programs which interface with the FLIS data base in the processing of FLIS input transactions. The Catalog Tools applications include: Freight, Major Organizational Entity (MOE) Rules, the Standard FSC Table, FSC Management, the Commercial and Government Entity (CAGE) Code or the Organizational Entity (OE) File, Item Name and AMMO.

b. Input/Output Formats. The fixed length formats described in section 1.4.3 for the FLIS data base apply, except for those that are unique to the OE. The Catalog Tools processing segments are as follows:

(1) Output Segment Code, Supplemental 801- Catalog Tools MOE Rule Maintenance Segment (DRN 0331). Data elements in this group are specific to the MOE Rule output header.

(2) Ouptut Segment Code, Supplemental 802 - Catalog Tools MOE Rule Data Element Segment (DRN 0330). Data elements in this group provide primary MOE Rule data such as the Primary Inventory Control Activity (PICA), PICA level of authority, Secondary Inventory Control Activity (SICA), etc.

(3) Output Segment Code, Supplemental 803- Catalog Tools MOE Rule Management Exceptions Segment (DRN 0228). Data elements within this segment include any special notes pertinent to the MOE Rule, and/or any FSCs which are specifically included for the MOE Rule's use or limited from its use. This segment also includes any replacement MOE Rules resulting from a cancel with replacement action.

(4) Output Segment Code, Supplemental 805- Catalog Tools Standard FSC Management Maintenance Segment (DRN 0241). Data elements within this group provide primary FSC management data such as the Integrated Material Manager, Item Management Classification Activity, the Standardiation Submitter, Single Submitter Activities, etc.

(5) Segment Code, Supplemental 812 - Establish/Cancel INC Output Segment (DRN 0441). A data chain, output to the Military Traffic Management Command (MTMC) only, consisting of data pertinent to the establishment or cancellation of an INC in the FLIS INC Validation File.

(6) Segment Code, Supplemental 821 - OE Name/Address Data Segment (DRN 0249). A data chain consisting of the OE line segment numbers in combination with the clear text data required to identify an OE.

(7) Segment Code, Supplemental 822 - OE Mail Routing Data Segment (DRN 0246). A data chain consisting of the OE line segment number 10 in combination with the applicable ZIP Code, Contract Administration Office (CAO) Code, Automatic Data Process Point (ADP) Code, and CAO/ADP Exception Processing Code.

(8) Segment Code, Supplemental 825 - OE File Maintenance Data Segment (DRN 0251). A data chain consisting of data elements required for output to update files of selected customers who have previously been furnished a basic file.

(9) SSR Interrogation Output Segment 866 (DRN 0258). An output data chain consisting of homogeneous data elements pertinent to SSR interrogation results.

(10) SSR Output Segment 890 (DRN 0242). A dual purpose output data chain consisting of the data required to return supplemental 800 segment data elements without value. In an abbreviated form it will be used as an output header for other types of SSR output. The abbreviated segment 890 will contain all elements up to and including DRN 0252, Segment Code, Supplemental, Input.

c. MOE Rule File Maintenance.

(1) All proposed file maintenance actions will be submitted by the DLIS program manager only. Procedures for requesting update actions through DLIS are outlined in Volume 13.

(2) All proposed file maintenance actions will be subjected to machine edit/validation procedures to insure completeness and accuracy.

(3) A mechanized data distribution system will be used to provide updates to the Service/Agency (S/A) systems. Current data receivers for Catalog Tools MOE Rule output include the following activities: AN, AX, CM, CX, HD, KE, KX, KZ, PA, SA, TX and XF.

(4) The following FLIS MOE Rule output DICs and related data will be output to the S/A systems:

| DIC | Title |
|-----|-------|
| KUA | ADD TOTAL CATALOG TOOLS MOE RULE record (Applies to both new and reinstated MOE Rules) |

| DIC | Title |
|-----|-------|
| KUB | CANCEL CATALOG TOOLS MOE RULE WITH REPLACEMENT (This represents a MOE Rule status code update with a replacement MOE Rule(s) in the 803 segment) |
| KUC | CHANGE CATALOG TOOLS MOE RULE record (The entire MOE Rule record will be replaced) |
| KUD | CANCEL WITHOUT REPLACEMENT OR DELETE CATALOG TOOLS MOE RULE record (This action updates the MOE Rule Status Code or deletes the MOE Rule record completely) |

d. The Standard FSC Table contains the FSCs listed in Cataloging Handbook H2, Federal Supply Classification, Groups and Classes. This consists of the structure of the FSC, showing groups and classes in the four-digit FSC code numbering system. Arrangement of the FSCs in the table is in numerical order from the lowest to the highest. (See volume 13.)

(1) Those entries within the table which identify materiel management responsibility assignments are reflected by an **If** and **Then** condition statement. Example: **If FSC** is subject to Integrated Materiel Management (IMM), **then** the IMM activity code will appear in the IMM column.

(2) The Standard FSC Table will be used to:

Validate functional assignments by FSC in accordance with published directives.
Validate FSC codes.
Determine which activities will receive output distribution on an FSC basis.

e. FSC Management Data Maintenance.

(1) All proposed file maintenance specific to FSC Management actions will be submitted by the DLIS program manager only. To insure that the information is added to FLIS in a timely manner, the activity requesting a new FSC should complete the blank form page in FLIS, volume 13, appendix 13-2-Aat the end of the appendix and forward it to DLIS-SA.

(2) All proposed file maintenance actions will be subjected to machine edit/validation procedures to insure completeness and accuracy.

(3) A mechanized data distribution system will be used to provide updates to the S/A systems. Current data receivers for Catalog Tools FSC Management output include the following activities: AN, AX, CM, CX, KE, KX, SA, TX and XF.

(4) The following FSC Management output DICs and related data will be output to the S/A systems:

| DIC | Title |
|-----|-------|
| KUE | NEW CATALOG TOOLS STANDARD FSC MANAGEMENT record (Applies to new, reinstated and revised FSC Management records) |
| KUF | DELETE TOTAL CATALOG TOOLS STANDARD FSC MANAGEMENT record (Deletes the complete record and all attribute management data from the files) |

f. SSR OE Master File.

(1) Input from the Services and Agencies for adding, changing, or deleting OE type A CAGE Code, E NCAGE records will be based on receipt of DD Form 2051. Correspondence and/or DD Forms 2051 received directly from the manufacturer will also be processed by DLIS.

(2) Types of Organizational Entities:

(a) Commercial and Government Entity Code (CAGE). A five-position all alphanumeric code (e.g., 2A123) assigned to U.S. and Canadian organizations which manufacture and/or control the design of items supplied to a Government military activity or Civil Agency. The CAGE Code file provides the data base for Cataloging Handbook H4/H8 CAGE Handbook, United States and Canada and Non-Government Organization Codes for Military Standard Contract Administration Procedures (MILSCAP).

(b) North Atlantic Treaty Organization (NATO) Commercial and Government Entity (NCAGE) Code. A five-position alphanumeric code (e.g., (2345B) assigned to organizations located in NATO member nations (excluding U.S. and Canada) and other foreign countries which manufacture and/or control the design of items supplied to a Government military activity or Civil Agency. The NCAGE file provides the data base for Cataloging Handbook H4/H8, Commercial and Government Entity Code excluding U.S. and Canada.

(3) Requests for new CAGE/NCAGE code assignments and proposed maintenance affecting existing FLIS data base OE records (name/location changes, etc.) may emanate from any U.S. activity/agency, NATO nation, or other foreign country. The specific procedures pertaining to OE input types A, E, and F are set forth in volume 7, chapter 7.1-Establishment/Maintenance, OE Master File (CAGE/NCAGE).

