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**Material Management**

**CATALOGING AND STANDARDIZATION**

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This manual outlines the policies, procedures, and organizational roles and responsibilities pertinent to accomplishing materiel identification and standardization programs and projects. It applies to HQ Air Force Materiel Command (AFMC), Defense Logistics Agency (DLA) cataloging activity, DLIS-KF, Air Force cataloging agent; the Air Logistics Centers (ALCs); all Contractor Inventory Control Points (ICPs); and those Air Force logistics organizations whose missions require cataloging and standardization functions. This publication does not apply to Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. See Attachment 1 for glossary of references and supporting information.

**SUMMARY OF CHANGES**

Updated office symbols, websites, and publication references throughout the manual. Clarified cataloging processes in paragraph 1.2.1. Defined DLIS responsibility in paragraph 1.2.2.9. Removed “issue” from paragraph 6.2.5 and further defined responsibilities in paragraph 6.4. Changed Figure 7.1. to allow bases to use reason code “9” for ERRC challenges. Added the requirement for the ALC/AFGLSC to support the AF Medical Operations Agency (AFMOA) when Base AF Forms 86 are received in paragraphs 7.3.4. to 7.3.4.4. Added paragraph 7.6.15.

through 7.6.15.2. to add ES responsibility to review and support technical decisions. Changed paragraphs 7.7.3.1.2.1. through 7.7.3.1.2.1.2. to clarify Requests for Cataloging Data/Action when another S/A is responsible for the action. Changed paragraph 7.7.3.1.2.2. to mandate completion of JLC Form 17 for nonconsumable items. Added IM responsibility to ensure provisioned items are coded and reviewed for shelf-life considerations and that the engineer/ES perform a criticality determination for each new item in paragraphs 8.3.1.3. and 8.3.1.4. Changed/added paragraph 8.4.5. through 8.4.5.2. to modify local reassignment procedures. Added paragraphs 8.5.1. through 8.5.1.2. for FSGs 83 and 84, and for FSCs 9420 or 9430. Added time limits in paragraph 9.3.1.5. Added paragraph 9.3.1.6. in case a systemic error occurs. Added requirement to change AAC to “V” prior to AAC “Y” in paragraph 9.3.2.3. Changed paragraph 9.3.3.1. to include procedures for transactions that the D143C does not allow. Added paragraphs 9.3.5. and 9.3.6 to allow batch requests of 25 NSNs or more. Added paragraph 9.5 for DEMIL challenges and 9.6 for misrouted DLA Form 339. Added the use of ERRC “C” to paragraph 9.8.1.1. Eliminated extraneous information from paragraph 10.2.1. Added NWRM procedures in paragraph 10.4. Added the requirement for CIIC “O” in Table 11.2. Added paragraph 13.4. for PSLC for other S/A managed items. Changed procedures for Hazardous Materials Identification in Chapter 16. Added paragraph 18.2.4. to address CSWS items identified during provisioning. Added Moving Average Cost (MAC) data under IMCS data in paragraph 23.1.15. Revised Chapter 27 to reflect new GIRDER process in DLIS. Transferred information in Table 30.2. and in paragraph 36.2. to new Attachment 1, Glossary of References and Supportive Information. Added paragraph 36.5 to include ES’s responsibilities.

**PART 1**

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## Chapter 1

### CATALOGING AND STANDARDIZATION MISSIONS

**1.1. Missions.** The cataloging and standardization missions are essential elements of the overall Air Force (AF) logistics system. While satisfying AF requirements, these missions are conducted in compliance with various Congressional mandates and Department of Defense (DOD) manuals, e.g., the *Federal Logistics Information System (FLIS) Procedures Manual*, DOD 4100.39-M; the *Defense Standardization Program Policies and Procedures Manual*, DOD 4120.24-M; the *Defense Integrated Materiel Management Manual for Consumable Items*, DOD 4140.26-M, and DOD 4140.1-R *DOD Supply Chain Materiel Management Regulation*, aimed at providing for and operating an efficient military supply system.

**1.2. Cataloging.** AF cataloging operations are conducted within the framework of the Federal Catalog Program (FCP). Under this program AF, together with the other military services and civilian agencies of the United States (US) Government, is required to maintain and use a single uniform cataloging system. For the DOD, the Defense Logistics Agency (DLA) is the administrator of the FCP and ensures required participation. The Defense Logistics Information Service (DLIS) is the central operating point for the FCP. DLIS is responsible for releasing FCP publications and for the processing of item identifications with the related management data. This includes assignment of all National Stock Numbers (NSNs) and maintenance of a complete central cataloging file (data bank). This file is identified as part of the Federal Logistics Information System or the FLIS database, which is resident at the Defense Supply Center (DSCC) in Columbus, OH. The computerized Federal Catalog System (FCS) is referred to as "FLIS," and includes item identification and supply information on items repetitively procured by the Federal Government. DLIS-K is the cataloging agent for the AF and is located in Battle Creek MI.

1.2.1. Cataloging Processes. Cataloging of new items and maintenance transactions undertaken by Services and Agencies (S/A) result in the comprehensive logistics data Total Item Record (TIR) required to identify, requisition, ship, store, dispose, or make other logistics decisions related to an item of supply during its lifecycle. This document represents internal AF processes that prepare an item for maintenance or initial cataloging. The transactional processes listed below were transferred to DLA. While DLA is responsible for these processes, the AF is responsible for the technical accuracy of the assignment and to challenge erroneously coded or items named incorrectly.

1.2.2. The Air Logistics Centers (ALC), the Air Force Nuclear Weapons Center (AFNWC), and the Air Force Global Logistics Support Center (AFGLSC) are responsible for the following cataloging processes:

1.2.2.1. Item Entry Control (IEC). Item entry control is a process where the cataloging agent examines potential items for inclusion in the FCP. A determination is made by screening the part number (PN) of the candidate item with existing items to see if a previously existing item can be used in its place. The previously existing item will be coordinated with the AF Equipment Specialist (ES) for acceptance.

1.2.2.2. Technical Data Validation. The process by which the quality of the available technical data is confirmed for purposes of Item Name assignment, Federal Supply

Classification (FSC) determination, Item Entry Control (IEC), special characteristics, and the item identification (II).

1.2.2.3. Provisioning Screening Review and Support. Those actions taken to facilitate the best selection, procurement, and cataloging of items of supply required to sustain weapons systems and other government requirements (e.g., technical data validation, data calls, provisioning, guidance conferences, Logistics Support Analysis conferences, etc.).

1.2.2.4. Data Entry and Maintenance Transactions. Those actions necessary to ensure complete, accurate and current logistics data records (excluding item characteristics data) for an item of supply. Cataloging changes may be required because of an item manager (IM) or equipment specialist decision/need to establish interchangeability and substitutability (I&S) relationships, Item Reduction Study (IRS) decisions, major item maintenance, Service catalog management data (CMD) updates, logistics reassignments, Base Realignment and Closure Commission (BRAC) actions, Defense Inactive Item Program (DIIP), see DOD 4140.32-M at <http://www.dtic.mil/whs/directives/corres/pdf/414032m.pdf>; or disposal actions.

1.2.2.5. Cataloging Tools. The process of initiating and enhancing documents and procedures required to research, record, and organize logistics information.

1.2.2.6. Item Management Coding (IMC). The process of determining whether items of supply qualify for management by the military Services, rather than by DLA or General Services Administration (GSA), according to DOD 4140.26-M, *Defense Integrated Material Management Manual for Consumable Items* at <http://www.dtic.mil/whs/directives/corres/html/414026m.htm>.

1.2.2.7. Supply Support Request (SSR) processing. A request by a S/A making them a user of a consumable/field repairable item managed by another S/A. These actions are outlined in the AFMAN 23-110, *USAF Base Supply Manual*, at <http://www.e-publishing.af.mil/shared/media/epubs/afman23-110.pdf>.

1.2.2.8. Data Dissemination. Various products and events provide logistics information to customers at every level of the supply system.

1.2.2.9. Item Name Assignment. Designation of a noun or noun phrase to an item of supply that answers the question “what is it?” Based upon subsequently available technical data and ongoing tool development, an item name may be refined after stock list action. DLIS is ultimately responsible for ensuring the FSC and item name is assigned in accordance with DOD 4100.39-M, Volume 3.

**1.3. Standardization.** AF standardization operations are conducted primarily within the framework of the Defense Standardization Program (DSP) and in accordance with DOD 4120.24-M, *DOD Defense Standardization Program Policies and Procedures Manual*. The main objectives are to achieve and maintain the highest practicable degree of standardization for items, materiel, practices, procedures, and terminology by preparing standardization documents. In addition to participating in the DSP, the AF standardization mission entails the conduct of, and participation in, various other related programs and projects, including International Standardization Programs, Non-Government Standards (NGS) Bodies, Parts Control Programs, and Overpricing Programs.

## Chapter 2

### RESPONSIBILITIES

**2.1. General.** All AF activities and their personnel, including contracted agents/entities, are responsible for ensuring that:

2.1.1. The policies and procedures outlined herein are implemented and enforced.

2.1.2. Data in the Item Management Control System (IMCS) and FLIS is current, accurate, and complete. Authorized official AF CMD resides in IMCS. Other AF systems may hold or display such data, but those systems are not recognized as the legitimate, authoritative source for AF CMD.

2.1.3. The IMCS (e.g., D043, D043A, D043B, and D143C) is the only officially sanctioned source of entry and storage for AF cataloging and certain other logistics management information. The IMCS records logistics data in the FLIS.

**2.2. Specific Areas of Responsibility.**

2.2.1. The AFGLSC's 401 SCMS will manage AF requirements pertaining to FCS publications and will assign a Federal Cataloging Committee (FCC) member to represent the AFGLSC.

2.2.2. Headquarters (HQ) United States Air Force (USAF)/A4L Supply Division serves as the Air Staff channel for the FCP as well as I&S issues when there is interaction between HQ AFMC and the Secretary of the AF or Secretary of Defense offices.

2.2.3. HQ AFMC/A4R will develop policies for the IMCS and standardization mission; whereas, the AFGLSC will implement the policy and provide staff direction and control.

2.2.4. HQ AFMC/A6 and 754<sup>th</sup> Electronics Logistics Systems Group (ELSG) will develop and maintain data automation and telecommunication support for AF participation in, interface with, and supplementation of the FCP and standardization programs.

2.2.5. The Program Offices, which acquire and modify systems, will provide the oversight for contractors performing materiel management responsibilities to ensure the Federal Catalog Program actions are accomplished and the contractor is in compliance with Public Law (PL) 436, Title 10, United States Code, and Section 487, Title 40, United States Code.

**2.3. Cataloging and Standardization Maintenance Transactions.** The cataloging agents in DLIS-K, the DLA activity contracted to perform AF cataloging and standardization transactions are located in Battle Creek, MI. Other mission-unique AF activities perform cataloging and standardization functions and submit transactions as outlined in [Chapter 10](#).

**2.4. ALC/AFGLSC/Contractor ICP Responsibilities.** The ALC, AFGLSC item management/system management organizations, and contractor ICPs are responsible for performing logistics support services and item management functions for specific items, FSCs, subsystems, equipment, assemblies, and components as assigned by HQ AFMC. Responsibilities require that the ALC/AFGLSC/Contractor ICPs provide current focal points and phone numbers for the IMCS.

## PART 2

### FEDERAL CATALOGING PROGRAM (FCP)

#### Chapter 3

#### BASIC PRINCIPLES, METHODS, AND TOOLS

**3.1. Introduction.** The FCP was established in 1952 by Public Law 82-436 (Title 10, US Code, Chapter 145) to provide complete, accurate, and current item of supply information to support DOD operational readiness. This chapter provides information on the applicable FCP principles and concepts, the data system that supports the FCP, and the availability of FCP information.

3.1.1. The FCP:

- 3.1.1.1. Provides a uniform system of II.
- 3.1.1.2. Improves the operational effectiveness of DOD components.
- 3.1.1.3. Provides a means for monitoring the minimum number of items essential to support military operations.
- 3.1.1.4. Assembles and maintains a central catalog file.
- 3.1.1.5. Prevents duplication of items of supply.
- 3.1.1.6. Supports standardization.
- 3.1.1.7. Records I&S decisions.
- 3.1.1.8. Furnishes supply catalog publications to logistics users.
- 3.1.1.9. Promotes optimum interchange of FCP data.
- 3.1.1.10. Assists in assuring the highest practical level of systems capability, interface, and integration.

3.1.2. The FCP expanded, from the basic function of establishing II, to include other logistics data that supports the disciplines of supply chain management, FSC, and DOD logistics management. The AF is a full participant in the FCP and subscribes to its principles and concepts.

#### 3.2. Basic Principles.

3.2.1. Item Identifications (II). Under the FCP, the concept of each item of supply is described by an II. The II is made up of data sufficient to establish the essential characteristics of the item, which gives it its unique character, makes it what it is, and differentiates it from every other item of supply used by the Federal Government.

3.2.2. Principles of Item Identification. Each II is applicable to one, and only one, item of supply. Each item of supply is applicable to one, and only one, II.

3.2.3. Item of Production and Item of Supply. An item of production consists of one or more pieces or objects produced by a manufacturer, which must conform to the same engineering drawing or specification. The item of production is assigned a PN by the manufacturer and is sold by the manufacturer. On the other hand, the item of supply is purchased by the

government, cataloged by the government, assigned an NSN by the government and supplied to government users. An item of supply may be:

3.2.3.1. A single item of production.

3.2.3.2. Two or more items of production that are identical in terms of form, fit, and function.

3.2.3.3. A more precise quality-controlled item than a normal item of production.

3.2.3.4. A modification of a normal item of production.

3.2.4. The FCP is based upon an item of supply concept, which is government controlled as opposed to an item of production concept, which is manufacturer controlled.

**3.3. Federal Supply Classification (FSC) System.** The FSC System is sufficiently comprehensive in scope to permit the classification of all items of personal property. In order to accomplish this, groups and classes have been established for the universe of commodities, with emphasis on the items known to be in the supply system of the federal government. This classification system, with its present structure of groups and classes, represents those groupings and relationships that are based on current, as well as anticipated future, management needs. The FSC structure of groups and classes is defined in the Cataloging Handbook H2-1, *Federal Supply Classification, Groups and Classes*, and H6, *Federal Item Name Directory*. The H6 includes Approved Item Names (AIN), colloquial names, FSCs, Condition Codes, Federal Item Identification Guides (FIIGs), and definitions.

### **3.4. Procedures.**

3.4.1. The AFGLSC's 401 SCMS is the OPR for processing and reviewing all AF initiated DD Forms 180, *Item Name Collaboration Action Request*, and other military S/A initiated DD Forms 180 received from the DLIS for coordination.

3.4.2. Initiating activities will submit a letter requesting the establishment or revision of cataloging tools to the AFGLSC's 401 SCMS. Supporting data, such as drawings, specifications, manufacturer's catalogs, etc., will be attached to the letter to assist in the revision or development of the cataloging tools. The letter will specify whether the request is required for identifying new items of supply or for the revision of existing IIs and provide justification for the proposal.

3.4.2.1. If applicable, the DD Forms 180 will be forwarded to the appropriate AF center for their review and input.

3.4.2.2. Comments and recommendations received from the ALC/AFGLSC will be consolidated by the AFGLSC's OPR in the 401 SCMS and forwarded to DLIS.

3.4.3. The AFGLSC's 401 SCMS functional OPRs will review each request for new or revised cataloging tools, forward copies of the proposed cataloging tools to DLIS, or return them to the initiating activity with full justification and what action to take in identifying the item of supply involved.

### **3.5. Federal Item Identification Guides (FIIG) Program.**

3.5.1. Objectives: To establish guidelines for use in developing a single identification record, in a machine-readable format, for multiple logistics purposes and to provide a means for instant retrieval of the data.

3.5.2. Responsibilities:

3.5.2.1. The AFGLSC's 401 SCMS will:

3.5.2.1.1. Provide input to HQ AFMC/A4R on policy/procedural guidance for overall program implementation and control within the AF.

3.5.2.1.2. Serve as the USAF monitor for resolution of problems relative to Item Name assignment, FSC assignment and the FIIG program in conjunction with other S/A HQ elements.

3.5.2.1.3. Serve as the USAF POC for System Change Requests received from the DLIS in support of the FLIS.

3.5.3. Procedures: DOD 4100.39-M, Volume 3 *Development and Maintenance of Item Logistics Data Tools*, and Volume 4 *Item Identification*, prescribe specific detailed procedures for implementing the FIIG program. DOD and AF manuals and instructions are supplemented by detailed operating instructions at each ALC, and the cataloging agent for the AF depending upon individual requirements.

### **3.6. Special Rules Applicable to the Compilation and Publication of the Subsistence Electronic Catalogs (Foodnet (C8900-SL), NAPA, SPVIA, LSN, and Market Ready Catalogs.**

3.6.1. The Commander, Defense Personnel Support Center (DPSC), is responsible for the compilation, maintenance, and printing of this publication and bulk distribution to the military services.

3.6.2. AF Clothing and Textile Office (AFC&TO/DSCP-QPAC) is responsible for AF additions, deletions, and changes to this publication.

## Chapter 4

### FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROBLEM REPORTING AND SYSTEM CHANGE REQUESTS (SCR)

**4.1. Purpose.** This chapter provides the procedures to report and submit FLIS Problem Reports and SCRs for all AF activities. Only one responsible AF contact point is recognized by the DLA and DLIS. All FLIS Problem Reports and SCRs must be submitted through the AF designated contact point.

**4.2. SCR Reference:** DOD 4100.39-M, Volume 1, Chapter 5, *FLIS Change Procedures* at [http://www.dlis.dla.mil/flis\\_procedures.asp](http://www.dlis.dla.mil/flis_procedures.asp).

**4.3. Contact Points.** All AF submittals (e.g., DD Form 2029, *Defense Integrated Data System (DIDS) Problem Report* and DD Form 2021 and DD Form 2021-1, *DIDS Change Requests*) must be made through a local activity focal point prior to submission to the AF FLIS contact point. **Note:** Referenced DD Forms 2029, 2021, and 2021-1 are electronic forms.

4.3.1. The designated AF FLIS contact point: AFGLSC's 401 SCMS.

4.3.2. Each of the following activities must appoint a local FLIS focal point:

4.3.2.1. Air Force and DeCA Integrated Customer Team, DSCP/QPAC.

4.3.2.2. Cryptologic Systems Group (CPSG/LGLP).

4.3.2.3. AF Civil Engineering Support Agency (AFCESA/CEO).

4.3.2.4. AF Medical Operations Agency, Medical Logistics Division (AFMOA/SGAL).

4.3.2.5. AF Pentagon (USAF/A4L).

4.3.2.6. Brooks AFB (USAFSAM/OEMB).

4.3.2.7. Maxwell AFB, Gunter Annex (754<sup>th</sup> ELSG).

4.3.2.8. Each AFGLSC location:

4.3.2.8.1. 418 SCMS at Ogden AFB, UT (OO-ALC).

4.3.2.8.2. 420 SCMS at Tinker AFB, OK (OC-ALC).

4.3.2.8.3. 406 SCMS at Warner Robins AFB, GA (WR-ALC).

4.3.2.8.4. Each Contractor Supported Weapon System (CSWS) OPR

4.3.2.9. All other activities will submit through the office responsible for cataloging and standardization functions.

4.3.3. HQ AFMC or other MAJOMs may have a need to submit problem reports or SCRs. These activities may submit their requirements directly to the AFGLSC's 401 SCMS.

#### 4.4. Submittal of FLIS Problem Reports.

4.4.1. Upon identification of a problem or a potential for one, and prior to submission to the AF FLIS contact point, the reporting activity will perform thorough research and analysis to try to resolve the problem at the local level.

4.4.2. If, after all areas of research have been exhausted and the problem still exists, the AF activity will report the problem to the AFGLSC's 401 SCMS. The AFGLSC's 401 SCMS focal point will document the problem and forward to DLIS.

4.4.3. The following data is required for the FLIS Problem Report:

4.4.3.1. Transaction Document Control Numbers, as applicable.

4.4.3.2. NSNs, NIINs, permanent system control numbers (PSCN), or system control numbers (SCN), as applicable.

4.4.3.3. Input or output DICs, as applicable.

4.4.3.4. Date transactions transmitted to (from) the cataloging agent for the AF.

4.4.3.5. Problem Description. Describe, in detail, all information relating to the problem. Supplement with any internal research data or recommendations. Include examples of input and output transactions when available.

4.4.4. The AFGLSC's 401 SCMS will provide the initiator with periodic status reports and notification of problem resolution.

#### **4.5. SCR Procedures.**

4.5.1. AF Initiated SCRs:

4.5.1.1. Proposed changes to FLIS must be submitted through your local activity focal point to the AFGLSC's 401 SCMS by letter, E-mail or telephone and should include:

4.5.1.1.1. Brief description of the requirements or problem;

4.5.1.1.2. Impact and urgency;

4.5.1.1.3. Recommended change;

4.5.1.1.4. General and specific objectives the change should meet;

4.5.1.1.5. Scope of interest to other customers;

4.5.1.1.6. Anticipated benefits--both tangible (dollar savings) and intangible (improved support);

4.5.1.1.7. Focal point, initiator, or person having technical background to answer questions and be able to recommend a solution; and

4.5.1.1.8. Initiators must follow-up telephone requests with written documentation.

4.5.1.2. Local activity focal point will:

4.5.1.2.1. Screen proposed SCRs.

4.5.1.2.2. Forward valid proposals to the AFGLSC 401 SCMS.

4.5.1.3. The AFGLSC's 401 SCMS will:

4.5.1.3.1. Assign an AF control number.

4.5.1.3.2. Coordinate with other AF activities affected by the proposal.

- 4.5.1.3.3. Develop an AF position and approve or disapprove further SCR processing.
  - 4.5.1.3.4. Return disapproved SCRs to initiator with justification.
  - 4.5.1.3.5. Forward approved SCRs to other S/A for coordination.
  - 4.5.1.3.6. Forward approved SCRs to DLIS-S for further processing.
  - 4.5.1.3.7. Provide guidance when the SCR affects current policy or establishes new policy.
- 4.5.2. Other S/A initiated SCRs:
- 4.5.2.1. The AFGLSC's 401 SCMS will:
    - 4.5.2.1.1. Receive SCRs for review.
    - 4.5.2.1.2. Request comments, cost, and benefit data from the local activity focal points, other interested AF activities, and AF Data Systems OPRs whose systems may be affected by the change.
    - 4.5.2.1.3. Develop an AF position, resolving any conflicts.
    - 4.5.2.1.4. Forward DD Form 2021 and DD Form 2021-1 to DLIS stating the AF position.
    - 4.5.2.1.5. Notify focal points and data system OPRs of scheduled implementation dates when SCR is approved for implementation (see [Table 4.1](#)).
  - 4.5.2.2. Local activity focal point and data systems OPR will review the SCR and provide comments and cost benefit data to the FLIS monitor by the requested suspense date. Suspense dates will vary. Allow a minimum of 30 days for routine processing. Emergency and expedite processing will be E-mailed when possible. If a response is not received by the suspense date, the FLIS contact point will assume no interest and no further notification will be sent to that activity.

**Table 4.1. System Change Request Processing Timeframes.**

<b><u>SCR Priority</u></b>	<b><u>Minimum Number of Days to Implement</u></b>
Emergency	No minimum, 30 days maximum
Expedite	198 days
Routine	*475-575 days

**\*Note:** SCRs affecting only one S /A can often be implemented within a year. Controversial SCRs may take several years to implement.

**PART 3**  
**PREPARATION AND PROCESSING OF ITEM IDENTIFICATIONS (IIS) AND**  
**RELATED DATA**

**Chapter 5**

**PREPARATION OF FEDERAL CATALOGING SUBMITTALS**

**5.1. General.** Cataloging actions are processed by the Federal FLIS as a result of inputs prepared via the D143C or special project and released by the AF cataloging agent, Contractor ICP's, or AFMC data systems. The DOD 4100.39-M, *FLIS Procedures Manual*, contains specific formats for each input transaction. FCP transactions fall into two categories:

5.1.1. Requests to FLIS for NSN assignment on new items of supply entering the inventory.

5.1.2. Revisions to update data elements and item identifications within FLIS for existing NSNs.

**5.2. Guidelines for Preparing and Submitting Item Identifications (II) and Revisions.**

5.2.1. The procedures outlined in DOD 4100.39-M, *FLIS Procedures Manual* are used for preparing all new item entries, revisions, and Item Identification Improvements (III), a revision to upgrade management data and characteristics information.

5.2.2. All weapon system and technology group related items will be identified with a Materiel Management Aggregation Code (MMAC); a two-position alphabetic code (AA to ZZ) authorized to identify specific systems, programs, aggregations of equipment, or an activity providing engineering support authority (ESA). See <https://d086.wpafb.af.mil/> for more information.

5.2.3. Forward requests for suggested changes to DOD 4100.39-M, special processing of data, and other actions not covered by existing procedures to the AFGLSC's 401 SCMS. Forward requests for revisions to, or establishment of, a new FIIG, a change in FSC, reference drawing groups, and item names to the AFGLSC. (See also **Chapter 3** of this manual.)

**5.3. Forms.** The following forms apply to various cataloging actions by AF activities:

5.3.1. AF Forms 86, *Requests for Cataloging Data/Action*. A hard copy form is used, for a small number of AF cataloging requests, when the requested cataloging actions cannot yet adequately be identified by submission of a request using the D143C System. While hard copy AF Forms 86 are allowed, they are highly discouraged because after they are input into the D143C system, the initiator will not get system generated notifications of status (i.e. concurrence, non-concurrence, etc.). The preferred electronic method of submitting AF Forms 86 into the D143C System will provide automated status of the request to the initiator. Special projects may be initiated for mass changes by contacting the AFGLSC's 401 SCMS through your local cataloging focal point.

5.3.2. DD Form 1685, *Data Exchange and/or Proposed Revision of Catalog Data*. This form provides a mechanism for requesting cataloging actions between all S/As. S/A's cataloging agent may use this form to initiate a NSN item identification or CMD data review of an item managed by another S/A. This form is not used by, or to collaborate between the

ALCs, Contractor ICPs, or any forward Operating Location (OL) within the AF which is detached from the submitter geographically.

#### **5.4. Preparation of Cataloging Actions for Transmittal to the FLIS.**

5.4.1. Federal cataloging submittals are prepared by the responsible cataloging activities, as applicable, based on DOD 4100.39-M, FLIS Procedures Manual requirements. D143C is programmed to format submittals in the manner prescribed by the FLIS manual.

5.4.2. Transactions may be input to FLIS by the AF's Cataloging Agent through the D143C on-line process.

**5.5. Obtaining Commercial and Government Entity (CAGE) Codes.** Parts 204, 212, and 252 of the *Defense Federal Acquisition Regulation Supplement (DFARS)* have been amended to require contractor registration in the DOD Central Contractor Registration (CCR) database prior to award of any contract, basic agreement, blanket ordering agreement or blanket purchasing agreement. Just having a CAGE Code alone no longer suffices to qualify a contractor to do business with DOD.

**5.6. Request for Special Processing of Federal Cataloging Submittals.** In the event a significant volume of similar cataloging actions are required, the nature of which warrants control, group identification, or both, a request submitted to the attention of the AFGLSC's 401 SCMS special projects monitor will ensure efficient, timely processing of those cataloging actions through the D143C data system.

## Chapter 6

### NON-DEFINITIVE (ND) NUMBER AND KITS “K” PROCESSING

**6.1. Purpose.** This chapter provides guidance and direction for the assignment of ND numbers and kits. It defines what ND numbers and kits are and when they are to be used. It defines when ND numbers must be deleted or stock list action initiated for NSN assignment. The IMCS D043A/D143C, are the only official, sanctioned sources of entry and storage for AF ND and K numbers. This chapter assigns responsibilities to the ALCs, AFGLSC, Contractor Supported Weapon System (CSWS) Programs, 401 SCMS and D143C.

#### **6.2. Definition and Use of Non-Definitive (ND) Control Numbers.**

6.2.1. ND control numbers are assigned by the D143C as the result of an ALC, AFGLSC or CSWS activity IM or ES action to:

6.2.1.1. Identify items considered to be non-logical spares (Expendability/Recoverability/ Reparability/Category Code (ERRC Code) “N” only). These items are procured on a one-time basis for shipment of assets to support a part number requisition (PNR), manufacture, cannibalization, or to show custody in support of an operational requirement.

6.2.1.2. Establish controls within AF systems for one-time buys.

6.2.1.3. Support special projects authorized by the Non-Definitive Waiver Authority (NDWA).

6.2.1.4. Support non-standard one-time buys in support of a Foreign Military Sales (FMS) requirement.

6.2.2. ND numbers are temporary control numbers, not to exceed one year, and are used for asset accountability and visibility. They do not replace NSNs.

6.2.3. ND numbers cannot be assigned to existing stock listed items.

6.2.4. ND numbers cannot be included in an Interchangeability and Substitutability Group (I&SG) nor can a group be created using ND numbers.

6.2.5. ND numbers cannot be stocked and stored at the wholesale level, except for local manufactured items to support depot maintenance or parts cannibalized from a condemned or over-assembled next higher assembly (NHA).

6.2.5.1. Retail can temporarily stock, store and issue ND numbered items as bench stock to support depot maintenance.

6.2.5.2. If a requirement changes, and an ND numbered item needs to be stocked, stored, and issued from supply on a regular basis, the ND one-time buy status will be deleted and the appropriate action taken to obtain an NSN for the item.

6.2.6. An ND number requiring follow-on support will be assigned a NSN, including FMS non-standard ND items.

6.2.7. The ERRC code "N" is the only authorized ERRC code allowed on ND numbers. If an ND transitions to an NSN, the ERRC code will be assessed and applied at the time of the request for NSN assignment.

6.2.8. Budget Code "9" is not authorized for use on an ND number. The Budget Code should be assigned in accordance with the D043A Data Element Edit Table (DEETS). CSWS will continue to assign Budget Code S.

6.2.9. ND numbers cannot be assigned to Support Equipment (SE). SE must be identified by NSNs. **Exception:** An Air Staff or HQ AFMC downward directed program to procure unique SE.

6.2.10. Retail excess ND-number-identified materiel will be disposed of at the local level unless the AF ND Item Manager (NDIM) authorizes shipment to a depot or another location with a requirement meeting one of the conditions of [paragraph 6.2.1.1](#)

**6.3. HQ AFMC ND Policy.** HQ AFMC/A4R will establish and maintain ND Number policy and the ND Unit Check Inspection (UCI).

**6.4. Air Logistics Centers (ALCs)/AF Global Logistics Support Center (AFGLSC) and Contractor Supported Weapon Systems (CSWS) Programs will:**

6.4.1. Assign ND focal points NDFP/NDWA to approve and fully justify assignment of all ND numbers resident in the D143C footprint with release authority, as well as act as the NDWA. **Note:** The NDFP may also act as the NDWA, but the NDIM will never act as the NDFP or NDWA.

6.4.2. Use D143C to establish and control all ND Numbers.

6.4.3. Authorize assignment of ND numbers to all special projects

6.4.4. Exercise waiver authority, i.e., respond to a request for a single, longer period - more than two 180 day periods – before ND termination or transition to NSN.

6.4.5. Receive all waiver requests consisting of a written statement documenting the need for a waiver to be assigned to an ND number or related group of ND numbers in support of a special project. The request must be in writing to the NDWA. The waiver request will contain:

6.4.5.1. All nouns (approved and non-approved item names), CAGE codes, PNs associated with the ND number.

6.4.5.2. A sound justification for requesting the waiver.

6.4.5.3. The date for completion of the special project and/or expiration date of the waiver.

**Note:** A request without a completion date or stating an "indeterminate time" will be returned to the requestor and the ND number will be deleted unless the requestor can provide a definitive date.

6.4.6. Implement internal control procedures to assure only qualified ND items are assigned and retained.

6.4.7. The assigned NDIM will review all ND numbers present on their D143C workbench, on or about the 165-day point and identify, prior to the end of the 180-day cycle, those items for:

6.4.7.1. Possible NSN assignment and the deletion of the ND number.

6.4.7.2. Extension for an additional 180-day cycle.

6.4.8. At the time of the first 180 and second 180-day review, NDIM will check D035A for open procurement, which is a backorder, asset or requisition. If D035A reflects an open procurement during the first 180-day review, the NDIM will direct the users to maintain or wavier the ND number. If during the second 180-day review D035A reflects an open procurement, the NDIM will proceed with either a request for NSN assignment or an extension to the ND by requesting a waiver.

6.4.9. If a second 180-day cycle is requested, the NDIM will receive notification by the D143C to review ND numbers for stock list action. Once notified, the NDIM is required to extend, delete or request an NSN for the ND number. This decision is required prior to the end of the second 180-day cycle. Failure will result in the deletion of the ND number.

#### **6.5. ND Item Manager will:**

6.5.1. Authorize shipment of retail excess ND number-identified materiel to a depot or another location with a requirement meeting one of the conditions of [paragraph 6.2.1.1](#) in lieu of disposal at local level. Request NSN assignment using D143C to all ND numbers having follow-on support conditions including FMS nonstandard ND items or when the requirement for the item is such that it will remain though the failure/demand rate is infrequent.

6.5.2. Review CMD for correct ERRC code while providing NC screen mandatory data.

6.5.3. Apply corresponding IMC. ERRC codes N and P in this situation may carry IMC L. CSWS will continue to apply IMC B.

**Note:** The NDIM may request NSN assignment or ND termination at any time during the ND process.

#### **6.6. D143C Process and Control of NDs.** D143C is the “gatekeeper” for ND process.

6.6.1. Prior to ND number assignment, D143C will screen the CAGE/PN to ensure the item is not stock listed (NSL) or an ND/NC was not previously assigned.

6.6.1.1. If the CAGE code and PN is not identified to another ND, NC, or NSN, D143C will continue with the ND process.

6.6.1.2. If the CAGE code and PN is identified to an ND, the D143C will move/forward the NDIM to the NC screen to request NSN assignment (based on two different needs being made known).

6.6.1.3. If the CAGE code and PN is identified to an existing NC or NSN, do not assign ND.

6.6.2. D143C will track the ND number and place it on the NDIM's workbench at the 165-day mark, prior to first 180 days expiration for review and decision (see [paragraph 6.4.7](#)).

6.6.2.1. D143C will respond to the NDIM's decision by:

6.6.2.1.1. Canceling the ND number and notifying the NDFP.

6.6.2.1.2. Directing the NDIM to the NC processing screens.

6.6.2.1.3. Forwarding the request to extend the ND for a second and final 180-day period to NDFP.

6.6.2.2. If the NDIM fails to respond to a D143C notification requesting an ND review, the D143C will automatically cancel the ND Number notifying D043 and the NDIM.

6.6.3. If the NDIM requests a second 180-day cycle, D143C will track the ND number and place it on the NDIM's workbench before the second and final 180-day period or waiver period for the decision to convert to an NSN or cancel the ND. D143C will automatically cancel the ND if no response is received. The ND number justification codes are as follows:

6.6.3.1. A – for shipment of assets to support a mission capable (MICAP)/priority PNR.

6.6.3.2. B- to support depot manufacture of non-permanent support equipment (jigs, etc.).

6.6.3.3. C- to support depot manufacture/maintenance with special, one-time use materiel consumed in the m/m process.

6.6.3.4. D- for shipment of assets to support a PNR through cannibalization.

6.6.3.5. E – to show custody in support of an operational requirement and FMS (temporary, not to exceed one year).

6.6.3.6. F – waiver request to show requirements of above situations that require longer time frames or special exceptions.