(4) Prior to submission of a request for code assignment or maintenance action, activities/agencies which maintain mechanized H4/H8 file(s) (see volume 7, paragraph 7.1.1.e) will screen their files to ensure an CAGE/NCAGE Code has not already been assigned or updated for that particular organizational entity. Activities/agencies which are not recipients of the mechanized files will screen against the latest H4/H8 publication. In addition, S/As should use DIC LHR, SSR OE Interrogation (Tailored), to make this determination.

(5) All input transactions received by DLIS will be subjected to front-end machine edit/validation processing. They are then suspended for DLIS program manager review and certification of approval or return (rejection).

(6) End processing of proposed input transactions will result in external distribution of the following types of OE output data:

(a) Notification to the submitter that the proposed transaction has been processed and approved or rejected.

(b) File maintenance to recipient S/As resulting from add, change, or delete transactions which have been processed and approved by DLIS.

(c) Following approval/processing of an CAGE Code or NCAGE Code which involves one or more reference numbers, DLIS will provide the applicable receivers appropriate file maintenance data for their National Item Identification Number (NIIN) records. Update actions for deletion of cancelled OE code and addition of replacement OE code will be accomplished by machine-generated DIC KDR and KAR transactions.

(7) A mechanized data distribution system will notify submitting activities of DLIS approval or return (rejection) of proposed input transactions. Specific data receivers of OE file maintenance data and NIIN file maintenance update will be determined by each requiring S/A. The following FLIS output DICs will be used to forward output data to activities/agencies: (The procedures governing OE outputs are set forth in <span style="color:red">volume 7, section 7.1.6</span>.)

| DIC | Title |
|---|---|
| KHS | Notification of Unprocessable SSR Transaction Package (Forwarded to submitter as a result of proposed input failing initial input control edit/ validation processing; e.g., input DIC garbled, etc.) |
| KHN | SSR OE File Maintenance Data |
| KDR | NIIN File Maintenance Update |
| KAR | (Forwarded to applicable receiving activities/agencies as a result of DLIS processing an approved input transaction in which one or more reference numbers were transferred from a cancelled OE code to a replacement OE code.) |

(For DIC KHN, OE SSR File Maintenance Data, the normal output mode will be electronic data transmission. (The basic KHN file will be available only on magnetic tape. This basic file can be obtained on a bi-monthly replacement basis, if desired.))

(8) DLIS sends out computer-generated letters to coded contractors requesting verification of the organization's status, making one complete cycle of the file annually. This factor should be considered; however, an activity/agency should not withhold available information concerning an OE because of this process.

g. Catalog Tools Master Freight Table Maintenance

All updates to the Master Freight Table (MFT) are completed by the Military Traffic Management Command (MTMC) using the FLIS On-line Master Freight System. The application provides for new FCD adds, reinstatements, changes to the class rating and freight

descriptions, cancellations and cancel with replacement actions.

### 1.4.11 Mass-Change Processing

Mass-change processes are initiated by maintenance actions to the SSR; e.g., tables, guides, edits, cataloging tools, etc. Such mass changes involve changes to multiple FLIS data base items and/or to other sections of the SSR. Each mass-change request is submitted through, and/or initiated by, a DLIS program manager. This is done to minimize the possibility of inadvertent contamination or deterioration of the files and to retain ADP scheduling control for DLIS.

a. Two methods of mass change are used by DLIS: The pre-programmed mass change and the special project. In all cases the change criteria must be furnished by the S/A/DLIS program manager that requires the change. A pre-programmed mass change is one for which an established program exists at DLIS and no additional programming is required. A transaction that triggers a pre- programmed mass change as indicated in paragraph 1.4.12.c will cause the following actions to occur:

Identify the affected file items.
Complete the maintenance actions required on the items.
Generate the appropriate output.

NOTE: A request for a special project mass change will also require that the preceding actions take place; however, programming will have to be initiated to provide for those actions. Pre-programmed mass change and mass change will be considered synonymous terms for use in the remainder of this section.

(1) Pre-programmed mass changes are triggered by transactions input or requested by a S/A/DLIS program manager to update or revise a SSR. For example, a change in manufacturers code (CAGE Code) submitted in accordance with volume 7, paragraph 7.1.3.a will cause reference number change transactions to be generated. The CAGE Code will be changed in the FLIS data base wherever it appears against a reference number.

(2) An example of a special project mass change is the item management change from IMM to IMM for all the items under a specific FSC. The losing IMM is obligated to coordinate the management change with the gaining IMM. The gaining IMM is required to provide DLIS with the criteria necessary to generate LCU transactions to change all the affected MOE Rules on those items for which the losing IMM is recorded as manager. Under normal operating conditions DLIS would require ninety days to program this example.

(a) The criteria DLIS would require to initiate this special project is as follows:

The identity of the items to be changed, e.g., all items under a specific FSC.
The superseding MOE Rule.
The action required on the supplemental collaborators and receivers.

(b) The item status codes and catalog management data recorded against affected items will not be changed. Required maintenance will be input by the responsible activity on a by-item basis.

b. Functional Areas/Data Elements:

| | **DRN** |
|---|---|
| Commercial and Government Entity Code (CAGE) | 9250 |
| NATO Commercial and Government Entity (NCAGE) | 4140 |
| National Motor Freight Classification Code (NMFC) | 2850 |
| National Motor Freight Classification Sub-Item Number | 0861 |
| Uniform Freight Classification Code (UFC) | 3040 |
| Freight Data Elements: | |
| Class Rating | 2770 |
| Freight Description | 4020 |
| Assigned Federal Supply Class (FSC) | 3990 |
| FIIG Data Elements: | |
| Characteristics Data Group | 3317 |
| Master Requirement Code | 3445 |
| Coded Reply | 3465 |
| Clear Text Characteristic Reply | 4128 |
| Mode Code, Permissible | 4735 |
| AND Symbol | 8950 |
| OR Symbol | 8951 |
| Secondary Address Code | 8990 |
| Guide Number, FIIG | 4065 |
| Item Name Code | 4080 |

c. Procedures and Formats.

(1) CAGE/NCAGE Mass-Change Processing: See volume 7, paragraphs 7.1.3.a.

(2) Freight Mass Change Processing:

(a) Freight Mass Change processing results from changes to the National Motor Freight Code (NMFC), NMFC Sub Item Number or Uniform Freight Classification Code (UFC) and is accomplished by the DLIS Freight program manager only.

(b) Changes to any of the data elements cited above will be reflected on the NIIN and forwarded to all authorized Freight receivers as KCF output.

(3) Freight Data Element Mass-Change Processing: See volume 6, paragraph 6.4.8.a for the mass-change processing of the freight data elements listed in paragraph 1.4.11.b. Freight data element mass-change processing updates freight classification records previ-

ously established in the SSR Master Freight File. See volume 8, chapter 8.1, and volume 9, chapter 9.1 for input formats.

(4) FSC Mass-Change Processing:

(a) The change of MOE Rules and related data elements that becomes necessary as a result of a forthcoming FSC mass change will be accomplished by the DLIS Directorate of Logistics Information Management on a special-project basis or input by the affected Departments/Agencies on a by-item basis. See volume 3, section 3.5.6.b(3)for information relative to FSC/MOE Rule processing.

(5) Characteristic Mass Change Processing: Characteristic Mass Change may occur as a function of the development of a New FIIG document or as part of a change to an existing FIIG. DLIS's Directorate of Logistics Information Management initiates the Characteristic Mass Change process using internal transactions. The Mass Change process will update FIIG, INC, Type II and Characteristic Data using LGG, LGO, LGT maintenance transactions. DLIS sends updated NSNs to authorized receivers when technical changes result in updating the FLIS data base data (KTD). The Mass Change process runs after the effective date of a FIIG action.