## **6.7. The ND Waiver Process.**

6.7.1. The ND Waiver Authority (NDWA) will be located in the Provisioning/CATM function at each AFGLSC location.

6.7.2. The NDIM may request a one-time waiver of the one-year time limit of an ND number (see [paragraph 6.4.4](#)). The NDIM sends the request by most expeditious means to the ALC/AFGLSC ND focal point or CSWS NDWA who will review and decide to approve or disapprove.

6.7.3. Within 30 days, the NDWA will approve or disapprove the request on-line and coordinate back to the NDFP.

6.7.3.1. If approved the data fields will be filled in with the Wavier Number (alphanumeric format: NDWyymm0000) and Expiration Date (alphanumeric format: dd/mm/yyyy). The NDWA will coordinate the decision back to the NDFP. Reference table below for your location assigned control numbers.

6.7.3.2. If disapproved the NDWA comments will be in the remarks area and will be coordinated back to the NDFP, who will coordinate the decision back to the NDIM to change the justification code to other than F or take appropriate action based upon the age of the ND Number.

**Note:** At any time in the process, the NDIM may request a waiver of the one-year lifecycle of an ND Number. The requirement for an item is such that it would be needed longer than the one year cycle, but not if stocked, stored, and issued policies would require NSN assignment.

**Table 6.1. NDWA.**

NDWA Activity	NDWA Control Numbers
OC-ALC (SX)	NDWyymm0100-0199
OO-ALC (SU)	NDWyymm0200-0299
WR-ALC (TG)	NDWyymm0300-0399
CRYPTO (SJ)	NDWyymm0400-0499
Boeing (TB)	NDWyymm0500-0599
Lockheed Martin (TL)	NDWyymm0600-0699
Pratt Whitney (TP)	NDWyymm0700-0799
Northrop (TN)	NDWyymm0800-0899
NGIS (TM)	NDWyymm0900-0999
ITT (TV)	NDWyymm1000-1099
General Atomics-Aeronautical Systems (GAAS) (TF)	NDWyymm1100-1199
Honeywell Technical Solutions, INC (TQ)	NDWyymm1200-1299
L-3 Communications, Integrated Systems (TO)	NDWyymm1300-1399
Aerospace Integration Corp (TD)	NDWyymm1400-1499
Composite Engineering, INC (TC)	NDWyymm1500-1599
Rolls-Royce Corporation (SI)	NDWyymm1600-1699

**6.8. Assignment of Kit or “K” Stock Numbers.** The following paragraphs provides guidance and direction for the assignment of kits or “K” stock numbers. They define what “K” numbers are and when they are to be used. These paragraphs assign responsibilities to the ALCs, CSWS, HQ AFMC, and D143C. AF policy is defined in AFMAN 23-110, V3, P1, C11.

**6.9. Definition and Use of “K” Stock Numbers.**

6.9.1. “K” or kit stock numbers are assigned by the D143C System as the result of an ALC/AFGLSC and/CSWS action to:

6.9.2. Identify items considered kits and used to perform a one-time modification.

6.9.3. Establish controls within the AF systems, on a temporary basis, for kits that do not initially qualify for an NSN, but do require proper control and visibility during their lifecycle.

6.9.4. ERRC code "T" is the only authorized ERRC code allowed on “K” stock numbers, regardless of its true expendability-recoverability-reparability--to emphasize the transient nature of a “K” stock number.

6.9.5. “K” stock numbers are assigned to comply with Time Compliance Technical Orders (TCTO) and are given to a group of NSNs within the TCTO kit.

6.9.5.1. NSNs or part numbered items within that kit are required items to complete the TCTO requirements. **Note:** These items may or may not be cataloged with an NSN, but

they must have a valid CAGE/Part Number assigned for traceability and configuration control.

6.9.5.2. "K" stock numbers are strictly AF-managed.

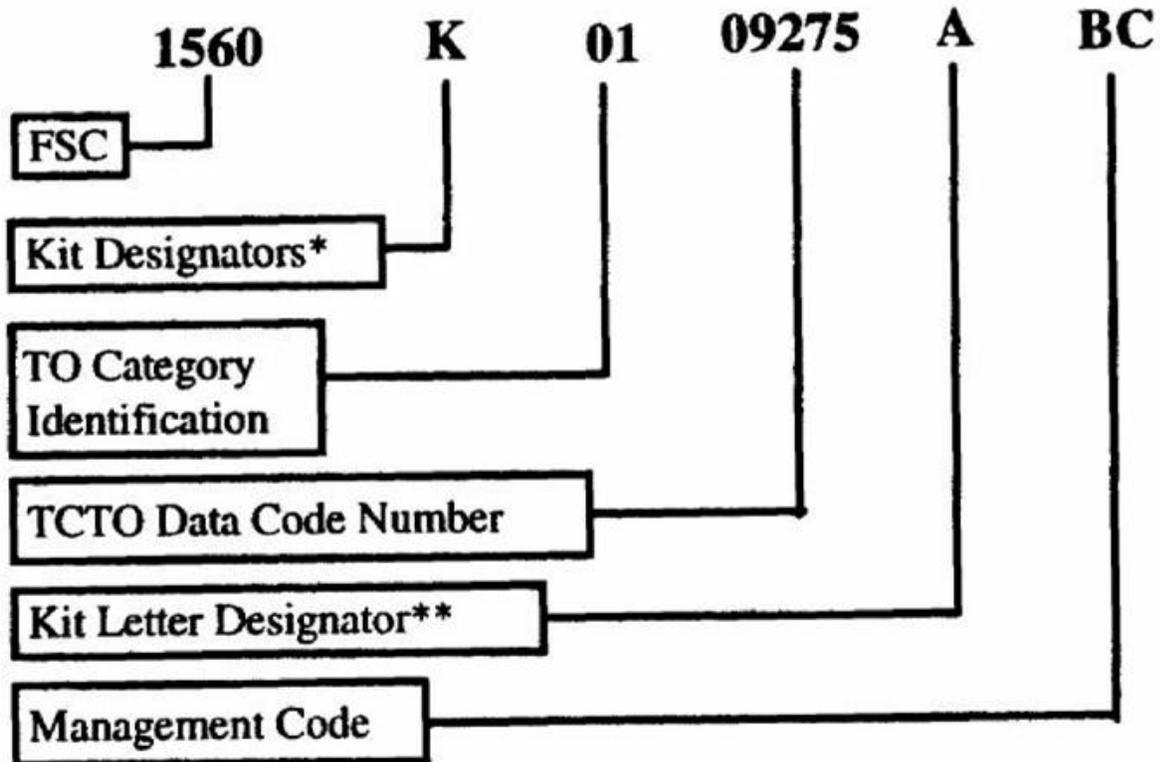
6.9.5.3. Creation and maintenance of the "K" stock number is done through the D143C System.

6.9.5.4. "K" stock numbers are stored in the D043 Family of Systems (FOS) and passed downstream to other AF systems.

6.9.5.5. "K" stock numbers are not recorded into FLIS.

6.9.6. Kit stock numbers have the following structure:

Figure 6.1. "K" Stock Number Format.

**NOTES:**

\* *K* for kit.

\*\* If more than one type of kit is required by a particular TCTO, the kits will be designated A through Z (omitting I and O) and then zero through 9. Then if only one kit is involved, it will always have suffix code "A" in the 13th position. If more than 34 kinds of kits are required for one TCTO, the 35th kind of kit will be given a new data code number. (Ref TO 00-5-15).

#### 6.10. Responsibilities Concerning Kit or "K" Stock Numbers.

6.10.1. HQ AFMC/A4R will establish and maintain K (kit) stock number policy.

6.10.2. ALCs/AFGLSC/CSWS will establish a Kit Manager to control the kit packages.

6.10.2.1. Once installation of the modification is complete, the Kit Manager will ensure the "K" stock number is deleted from D043.

6.10.2.2. The Kit Manager will implement a control procedure to assure only qualified "K" stock numbers are assigned and retained.

6.10.2.3. The Kit Manager will ensure the CMD (specifically the price) is maintained and updated as required.

6.10.3. The D143C System will allow:

6.10.3.1. Entry of “K” stock numbers with proper structure.

6.10.3.2. CMD changes through the revision screens.

6.10.3.3. Logistics transfers of kits from one ALC/AFGLSC unit to another ALC/AFGLSC unit. The process is similar to transferring an NSN via the revision process in [Chapter 9](#).

6.10.3.4. Additions to the “K” stock number.

## Chapter 7

### BASE INITIATED REQUEST FOR CATALOGING DATA/ACTION

**7.1. Purpose.** This chapter provides personnel with instructions for processing the Base initiated Requests for Cataloging Data/Action (commonly referred to as Base 86 requests). Key players in the Base 86 process are the cataloging agent for the AF, the ALCs, the AFGLSC, CSWS, the AFGLSC's Provisioning Support Office/Cataloging Managers (PSO/CATM), Equipment Specialists (ESs), Item Managers, (IMs); special cataloging activities; and individual Product Directorate monitors. Base activities preparing Requests for Cataloging Data/Action will follow the instructions provided in AFMAN 23-110, *USAF Supply Manual, Standard Base Supply Customers Procedures*, V1, P1, C 7 (at <http://www.e-publishing.af.mil/shared/media/epubs/PUBS/AF/23/23011001/010107/010107.pdf>) and V2, P2, C27 (at <http://www.e-publishing.af.mil/shared/media/epubs/PUBS/AF/23/23011002/020227/020227.pdf>).

**7.2. Definition and Use.** Base initiated Requests for Cataloging Data/Action are those requests prepared and initiated by any AF base, ALC depot supply organization or AF support activity located jointly at another S/A site. The Request for Cataloging Data/Action, AF Form 86 (or Base 86) is initiated for the purpose of requesting cataloging action to an existing NSN, or to request a NSN assignment to an item of supply for which there is a reoccurring demand. Established Reason Codes and their definitions for Base 86 submittals can be located on **Table 7.1** The Request for Cataloging Data/Action is for internal AF use only and is not forwarded to any other S/A.

7.2.1. Logistics Readiness Squadrons (LRS) have several methods available for submitting Base 86 requests to the cataloging agent for the AF. They are as follows in order of preference:

7.2.1.1. D143C, FLIS Receipt, Edit, and Routing System (FERS). An activity must have access to the D043A, Master Item Identification Database, in order to use this method. Requests submitted directly to D143C, by the base activity, will reflect the initiator's name and phone number on the initiator line in the Coordination (COOR) Section of the request. Since the initiators of these requests are able to monitor their progress on-line, reviewers may use a combination of Remarks (RMKS) and two-digit Message (MSSG) and/or Completion Codes to convey information to initiators.

7.2.1.2. Standard Base Supply System (SBSS)/Mechanical. An activity which doesn't have D043A/D143C access may use the Standard Base Supply System (SBSS)/mechanical method. Requests submitted using this method will be sent to D143C via the Automatic Digital Network (AUTODIN). The initiator line for these requests will reflect "BATCH INITIATED." Reviewers of these requests should take care to provide understandable clear text replies using the two-digit MSSG and/or completion codes (reference AFMAN 23-110, V2, P2, C27, Table 27T-6 at <http://www.e-publishing.af.mil/shared/media/epubs/PUBS/AF/23/23011002/020227/020227.pdf>) rather than RMKS. RMKS can only be viewed on-line, and therefore cannot be viewed by these initiators. However, the two-digit MSSG and/or Completion Codes will be sent, via AUTODIN, to the originating activity in the form of a BBS reply.

7.2.1.3. Hardcopy AF Form 86, *Request for Cataloging Data/Action*. An activity without D043A/D143C access may use the AF Form 86 (long form) to submit a Request for Cataloging Data/Action. This form is mailed to the responsible cataloging activity by the initiator. When received by the cataloging agent the information from the AF Form 86 will be loaded manually into the D143C System. The initiator line for these requests will reflect activity code "TU" and the name and telephone number of the person who entered the information into D143C. As with SBSS/mechanized requests, reviewers should take care to provide understandable clear text replies using the two-digit MSSG and/or Completion Codes rather than RMKS, since RMKS can only be viewed on-line. The two-digit MSSG and/or Completion Codes will be sent, via Defense Switched Network (DSN), in the form of a BBS reply, to the originating activity.

7.2.2. Base-initiated Requests for Cataloging Data/Action are *requests* only. Final authority for approval rests with the responsible ALC/AFGLSC/CSWS, the cataloging agent for AF or other AF cataloging activity, depending upon the type of action requested. Requests forwarded for ALC review may be approved or disapproved by ALC/AFGLSC personnel. The cataloging agent for the AF will submit a DD Form 1685, *Data Exchange and/or Proposed Revision of Catalog Data* (see website at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1685.pdf>) to the PICA, when AF does not have responsibility for the data elements in question.

**Note:** Only when the item is unique to a CSWS platform will the request be forwarded to the CSWS activity for review.

**Table 7.1. Reason Codes and Definitions.**

<b>Reason Code</b>	<b>Action</b>	<b>Definition</b>
1	Request for NSN Assignment	Used when there is a requirement for an item for which no NSN is assigned
2	Adoption of Non-AF Used NSN	Used when there is a requirement for an item that has been assigned an NSN, but the AF is not a recorded user.
3	Disposal or Condemnation	Used for a request to change an item to disposal or condemned status.
4	FSC, Item Name, Type II or Part Number Change	Used when the base requests review and change to FSC, Item Name, Item Identification/characteristics, or Part Number.
5	NSN CMD Review (except ERRC code)	Used when base personnel feel some management data element(s) has been assigned in error or change is required.
6	Reinstate a Canceled or Disposal NSN	Used when there is a requirement for an item that is canceled or in disposal status.
7	Reserved	
8	Adoption Of Non-AF Used NSN	This reason code will be used to request

	Which Has Been Substituted For A Valid AF Used NSN	AF be added as a user when a requisitioned item has been substituted with a Non-AF used NSN.
9	ERRC code	This reason code is used to request ERRC code review/challenges on items used or managed by the USAF. This option can also be used for a source, maintenance, and recoverability (SMR) review. <i>Note:</i> This reason code is not used to question whether or not an item should be managed as equipment.

**7.3. Determination of Responsible ALC.** The cataloging agent for AF will forward base-initiated Requests for Cataloging Data/Action to the applicable ALC/AFGLSC for processing based upon the following order of decision.

7.3.1. For Reason Codes 1, 2, and 6:

7.3.1.1. ALC/AFGLSC with Technical Order (TO) management responsibility.

7.3.1.2. ES/SM at an ALC/AFGLSC.

7.3.1.3. FSC ALC. (Common items or non-weapon system items.)

7.3.1.3.1. Assignments are located in the D086 website <https://d086.wpafb.af.mil/>.

7.3.1.3.2. Includes common items used on more than one weapon system

7.3.1.3.3. Includes non-weapon system items.

7.3.2. For Reason Codes 3, 4, 5, and 9: ALC/AFGLSC with management responsibility based on the AF Source of Supply (SOS) or Major Organizational Entity (MOE) rule or MMAC.

7.3.3. For Reason Code 8: ALC/AFGLSC with management responsibility based on the AF SOS or MOE rule of the valid AF used NSN.

7.3.4. Items from the AF Medical Operations Agency (AFMOA/SGAL) will be forwarded to the ALC/AFGLSC having FSC responsibility (reference D086).

7.3.4.1. The ALC/AFGLSC will review the request to ascertain whether cataloging action is required. If cataloging action is required, the FSC ALC/AFGLSC will initiate the applicable action via the D143C or SSR process.

7.3.4.2. Each ALC/AFGLSC has been assigned a MMAC to support the Air Force Medical Operations Agency (AFMOA/SGAL). Assignment to OC-ALC is OM, OO-ALC is HM, and WR-ALC is RM.

7.3.4.3. AFMOA/SGALC will research and review the technical data for the ALC/AFGLSC and identify requirements for their Unit Type Code (UTC) /Allowance Standard (AS) as requested.

7.3.4.4. If engineering support is required and the ALC/AFGLSC receives a DLA Form 339, *Request for Engineering Support*, AFMOA will work with the ALC to identify a suitable substitute or resolve the DLA Form 339 inquiry.

#### 7.4. Control of Request for Cataloging Data/Action:

7.4.1. All activities involved in Base 86 processing are permitted 60 days to respond to the initiator and are responsible for the control of a timely notification to the initiator, follow-up requests, and return of the completed action.

7.4.2. The ALCs/AFGLSC, the cataloging agent for the AF and those special cataloging activities using the D143C system, will manage the Base 86 workload at their organization by using the various options available in the D143C System.

7.4.2.1. The D143C Report Option is used to identify all requests which have had no action within the specified timeframe (15, 30, etc., days). Using this option, focal points and supervisors will view all Position Codes on a monthly basis.

7.4.2.2. The D143C Pending/History Files. These files contain records of all requests as well as all actions taken against those requests. Open requests may be found by searching the D143C Pending file. History files contain all requests closed within the last two years. Standardized reply codes, used during Base 86 processing, will be reflected in the applicable Pending/History files with the name and phone number of person who applied each code. For a complete list of standardized reply codes, reference AFMAN 23-110, V2, P2, C27, Table 27T-6 (at <http://www.e-publishing.af.mil/shared/media/epubs/PUBS/AF/23/23011002/020227/020227.pdf>).

7.4.2.3. D143C Workbench. The AF cataloging agent in DLIS, the ALC/AFGLSC, and special cataloging activities with D143C capability are responsible for monitoring the Base 86 workload by accessing/reviewing workbenches located at their activity. All workbenches can be viewed by those authorized to do so (focal points, program managers, supervisors, etc.) in the D143C System.

**7.5. Groups/Squadrons Responsibilities.** The Engineering Activity/System Manager (EA/SM) or FSC group/squadron will ensure the following actions are accomplished:

7.5.1. Receive and assign responsibilities for Base 86 review and subsequent processing to the IM and ES. A complete review of all display screens and RMKS in D143C is necessary for accurate assignment of IM/ES. These screens may contain additional information added by or obtained from the base initiator. Examples of information included on additional screens are: end item (E/I), NHA, justification/reason for requested action, additional base level POC, item descriptions, and possible substitutable items.

7.5.2. Determine if an item qualifies as a logical spare. Ensure each logical spare is source coded, IMC, and MMAC, as required.

7.5.3. If the item does not have an NSN, and will be managed by the reviewing ALC/CSWS/AFGLSC, ensure a non-cataloged (NC) request is initiated in accordance with **Chapter 8** of this manual. If the item is retained for AF management, but will be managed by another ALC/CSWS/AFGLSC, annotate SMR Code and recommendations and forward the Base 86 request to the PSO/CATM at the applicable center. The managing ALC/CSWS/AFGLSC will review the request and generate the NC request, reactivation, etc. (see **paragraph 7.7.3.4**). **Note:** Only when the item is unique to a CSWS platform will the request be forwarded to the CSWS activity for review.

7.5.4. If the item is or will be managed by another S/A, initiate a SSR/Nonconsumable Item Materiel Support Request (NIMSR, JLC 17), as required to obtain support for the AF.

7.5.5. Ensure related AF Form 1000, *USAF Suggestion*, and Base 86 requests are processed simultaneously.

**7.6. ES/IM Responsibilities.** Review the Base 86 request and approve/disapprove the requested action. This review consists of one or more of the following steps:

7.6.1. For Reason Codes 1, 2, 6 and 8: Determine if the item will be managed by DLA/GSA, or by the reviewing ALC/CSWS/AFGLSC or another ALC/CSWS/AFGLSC.

7.6.2. On a Reason Code 1 request, if necessary, recommend FSC review by the AF cataloging agent. **Note:** For Reason Codes 2 through 9, FSC recommendations should be a separate decision from the Base 86 request decision. This is because the item is already stock listed in the current FSC and the decision to change (or not change) the FSC is often dependent upon the decision made on the Base 86 request. An example of this would be a request to add AF as a user to an existing NSN. If AF chooses not to become a user of this item, FSC assignment is no longer a concern.

7.6.3. Determine and furnish data, as necessary, for recommended action to be taken. This data can consist of information such as: Acquisition Advice Code (AAC), unit price; budget code; Quantity Unit Pack (QUP); ERRC code; supply status; fund code; and/or IMC, to make an item sufficient for cataloging action. **Note:** The cataloging agent for the AF is authorized to approve and change ERRC code "N" to ERRC code "U" (or vice-versa) on non-weapon related items in accordance with [paragraph 9.8](#)

7.6.4. If a request for adoption/reactivation of an existing NSN is approved, process as follows:

7.6.4.1. When an existing AF MOE rule is present, indicating AF is the Primary Inventory Control Activity (PICA), without AF CMD, submit an "XR" MSSG Code and initiate the appropriate revision request via D143C to add CMD.

7.6.4.2. When there is another S/A recorded as the Integrated Materiel Manager (IMM) and there is an AF Secondary Inventory Control Activity (SICA) MOE rule recorded, but no AF CMD, submit an "XR" MSSG Code and initiate the appropriate revision request via D143C to add AF CMD.

7.6.4.3. When there is no MOE rule or active CMD, perform one of the following:

7.6.4.3.1. If the item is to be AF-managed, submit an "XR" MSSG Code and initiate the appropriate revision via D143C.

7.6.4.3.2. If the item is nonconsumable, to be managed by another service, the ALC/AFGLSC will submit an "XJ" MSSG Code and prepare a JLC Form 17, *Nonconsumable Item Materiel Support Request*, and suspend the AF peculiar data in D143C.

7.6.4.3.3. If the item is consumable and will be managed by another S/A, the ALC/AFGLSC will prepare AFMC Form 918, *Non-Provisioning Item Supply Support Request (SSR) Data*, if the request is Condition Coded "1" or "2", to initiate a Supply

Support Request (SSR) in accordance with DOD 4140.26-M, Chapter 4, *Defense Integrated Materiel Management Manual for Consumable Items*.

7.6.4.3.4. The ALC/AFGLSC initiating an AFMC Form 918 will annotate the D143C control number for reference and tracking by PSO/CATM. **Note:** The AFMC Form 918 is a hardcopy form and the D143C annotation is in an automated system; generally they are not received by the PSO/CATM at the same time.

7.6.5. If a request for NSN assignment is approved (i.e., the item is a logical spare), and there is no known NSN, process as follows:

7.6.5.1. If the item is to be AF-managed, submit an "XN" MSSG Code and submit an NC request via D143C (see [Chapter 8](#) of this manual) to initiate NSN assignment. After coordination in D143C, forward request and supporting technical data to the PSO/CATM. Upon receipt of Notification of Approval (KNA) and NSN, D143C will automatically notify the base of the NSN assigned and close the Base 86 request.

7.6.5.2. If the item is coded IMC "Z," for DLA or GSA management, the approving ALC/AFGLSC or Program Office (PO) should prepare an AFMC Form 918 to initiate an SSR. Suspend the AF peculiar data in D143C (ERRC code will be "N," "U," or "P" per [paragraph 9.2.2](#)), and forward AFMC Form 918 and the Base 86 to the SSR focal point.

7.6.6. If a request for NSN assignment indicates the classification is questionable, annotate the recommended FSC, MMAC, and justification, as applicable, in RMKS and forward to the PSO/CATM for return to the AF cataloging agent in DLIS.

7.6.7. If a request for NSN assignment is disapproved (item determined not to be a logical spare), submit the appropriate two-digit completion code, using the Close (CLOS) option, and add a clear text response with reason for disapproval. The disapproving official must annotate a clear justification for disapproval.

7.6.8. If a request for revision to data on an existing NSN is approved (e.g., Change AAC to "D," correct price, etc.), submit an "XR" MSSG Code and submit the appropriate revision via D143C.

7.6.9. When processing actions cannot be accomplished within the allotted time, submit a "PP" MSSG Code to provide the base with a new estimated completion date (ECD). **Note:** This does not remove the delinquency status of a Base 86 request; however, it will inform the base customer of a delay in processing.

7.6.10. If a request for NSN assignment is approved, and the interrogation results indicate an existing NSN, follow processing instructions in [paragraph 7.6.4](#)

7.6.11. Receive and responds to NIMSRs and SSRs received from the PSO/CATM or designated OPR, as applicable.

7.6.12. If cataloging action is not warranted, use procedures outlined in [Chapter 24](#) regarding the appropriate response to the initiating activity, using a two-digit Completion Code in D143C.

7.6.13. Once a request has been closed, the AF cataloging agent or the ALC/CSWS/AFGLSC focal point may restore it to the Pending file in D143C and request further ALC/CSWS/AFGLSC review.

7.6.14. If D143C reflects a remark indicating that the Request for Cataloging Data/Action was submitted as a result of an AF Form 1000, both documents should be processed together. The AF cataloging agent will forward the suggestion to the AF Suggestion Office of the same ALC that receives the Base 86 for review. An AF Form 1000-1, *IDEA Evaluation and Transmittal*, will be prepared to clear the suggestion, in addition to following established Request for Cataloging Data/Action procedures.

7.6.15. ALC/AFGLSC ESs are required to review and support the AF relative to technical decisions for all items that they are assigned responsibilities, whether AF, DLA or other service-managed.

7.6.15.1. Each coordination foot print has 15 days to review the request and approve or disapprove. If a review cannot be completed within the 15 day timeframe, valid substantiating remarks will be annotated to hold the request on their workbench.

7.6.15.2. It is the responsibility of the initiator to monitor requests placed in D143C. The initiator of a request is responsible for releasing the action to the next reviewer. A request placed in the D143C with no action for 15 days will be considered delinquent. These delinquencies will be elevated through the ALC/AFGLSC chain of command until resolved.

**7.7. The Provisioning Support Office/Cataloging Manager (PSO/CATM) Responsibilities.** The AFGLSC PSO/CATM serves as the focal point for Base 86 requests coming from any activity to the ALC/CSWS/AFGLSC. They will also be responsible for returning requests to the AF cataloging agent. The PSO/CATM is responsible for the following actions:

7.7.1. Routing Base 86 requests received from the AF cataloging agent, to the responsible group/squadron. If requests indicate technical data is being forwarded the requests should be held on the PSO/CATM workbench until data is received. Requests, with RMKS referencing a suggestion control number, should be forwarded to the same group/squadron which receives the suggestion.

7.7.2. Converting Base 86 Requests to SSRs using the "XS" MSSG Code and the D169 System, Supply Support Request Advice System.

7.7.3. Receiving the Request for Cataloging Data/Action from the group/squadron for further processing, as required.

7.7.3.1. If the requested action is approved, process as follows:

7.7.3.1.1. Route the new item or revision Request for Cataloging Data/Action to the appropriate activity.

7.7.3.1.2. If another S/A is responsible for the action process as follows:

7.7.3.1.2.1. For consumable items, input a SSR from the receipt of an AFMC 918 into the D169 System and submit an "XS" MSSG Code. Follow-up, as required and hold requests on the workbench until a response is received from the managing activity. Upon receipt of the managing activity's response, take the following actions, as applicable:

7.7.3.1.2.1.1. If a Positive Action Taken Code (ATC) is received, submit a

two-digit completion code of “M\_” that corresponds with DLA’s assigned AAC, using the CLOS option, explaining what action was taken in clear text. Notify the initiating IM/ES of the results, as appropriate. **Note:** ATCs should not be included as part of the response to the initiator. If clear/precise response cannot be made, submit further explanation to initiator under separate cover.

7.7.3.1.2.1.2. If an ATC is not received, submit a two-digit completion code of “C\_” (lack of sufficient data) or “L\_” (non-concurrence), using the CLOS option, and provide the reason for reject provided by the managing activity. Notify the IM/ES of the results, as appropriate.

7.7.3.1.2.2. For nonconsumable items, a JLC Form 17 will be completed by the approving ES and submitted in accordance with group/squadron procedures. Follow-up, as required, and hold prepositioned CMD on workbench until a response is received from the managing activity. Upon receipt of the managing activity's response:

7.7.3.1.2.2.1. If a positive response is received, ensure AF peculiar data has been added to the NSN. Notify the initiating IM/ES of the results.

7.7.3.1.2.2.2. If a positive response is not received, notify the IM/ES of reason for non-concurrence.

7.7.3.2. If the requested action is disapproved, ensure the initiator is advised using a two-digit Completion Code and the CLOS option in D143C.

7.7.3.3. If the IM/ES is recommending reclassification action (Reason Code 1 only), return the request to the appropriate cataloging activity with justification and supporting technical data.

7.7.3.4. If the IM/ES is requesting EA/IM review of the item to determine if it is a logical spare, forward the request in D143C to the appropriate ALC/AFGLSC. Submit RMKS in D143C explaining the reasons another ALC review is required (e.g., end item or NHA is managed at different ALC or vice versa).

7.7.3.5. When there is hardcopy data to go with a Base 86 request, and the request is forwarded to another activity, ensure the data is labeled with the corresponding Base 86 control number and remarks indicating data was sent and how (e.g., Facsimile {FAX}, mail, E-mail, etc.).

## **7.8. AF Cataloging Agent Responsibilities.**

7.8.1. The AF cataloging agent will receive all Base 86 requests submitted by assigned FSCs (see Standard FSC Table in DOD 4100.39-M, Volume 13, Chapter 2; and Chapter 10 at [http://www.dlis.dla.mil/flis\\_procedures.asp](http://www.dlis.dla.mil/flis_procedures.asp) for mission unique exceptions). Requests will be received on-line in D143C separate from the ALC/AFGLSC for special/mission-unique cataloging Activities SH, SJ, SK and SP. For other special/mission-unique cataloging activities without D143C access, a hardcopy AF Form 86 may be submitted.

7.8.2. The AF cataloging agent will suspend hardcopy AF Forms 86 in D143C and include all information, including the name and DSN of the initiator, on the input screens.

7.8.3. Review AF Forms 86 for mandatory data elements and attempt to obtain additional data from the initiator, as required, and close requests, based on a lack of data. **Note:** All attempts to obtain additional data from the initiator will be documented in the D143C system's "RMKS." If telephone contact cannot be made, use the "XA" MSSG Code, indicate the type of data required and include cataloging agent's DSN phone number in clear text. Don't use "RMKS" to relay information to the initiator if the request is BATCH or TU initiated.

7.8.4. Verify the accuracy of the FSC/MMAC assigned by the initiator.

7.8.5. Perform Item Entry Control (IEC).

7.8.5.1. Determine if an existing NSN and/or suitable substitute NSNs can fulfill the requirement.

7.8.5.2. Determine the impact to existing I&S decisions recorded in the I&S Decision Record (ISDR) and D043B, I&S Edit and Suspense System.

7.8.6. Verify technical and management data.

7.8.7. Annotate the recommended actions in D143C RMKS.

7.8.8. If ALC/AFGLSC review/action is warranted, forward request, via D143C, to the appropriate ALC/AFGLSC using the Coordination (COOR) option (see [paragraph 7.3](#) for order of decision used to determine appropriate (ALC/AFGLSC). Mail, FAX, E-mail, or scan hardcopy technical data to the same ALC, enter, in RMKS, how the data was sent, and request ALC hold request until technical data is received.

7.8.9. If ALC/AFGLSC review/action is not warranted, notify the initiator of action taken using a two-digit completion ("M\_", "L\_" or "C\_") or interim ("X\_") code. **Note:** The AF cataloging agent is authorized to approve and change ERRC code "N" to ERRC code "U" (or vice-versa) on non-weapon related items according to [paragraph 9.6](#)

7.8.10. Ensure all clear text messages provided on responses are clear, concise, and self-explanatory.

7.8.11. For requests requiring DD Forms 1685 submittals, submit "X6" Interim MSSG Code and hold request on workbench until a response is received from the managing activity.

7.8.11.1. If the AF cataloging agent agrees with the request, the agent should submit a two-digit completion code of "M\_" using the "CLOS" option, explaining what action was taken in clear text.

7.8.11.2. If the AF cataloging agent disagrees with the requested action, the agent should submit a two-digit Completion Code of "C\_" (lack of sufficient data) or "L\_" (non-concurrence), using the "CLOS" option, and provide the reason for reject provided by the managing activity.

7.8.11.3. Process and complete all Base 86 requests within the established 60-day timeframe (20 days for requests forwarded for ALC/CSWS/AFGLSC review).

7.8.11.4. If requests are held on an AF cataloging agent's workbench longer than 60 days, due to delays in processing, the initiating activity will be notified of the delay with a "PP" MSSG Code and a new expected completion date. **Note:** This does not remove

the delinquency status of a Base 86 request; however, it does inform the base customer of a delay in processing.

## 7.9. Base Responsibilities.

7.9.1. Prepare and submit Request for Cataloging Data/Action for items that meet the following criteria:

7.9.1.1. There is no known active NSN, base level demands have been established, and the item qualifies for inclusion in the FCP in accordance with AFMAN 23-110, V1, P1, C 7, Section A.

7.9.1.2. The NSN is stock listed, but requires adoption, reinstatement, or correction/addition to data elements.

7.9.1.3. The ERRC code is in question and the following conditions exist:

7.9.1.3.1. The existing ERRC code is in conflict with the fourth position of the SMR code reflected in the T.O. **Note:** Equipment Management Code (EMC) is not a cataloging data element and cannot be changed by the cataloging activity. Changes to EMCs are initiated through the Air Force Equipment Management System (AFEMS) in accordance with AFMAN 23-110, V2, P2, C27.

7.9.1.3.2. The Base requests a change from repairable to consumable or consumable to repairable.

7.9.1.3.3. The item is included in a TO, but no SMR code is assigned to the item.

7.9.1.3.4. The item is not included in a TO.

7.9.1.3.5. For nuclear ordnance items and other sensitive or security classified items, reference DoD 4100.39-M, V4, para 4.12.3.1. (at <http://www.dlis.dla.mil/PDFs/Procedures/vol04.pdf>).

7.9.2. Ensure all mandatory data elements are provided on the request (TO, E/I, system, demand data, justification, etc.).

7.9.3. Review "BBS" responses. A "BBS" is a response received by the initiating activity as a result of a hardcopy or D143C submittal on a Request for Cataloging Data/Action and provides the status of a request. The Completion/Status Codes and the error message output on the "BBS" responses are contained in AFMAN 23-110, V2, P2, C27, Table 27T-6 (at <http://www.e-publishing.af.mil/shared/media/epubs/PUBS/AF/23/23011002/020227/020227.pdf>).

7.9.4. Ensure NSL AF assets are reported on a Request for Cataloging Data/Action if not reported in any other AF asset (i.e., L and P numbers) reporting system. Random checks will be made at frequent intervals by appropriate commands to determine how well this objective is being met. Stock control inspection, property audit, or administrative inspection of an activity will include a determination of performance against this objective.

**7.10. Follow-up for Base Requests.** There are three types of Base 86 follow-ups a base can initiate.

7.10.1. A mechanized follow-up capability (BZH) is available for use by the bases via SBSS. Bases may exercise the follow-up capability if the initial response is not received as

early as 30 days from submission date of the request. If an Unmatched (UNMAT) response is received from the interrogation and catalog action is still desired, the base must initiate another transaction with a new control number.

7.10.2. Bases may also follow-up by accessing the request in the D143C PENDING ACTIONS/HISTORY File where the latest status of the request, all RMKS entered, and the name and DSN of each individual involved in the coordination cycle of the request are available. On-line follow-ups may be documented by entering information under "RMKS" indicating that a follow-up was done. If applicable, document the cataloging agent's /ALC person spoken with, if contacted by phone.

7.10.3. Bases may also follow-up by sending a message, FAX, or E-mail to the cataloging agent or by calling the DLIS HELPLINE (DSN: 661-7766; Commercial 269-961-7766).

## Chapter 8

### NEW ITEM REQUESTS

**8.1. Purpose.** This chapter applies to activities within AFMC, ALCs and AFGLSC. It provides specific instructions for the preparation, control, and processing of new item requests. Reference [Chapter 10](#) for additional instructions.

**8.2. Control Number Structure.**

8.2.1. New item requests, also referred to as NC numbers, are assigned a Control Number by the D143C system. The Control Number consists of the FSC, NC alpha designator, the ALC/AFGLSC/CSWS Standard Interservice Agency Serial Control Number (SIASCN), which is a six digit serial number) and the MMAC (optional).