(a) See volume 3, chapters 3.2.5 and 3.3.5for the requirements in Item Name submittals and FIIG Page Changes for FIIG Characteristic Mass Change.

(b) The mass-change processing that occurs as a result of a FIIG page change will cause characteristic file maintenance to authorized receivers when technical changes result in the output of updated FLIS data base data (KTD).

d. All requests for special-project mass-change processing of data elements will be addressed through normal channels to DLIS. The requests will be prepared in letter form citing all criteria necessary to create the mass change.

### 1.4.12 Mass Data Retrieval

Mass Data Retrieval is designed to extract segment data from the FLIS data base or partial or complete files from the SSR based on the input of key data element(s).

a. All requests for mass retrieval of FLIS data base data must be submitted by letter to the DLIS program manager. The letter should include the key data element(s) and value(s) to be interrogated and an ODRC to designate the FLIS data base segments required. (See volume 10, table 28 for selecting the appropriate ODRC DRN and key data elements.) For example, if an activity requires all recorded freight classification data for all items within INC 10875, the request should include ODRC DRN 9952, key data element DRN 4080 and DRN Value 10875. If the activity desires to control or identify output on a project basis, a three-position project number such as PM1 should also be included; it will be perpetuated in the output Document Control Serial Number.

b. The DLIS program manager will input the FLIS data base mass data retrieval transaction through the use of internal DIC LTM. The DCN will be constructed as follows: The

activity code of the requester as the Originating Activity Code; the DLIS program manager code as the Submitting Activity Code; the induction date as the Date, Transaction; the requester's three-position project number; and a sequentially assigned four-position number. If the requester did not provide a project number, the last seven digits will be sequentially assigned for each different mass data retrieval input transaction.

c. The mass data retrieval results will be output through DIC KTA which will include a header for each NIIN and the requested segments applicable to each item. All headers applicable to a specific mass data retrieval transaction will include the same DCN. The Package Sequence Number (PSN) will be applied to the records for each NIIN as a separate package.

d. The output data will be sequenced by NIIN within the DCN package.

e. On mass data retrieval by FSG (DRN 3994) and FSC (DRN 3990) only, output of segment K for cancelled items will be optional at the request of the submitter. All other mass data retrievals will not include cancelled items.

f. Due to the electronic data limitation of 39,840 characters per transaction, all mass data retrieval results will be forwarded to the interrogating activity by mail in a manner designated by the distribution table or as prescribed by the requester.

### 1.4.13 Reports Generator

Through a survey of products requested in the past, FLIS was able to include within the mass data retrieval processes the capability to produce most of them as normal pre-programmed FLIS outputs. They may be produced at the request of the FLIS customer, and particular attention has been given to products for which a requirement occurs repetitively. Periodically, however, requirements for products from the FLIS file which are nonrecurring in nature and satisfy a one-time need only are received. The Reports Generator is designed to produce these one-time listings or reports.

a. Proper use of the mass data retrieval and Reports Generator capabilities will minimize requests that require special projects and programming, with their attendant delays, for production.

b. Processing available to the customer through the Reports Generator consists of the following:

(1) Extracts of data by DRN from a FLIS file, all data found or only that data within specified limits.

(2) Counts of data by DRN from a FLIS file, all data found or only that data within specified limits.

(3) Mathematical treatment of counts of data by DRN (add, subtract, multiply, divide) including summaries and vertical or horizontal totalling.

(4) Sorting and formatting of processing results as specified.

(5) Generation of the output in the media, mode, and number of copies desired.

c. To use the Reports Generator, requests for special data extracts, including justification, shall be submitted to the program manager (DLIS-V). Input is made to the Reports Generator by DLIS. The product is generated, examined for quality, and mailed to the customer.

d. The utility and service rendered by the Reports Generator will be satisfactory provided all customers observe the rules of use. The Reports Generator will not be used if any other FLIS product will supply the necessary data. The Reports Generator will be used only for one-time output products.

### 1.4.14 Simplified File Maintenance (SFM)

This type of data is furnished to selected customers who desire to receive maintenance data on a periodic basis in lieu of regular file maintenance. Those SFM recipients who elect to receive notification data will receive such data as it is processed. It is developed and distributed in accordance with volume 2, chapter 2.10.

### 1.4.15 record Establishment and Maintenance Actions

These procedures provide instruction in the preparation of data required to establish or maintain item intelligence by S/As and participating governments for their logistics functions. The data will be forwarded to DLIS to be processed, distributed, and maintained by the FLIS.

a. The use of this manual requires the following steps to be performed in data preparation.

(1) Determine the transaction for the logistics function.

(2) Refer to the applicable DIC in volume 8 or 9.

(4) Prepare data in accordance with prescribed formats.

(5) Submit data to FLIS data base.

b. Data must be prepared in fixed length format or variable length format as determined by activity capability. Formats contain instructions for each method, as applicable.

c. Collaborations must be performed in accordance with volume 2, chapter 2.2 prior to submittal to the FLIS data base.

d. Personnel should become thoroughly familiar with the tables of contents for the various volumes to develop an awareness of the scope of coverage included.

e. Care should be taken in data preparation to avoid errors which may cause the return of transactions. The following guidelines are offered to assist in preparing acceptable data:

(1) Ascertain that all item intelligence data required is included in the transaction.

(2) Ascertain that the data has been properly formatted.

(3) Verify completeness and correctness of data element values.

(4) Verify proper submittal mode selection.

f. Manual quality control measures should be applied before submittal of worksheet for mechanization as follows:

(1) Is the transaction in accordance with the latest logistics data tools?

(2) Are all the related segments included?

(3) Do the segments reflect the proper DICs?

(4) Is an input header included with the transaction?

(5) Is the data prepared in the appropriate mode - fixed or variable length input?

(6) Has the data required for fixed fields in all segments been properly positioned?

(7) Is the PSN properly applied?

## 1.4.16 Automated Design Guidance

The FLIS data base is composed of two basic sections, the Maintain Item of Supply (MIOS) data and the Catalog Tools data. MIOS contains item oriented logistics data (e.g., stock numbers, item characteristics, reference numbers, recorded users, standardization data, freight data, catalog management data, etc.). Catalog Tools data is composed of support data for MIOS, such as edit tables, FSCs, MOE Rules, CAGE Codes and addresses and Item Names.

**CHAPTER 5**

**FLIS CHANGE PROCEDURES**

**1.5.1 General**

a. Revisions to the FLIS result from release or change of General Services Administration/Department of Defense (GSA/DoD) directives; policy changes; and recommendations of the Military Services, Defense Agencies, Federal Civil Agencies, NATO and other foreign countries (hereafter referred to as the Services/Agencies).

b. Proposed changes to the FLIS will be processed as follows:

(1) Proposed changes which are solely of a procedural nature will be processed as outlined in section 1.5.2. Changes to the Service/Agency-controlled data code tables listed in appendix 1-5-B and the MOE Rules outlined in volume 13 will be processed by DLIS without further coordination, following receipt from the responsible Service/Agency contact point. Changes of this nature do not require a DD Form 2021.

(2) Proposed changes to the FLIS Functional Description will be submitted as a System Change Request (SCR) as outlined in section 1.5.3.

**1.5.2 Changes of Procedural Matter**

a. Recommendations for additions, deletions, and changes to only this manual (i.e., not in combination with or as a result of a system change) must contain the proposed language for the manual and rationale for the revisions. Recommendations must be forwarded to the appropriate Service/Agency contact point (see appendix 1-5-A) which will forward them to the Commander, DLIS, by mail. Emergency conditions warrant using telephone or other expeditious media. Whenever telephone is used, immediate follow-up by letter/electrical transmission is required to confirm request for changes to the FLIS Procedures Manual.

b. DLIS will review all recommendations received from the Service/Agency contact points for validity and applicability. Those changes agreed to by DLIS (except as discussed in paragraph 1.5.2.f) will be coordinated with the Service/Agency contact points listed in appendix 1-5-A and the DoD/Federal Functional Managers. (The normal coordination time will be 45 days; however, when additional time is required, recipients may request an extension by contacting DLIS-B at email address SCRAOMIN@DLIS.DLA.mil. Following finalization of coordination, the additions, changes, or deletions will be prepared for printing and distribution by DLIS.

c. DLIS will return changes found to be invalid or without merit to the originating Service/Agency contact point with appropriate justification/explanation of disapproval, with information copies to HQ DLA. If the originating S/A does not agree with the DLIS justification/explanation, the contact point will forward the recommendation to HQ DLA, with a copy to DLIS, for resolution with the DoD/Federal Functional Manager.

d. All changes submitted by the S/A contact points will include a recommended effective date (i.e., effective immediately, upon publication, 30 days from date of publication, etc.). DLIS will acknowledge same and either agree with the effective date or propose/negotiate another acceptable to all parties concerned.

e. Any change to this manual, except those exclusions provided for in paragraphs 1.5.2.f and 1.5.2.g, will be distributed to activities a minimum of 30 days in advance of the effective date. If the 30-day requirement cannot be met, DLIS will announce the change to impacted activities by telephone or electrical transmission, as appropriate, with subsequent confirmation by normal revision.

f. Changes to the volume 10 tables listed in appendix 1-5-B may be published by DLIS without further coordination following receipt from the responsible S/A contact point. This assumes that the requested change(s) does not impact any S/A other than the one requesting the change(s). Included in appendix 1-5-B are the applicable table numbers and titles, the responsible S/A, and the responsible DLIS program manager. The minimum time period stated for completing a change begins upon receipt of the proposed change by DLIS.

(1) Notification of receipt of changes, and confirmation of the date when the program change will be made, will be furnished by DLIS. This will be done sufficiently in advance of the effective date to ensure the submitting S/A adequate time to change its internal automatic data processing (ADP) system. If necessary, such notification can be accomplished by telephone and confirmed by letter.

(2) DLIS's acknowledgment will indicate the date of the FLIS Procedures Manual in which the revised volume 10 table will appear. (Quarterly revisions are prepared and distributed in accordance with the schedules reflected in appendix 1-5-F.)

(3) The S/A controlled tables are subject to publication by FLIS Advance Change Notice (ACN) only as noted in appendix 1-5-B. Such changes will be announced by ACN only when they cannot be published in a regular revision to reach users sufficiently in advance of the effective date (normally 30 days). (Updates to tables not listed in appendix 1-5-B are subject to publication in ACNs in accordance with paragraph 1.2.3.a(2).)

g. Changes to MOE Rules in volume 13 with an immediate (zero) effective date are distributed after the effective date.

## 1.5.3 Preparation and Processing System Change Requests (SCRs)

a. General.

(1) All Federal Logistics Information System (FLIS) System Change Requests (SCRs) will be documented in accordance with the instructions contained in appendix 1-5-C. Impact to the FLIS and the Services/Agencies (S/As) systems hereafter referred to as the Systems, must be documented.

(2) DLIS National Codification Division will prepare and process NATO Codification Bureau (NCB) initiated NATO Codification SCRs (NCSCR) in accordance with the NATO

Manual on Codification, Allied Codification Publication No. 1 (ACodP-1). If a NCSCR impacts the FLIS, DLIS will document the NCSCR in accordance with the instructions contained in appendix 1-5-C.

(3) Emergency corrections which may alter or impact any aspect of expected/published input to or output from the FLIS, even if such changes are required to conform to existing requirements, must be coordinated with the S/As by the most expedient methods available.

(4) SCRs will normally be implemented on Sundays; emergency changes may be implemented otherwise.

(5) FLIS procedures changes required as a result of an SCR will be incorporated in a revision or numbered change to DoD 4100.39-M in accordance with appendix 1-5-F. The revision or numbered change may include changes other than those associated with an SCR.

b. Processing SCRs.

(1) Submitters of SCRs should coordinate requirements with the S/A representatives listed in appendix 1-5-A and the DoD Federal Functional Manager as listed in appendix 1-5-E prior to submission of the SCR. This will ensure the SCR is developed compatible with all S/A requirements and will determine an SCRs designation as to minor or major.

(2) All Service/Agency initiated SCRs will be submitted to DLIS by the appropriate S/A contact points listed in appendix 1-5-A.

(3) DLIS will review each SCR received within 10 calendar days of receipt to determine that all information required is present. appendix 1-5-C spells out the information required for an SCR. DLIS will return a SCR to the originator if any information is missing or not understandable. DLIS will also return a SCR if there is not an adequate expected cost savings statement as defined in appendix 1-5-C, paragraph 3.f. DLIS will accept an intangible benefit statement as long as it is clear that the benefit outweighs any cost.

(4) After this review, DLIS will initiate a technical review of the proposed change as submitted. The review will reveal the cost, manpower resources, programming required and impact on ADP equipment. No more than 35 calendar days will be allowed for this review.

(5) After this review, DLIS will forward the SCR to HQ DLA for FFM review and preliminary cost savings benefit evaluation and approval. If the SCR was prepared by the DoD FFM and is submitted to DLIS with FFM approval, DLIS will forward the SCR for S/A coordination as outlined in paragraph 1.5.3.b(7)(a-c).

(6) Within 15 calendar days of receipt of the SCR, HQ DLA will provide FFM approval/ disapproval with justification. In addition, HQ DLA will determine if the change is warranted in terms of cost/benefits or return on investment, or higher level policy direction. If HQ DLA determines the SCR is valid, then the approval and a recommendation for S/A coordination will be forwarded to DLIS.

(7) Within 20 calendar days of receipt of the approved SCR from HQ DLA, DLIS will:

(a) Send the SCR to the S/A contact points listed in appendix 1-5-A and 1-5-D and an information copy to the FCC representatives.

(b) The DLIS International Codification Division will send the SCR to the NATO NCBs and Secretariat when the NATO Codification System (NCS) is affected, in accordance with the NATO Manual on Codification (ACodP-1).

(8) DLIS will take the following actions if the SCR is disapproved by the DoD FFM:

(a) DLIS will advise the originator of the SCRs of DoD FFM disapproval. A rebuttal of the rejection may be made by the originator by submitting a letter to the DoD FFM.

(b) In the event of continued disagreement, the SCR will be forwarded by HQ DLA to the Office of the Assistant Secretary of Defense for resolution.

(9) Each S/A will staff the SCR for review of technical and operational feasibility and/or concept as it pertains to their Systems.

(a) Each S/A sustaining impact and/or gaining benefits (tangible/intangible) from the proposed SCR, will document and return it to DLIS along with their written response.

(b) If an SCR has no impact on a S/A, a "no impact" statement will be provided in writing to DLIS.

(c) Normal time allowed for this review is no more than 60 calendar days for a routine minor SCR and no more than 120 calendar days for a routine major SCR. To prevent the elapsed time from going over the above prescribed number of days, which in turn lengthens the entire implementation cycle, a suspense is established. This suspense will begin five days after the transmittal date on the SCR and will run for the prescribed number of days. Following expiration of the suspense, DLIS will contact the delinquent S/As. Upon expiration of the extended suspense, a non-response from the service/agency will be considered a concurrence to the proposed change.

(10) Within seven calendar days of receipt of all S/A responses, DLIS will initiate a review of said responses and determine concurrence/nonconcurrence of the SCR.