8.2.2. Items of supply that require NSN assignment are initially assigned a SIASCN by D143C. The SIASCN is the item control number and considered the NSN until a permanent NSN is assigned. All potential AF-managed items of supply which require an NSN will be recorded in the D143C. Items selected for NSN assignment come from various source documents (e.g., provisioning documentation, Purchase Request/Military Interdepartmental Purchase Request (PR/MIPR), Base AF Form 86 Request, Inventory Adjustment Voucher, and the like). The IM ensures the required records are established in D143C and submitted through the AFGLSC PSO/CATM to the AF cataloging agent (DLIS) within 10 workdays of the preparation of AFMC Form 326, *Provisioned Item Order (PIO)*. D143C handles the distribution to the individuals pre-identified in the system.

8.2.3. The activity initiating the NC number is identified by the D143C with a specific alpha SIASCN code (see **Table 8.1**). The MMAC identifies the IM and ES organization responsible for management of the item or weapon system to which the item is peculiar.

**8.3. IM and/or ES Responsibilities.** Data accuracy is an IM/ES responsibility. When a requirement for a new item has been determined, the IM or ES at the ALC/AFGLSC will:

8.3.1. Begin the NC process by inputting the required information into the D143C. D143C's mandatory fill/blank and compatibility edits ensure data is available to the AF cataloging agent and will format the transaction to FLIS.

8.3.1.1. Identify the Depot Source of Repair (DSOR), the result of the Joint Depot Maintenance Program process for all repairable items. See DOD 4100.39-M, Volume 10, Table 117, [http://www.dlis.dla.mil/flis\\_procedures.asp](http://www.dlis.dla.mil/flis_procedures.asp).

8.3.1.2. Identify, if applicable, the MMAC with which the new item is associated. All weapon system and technology group related items, for both AF-managed and DLA-managed NSNs, may be identified with a MMAC, the activity/office providing engineering support authority. Items submitted for GSA management will not contain a MMAC.

8.3.1.3. IMs will ensure provisioned items are coded and reviewed for shelf-life considerations. Emphasis should be on identifying and using non-hazardous items and longer shelf items, where possible.

8.3.1.4. IMs will ensure the engineer/equipment specialist performs a criticality determination for each new item. Aviation items found to have critical safety characteristics and/or processes will be coded as such.

8.3.1.5. Edit for completeness and accuracy, and release the D143C transaction after all information has been validated. The D143C will help in editing for mandatory fills/blanks and completeness; however, data accuracy is an IM/ES responsibility.

8.3.2. Requests for NSN assignment can also be initiated from the D220 facsimile 86 (also known as D143C Skeletal Provisioning- D220), or directly from the Provisioning Parts List (PPL). The D220 facsimile 86 is received, verified, and annotated by the responsible IM or ES prior to being forwarded to the AFGLSC PSO/CATM, and is processed as a Request for Cataloging Data/Action. The AFGLSC PSO/CATM, as directed by the group/squadron, can generate mechanized Requests for Cataloging Data/Action requesting NSN assignment (NC package) directly from the provisioning documents.

8.3.3. When the source document reflects more than one manufacturer and reference number for the same item of supply, the IM or ES will ensure the required information is recorded for each PN. If the source document reflects more than five manufacturers and reference numbers, the IM or ES will suspend those numbers not included in the original package, pending notification of NSN assignment. Upon receipt of the NSN, the IM or ES will prepare a D143C input to request the additional reference numbers be added to the assigned NSN.

8.3.3.1. When the source document is a locally prepared purchase description (PD), the PD identifying number must be structured as shown in **Table 33.1**. Also, use Cataloging Return Code RT (**Table 8.3**).

8.3.4. The IM or ES will forward the request to the PSO/CATM for further processing. A technical data package (drawings, manufacturer's catalogs, PD, etc.) will be submitted to the PSO/CATM office within three days of forwarding the request in support of the cataloging request.

**8.4. AFGLSC Provisioning Support Office (PSO/CATM) Responsibilities.** When an NC number is received on the D143C workbench, the AFGLSC CATM will:

8.4.1. Ensure all mandatory data elements are present and correct on the Request for Cataloging Data/Action, making ES/IM corrections, as necessary.

8.4.1.1. Hold NC number request in suspense until technical data is received.

8.4.1.2. Review technical data for valid PN and CAGE code and ensure all vendor PNs on source control and specification control drawings are entered on NC number.

8.4.1.3. Ensure each vendor on a source control drawing is assigned a separate NC number for repairable items, if required.

8.4.2. Release NC number Request for Cataloging Data/Action to the cataloging agent.

8.4.3. Prepare receipt letters, by FSC office, attach copy of technical data, and mail to DLIS. Retain copy of receipt letter in file.

8.4.3.1. Receive signed receipt letters from DLIS.

8.4.3.2. Forward technical data package to DLIS via E-mail to [DLISPSO@dla.mil](mailto:DLISPSO@dla.mil).

8.4.4. In the case of Accelerated Provisioning Conferences and Resident Integrated Logistics Support Activities (RILSA), Provisioners/IM/ES will:

8.4.4.1. Provide AFGLSC PSO/CATM with technical data for input to D143C System.

8.4.4.2. Failure to provide documentation will result in either no request for cataloging action to the cataloging agent or a J041 error notice.

8.4.4.3. Adequate technical data (Supplemental Data for Provisioning {SDFP}) was previously included in a provisioning package worked and retained by the cataloging agent (DLIS will retain SDFP after the provisioning event, awaiting a list of Provisioning Line Item Sequence Numbers {PLISNs} identified for AF management.).

8.4.4.4. The technical data has not been revised since the cataloging agent's initial review. In addition, all non-provisioning new items require submittal of a technical data package.

8.4.5. If an item managed by a contractor is identified during the provisioning or non-provisioning process, the Provisioning Office will immediately contact their local Logistics Reassignment (LR) monitor to start the process to reassign the NSN to the AF or DLA.

8.4.5.1. Local LR monitor will notify the SSM/PO, AFGLSC LR Focal Point and the CSWS asset manager IAW AFMAN 23-110, V1, P1, C2, Section 2C for management reassignment.

8.4.5.2. Coordinate retention of the item with the FSC AFGLSC or begin the coordination process to transfer the item to the FSC AFGLSC. *Note:* If the decision is to retain the NSN at the provisioning AFGLSC, the MMAC will be either removed or a new MMAC assigned.

**8.5. When the provisioning office identifies a requirement for an item assigned to FSG 83, 84, FSCs 9420 or 9430 process as follows. *Note:*** These items will appear on provisioning and non-provisioning SSRs in the D169. The D169 will compute the requirements. The record will be retained in the D169 to allow for tracking of the SSR.

8.5.1. Reference the D043A Bulletin Board for the AFC&TO point of contact. Initiate an E-mail to one of the persons listed.

8.5.2. The E-mail should include CAGE code, PN, FSC, NIIN, technical data, end item or next higher assembly, demand data, and CMD.

## **8.6. Cataloging Agents in DLIS**

8.6.1. Receive the 8A\_ inputs on D143C workbench.

8.6.2. Interrogate the FLIS by CAGEC-PN to determine if an NSN exists prior to processing the NC package.

8.6.2.1. Notify the initiating AFGLSC PSO/CATM of any proposed substitute NSNs recommended as a result of NC item review.

8.6.2.2. Ensure the requested reference number submitted on the new item request is added to the identified substitute NSN.

8.6.3. Ensure all mandatory data elements are present and correct. If not, return to the originator with the appropriate 2-position code (see [Table 8.3](#)) and remarks, as applicable.

8.6.4. Check mail code for [M]ailed, [F]axed, [N]one available, [O] for Other.

8.6.4.1. If required data package is not received/available (by mail, fax, electronically):

8.6.4.1.1. Contact the AFGLSC PSO/CATM to obtain data packages or additional technical documentation required to describe the NC item if not received in 10 working days.

8.6.4.1.2. Ensure that an AFMC Form 784, *Provisioning Technical Data Requirement*, has been sent to the manufacturer by the AFGLSC PSO/CATM.

8.6.4.1.3. If technical data is insufficient for cataloging and a copy of AFMC Form 784 is not attached to the package (or referenced in D143C's RMKS), the DLIS cataloging agent will prepare and forward one to the initiating AFGLSC PSO/CATM.

8.6.4.2. Ensure the PNs on the Request for Cataloging Data/Action/D143C and the technical data are compatible and properly screened.

8.6.5. When an FSC change is required, return to the AFGLSC CATM with verified item name, correct FSC, and message added for the IM/ES to update the FSC. When action is complete at the ALC/AFGLSC, the request is returned to the cataloging activity.

8.6.6. Ensure the item management responsibility remains at the ALC/AFGLSC originally assigning the NC number. Retention is accomplished by retaining the assigned MMAC.

8.6.7. Keep appropriate records of actions involving NC numbers.

## **8.7. Canceling an NC Number.**

8.7.1. Only the responsible IM or ES can cancel an NC number in D143C. This may be the result of a DLIS cataloging agent's recommendation.

8.7.2. The DLIS cataloging agent can recommend cancellation by selecting the appropriate return code (see [Table 8.3](#)) in D143C and returning NC number request to the initiating AFGLSC PSO/CATM.

8.7.2.1. AFGLSC PSO/CATM will review and select appropriate instructions (see [Table 8.4](#)) in D143C for ES concurrence/non-concurrence.

8.7.2.2. The ES, in concurring, will select appropriate message (see [Table 8.5](#)) in D143C and coordinate through IM, PROV, and CATM.

8.7.2.3. The ES, in non-concurring, will select message (see [Table 8.5](#)) in D143C and provide justification in D143C. The AFGLSC CATM will return NC number to the DLIS cataloging agent for continued processing of NSN assignment.

## **8.8. Substitute NSNs for New Item Requests.**

8.8.1. Responsible cataloging activities may offer a substitute or an interchangeable item for a new item request. Whenever a substitute or interchangeable item is offered, the DLIS cataloging agent will contact the responsible ES at the initiating ALC/AFGLSC for preliminary concurrence.

8.8.2. The cataloging activity will:

8.8.2.1. Return the NC request via the D143C System with the appropriate 2-position return code (see **Table 8.3**) to the initiating AFGLSC PSO/CATM.

8.8.2.2. Add any required PNs to the substitute or interchangeable NSN after the NC number is canceled or consolidated.

8.8.3. PSO/CATM at the initiating ALC/AFGLSC will:

8.8.3.1. Review NSN recommended by DLIS cataloging agent and select appropriate instruction (see **Table 8.4**) in D143C for action by ES.

8.8.3.2. Receive action from ES and close NC request for concurrence of substitute NSN.

8.8.3.3. Return NC request to DLIS cataloging agent, with justification from ES, for non-concurrence of substitute NSN.

8.8.3.4. Notify the provisioner of action taken by ES if NC request was a result of a provisioning document.

8.8.4. The ES at the initiating ALC/AFGLSC will:

8.8.4.1. Review the NSN recommended by the DLIS cataloging agent on the NC request in D143C System.

8.8.4.2. Select the appropriate message (see **Table 8.5**) in D143C for concurrence of substitute NSN.

8.8.4.3. Initiate an SSR, Nonconsumable Item Materiel Support Request (NIMSR), or adoption/ reactivation/reinstatement, as required, to obtain support on substitute NSNs which are not AF used.

8.8.4.4. Select appropriate message (see **Table 8.5**) and provide justification in D143C for non-concurrence of substitute NSN.

**Table 8.1. ALC/AFGLSC/CSWS Activity/SIASCN Codes.**

<u>Activity</u>	<u>Code</u>
Warner Robins (WR) ALC/AFGLSC	C
Ogden (OO) ALC/AFGLSC	E
Oklahoma City (OC) ALC/AFGLSC	F
Cryptologic Systems Group (CPSG/LGLP) (Security Services)	J
Air Force Petroleum Agency(HQ AFPET/PTPT)	W
AF Reengineered Supply Support Program (RSSP) contractor	Z

**Table 8.2. NC Return Code Matrix.**

Cataloging Agent Return Codes	CATM Instructional Codes	ES Reply Codes
RB	C4	DC, DN
RC	C6	DN, DR, DS
RD	C2	DC, DN
RE	C1	DA, DN
RF	C4, C5	DJ, DN, DS
RG	C6	DN, DR, DS
RH	C2	DC, DN
RI	C4, C5	DJ, DN, DS
RJ	C3	DD, DN
RK	C2	DC, DN
RL	C3	DC, DN
RM	C4, C5	DC, DN, DS
RN	C3, C6	DD, DN, DR, DS
RO	C3	DD, DN
RP-RZ	Use free form remarks	No specific codes
TA	C2	DC
TB	C6	DN, DR, DS
UA	C6	DN, DR, DS

**Table 8.3. Cataloging Agent's Return Codes.**

Code	Definition
FA	The FSC on this item was changed. There was a MMAC present on the NC number which will be retained with the new FSC. As reflected in the Mission Workload Assignment System (D086), the new FSC/MMAC combination is valid and no further action is required on your part.
FB	The FSC on this item was changed. There was a MMAC present on the NC number which will be retained with the new FSC. D086, the new FSC/MMAC combination is not valid and one of the following actions needs to be accomplished (1) Delete the MMAC, after coordination with the gaining ALC/AFGLSC and transfer the item and its management to the prime FSC /AFGLSC; or (2) Submit a request to the AFGLSC's 401 SCMS after FSC/ALC/AFGLSC coordination to have the FSC/MMAC combination approved. This will be sent to the releasing agent at the ALC/AFGLSC/AFGLSC for further coordination.
FC	The FSC on this item was changed. There was no MMAC present on the NC number and the FSC change will cause an ALC/AFGLSC transfer; therefore, the residual MMAC of the original FSC has been added. Per D086, the new FSC/MMAC combination is valid and no further action is required on your part. <i>Note:</i> Allows residual MMAC to be entered and added to RMKS.

- FD The FSC on this item was changed. There was no MMAC present on the NC number and the FSC change will cause an ALC/AFGLSC transfer; therefore, the residual MMAC of the original FSC has been added. Per D086, the new FSC/MMAC combination is not valid and one of the following actions needs to be accomplished (1) Delete the MMAC, after coordination with the gaining ALC/AFGLSC and transfer the item and its management to the prime FSC ALC/AFGLSC; or (2) Submit a request to the AFGLSC's 401 SCMS after FSC/ALC/AFGLSC coordination to have the FSC/MMAC combination approved. **Note:** Allows residual MMAC to be entered and added to RMKS. This will be sent to the releasing agent at the ALC/AFGLSC for further coordination.
- FE The FSC on this item was changed. No MMAC is required as both FSCs are prime at your ALC/AFGLSC.
- IA The item name, \_\_\_\_\_, has been entered into the characteristics data under Master Requirement Code (MRC) FEAT (Special Features) and into RMKS of the D143C System.
- RB A preferred item has been found. The proposed new item is non-preferred and no NSN is assigned to the preferred reference number. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RC A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN and no users are recorded on the preferred NSN. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RD A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN. The AF is the manager of the preferred NSN. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RE A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN and the AF is a user, but another activity is the manager of the preferred NSN. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RF A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN. The AF is not a user, but another activity is the manager of the preferred NSN. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC

workbench, and leaves it in pending action.

- RG A preferred item has been found. The reference number to which the NC number is assigned should NOT be added to the preferred NSN. No users are recorded on the preferred NSN. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RH A preferred item has been found. The reference number to which the NC number is assigned should NOT be added to the preferred NSN. The AF is the manager of the preferred NSN. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RI A preferred item has been found. The reference number to which the NC number is assigned should not be added to the preferred NSN and the AF is not a user, but another activity is the manager of the preferred NSN. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RJ A preferred item has been found. The item of supply to which the NC number is assigned has been previously submitted with a different NC number and has not been assigned an NSN. The reference number should be added as an exact match and no other reference number is to be added to the previously submitted NC number. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RK A preferred item has been found. The item of supply to which the NC number is assigned has been previously submitted with a different NC number and has not been assigned an NSN. A new reference number should be added to the NSN that will be assigned to the previously submitted NC number. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RL A preferred item has been found. The item of supply to which the NC number is assigned should be source coded "A," (assembly at any level) and all parts of the assembly are assigned NSNs and the AF is the manager or user of all NSNs that make up the assembly. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RM A preferred item has been found. The item of supply to which the NC number is assigned should be source coded "A," (assembly at any level) and all parts of the assembly are assigned NSNs and all non-AF used NSNs that make up the assembly are managed by another activity. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and

leaves it in pending action.

- RN A preferred item has been found. The item of supply to which the NC number is assigned should be source coded "A," (assembly at any level) and all parts of the assembly are assigned NSNs and all non-AF used NSNs that make up the assembly have no users. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RO A preferred item has been found. The item of supply to which the NC number is assigned should be source coded "M." The item is manufactured from bulk materiel as specified in engineering documents, drawings, etc. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC workbench, and leaves it in pending action.
- RP The drawing does not meet criteria in DOD STD 100 for Vendor Item Drawing, Source Control, Selected Item, or Altered Item. ALC/AFGLSC must justify or modify NC package.
- RQ The Purchase Description (PD) document is not included in the NC package.
- RR The PD reference number is not properly formatted.
- RT The ALC/AFGLSC will take action to initiate a project within 5 working days to convert the PD to a *DOD ASSIST* type document.
- RZ Returned to the ALC/AFGLSC for other reasons. See remarks (RMKS) in D143C for specific requested action.
- TA Exact Match--AF Used. The reference number and CAGE Code submitted match an NSN currently used by the AF. **Note:** This takes the request off the cataloging agent's workbench and places it on an ALC/AFGLSC workbench.
- TB Exact Match--No users or only foreign country MOE rules. The reference number and CAGE Code submitted match an NSN that is not currently used by the AF. **Note:** This takes the request off the cataloging agent's workbench and places it on an ALC/AFGLSC workbench.
- UA Exact Match—Non-AF used (other S/A-managed). The reference number and CAGE Code submitted match an NSN that is currently used by the AF. In order for the AF to be added as a user, you must submit an SSR or JLC Form 17 to the PICA to add the AF as a user. **Note:** This takes the request off the cataloging agent's workbench, places it on an ALC/AFGLSC work bench, and leaves it open in pending action.