(a) DLIS will ensure that all responses received from the S/As are individually analyzed.

(b) If the comments are accepted, they will be incorporated into a revision to the SCR and recoordinated with all participants. A resolution grid showing the S/A comment and DLIS's response will be attached to the revision. Any change to the SCR will be marked with an asterisk.

(c) If DLIS disagrees with the S/A comments, they will reconcile the differences. If reconciliation is not feasible, DLIS will document all facts bearing on the problem and make them known to HQ DLA for FFM reconciliation. If reconciliation cannot be accom-

plished within 45 calendar days, HQ DLA will make a final decsion. HQ DLA will initiate resolution action within 45 calendar days. If reconciliation cannot be accomplished within 45 calendar days, HQ DLA will make a final decsion.

(11) Within 30 calendar days after reconciliation of all nonconcurrence/comments, or if S/A replies were all concurrences, DLIS will propose an implementation schedule and coordinate the schedule with impacted S/As.

(12) The impacted S/As will review the proposed implementation schedule and determine if they can implement into their systems in the same timeframe. They will document their concurrence/nonconcurrence with the schedule and respond to DLIS. If they nonconcur, they will include an implementation schedule they can accommodate.

(13) DLIS will resolve all implementation schedule issues, with assistance as necessary.

(14) Upon deriving an impacted S/A agreement to implementation schedule, or if no S/A systems are impacted by the SCR, DLIS will submit the SCR to HQ DLA for final approval.

(15) HQ DLA will review the SCR and determine approval/disapproval.

(a) Rationalle for disapproving an SCR will be noted on the SCR along with instructions for disposition.

(b) If the SCR is cancelled, DLIS will return the SCR with rationale to the originator, and notify S/As listed in appendix 1-5-A.

(c) If the SCR is to be revised, DLIS will return the SCR with rationale to the originator, and notify S/As listed in appendix 1-5-A.

(d) If the SCR is deferred, DLIS will notify the originator and S/As listed in appendix 1-5-A, and place on hold until further action is deemed necessary.

(16) DLIS will send a copy of the final approved SCR to the S/As listed in appendices 1-5-A and 1-5-D. The final copy will have all the newly assigned DRNs and new/revised return codes, when required.

c. Exception Processing by DLIS. All modifications to the FLIS must have DoD FFM, S/A and HQ DLA approval before implementation except:

(1) Add, change, or delete information from S/A controlled tables listed in appendix 1-5-B. This applies only to changes which do not impact more than one S/A.

(2) Add, change, or delete MOE Rule data furnished by the S/As as outlined in volume 13.

(3) Changes required to optimize the system, provided such optimization has no effect on S/A interface with the FLIS.

(4) Those required revisions to ADP programs which are not operating within the published FLIS Procedures (i.e., system voids), providing such revision has no effect on S/A interface with the FLIS. This includes emergency corrections required to keep the FLIS operational, providing such corrections do not affect any aspect of the input to or output from the FLIS.

(5) Changes that affect only FLIS and/or FLIS and one other system.

## 1.5.4 Status Reports

DLIS will provide a status of SCRs, monthly, to the S/A contact points listed in appendix 1-5-A and quarterly to the S/As listed in appendix 1-5-D. The report will contain the following information:

SCR Number
Title
Description
Proponent
Impact
Benefit
Required Implementation
Scheduled Implementation
Status
Action
Action Office

# APPENDIX 1-5-A

## SERVICE/AGENCY CONTACT POINTS

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

Department of the Air Force
Logistics Information Support Office
(AFMC/LGIS)
74 Washington Ave N, Suite 8
Battle Creek, MI 49017-3094

GSA/FSS
Cataloging Division
ATTN: FCSC
Washington, DC 20406

Commander G647-1
G-6 Information Technology Department
ATTN: (Zelda Collier G647-1)
814 Radford Blvd
Albany, GA 31704-1128

Federal Aviation Administration
NAS Logistics Property Management
   Division
Room 712
800 Independence Ave, S.W.
Washington, DC 20591

Director, Defense Logistics Agency
ATTN: Enterprise Business Systems
8725 John J.Kingman Road
Fort Belvoir, VA 22060-6221

Commandant, U.S. Coast Guard
ATTN: G-SLP
2100 2nd Street, S.W.
Washington, DC 20593-0001

Defense Threat Reduction Agency
ATTN: DTRA/CSNL
1680 Texas Street S.E.
Kirtland AFB, NM 87117-5669

Director, National Security Agency
ATTN: L114, SAB#4
9800 Savage Rd, Ste 6619
Fort George G. Meade, MD 20755-6619

Department of Veterans Affairs
Hines Service and Distribution
Item Management Division
P.O. Box 27
Hines, IL 60141-0027

Commander
Navy Inventory Control Point
Code 0562
PO Box 2020
Mechanicsburg, PA 17055-0788

Chief, Int'l Codification Div
ATTN: DLIS-KI
74 Washington Ave N.
Battle Creek, MI 49017-3084

National Imagery and Mapping Agency
ISDOL D21
Distribution Division
4600 Sangamore Rd
Bethesda, MD 20816-5003

National Weather Service
Logistics Management Section SSMC2
W/OSO322
1325 East West Highway
Silver Springs, MD 20910-3280

FOR PASSTHROUGH:

DLA Systems Integration Office
ATTN: DSIO
P. O. Box 1605
Columbus, OH 43216-5002

Air Force Materiel Command
LSOLGISA
74 Washington Ave N Ste 8
Battle Creek, MI 49017-3094

DLA Director
ATTN: Bruce Burbage
5901 Kingsford Road
Springfield, VA 22152

Executive Director
USAMA Logistics Spt Acty
ATTN: AMXLS-CM
Redstone Arsenal, AL 35898-7466

# APPENDIX 1-5-B

## SERVICE/AGENCY-CONTROLLED TABLES

| VOL 10 TABLE NUMBER | TITLE | RESPON-SIBLE S/A | DLIS PROGRAM MANAGER |
|---|---|---|---|
| 9** | National Codification Bureau Codes | DLIS | DLIS-S |
| 14 | Technical Data Support Code Computation | DLIS | DLIS-S |
| 23 | Provisioning Screening Master Address Table (PSMAT) | S/A-DLIS | DLIS-S |
| 47 | Activity Codes and Message Address for FLIS Users | S/A | DLIS-S |
| 49** | Hazardous Materiel Codes | DLIS | DLIS-S |
| 52 | Phrase Codes (numeric code changes other than 3 or 7) | AF/MC | DLIS-S |
| 54* | Marine Corps Management Echelon Codes | MC | DLIS-S |
| 55* | Marine Corps Store Account Codes | MC | DLIS-S |
| 57* | Marine Corps Recoverability Codes | MC | DLIS-S |
| 60* | Navy Special Material Identification Codes | Navy | DLIS-S |
| 62* | Navy Cognizance Codes | Navy | DLIS-S |
| 63* | Navy Material Control Codes | Navy | DLIS-S |
| 64* | Army Accounting Requirements Codes | Army | DLIS-S |
| 65* | Army Materiel Category Codes | Army | DLIS-S |
| 66* | Air Force Materiel Management Aggregation Codes (MMAC) | AF | DLIS-S |
| 67* | Air Force Budget Codes | AF | DLIS-S |
| 68* | Air Force Fund Codes | AF | DLIS-S |
| 69* | Air Force Expendability/Recoverability/ Repairability Category Codes | AF | DLIS-S |
| 72* | Marine Corps Combat Essentiality Codes | MC | DLIS-S |
| 73* | Marine Corps Materiel Identification Codes | MC | DLIS-S |
| 82** | Type of Cargo Code | DLIS | DLIS-S |
| 83** | Special Handling Codes | DLIS | DLIS-S |
| 84** | Air Dimension Codes | DLIS | DLIS-S |
| 85** | Air Commodity and Special Handling Codes | DLIS | DLIS-S |
| 86** | Class Rating | DLIS | DLIS-S |
| 87** | Army Recoverability Codes | Army | DLIS-S |
| 95* | Navy Issue, Repair, and/or Requisition Restriction Codes | Navy | DLIS-S |