**Table 8.4. ALC/AFGLSC/CATM Instruction Codes.**

<b>Code</b>	<b>Description</b>
C1	If you concur with the cataloging agent's recommendation, select MSSG "DA" to add, change, or delete the PN to the AF SICA NSN.
C2	If you concur with the cataloging agent's recommendation, select MSSG "DC" and consolidate the NC number with the NSN provided by cataloging agent. Do you want to add the PN (Yes/No)?
C3	If you concur with the cataloging agent's recommendation, select MSSG "DD" to delete the NC number and stop procurement.
C4	If you concur with the cataloging agent's recommendation, complete AFMC Form 918, <i>Non-Provisioning Item Supply Support Request (SSR) Data</i> , to activity "XX" and forward to "XXXX XXXX" (where XX is the activity code and XXXX XXXX is the position code and ID code of the person who handles this form at the ALC/AFGLSC. The system will prompt for each of these). <b>Note:</b> No message code is required; however, use the RMKS screen to provide SSR date.
C5	If you concur with the cataloging agent's recommendation, select MSSG "DJ" and submit a Nonconsumable Item materiel Support Request (NIMSR), JLC Form 17, to the ALC/AFGLSC interservice focal point and forward to "XXXX XXXX" (where XXXX XXXX is the position code and ID code of the person who handles this form at the ALC/AFGLSC. The system will prompt for each of these).
C6	If you concur with the cataloging agent's recommendation, select MSSG "DR" for ALC/AFGLSC management. For DLA management. <b>Note:</b> <i>No message code is required.</i> Complete AFMC Form 918 to activity "XX" and forward to "XXXX XXXX" (where XXXX XXXX is the position code and ID code of the person who handles this form at the ALC/AFGLSC. The system will prompt for each of these).
N1	If you non-concur with the cataloging agent's recommendation, provide the justification in RMKS, then select MSSG "DN."

**Table 8.5. ALC/AFGLSC/ES Reply Codes.**

<b>Code</b>	<b>Description</b>
DA	Concur. Add/change PN to AF SICA NSN. The cataloging agent will submit DD Form 1685.
DC	Concur. The system will consolidate the NC number with NSN or FSC/NC number from the cataloging agent's message. Do you want to add the PN? Yes/No.
DD	Concur. The system will delete the NC number. The IM/PROV must stop procurement.
DJ	Concur. ALC/AFGLSC must initiate JLC Form 17 to another service for support action. ALC/AFGLSC must use option 8 under NSN revision to preposition AF unique SICA CMD.
DN	Non-concur. ALC/AFGLSC must provide justification in RMKS.
DR	Concur. ALC/AFGLSC must use option 1 under NSN revision to reactivate, reinstate, or adopt.
DS	Concur. ALC/AFGLSC must submit AFMC Form 918, to another service or agency. <b>Note:</b> The ES is unable to generate the "DS" reply code (Refer to XS codes on base 86s.) Use RMKS to tell provisioning that the SSR has been initiated.

## Chapter 9

### CATALOGING REVISION REQUESTS

**9.1. Introduction.** This chapter pertains to the processing of additions, changes, and deletions, which are called maintenance transactions or revisions, to update the IMCS System Suite, i.e., D043, D043A, D043B, D046, D071, D155, D169 and FLIS via the D143C. NSN maintenance requests or “revisions” are primarily initiated by the ALC/AFGLSC IM or ES, an AF base, another S/A, or CSWS via the D143C System (see [Chapter 24](#)). Revisions include, but are not limited to changes in the following data elements: FSC, Item Name, MOE rule, CAGE code or PNs, standardization codes, all CMD elements, and characteristics data. If the D143C System is not available to the initiator, a hardcopy AF Form 86 may be submitted through the AFGLSC cataloging focal point (CATM). In the event a significant number of revisions requests are proposed on AF-managed NSNs, the revisions may be handled more efficiently as a special project through the D143C data system. The initiator should contact the D043 Special Projects Control Monitor in the AFGLSC’s 401 SCMS.

#### **9.2. Director/Materiel Management (DMM) Responsibilities.**

9.2.1. Ensure that Supply Support Requests (SSR) or Nonconsumable Item Materiel Support Requests (NIMSR) are prepared and submitted, as required. See DOD 4140.26-M, *Defense Integrated Materiel Management Manual for Consumable Items*, AFMCR 400-21, *Wholesale Inventory Management and Logistics Support of Multi-Service Used Nonconsumable Items* (at <http://www.dla.mil/j-6/dlmsso/elibrary/manuals/joint.asp>), AFMCI 23-101, *Air Force Provisioning Instruction*, and AFMCI 23-201, *Logistics Materiel Control Activity Operating Instruction* (at <http://www.e-publishing.af.mil/shared/media/epubs/AFMCI23-101.pdf>).

9.2.2. When the AF is to be supported by another S/A for consumable items, the following CMD elements are automatically suspended in D143C as Preposition Catalog Management Data (PPCMD): Materiel Management Aggregation Code (MMAC), ERRC code, fund code, budget code, price and Price Validation Code (PVC).

9.2.3. Reference [Chapter 12](#) for item management coordination and changes.

**9.3. IM and ES Responsibilities.** It is mandatory for all additions, revisions and deletions to AF-managed NSNs be routed through the D143C for cataloging actions. It is also mandatory to use the D143C to route requests on AF “used” (i.e. DLA or other S/A) NSN via the D143C. Equipment Specialists at the TO or managing (FSC/MMAC) ALC/AFGLSC (SICA) will review and concur or non-concur on all AF-managed and AF “used” (i.e. DLA or other S/A) NSNs to determine if a requested action should be accomplished. These requests may be initiated by another ALC/AFGLSC or CSWS manager and may include but are not limited to CAGE/Part Number additions, registration of AF on other S/A NSNs, etc. An ALC/AFGLSC IM or ES initiates or approves the initiation of a revision request when it is determined that some change is required to the information recorded on the NSN. These changes may consist of additions, deletions, or changes to existing data. Changes include, but are not limited to, the following data elements: FSC, item name, MOE rules, CAGE Codes, CMD element(s), I&S, and characteristics data. The initiator inputs the request into the D143C which is routed the base focal point, (see

**Table 13.1)** for release to a cataloger's workbench. Supporting technical data or drawing is required for CAGE, P/N, FSC or nomenclature revisions.

9.3.1. Initiate revisions in D143C by accessing Option 1 of the main menu. There are currently 15 revision categories available in D143C with 18 file maintenance actions imbedded in them. Following the on-screen prerequisite information ensures completing the requested action with essential coordination. The requested revision will be forwarded to the AF cataloging agent.

9.3.1.1. Control Numbers and a predetermined workbench are automatically assigned within the D143C. This allows for process flow to those who "add value" to the transaction by immediate electronic transfer once a person completes the required tasks within the revision process (see **Tables 9.2 through 9.4** for D143C message codes.) Continued monitoring of an IM/ES's D143C workbench will allow for quick response in case problems arise. The focal point will be responsible for all maintenance in the workbench cycle and or assignment.

9.3.1.2. As an aid to communication, D143C provides Option 7. The IM comment screen is available at all times to attach a comment to a NSN, managed or used by the AF.

9.3.1.3. IMs and ESs should provide supporting data to the CATM immediately after D143C initiation of a revision requiring such information. (reference **paragraph 9.3.**)

9.3.1.4. The AF cataloging agent has been authorized to approve and submit AF ERRC code changes on AF-used items, when the ERRC code is changing from "N" to "U" (or vice-versa) on non-weapons related DLA or GSA-managed items (see **paragraph 9.6.**)

9.3.1.5. Each coordination foot print has 15 days to review the request and approve or disapprove. If a review cannot be completed within the 15 day timeframe, valid substantiating remarks will be annotated to hold the request on their workbench. It is the responsibility of the initiator to monitor requests placed in D143C. The initiator of a request is responsible for releasing the action to the next reviewer. A request placed in the D143C with no action for 30 days will be considered delinquent. These delinquencies will be elevated through the ALC/AFGLSC chain of command until resolved.

9.3.1.6. If a systemic error precludes the submittal of a request through D143C, contact your cataloging focal point for assistance.

9.3.2. Disposal Actions:

9.3.2.1. The Defense Inactive Item Program (DIIP) will automatically screen and provide to the IM a candidate listing for deletion after five (5) years of inactivity. The disposal process may be started automatically for those DIIP items coded as delete.

9.3.2.2. Disposal action is initiated by the IM when the item is no longer required by the AF.

9.3.2.3. A NSN must be in AAC "V" (semi-terminal) status prior to initiating a "deletion of NSN" in D143C. The IM and ES will work together to clear all users, SICA, levels, financial records, and assets in AF systems prior to changing the AAC to "Y." **Note:** It is ultimately the IM's responsibility to ensure there are no assets and any assets found are

turned-in prior to the AAC change to “Y.” At no time will the AAC be changed to a “Y” on an NWRM NSN. Reference [paragraph 10.4](#) for procedures specific to NWRM.

9.3.2.3.1. An IM’s request to dispose of an item, and change the AAC to “Y” and phrase code to “N” in the D143C will trigger a clock in the D043. The D043 will retain the item with the AAC “Y” for 52 weeks. On week 52, the SOS will change to JCD, D043 outputs a SLC (DIC BMD), deletes the item from D043, and sends a delete management to the FLIS. An IM’s request to make an item disposal will remove the AF as a recorded user, unless the item is freeze-coded in the AFEMS, also called the “C001.” In this case, the D043 will change the AAC to an “X.” Other actions (i.e., disposing of assets being reported in AFEMS) must be taken before an AAC “X” can be removed and the deletion process continued. For an NSN which is freeze-coded, send a letter requesting deletion to 585 CBSS/GBND, 380 Richard Ray Blvd, Warner Robins AFB, GA 31098-1683 (FAX DSN 468-2207). Before a disposal action can be accomplished, freeze-code removal must be processed through AFEMS. The 585 CBSS/GBND personnel will review AFEMS to determine whether assets are still being reported.

9.3.2.3.2. If the item is in an I&S relationship, the PICA will review the I&S group, remove the item from the group, and change the relationships within the group (See [Chapter 36](#)).

9.3.2.3.3. Disposal actions when AF is PICA. If the item is in support of another S/A (S/A), the AFGLSC/ALC will coordinate the delete action or a logistics reassignment with all SICAs (see [Chapter 12](#)).

### 9.3.3. Actions Which Cannot Be Accomplished Using the D143C system.

9.3.3.1. Changes to prices/costs related to Materiel Support Division (MSD) items (identified by Budget Code “8,” Fund Code “SF”) cannot be changed using D143C. These must be done in D200N, Recoverable Item Stratification. However, other-funded items may have their price changed using D143C. The ALC/AFGLSC focal point should contact the 401 SCMS/GUMB for transactions the D143C does not allow. This includes, but is not limited to cancel-dup, cancel-use, cancel-invalid, LRs when NSNs are included in an I&S group, I&S group Master NSN replacement, and when an LMX transaction is required to change other data elements within an I&S group.

9.3.3.2. The Acquisition Method Code (AMC) and Acquisition Method Suffix Code (AMSC) can be changed using the Purchase Request Process System (PRPS) D203. **Note:** D143C cannot be used for changes to these elements.

9.3.3.3. FLIS back-outs of any effective-dated transactions will be forwarded to the AFGLSC’s 401 SCMS.

9.3.4. ALC/AFGLSC IMs are required to review the Catalog Management Notifications for the items that they are assigned management responsibilities.

9.3.5. ALC/AFGLSC ESs are required to review and support the AF relative to technical decisions for the items that they are assigned responsibilities, to include, but not limited to AF, other service or DLA-managed items.

9.3.6. Batch requests of 25 NSNs or more may be initiated by contacting your local AFGLSC Cataloging focal point. The Cataloging Focal Point will request a special project through the 401 SCMS.

#### **9.4. Provisioning Support Office (PSO/CATM (Cataloging Manager)) Responsibilities.**

9.4.1. Review or prepare Requests for Cataloging Data/Action, as required.

9.4.2. Interrogate D143C to ascertain the status of Requests for Cataloging Data/Actions (see [Table 9.3](#) for D143C message codes.)

9.4.3. Forward supporting/technical data, provided by the IM/ES, to the responsible cataloging activity immediately after release of a revision.

#### **9.5. DEMIL Challenges.**

9.5.1. The ES will assign the applicable DEMIL code to each item that they are responsible.

9.5.2. The ES will respond to all DEMIL challenges received from the DEMIL Coding Management Office (DCMO) within 90 days in accordance with AFMAN 23-110, V6, C7. Failure to respond to the DCMO challenge within the 90 days may result in the assignment of a FLIS DEMIL Integrity Code (DIC) 1, 3, 6, or 7 which will “lock out” any attempts to change the DEMIL Code. Per DOD 4100.39-M, Volume 10, Table 216 states:

9.5.2.1. DIC 1 - DEMIL code reviewed; recommended DIC adopted by ICP, or no DIC change recommended.

9.5.2.2. DIC 3 - Critical FSC/FSG MIL or sensitive CCLI; requires mutilation worldwide.

9.5.2.3. DIC 6 - Non-critical FSC/FSG MIL or non-Sensitive CCLI; requires mutilation worldwide.

9.5.2.4. DIC 7 - Forced concurrence; DCMO has forced a DIC change due to an ICP non-response over 90 days old.

9.5.3. To enable a change to the DEMIL, when a FLIS DIC 1, 3, 6, or 7 has been assigned the ES will:

9.5.3.1. Initiate a revision request in the D143C requesting the DEMIL code change. In the “RMKS” of D143C, include the justification and the tech data for the change in accordance with the DOD 4160.21-M-1. **Note:** Care should be taken when assigning the DEMIL ensuring it is compatible with the Controlled Item Inventory Code, (CIIC).

9.5.3.2. The DCMO will review the ES justification and either agree or not agree with the change. If the DCMO agrees with the change, their office will lift the FLIS DIC and process the DEMIL change. If the DCMO disagrees, they will contact the requestor for resolution.

#### **9.6. Catalog Actions for DLA-Managed Items.**

9.6.1. This policy applies to all individuals in AFMC (ALC/AFGLSC) whenever a catalog change, to include P/N and CAGEC, is required on a DLA-managed item. The ES will be responsible for making changes via the D143C as a result of the DLA Form 339 review. When DLA routes a DLA Form 339 to the recorded SICA ES and the SICA ES finds that the

engineering responsibilities should be reassigned to another location and the gaining SICA ES has concurred, the following actions are required.

9.6.1.1. The gaining ESA engineer is responsible for requesting all cataloging actions through their ES.

9.6.1.2. The gaining ESA will coordinate via the D143C and assign the appropriate SICA ES coding (MOE rule, MMAC, etc.).

9.6.1.3. The gaining SICA ES will include the applicable division designator and ensure the applicable ES code is assigned and identified in the D143C request in accordance with AFMAN 23-110.

9.6.1.4. The gaining SICA ES will initiate the “SICA” logistics reassignment action in the D143C.

9.6.1.5. The losing SICA ES will coordinate and return the request to the LOGR focal point. When no ES is assigned, the LOGR focal point will research and attempt to locate an ES manager to evaluate and coordinate on the D143C SICA logistics reassignment, making the coordination complete.

9.6.2. When the assigned SICA ESA or the ES determines a change is necessary, the ES will initiate the D143C action.

## **9.7. Cataloging Activity Responsibilities.**

9.7.1. Access D143C to obtain cataloging revision requests.

9.7.1.1. The AF cataloging agent, as a result of IM/ES instructions, may perform the necessary actions to complete the requested revision within the policy and procedural guidelines and systems' edits of the AF systems and FLIS. This should include, but may not be limited to, a total item review to verify that the change being requested will result in the most complete, accurate, and current cataloging data available (See [Table 9.2](#) and [Table 9.4](#) for NIIN message codes.)

9.7.1.2. Use any forms of communication available, including the Remarks option (RMKS) in D143C, to verify the intent of the request if any questions arise or a potential conflict with policy and procedure would occur.

9.7.2. Receive hardcopy AF Form 86 revisions, with supporting data, from the CATM at the ALCs. Perform necessary actions to complete the requested revision within the policy and procedural guidelines and the systems' edits of the catalog. This should include, but may not be limited to, a total item review to verify that the change being requested will result in the most complete, accurate, and current cataloging data available.

9.7.3. Receive and respond to all challenges to alleged invalid or non-collaborated logistics actions affecting the catalog (e.g., FSC changes, CIIC, reassignments, and the like).

## **9.8. HQ AFMC ERRC Code Policy for Non-Weapon Related DLA or GSA-Managed NSNs.**

9.8.1. The AF ERRC code is an AF peculiar data element and must be determined by the AF regardless of which Service, Agency or CSWS is recorded as the PICA. Only the AF cataloging agent has the authority to change an ERRC code “N” to a ERRC code “U” (or

vice-versa) on a non-weapon NSN. This policy applies only to DLA or GSA-managed NSNs, which are not components of service-managed (AF or other service) equipment/systems which currently reflect ERRC codes “N” or “U.” All other ERRC code decisions will be directed to the appropriate ALC/AFGLSC focal point. This policy does not include changes to or from any other ERRC code. Prior to assigning a ERRC code “C” to an NSN, the ES will review AFMAN 23-110, V1, P1, C19 (at <http://www.e-publishing.af.mil/shared/media/epubs/PUBS/AF/23/23011001/010119/010119.pdf>) to ensure the ERRC code “C” is appropriate for Serialized Control and Reporting System (SCARS).