| VOL 10 TABLE NUMBER | TITLE | RESPONSIBLE S/A | DLIS PROGRAM MANAGER |
|---|---|---|---|
| 100 | Phrase Code and Related Data (numeric code changes only other than 3 or 7) | AF/MC | DLIS-S |
| 102* | Special Material Content Codes | Navy | DLIS-S |
| 104 | Activity Codes and Addresses for Authorized Originators, Submitters, RNAAC, and DICs Authorized for Submitting Activities | S/A (part 1) | DLIS-S |
| 111 | Navy Source of Supply Code | Navy | DLIS-S |
| 115 | Authorized Nonconfirmed/Confirmed Freight Data Submitter/Receiver | S/A | DLIS-S |
| 117 | Depot Source of Repair Code | S/A | DLIS-S |
| 119* | Army Source of Supply Conversion | Army | DLIS-S |
| 121 | Edit Criteria for Service-Peculiar CMD | S/A | DLIS-S |
| 123 | Marine Corps Operational Test Code | MC | DLIS-S |
| 124 | Marine Corps Physical Category Code | MC | DLIS-S |
| 126 | Depot Source of Repair Code to Nonconsumable Item Management Support Code Compatibility | S/A | DLIS-S |
| 127 | Coast Guard Inventory Account Code | CG | DLIS-S |
| 128 | Coast Guard Reparability Code | CG | DLIS-S |
| 129 | Navy Cognizance Code Bypass | Navy | DLIS-S |
| 147 | Quality Control Plan for Sampled Units | DLIS | DLIS-S |
| 148 | FSC Schedule for File Compatibility Checks | DLIS | DLIS-S |
| 150 | Coast Guard Serial Number Control Code | CG | DLIS-S |
| 156 | MOE Rules for DoD Service-Managed CRYPTOLOGIC ITEMS | NSA | DLIS-S |
| 157 | Navy Issue, Repair and/or Requisition Restriction Code Error Table | Navy | DLIS-S |
| 158 | Acquisition Advice Code Processing For Army Maintenance Action Code MS CMD | Army | DLIS-S |
| 177 | Price Validation Code | AF | DLIS-S |
| 185 | Item Name/FIIG/RPDMRC Correlation | DLIS | DLIS-S |
| 186 | PICA/SICA CMD Compatibility | DLIS | DLIS-S |
| 187 | Valid MOE Rule Combinations | DLIS | DLIS-S |
| 188 | Valid MOE/MAC/LOA Combinations | DLIS | DLIS-S |

NOTES:

1. The Defense Logistics Information Service requires 4 weeks to make programming changes after receipt of table updates.

2. Program manager column indicates the DLIS directorate to which table updates should be addressed. A yearly solicitation of changes is made.

3. Tables marked with an asterisk (*) will be maintained current in this manual based upon information received from the responsible Military Service.

4. Tables 47 and 104 are subject to normal FLIS Advance Change Notice procedures. Tables marked with a double asterisk (**) will be maintained by ACN notification 60-90 days before the effective date of change.

5. Table 121 contains FLIS edit criteria for Catalog Management Data (CMD) input.

## APPENDIX 1-5-C

## GUIDANCE FOR PREPARING DD FORMS 2021 AND 2021-1

1. **General.** S/As submitting requests to DLIS for systems modifications will use DD Form 2021. DLIS will document these requested systems changes in a word processing document.

2. S/As will use DD Form 2021, Part I to route requests for system changes to DLIS and will provide the following information on Part I of the form.

   a. Title: Enter a short and concise title describing the proposed change.

   b. Revision Number, if applicable.

   c. Control Number. A nine-position alphanumeric number will be assigned to each FLIS System Change Request (SCR) by the initiating activity. Initiating activities will maintain a control register to assure sequential assignment of control numbers. The control number is constructed as follows:

| XX | XXXXX | XX |
|----|-------|-----|
| Activity | Julian Date | Serial Number |

   a. Activity. A two-digit alpha code used to identify the initiating activity:

| Code | Activity |
|------|----------|
| CA | National Weather Service |
| DA | Army |
| DF | Air Force |
| DG | National Security Agency |
| DH | Defense Threat Reduction Agency |
| DM | Marine Corps |
| DN | Navy |
| DP | National Imagery and Mapping Agency |
| DS | Defense Logistics Agency (DLA-CAN/MM) |
| GE | Federal Aviation Administration |
| GP | Coast Guard |
| TG | General Services Administration |
| VA | Veterans Administration |

| Code | Activity |
|------|----------|
| ZA | Defense Logistics Agency Federal Catalog Program |
| ZC | Defense Logistics Agency Interchangeability and Substitutability Program |
| ZD | Defense Logistics Agency Item Management Coding/ Logistics Reassignments/Supply Support Requests Program |
| ZE | Defense Reutilization and Marketing Service (DRMS) |
| ZF | Defense Logistics Information Service (DLIS) |
| ZI | Defense Automatic Addressing System (DAAS) |
| ZJ | Defense Logistics Agency Demilitarization Program |
| ZZ | Other activities not assigned a Major Organizational Entity (MOE) Code or functional manager Z-code |

b. Julian Date. A five-digit numeric code representing the date of preparation of the SCR, constructed as follows:

First two positions will represent the last two digits of the year. Positions 3, 4, and 5 will represent the numeric day of the year. For example, 1 December 1999 would be represented by the code 99335.

c. Serial Number. Enter a consecutively assigned number, beginning with 01 for each change in Julian date.

3. Service/Agencies (S/As) will provide the following information on DD Form 2021 Part II:

a. Block 1. Background/Facts Bearing on the Proposal. This block should identify the references and the policy decisions that were the basis for defining the scope of the change. For instance, if the SCR is the result of a meeting or letter, or the result of a joint tasking, state which meeting, when, where, who the sponsor is, and the exact tasking. If the SCR is a result of a meeting or joint tasking, include a list of the attendees. References to internal correspondence and regulations will not be used. To facilitate understanding, specific paragraphic type references can be incorporated throughout the text of the proposed change (block 5). It should also identify whether the SCR has minor or major impact to Service/ Agency (S/A) support systems.

b. Block 2. Proposed Implementation Date. Enter the proposed implementation date, taking into consideration the coordination cycle for approval of the SCR and the time frames required for implementation.

c. Block 3. Priority. Enter the appropriate priority, as follows:

(1) Routine Minor. An SCR requiring at least 60 calendar days for S/A coordination and distribution of the system change by DLIS a minimum of 180 days prior to implementation. A routine minor SCR requires a minimum of 370 days from date of submission of the SCR to final implementation.

(2) Routine Major. An SCR requiring from 61-120 calendar days for S/A coordination and distribution of the system change by DLIS a minimum of 240 days prior to implementation. A routine major SCR requires a minimum of 430 days from date of submission of the SCR to final implementation.

(3) Expedite. An SCR requiring at most 60 calendar days for S/A coordination and distribution of the system change by DLIS a minimum of 90 days prior to implementation. An expedite SCR requires a minimum of 198 days from date of submission of the SCR to final implementation.

(4) Emergency. An SCR required to maintain the operational status of FLIS. ( See paragraph 1.5.3.a(5).)

d. Block 4. Justification. Provide detailed justification for assignment of an expedite or emergency priority.

e. Block 5. Recommended Description of Change. The following paragraphs indicate the level of detail to be provided:

(1) General Objectives. Establishes in narrative form a description of the overall system objectives to be accomplished by the system change for the function being served. Establishes what is to be done without stating specific criteria to be met in accomplishing the automatic data processing (ADP) needs of the function.

(2) Specific objectives should include, as a minimum, functional statements that delineate what shall be accomplished to ensure that the general objectives are met to the satisfaction of the functional manager. The following elements of detail will be included as specific functional requirements:

(a) Input. Cite who the data shall be received from and what elements of data shall be input to FLIS to satisfy the objective. When constrained by other functions or systems, the configuration of the data element may be identified (new Data record Numbers will be assigned after approval). When new Document Identifier Code input formats are proposed, they should be reflected as: establish DIC L-- (to be assigned), entitled ... , which will contain segment(s) ... . (New DIC and segment codes will be assigned after approval.) Volumes involved in changes should be projected by initiator when applicable.

(b) Edit/Validation. Cite the checks and balances for the function being performed. These shall consist of rules, tables, comparisons, relationships of input data elements and, in accordance with prescribed criteria, comparison or validation of data retained in the FLIS file.

(c) Data Retention Requirements. This paragraph should state the functional requirements to store (retain) data elements in the system. It should cite what data elements will be retained in the FLIS file, what conditions, if necessary, shall be met in terms of how long to retain the data, what data elements will be effective dated and futures filed, or other similar constraints necessary to retain the data and establish and protect its integrity while in the file.

(d) Output. Cite who the data shall be output to and what elements of data shall be output from FLIS to satisfy the objective. When constrained by other functions or systems, the configuration of the data element may be identified (new Data record Numbers will be assigned after approval). When new DIC output formats are proposed, they should be reflected as: establish DIC K-- (to be assigned), entitled ... , which will contain segment(s) ... . (New DIC and segment codes will be assigned after approval.) Volumes involved in changes should be projected by initiator when applicable.

(e) Publications. Cite the requirement for a new or revised publication, including frequency of publication, publication format, distribution, etc.

(f) Statistics. Cite the requirement for new or revised statistical information. Include source of data, what is to be counted, how it is to be counted, and how the data is to be displayed.

(g) Interrogate/Search/Data Retrieval/Passthrough. Cite the requirement to extract data from the FLIS data bases through interrogation, search, or mass data retrieval. Cite media mode when required.

f. Block 6. Cost Savings/Benefits. Include all attributable cost savings/benefits/return on investment that can be realized if SCR is implemented. Provide detailed information which indicates why this SCR provides a more efficient or responsive system. Indicate if savings and/or benefits are one-time or recurring. Intangible benefits may be included when appropriate, but they must be identified by type and/or kind (e.g., quicker response, easier to read, etc.). Include cost/impact for when disapproval would create an adverse impact.

g. Block 7. Project Officer. Enter the name, office symbol, and telephone number of the individual to be contacted if any questions arise concerning the SCR.

4. S/As can electronically transmit DD Form 2021 data (example email) as long as all of the required information is included.

# APPENDIX 1-5-D

## ACTIVITIES TO RECEIVE INFORMATION COPIES OF
## SCRs

Commander
U.S. Army Materiel Command
ATTN: AMCIO-T
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Commander
USAMC Logistics System Support Center
ATTN: AMSMI-LS-C (T)
1222 Spruce St
St. Louis, MO 63103-2824

Headquarters
HQMC (LPP-2)
2 Navy Annex
Washington, DC 20380-1775
DSN 226-1051/1052

Commander of DLA System Design Center
ATTN: DSDC-MMO
P.O. Box 1605
Columbus, OH 43216-5002

Defense Logistics Agency
DLA Federal Catalog Program Manager
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

Commanding Officer
Naval Inventory Control Point
Code 0424
P.O. Box 2020
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788

Commanding Officer
Naval Inventory Control Point
Code 0421
700 Robbins Avenue
Philadelphia, PA 19111-5098

Commander, DLA Systems Design Center
ATTN: DSDC-RDCO
P.O. Box 1605
Columbus, OH 43216-5002

Director
Strategic Systems Programs
ATTN: SP206
1931 Jefferson Davis Highway
Arlington, VA 22241-5362

Director Strategic Systems Programs
c/o Tracor Systems Engineering
ATTN: Code MSD
1601 Research Boulevard
Rockville, MD 20850-3173

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

Commander
Defense Supply Center Richmond
ATTN: DSCR-RPM
Ricmond, VA 23297-5000

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

Commander
Defense Supply Center Philadelphia
ATTN: DSCP-OSIS
2800 South 20th Street
Philadelphia, PA 19101-8419

Defense Threat Reduction Agency
ATTN: DTRA/CS
6801 Telegraph Road
Alexandria, VA 22310-3398

NASA Headquarters
Logistics Management Office
Code JLG
Washington, DC 20546-0001

Commander
HQ Air Force Materiel Command
ATTN: LGIM
Wright-Patterson Air Force Base, OH
    45433-5006

USCG Engineering Logistics Center (028)
Mail Stop 25
2401 Hawkins Point Road
Baltimore, MD 21226-5000

Commanding Officer
U.S. Coast Guard Aircraft Repair and
    Supply Center
ATTN: ARSCDM
Elizabeth City, NC 27909-5001

Mike Monroney Aeronautical Center
ATTN: AAC-400
P.O. Box 25082
Oklahoma City, OK 73125-0082

Commanding Officer
Navy Fleet Material Spt Ofc
ATTN: FMSO 9612
5450 Carlisle Pike
P. O. Box 2010
Mechanicsburg, PA 17055-0787

DLA Systems Design Center
DAASC/DSDC-S
Area C, Building 207
5250 Pearson Road
Wright-Patterson Air Force Base, OH
    45433-5328

DLA Medical Logistics Standard Support
    AIS Program Office
5109 Leesburg Pike
Skyline 6 Suite 502
Falls Church, VA 22041

## APPENDIX 1-5-E

## FLIS FUNCTIONAL MANAGERS

| FUNCTION | FUNCTIONAL MANAGER | ADDRESS |
|---|---|---|
| Federal Logistics Information System | Assistant Executive Director Engineering, Quality and Standardization | Director Defense Logistics Agency Enterprise Business Systems 8725 John J. Kingman Rd Fort Belvoir, VA 22060-6221 |
| Item Management Coding and Logistics Reassignments | Assistant Executive Director, Migration Programs, CIT Team | Director Defense Logistics Agency ATTN: IMM Program Manager 8725 John J. Kingman Rd Fort Belvoir, VA 22060-6221 |
| DoD DEMIL | Assistant Executive Director, Disposal Program | Director Defense Logistics Agency ATTN: DEMIL Program Manager 8725 John J. Kingman Rd Fort Belvoir, VA 22060-6221 |
| Source of Supply (SoS) | Executive Director, Defense Automatic Addressing System Center | Defense Automatic Addressing System Center 1080 Franklin St. Dayton, OH 45444-5320 |
| DoD Interchangeability and Substitutability (I&S) Family Data | Assistant Executive Director, Engineering Quality and Standardization | Director Defense Logistics Agency ATTN: I&S Program Manager 8725 John J. Kingman Rd Fort Belvoir, VA 22060-6221 |

| FUNCTION | FUNCTIONAL MANAGER | ADDRESS |
|---|---|---|
| Personal Property Reutilization | Assistant Executive Director, Logistics Systems Development, Supply Service Center and Federal Systems Team | Director<br>Defense Logistics Agency<br>ATTN: Personal Property<br>   Reutilization Program<br>   Manager<br>8725 John J. Kingman Rd<br>Fort Belvoir, VA<br>   22060-6221 |
| Freight Classification and Handling | Chief, Tender and Classification Branch, Negotiations Division, Directorate of Inland Traffic, Military Traffic Management Command | Commander<br>Military Traffic Management<br>   Command<br>ATTN: Freight Program<br>   Manager<br>8725 John J. Kingman Rd<br>Fort Belvoir, VA<br>   22060-6221 |
| Packaging | Assistant Executive Director, Policy Systems and Engineering, Logistics Policy (logistics Management), Distribution Management Team | Director<br>Defense Logistics Agency<br>ATTN: Packaging Program<br>   Manager<br>8725 John J. Kingman Rd<br>Fort Belvoir, VA<br>   22060-6221 |
| MEDALS | Chief, On-Line Logistics Systems Management Division, Directorate of Logistics Information Distribution | Commander<br>Defense Logistics Information<br>   Service<br>ATTN: DLIS-V<br>74 Washington Ave N<br>Battle Creek, MI<br>   49017-3084 |