9.8.2. The AF cataloging agent will:

9.8.2.1. Assign an ERRC code monitor to approve/disapprove all base-initiated ERRC code reviews for NSNs falling within the parameters outlined above in **paragraph 9.7.1**

9.8.2.2. Work with the AF’s Cryptologic Systems Group (CPSG), to resolve and clarify unprecedented decisions.

9.8.2.3. Notify the AFGLSC’s 401 SCMS of problems that arise as a result of or concerning this policy.

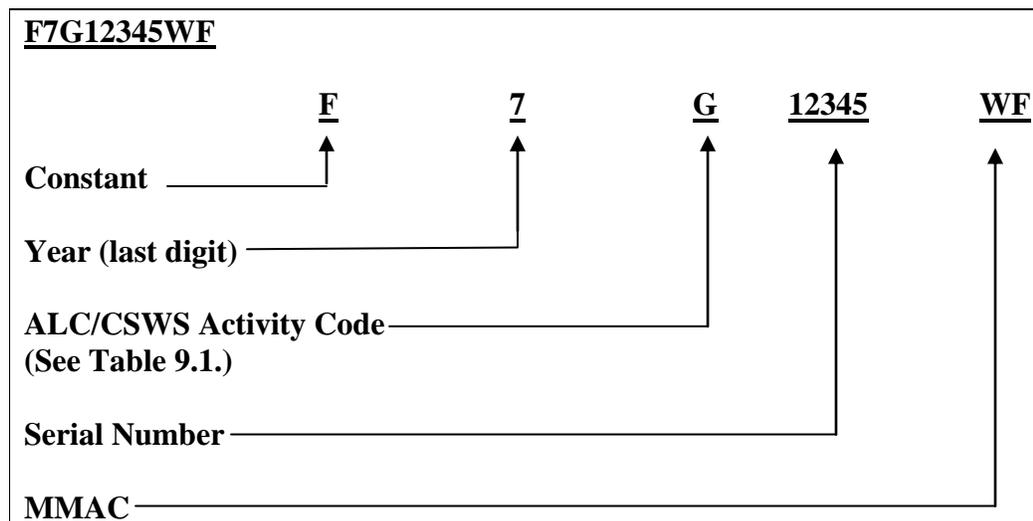
9.8.3. The AFGLSC’s 401 SCMS will:

9.8.3.1. Have the final say on all unprecedented decisions.

9.8.3.2. Reserve the right to reverse decisions at any time.

9.8.4. The ALC/AFGLSC technical community will determine the ERRC code on all AF-used NSNs in addition to all weapon system items managed by another S/A.

**Figure 9.1. ALC/CSWS Revision Control Number Format.**



**Table 9.1. ALC/CSWS Revision Codes.**

Pratt/Whitney	TP	A
Boeing Co.	TB	B
Lockheed-Martin Aero	TL	C
Cryptologic Systems Group (CPSG)	SJ	D
Ogden OO-ALC	SU	G
Oklahoma OC-ALC	SX	H
Space Life Range Systems (SLRS) & System Engineering and Sustainment Integrator (SENSOR)	TV	I
Directorate of AF Nuclear Weapons Management OO-ALC	SK	K
Warner Robins WR-ALC	TG	L
Aerospace Integration Corp	TD	K
Rolls-Royce Corp	SI	N
L-3 Communications, Integrated Systems, JOG	TO	O
NGIS	TM	Q
Northrop	TN	R
General Atomics Aeronautical Systems	TF	U
Composite Engineering Inc	TC	W
Honeywell Technical Solutions	TQ	Y
Air Force Petroleum Agency (HQ AFPET/PTPT)	SP	Z

**Table 9.2. Messages for NIINs. Full Text Messages for Use by Cataloging Agents Only:**

<b>Code</b>	<b>Description</b>
AB	The requested action has previously been accomplished. Phase out the request from Pending File with the appropriate 'H' Code.
AC	The revision is returned to the ALC for additional/corrected data. See Remarks (RMKS)
AD	AF cataloging agent non-concurs with the requested action. See RMKS for justification.
AE	This item was returned to AF cataloging agent in error. Contact your ALC focal point/trainer for additional guidance.
A6	DD Form 1685 has been submitted to request a change to non-AF managed logistics management data. Request should be accomplished within 60 days. See RMKS.

**Table 9.3. Messages for NIINs. Messages for Use by ALCs/CSWS:**

<b>Code</b>	<b>Description</b>
HC	Initiator concurs with AF cataloging agent's recommendation. Return to cataloging agent with additional information for action/close out.
HD	Initiator concurs with AF cataloging agent's request. System will delete revision.
HL	Non-concur with AF cataloging agent's request. Use free form Remarks to return to cataloging agent.
HN	Initiator non-concurs with AF cataloging agent's request. Return to cataloging agent for completion.

**Table 9.4. Messages for Prepositioned CMD Processing. Messages from Cataloging Agent:**

Code	Description
AC	This revision is returned to the ALC for additional/corrected data. Please see RMKS for specifics needed.
AD	AF cataloging agent non-concurs with the requested action. See RMKS for justification
AE	This item was returned to AF cataloging agent in error. Contact your ALC focal point/trainer for additional guidance.
AF	Returned to the ALC for other reasons. See RMKS in D143C for specific requested action.
AG	System will consolidate the SIASCN with NSN.
AR	Re-suspense prepositioned data (8A1/E). If FLIS KIM product is not received within 90 days, the request will be placed on a workbench for additional review

## Chapter 10

### CATALOGING AND STANDARDIZATION PROCESSES AT SPECIAL ACTIVITIES

**10.1. Introduction.** This chapter provides policy concerning the processing of cataloging and standardization actions for items with NSNs managed by special activities.

**10.2. General.**

10.2.1. Mission unique functions are accomplished for the FSGs/FSCs indicated in **Table 10.1** All transactions are submitted according to the *FLIS Procedures Manual*, DOD 4100.39-M, either directly to FLIS or through the IMM Lead Service for each NSN.

**Table 10.1. Mission Unique Cataloging and Standardization Functions.**

Activity	Standardization Code	SOS	Name & Address	Type Items Managed
*SJ	13	FPD	Air Force Cryptologic Systems Group (CPSG) 230 Hall Blvd; Bldg 2028 Lackland AFB, TX 78243	FSCs 5810 & 5811; NSNs with CAGEC 98230
*SH	11	F80	AF Life Support 311 HSW/YACS c/o WR-ALC/LE-OL Brooks AFB, TX 78235-5352	Life Support Items in FSG 16, 31, 40, 48; FSCs 4920, 5305, 5820, 5905 6235 & 6665
*ST	11	F92	Air Force Clothing & Textile Office (AFC&TO) 648 AESS/TAC-PA 700 Robbins Ave; Bldg 3C Philadelphia, PA 19111	FSG 83 & 84 (except FSC 8475); FSCs 7210, 9420 & 9430
SR	35	F97	Air Force Services Agency (AFSVA) 10100 Reunion Place, Suite 104 San Antonio, TX 78216-4138	FSG 89; FSC 3510
TT	03	F04	Air Force Medical Operations Agency (AFMOA) 693 Nieman Street, Fort Detrick, MD 21702-5006	FSG 65

\*Cataloging stock list actions and maintenance requests are submitted using the D143C System.

**Table 10.2. AF Special Activity Cataloging.**

Activity	Standardization Code	SOS	Name & Address	Type Items Managed
SK	N/A	FGL	Air Force Nuclear Weapons Center Directorate of Logistics (AFNWC/LG) 1551 Wyoming Blvd SE, BLDG 20325 Kirtland AFM, NM 87117-5624	FSG 11 MMAC WK; NB; NP;MW
*SP	N/A	FPH	Air Force Petroleum Agency (HQ AFPET/PTPT) 2430 C Street, Bldg 70, Area B, Wright-Patterson AFB, OH 45433-7632	FSG 68; FSC 8120, 9110, 9130, 9135, 9140, 9150, and 9160

\*Cataloging transactions are processed by the AF cataloging agent using the D143C.

10.2.2. The AF cataloging agent receives requests for stock list actions or cataloging management data from the ALC/AFGLSC as well as mission-unique or special cataloging activities as indicated by the “\*” in **Table 10.1** and **Table 10.2**. Requests are processed by designated cataloging technicians using the D143C or are submitted directly from personnel assigned the FSGs/FSCs listed for each activity.

10.2.3. These activities are responsible for submitting transactions for the following:

10.2.3.1. Item Identification data.

10.2.3.2. MOE rule data.

10.2.3.2.1. When submitting MOE rule actions, these activities will be recorded as either the PICA or SICA. When the AF is to be supported by another S/A, requests will be processed according to **Chapter 9** and **Chapter 12** of this manual.

10.2.3.2.2. If another AF activity is currently recorded on the item, support will be obtained from the AF activity recorded as the PICA or SICA.

10.2.3.3. Reference number data. Activity Code SJ manages all AF items with a CAGE Code of 98230.

10.2.3.4. Standardization decision. Input by the activity recorded in the SD-1, *Standardization Directory*, with Item Reduction Study (IRS) program responsibility for the FSC.

10.2.3.5. Cataloging Management Data (CMD).

10.2.3.5.1. FSG 89 will have no AF management data. Data on the Integrated Materiel Management (IMM) line will apply.

10.2.3.5.2. Activity TT cataloging management data is automatically-generated by FLIS as outlined in DOD 4100.39-M, Volume 6, *Supply Management*, Appendix 6-2-D Part 3 and will not be displayed in the D043. **Note:** Special activities cannot submit FLIS Segment G, freight data.

### 10.3. D143C Processing Procedures.

#### 10.3.1. Assignment and control of non-cataloged NC, ND, and kit (K) numbers.

10.3.1.1. Activities SH, SJ, and SP may establish NC requests for stock list actions, ND one-time buys, and K kit numbers in D143C System (see [Chapter 6](#) and [Chapter 8](#)).

10.3.1.1.1. All actions are routed through D143C for editing and forwarding to the IMCS, D043. Activity ST will file and maintain AF SICA NSNs in D143C.

10.3.1.1.2. Actions failing to pass the D143C edits are returned to the initiator for correction and re-submittal.

10.3.1.1.3. Once an NC number is established, revision to the CMD recorded in Master Item Identification Data Base (MIIDB), D043A System, is not authorized until the NSN is assigned.

#### 10.3.2. Other Processing.

10.3.2.1. Activities SK, SR, and TT do not have D143C capability.

10.3.2.2. Mission unique and special activities will establish the controls necessary to ensure the timely processing of the request.

10.3.2.3. If review of the Request for Cataloging Data/Action reveals the items are improperly routed, the activity will determine the correct FSC and forward the request to the responsible activity.

#### 10.3.3. Cataloging Management Data (CMD).

10.3.3.1. In addition to the responsibility for the initial recording of CMD and other information, activities are also responsible for file maintenance of AF data on all items that are managed by them and for the management data on all items they may be the SICA.

10.3.3.2. Upon processing the initial recording or change to established CMD by the IMM or lead service, FLIS will notify these activities by DIC "KIM." These activities, upon receipt of the "KIM," will record or change the AF CMD, as required.

#### 10.3.4. Each activity will perform the following:

10.3.4.1. Standardization I&S review.

10.3.4.2. Review and resubmit returns or rejects from FLIS, IMM, or Lead Service, if required.

10.3.4.3. Submit recommended cataloging changes, by letter or Data Exchange and/or Proposed Revision of Catalog Data, DD Form 1685, to other AF activities.

### 10.4. Nuclear Cataloging Requests. Reference AFMAN 23-110, V1, P1, C19.

10.4.1. Air Force Nuclear Weapons Center (AFNWC), Activity SK, MMAC WK NSNs or classified NSNs with MMACs MW, NB or NP are managed as AF MILSPARES in the Nuclear Item Management And Cataloging System (NIMACS) and visible in the D043. All others will be cataloged in the D043 and the FLIS.

10.4.1.1. IMs responsible for management data will submit their request via the D143C for documentation and control.

10.4.1.1.1. The Recoverable Item Movement Coding (RIMC)/"Ship to" address will be reviewed whenever a change to the CIIC is requested. Reference AFMAN 23-110, V3, P3, C28 for RIMC policy.

10.4.1.1.2. For NSNs managed by the Defense Threat Reduction Agency (DTRA), IMs will submit an E-mail to [afnwc.lg@kirtland.af.mil](mailto:afnwc.lg@kirtland.af.mil) and [dtra.noco@abq.dtra.mil](mailto:dtra.noco@abq.dtra.mil) indicating a required change.

10.4.1.1.3. IMs will monitor D043 until the change is visible. Once visible, the requested action in D143C may be finalized and sent to history.

10.4.2. It is forbidden to change the AAC on a NWRM NSN from a stocked/non-stocked condition to a "Y."

10.4.2.1. For obsolete NSNs, the IM will change the AAC to "V."

10.4.2.2. The IM will perform an annual review of all items with AAC "V" identifying asset position, to include installs.

10.4.2.3. If the IM determines the AAC "Y" is warranted, the request to change the AAC to "Y" must be coordinated through and approved by the AFNWC/LG.

10.4.3. The CIIC for unclassified NWRM NSNs will be coded the letter "O" and, in most instances, with a DEMIL "F."

10.4.4. If the NSN is visible on the list of NSNs designated NWRM, the item name will reflect NWRM in the first four positions of the item name. The remaining positions will reflect the manufacturer's name.

10.4.5. All NSN-numbered nuclear ordnance items will be recorded in the FLIS data base. The FLIS data base maintained at DLIS for each such item will be limited to a single reference number and a single CAGE Code which must be 57991, 67991, 77991, or 87991. The CAGE code will be used for all AF special design items, end items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by the AF, or designed controlled by the AF, for use specifically in the nuclear ordnance field. They may be security classified or non-security classified (reference [Chapter 11](#)), classified in FSG 11 or both.

10.4.6. The IM will ensure the correct Serialized Report Code (SRC) is maintained via the D143C (reference [Table 10.3](#) for appropriate code).

10.4.7. A NWRM indicator code will be assigned by DOD to all NSNs on the NWRM list approved by HAF. The information can be viewed in the A increment of D043A (reference [Table 10.4](#)).

**Table 10.3. Serialized Report Codes.**

<b>Code</b>	<b>Definition</b>
R	NWRM Communication Security (COMSEC)
W	NWRM

**Table 10.4. NWRM Indicator Codes.**

<b>Code</b>	<b>Definition</b>
Q	NWRM

10.4.8. In addition to the procedures above, reference [Chapter 9](#) for NWRM items that are or will be cataloged in the FLIS.

## Chapter 11

### SECURITY CLASSIFIED CATALOG DATA/CRYPTOLOGICAL ITEMS

**11.1. Methods of Physical Security Classification.** Three methods of Physical Security Classification are used in the USAF supply system. These methods do not represent the security classification of the catalog entry but refer to the physical item and are used, as appropriate, when submitting catalog data for items which require safeguarding.

11.1.1. Method 1. DOD CIICs, authorized by the *FLIS Procedures Manual*, DOD 4100.39-M, Volume 10, Chapter 4, Table 61, are as listed below:

**Table 11.1. DOD Controlled Inventory Item Codes (CIIC)**

Code	Definition
C	Confidential
O	Unclassified NWRM
S	Secret
T	Top Secret
U	Unclassified

**Table 11.2. CIICs for Nuclear Ordnance Items**

Code	Definition
A	Confidential, Formerly Restricted Data (C-FRD)
B	Confidential, Restricted Data (C-RD)
G	Secret, Formerly Restricted Data (S-FRD)
H	Secret, Restricted Data (S-RD)
K	Top Secret , Formerly Restricted Data (TS-FRD)
L	Top Secret, Restricted Data (TP-RD)

11.1.2. Method 2. CIICs, authorized by DOD 4100.39-M, FLIS Procedures Manual and assigned by the Department of Energy (DOE) or its contractors are used on all forms and in publications specifically related to nuclear ordnance items, regardless of the degree of security, as listed in [Table 11.2](#) The DTRA classification codes appear in the C1100-ML/IL-AF (WK) USAF Federal Supply Catalog covering nuclear ordnance.

11.1.3. Method 3. CIICs authorized by DOD 4100.39-M, FLIS Procedures Manual and assigned to USAF/ESC, are used on all forms and publications specifically related to cryptologic items, regardless of the degree of security. Cryptologic item data for the Cryptologic Systems Group (CPSG) items with MMACs of CI, CS, CA, CE, KC, SM, XU, or ZG appear in the D043.

**Table 11.3. CIICs for Cryptologic Items**

<b>Code</b>	<b>Definition</b>
D	Confidential, Cryptologic
E	Secret, Cryptologic
F	Top Secret, Cryptologic
9	Controlled Cryptologic Item

**Note:** For an inclusive list of all CIICs, including Sensitive Item Codes and Pilferage Item Codes, refer to DOD 4100.39-M, *FLIS Procedures Manual*, Volume 10, Chapter 4, Table 61.

**11.2. Procedures.** To ensure uniform submittal and processing of security classification data, including direct submittal of such data to DLIS for NSN assignment, the following procedures supplement normal operating procedures are:

11.2.1. Appropriate AFMC supply catalog data transmittal forms, transmitting IIs containing security classified information, and data to be published in C1100-ML/IL-AF(WK), are prepared and submitted as prescribed for other catalog data, except that all activities must comply with AFI 31-401, *Information Security Program Management*, other security directives, and the DOD 4100.39-M, *FLIS Procedures Manual*.

11.2.2. In other than the nuclear area, IIs containing security classified information will be prepared using the reference method (Type 2) or the partial descriptive method (Type 4, 4A, or 4B II format). All security-classified data is omitted from these IIs. When necessary, changes to the name of the item are made to preclude compromise of security classified information.

11.2.3. When the item identification (II), described by using the reference method or Types 4, 4A, or 4B II format, becomes declassified, the responsible activity will initiate action to change the type of II to Type 1, 1A, or 1B, as applicable.