# APPENDIX 1-5-F

## QUARTERLY CHANGE PUBLICATION SCHEDULES

| INPUT PERIOD COVERED TO | INPUT DEADLINE DLIS-S/V* | INPUT DEADLINE TO DLIS-VPH | DISTRIBU-TION DATE | IN USERS HANDS |
|---|---|---|---|---|
| 15 Dec-15 Mar | 1 Apr | 15 Apr | 15 Jun | 1 Jul |
| 15 Mar-15 Jun | 1 Jul | 15 Jul | 15 Sep | 1 Oct |
| 15 Jun-15 Sep | 1 Oct | 15 Oct | 15 Dec | 1 Jan |
| 15 Sep-15 Dec | 1 Jan | 15 Jan | 15 Mar | 1 Apr |

* For Service/Agency-controlled table changes discussed in paragraph 1.5.2.f. Allows two weeks processing time between DLIS-V/S and procedures manual control office (DLIS-VPH). Changes other than Scheduled Releases may be effective upon receipt or reflect another specified date.

NOTES:

1. When qualifying changes with a specific date of implementation cannot reach users 30 days in advance of the effective date through quarterly distribution, the FLIS Advance Change Notice (ACN) publication system will be used.

2. Schedules are applicable under normal conditions, but must remain flexible. There are circumstances, such as large volumes of changes, effective dates, and/or SCR implementation schedules which may cause procedure changes to be processed more or less frequently.

3. When dates fall on weekends, the next scheduled workday will apply.

# CHAPTER 6
# REIMBURSEMENT PROCEDURES

## 1.6.1 Policy

Reimbursement for stated services is a goal of the Defense Logistics Agency (DLA) and the Defense Logistics Information Service (DLIS). Not all services will be reimbursable. An example is the management and execution of the Federal Catalog System (FCS) that in turn assures an accurate and complete Federal Logistics Informaiton System (FLIS).

## 1.6.2 Services

Types of services included within the reimbursable policy:

   a. Reimbursement for cataloging services furnished to the North Atlantic Treaty Organization (NATO) and other countries by DLIS will be based on reciprocal agreements, and Foreign Military Sales (FMS) cases, as appropriate.

   b. Reimbursement for the distribution of logistics information services furnished to the Department of Defense (DoD), Federal, Civil and State Agencies, and DLA by DLIS will be based on the use of a subscription policy. This subscription policy applies to CD-ROM and hardcopy products.

   c. Services provided to non-Governmental agencies (private industry) that are not a part of a Government contractual agreement shall be fully reimbursable, to include user's charges unless furnishing of such services is of a benefit to the Government.

# CHAPTER 7

# CUSTOMER CONTACT CENTER

### 1.7.1 General

An office has been designated as the focal point for questions pertaining to the FLIS. It is for use when the individual has no previously established contact within the system. This office will either answer the caller's question or determine who should provide the specific information. If referral is necessary, it will furnish office, phone number and, when possible, an individual name for direct contact.

### 1.7.2 Procedure for Inquiries

Inquiries to the Customer Contact Center will be through the following number: 888-DLA-9333, FAX number: 269–961–5305, email address: dlis-support@dlis.dla.mil, or mail address: Customer Contact Center, Defense Logistics Informaiton Service, 74 North Washington Avenue, N Ste 7, Battle Creek, MI 49017-3084. The Customer Contact Center will be staffed 24-hour 7-day operations.

### 1.7.3 Limitations

This office is to provide information for those having no contacts established at the Defense Logistics Information Service. It is not to replace existing problem reporting procedures or established contacts for specific problems; e.g., Organizational Entity (OE) codes, Federal Item Identification Guide (FIIG) edits, Catalog Management Data (CMD), etc.

# CHAPTER 8

# INTERFACE TEST CAPABILITY

## 1.8.1 Purpose and Scope

The Defense Logistics Information Service (DLIS) provides a service that allows all FLIS users to test their interface with FLIS. It provides the capability for users to test FLIS System Change Requests (SCRs) or to test their own SCRs as they interface with FLIS.

## 1.8.2 Concepts and Principles

The following concepts and principles apply to the interface test capability:

   a. A Standard Test Data Base (STDB) will be maintained at DLIS containing in excess of 12,000 NIINs. Production programs and support files will be used to maintain the integrity of the data on file.

   b. Whenever SCRs are written for special projects to be conducted by DLIS to change the FLIS data base, to change output to the S/As, or to eliminate obsolete file data/file conditions, the SCR will require the same action to be taken against the STDB. SCRs originated by the S/As should include the same requirement. Such projects include, but are not limited to the following:

      (1) Internal DLIS changes to the file structure, for optimization purposes and which do not alter data output to participating activities.

      (2) Clean-up projects performed on the FLIS data base for a specific S/A or the entire file, which if not performed would lock out future changes or cause rejects or system errors during processing of test transactions, will also be performed against the STDB.

      (3) Special projects which only identify erroneous conditions on the FLIS data base and forward them to the proper activities for corrective action with errors output to the affected participants.

   c. Interface testing will be conducted in accordance with approved interface test plans when such plans are required for specific FLIS or other system changes. Testing by DLIS, other than that required by an approved interface test plan, will be conducted only upon mutual agreement between DLIS and the activity(ies) requiring the test. Agreements will be based on available resources at DLIS and priority assigned according to the project to be tested.

## 1.8.3 Requirements for Interface Testing

   a. Requirements for interface testing should be established at the time requirements are determined for a new or revised system, subsystem, or application. The SCR, or other requirements document, should contain a statement to the effect that either interface test-

ing is required or interface testing is not required. Immediately, upon approval of the SCR, or other requirements document, action should be initiated to start the procedure to request an interface test if it is required. This will allow DLIS, and other participants, to schedule resources for the test for the required timeframe.

   b. If an interface test is required to resolve an immediate problem, actions should be initiated immediately to request a mini interface test.

   c. The S/A requiring an interface test is responsible for developing the Interface Test Plan. The test plan must be coordinated with DLIS-TA to ensure adequate time and resources are available to support the test.

   d. The S/A is responsible for submitting the test data to DLIS-TA.

   e. DLIS-TA will process all test data and provide output to the S/A in the required format.

### 1.8.4 Procedures for Requesting a Copy of the Standard Test Data Base or Interface Test

When a S/A wishes to acquire a copy of the STDB or request an Interface Test, a request may be made via telephone to the DLIS-TA Division Chief, DSN 932-4085, email DLIS-TA testing@dlis.dla.mil or letter to DLIS, ATTN: DLIS-TA Division Chief, 74 N. Washington Ave., Battle Creek, MI 49017.