## Chapter 12

### DD FORM 1685 AND JLC FORMS 17 AND 19 COLLABORATION/COORDINATION

**12.1. General.** This chapter contains procedures for processing DD Forms 1685, *Data Exchange and/or Proposed Revision of Catalog Data*, guidance for processing letters, messages, and telephone requests when collaboration is required, and the cataloging and standardization impact of JLC Form 17, *Nonconsumable Item Materiel Support Request (NIMSR)*; and JLC Form 19, *PICA/SICA Management Level Change and/or Reassignment Request*.

#### 12.2. Processing DD Forms 1685.

12.2.1. The DLIS uses the DD Form 1685 to coordinate additions, changes, or deletions of data elements, characteristics data, reference numbers, FSCs, etc. Collaboration is accomplished according to DOD 4100.39-M, Volume 2, Chapter 2 of the *FLIS Procedures Manual*. The DD Form 1685 will never be used for logistics reassignments.

12.2.2. The AF cataloging agent in DLIS uses the DD Form 1685 when requesting collaboration under circumstances referenced in [paragraph 12.1](#) with other Service/DLA. DLIS will suspense, control, and process all DD Forms 1685 initiated by them and any another S/A. (The ALCs/AFGLSC will not use or respond to this form.) Communication concerning collaboration issues between the ALCs and the AF cataloging agent will be by letter, message, E-mail, and/or D143C. When an ALC needs to communicate its needs for nonconsumable item materiel support, logistics reassignment, or PICA/SICA management level changes to another S/A (e.g., FAA and NWS), refer to the instructions below.

#### 12.3. Processing JLC Forms 17 and 19.

##### 12.3.1. ALC/AFGLSC Responsibility.

12.3.1.1. The Interservice Focal points at each ALC/AFGLSC will process and control all NIMSRs, PICA/SICA Management Level Changes (i.e., NIMSC), and/or Logistics Reassignment Requests via JLC Forms 17 and 19 submitted by other S/As (e.g., FAA and NWS). **Note:** Only the ALC/AFGLSC has authorization to process or initiate these forms within the AF. Though the result may be a cataloging action, the AF cataloging agent in DLIS is not involved in the control, coordination, or processing of these forms.

12.3.1.2. The AF IM will position (suspend) the CMD in D143C (main menu option 1, secondary menu option 8) when the JLC Form 17 is sent through the JLC Form 17/19 focal point to the PICA.

12.3.1.3. ALC/AFGLSC will use the JLC Form 17 for nonconsumable items when:

12.3.1.3.1. Collaborating, coordinating, or requesting a MOE rule addition between services. **Note:** Once the addition is recorded, the NIMSR will not be used to obtain follow-on support.

12.3.1.4. ALC/AFGLSC will use the JLC Form 19 for items of supply when:

12.3.1.4.1. Recommending the transfer of PICA responsibilities between S/As and or any changes to management level data (logistics reassignments). **Note:** If the AF is to

become the PICA, process according to **Chapter 9** of this manual after collaboration with all SICAs and system managers.

12.3.1.4.2. Requesting a change to an item from consumable to nonconsumable or nonconsumable to consumable.

12.3.1.4.3. Collaborating or requesting the deletion of MOE rule data between Services. With ALC/AFGLSC approval, the AF cataloging agent may submit a MOE rule delete action for an AF SICA MOE rule when the PICA activity does not respond to the JLC Form 19 by changing the AAC to “Y” in D143C.

12.3.1.4.4. Requesting or proposing management level changes.

#### **12.4. The AF Cataloging Agent Responsibilities.**

12.4.1. When collaboration or coordination of JLC Forms 17 and 19 are complete, cataloging actions are processed according to DOD 4100.39-M, *FLIS Procedures Manual* and **Chapter 6-Chapter 10** of this manual.

12.4.2. Other service-initiated JLC Forms 17 and 19 received by the AF cataloging agent will be forwarded to the applicable ALC/AFGLSC Interservice focal point for processing.

#### **12.5. Intra-Air Force Logistics Reassignment for Air Force SICA NSNs.**

12.5.1. If another S/A is the PICA and an intra-AF logistics transfer is required between ALCs, the losing ALC will collaborate with the gaining ALC via E-mail, letter, or the like.

12.5.2. Upon concurrence from the gaining ALC, the losing ALC will position (suspend) the CMD in D143C.

## Chapter 13

### **PRIORITY SYSTEM FOR OBTAINING NATIONAL STOCK NUMBERS (NSN) AND PRIORITY STOCKLIST CHANGES (PSLC) OF AF-MANAGED ITEMS.**

**13.1. Priority FLIS Processing.** Priority indicator codes are used by the FLIS to expedite NSN assignment. DOD 4100.39-M, Volume 10, Chapter 4, Table 24, *FLIS Procedures Manual*, contains these codes, which define how fast FLIS reacts to a cataloging request.

**13.2. Priority System for Obtaining NSNs.** Note that there is a small or limited time differential in the actual FLIS processing time between the various priority codes. When an NSN is needed in an emergency, particular attention will be given to the handling of Requests for Cataloging Data/Action. In expediting priority NSN assignments between the IM/ALC focal point, the responsible AF cataloging agent focal point, and cataloging office, the transmittal of the Request for Cataloging Data/Action data can be accomplished by priority message, E-mail, or facsimile depending on the urgency of the required NSN. The AF cataloging agent will use the D143C data system to accomplish this requirement; hence, maintaining record management and control. No other data system or procedure will be used.

#### **13.3. PSLC of AF-Managed Items.**

13.3.1. When an IM determines that logistical support is being seriously jeopardized due to erroneous catalog data, an expeditious revision, using the PSLC method, may be submitted through the ALC focal point assigned in the PSO/CATM. The ALC/AFGLSC focal point for PSLCs will notify the 401 SCMS if there are changes to the PSLC POC.

13.3.2. Any request requiring an immediate change can be submitted as a PSLC through the D143C system only, unless the NSN has an ERRC code N” or “P “and the request is submitted in Oct or Nov during the annual surcharge pricing update blackout. Data elements in FLIS segments A, B, C, E, H, or V may be updated including Unit of Issue (U/I), but excluding the item pricing structure for the MSD items and changing the AAC to “Y” of an item of supply. An 8C1-T transaction must be submitted through D143C by the Materiel Management Team.

13.3.3. The ALC focal point will submit these requests to the 401 SCMS, identifying the NSN, specific data element change(s) required, and the assigned control number. If the number of NSNs requiring stock list changes exceeds 25, submit requests by E-mail or facsimile to the 401 SCMS special project monitor. Major revisions may require more (and specific) information. For example, when the change request is for an ERRC code change or reactivation, the related SOS, AAC, Fund Code, U/I, Budget Code, Unit Price, MMAC, PVC, and MOE rule must also be submitted.

#### **13.4. PSLC for Other S/A-Managed Items.**

13.4.1. The CMD on NSNs managed by another S/A will be forwarded to the AFGLSC PSLC monitor for review.

13.4.2. The AFGLSC monitor will forward emergencies to the DLIS focal as indicated on Table 13.1.

13.4.3. Request for DLA emergency NSN assignments or reinstatement actions will be processed through the PSO.

**Table 13.1. Priority Stock list Change Monitor/Focal Points.**

<u>Location</u>	<u>Address</u>	<u>DSN</u>	<u>E-mail</u>
OC-ALC	420 SCMS 3001 Staff Dr Post 1AA2 113 Tinker AFB, OK 73145	884-1603	Deanna.Scruggs@tinker.af.mil
OO-ALC	418 SCMS 6038 Aspen Ave Bldg 1289 Hill AFB, UT 84056-5805	777-4766	Marilyn.L Leatherwood@hill.af.mil
WR-ALC	406 SCMS 460 Richard Ray Blvd Suite 200 Robins, GA 31098-1813	468-3322	Julie.Holseth@robins.af.mil
		468-3057	Sherry.Haney@robins.af.mil
AFGLSC	4375 Chidlaw Rd WPAFB, OH 45433	674-0121	Charlotte.Smith@wpafb.af.mil
DLIS  <i>Contact for other service- managed or DLA/GSA - managed NSNs</i>	74 Washington Ave N. Battle Creek MI 49017-3084	661-5414	Federico.Elizondo@dla.mil

## Chapter 14

### NSN ASSIGNMENT BEFORE ACCEPTING DELIVERY & SHIPMENT WITHOUT NSN

**14.1. Purpose.** This chapter establishes responsibilities for identifying items of supply in the FCP before delivery to USAF activities.

**14.2. Policy.** NSN assignment will be completed prior to shipment by a contractor. AF policy for identifying and cataloging items of supply entering the AF inventory is contained in AFMAN 23-110, V1, P1, C 7, Section A. If in the interest of effective supply support, an item(s) needs to be shipped prior to receiving an NSN the item(s) may be shipped under the assigned NC number.

## Chapter 15

### FOREIGN MILITARY SALES (FMS)

#### 15.1. Purpose.

15.1.1. The requirement to perform cataloging functions for the FMS program is driven by the USAF's obligation to provide logistics support for all items and configurations which have been sold through USAF FMS programs as directed by AFMAN 16-101, *International Affairs and Security Assistance Management*. The following items are exceptions as USAF follow-on support obligations:

15.1.1.1. Items which have been altered or re-engineered by an FMS purchaser.

15.1.1.2. Items or systems may be specifically excluded from USAF follow-on support by the original sales agreement which is called the "Letter of Offer and Acceptance."

**Note:** Exceptions to this policy may be granted by the director, Defense Security Cooperation Agency (DSCA).

15.1.2. The execution of the above requires the USAF to continuously provide many items of supply to foreign countries which are not supplied to USAF operating bases. Some of these items may have other S/A users and managers. The purpose of this chapter is to mandate and describe the creation of cataloging records which facilitate the efficient automated processing and control of USAF FMS requisitions, procurements, billings, and case management.

15.1.3. This chapter introduces the concept of FMS sponsorship. USAF FMS sponsorship of a foreign country on an NSN is indicated by the recording of a unique MOE rule in Segment B of FLIS per DOD 4100.39-M, Volume 13, Materiel Management Decision Rule Tables. There are two general categories of FMS sponsorship. These categories are FMS PICA sponsorship and SICA sponsorship, each of which assigns specific responsibilities to the USAF.

##### 15.1.3.1. FMS PICA Sponsorship.

15.1.3.1.1. The recording of a USAF FMS PICA MOE rule on an NSN establishes USAF as the responsible procuring service for FMS requirements. Inherent in this responsibility is USAF's obligation to receive and process FMS requisitions received directly from foreign countries.

15.1.3.1.2. The recording of a USAF FMS PICA MOE rule on an NSN indicates that an inventory of that NSN is not established and is not replenished if a residual inventory already exists because of previous AF use.

15.1.3.1.2.1. If an item is initially procured and cataloged because of an FMS requirement, an ALC inventory is not established.

15.1.3.1.2.2. If a AF-managed standard item (i.e., DOD used) becomes obsolete to DOD, but continues as an FMS requirement, USAF FMS PICA sponsorship is assigned. Inventories of such items are not disposed of, nor are they replenished. Requisitions for such items will be satisfied from existing stock until exhausted. Subsequent requisitions will be satisfied by new procurements, repair of

reparables, or reclamation.

#### 15.1.3.2. FMS SICA Sponsorship.

15.1.3.2.1. The recording of a USAF FMS SICA MOE rule on an NSN establishes the USAF as having an FMS interest in the item; that is, the USAF receives FMS requisitions for the item. It also indicates that another DOD activity is responsible for supporting USAF FMS requirements. The USAF is responsible for passing foreign country requisitions to the IMM or lead service, and for recording such transactions.

15.1.3.2.2. The recording of a USAF FMS SICA MOE rule on an NSN indicates that the USAF does not establish an inventory of that item.

**15.2. Applicability.** These policies and procedures are applicable to those organizations participating in the normal cycle of processing items and systems under an FMS program, which include, but are not limited to the ALC, HQ AFMC, AFGLSC, DLIS – AF Cataloging Agent (AFCA) and Air Force Security Assistance Center (AFSAC).

**15.3. Impacted Data Systems.** The AFGLSC's 401 SCMS and the 754 ELSG perform modifications, as required, to the following logistics data systems to accommodate the concept and support the required data interface between DLIS, AFMC, contractors, and FMS country participants:

- 15.3.1. Acquisition and Due-In System (ADIS) (J041).
- 15.3.2. FLIS Edit and Routing System (FERS) (D143C).
- 15.3.3. Automated Intersite Gateway (AISG) (M024B).
- 15.3.4. Base Account Screening Exercise System (BASES) (D046).
- 15.3.5. Item Management Control System (IMCS) (D043).
- 15.3.6. Master Item Identification Data Base System (MIIDB) (D043A).
- 15.3.7. Security Assistance Management Information System (SAMIS) (W001).
- 15.3.8. Item Manager Wholesale Requisition Process (IMWRP) (D035A).
- 15.3.9. Stock Number User Directory (SNUD) (D071).
- 15.3.10. Suspense and Control System (SACS) (D036).

**15.4. Policy and Procedures.** The FCP identifies items, which are of interest to the AF because of FMS commitments. These items may be standard or nonstandard.

15.4.1. Standard Item. In the FMS environment, "standard" identifies an item that is managed and used by DOD.

15.4.1.1. AF-Managed NSNs (Consumable/Nonconsumable). If a recurring FMS requirement exists, the recording of appropriate foreign country MOE rules is required. This will be accomplished centrally by AFSAC based on requisitions recorded in the SAMIS. Although the ALC does not have the responsibility to record these foreign country MOE rules on established NSNs, as a contingency capability only, the Document Identifier Code 8C2-G or 8C1-C/8C2-C transaction may be used to record them on AF-managed NSNs only. FMS countries are not required to obtain MOE rule registration prior to requisitioning items from the USAF inventory. The SAMIS edits against FMS

requisitions prior to passing them to the D035A System for support. To preclude an excessive drain of USAF assets by FMS countries, SAMIS codes requisitions as programmed or non-programmed based on an Eligible to be Programmed Quantity (EPQ). Programmed requisitions contain a “D” in record position 30 with a “1” in record position 72, while non-programmed requisitions contain a “D” in record position 30 with an alpha, 2, or a blank in record position 72.

15.4.1.2. Other S/A-Managed NSNs (Consumable/Nonconsumable), AF-Used. When an FMS requirement exists, the recording of foreign country MOE rules is required. This will be accomplished centrally at AFSAC based on requisitions recorded on SAMIS. **Note:** FMS requisitions, originating from other Services, will be processed according to AFMCR 400-21, (also published as AFLCR 400-21) paragraph 5-9.c.(2), *Wholesale Inventory Management and Logistics Support of Multi-Service Used Nonconsumable Items*.

15.4.1.3. Other S/A-managed NSNs, Excluding Coast Guard and Federal Aviation Administration (FAA) (Consumable/Nonconsumable), Not AF Used. When an FMS requirement exists, the System Program Manager (SPM) ALC will first determine the subsystem in which the item is contained. The ALC that manages or would manage that subsystem is responsible for submitting the appropriate AF FMS SICA sponsor MOE rule (i.e., F2KZ, FCL2, FHD2). The FMS SICA sponsor MOE rule selected will reflect the level of authority (LOA) compatible with the managing S/A LOA. A review of Segment B of the FLIS TIR is required to make this determination. AF FMS SICA sponsor MOE rules will be submitted by the appropriate subsystem manager ALC, to DLIS, using the 8A1-B transaction. CMD will reflect that which is recorded in Segment H of the TIR by the IMM or lead service with the exception of AAC and AF peculiar data (ERRC code, fund, and budget codes). AF peculiar data does not necessarily have to align with the PICA’s data; however, the data will be consistent with standard AF coding. Unless the PICA’s AACs are “F” or “L,” AF will apply AAC “P” to its FMS items (LOA “99”). If the PICA AAC is “F” or “L,” AF will use the same code. For FMS requisitions, originating from other services, see [paragraph 15.4.1.2 Note](#).

15.4.1.4. Coast Guard or FAA-managed NSNs (Consumable/Nonconsumable), Not AF Used. Neither the Coast Guard nor the FAA supports AF FMS sponsorship requirements. The registration of an FMS requirement on a Coast Guard or FAA NSN requires an ALC generated 8A1-B transaction using the applicable LOA 99 USAF FMS PICA MOE rule (i.e., FMSG). The recording of foreign country MOE rules will be accomplished centrally by AFSAC based upon data recorded in SAMIS. For FMS requisitions, originating from other services, see [paragraph 15.4.1.2 Note](#).

15.4.2. Nonstandard Items. In the FMS environment, “nonstandard” describes an item that is not stocked in the DOD inventory nor procured for regular use by the DOD.

15.4.2.1. Non-cataloged (NC) Numbers:

15.4.2.1.1. NC numbers will be assigned to nonstandard items when an NSN assignment is required. The ALC and AFSAC use its unique FMS PICA MOE rule, SOS, and MMAC as shown in [Table 15.1](#)

15.4.2.1.2. NC numbers are processed in the same manner as standard items with the exception that once the stock number is assigned, DLIS will forward the item to the appropriate cataloging agent for registration of the foreign country MOE rules. DLIS will prepare the item identification (II), and register the AF FMS MOE rule.

15.4.2.1.3. Standard NC data, input into the D143C System, will be used; i.e., 8A1, 8A2, 8A3, 8A4, and 8A5. See **Chapter 8** of this manual. It is mandatory that the ALCs indicate, on the 8A5 format, the foreign country MOE rules and complete FMS case designators (Master Case Designator Code and Sub Case/Line Item Code). Both the ALC and AFSAC will require application data and an indication of availability or non-availability of technical data.

15.4.2.1.4. When several foreign country MOE rules are submitted for user registration on an NC package, DLIS prorates cataloging costs among the supported countries to ensure equitable cost sharing. DLIS will forward the cataloging cost information to its billing agent, Defense Reutilization Marketing Services (DRMS), for preparation of SF Form 1080, *Voucher for Transfers Between Appropriations and/or Funds*. When a foreign country is recorded as a user, subsequent to NSN assignment, it is required to pay only the cost of the addition of its MOE rule.

15.4.2.1.5. Substitute Items. Refer to **Chapter 8, paragraph 8.7**

15.4.2.2. Non-definitive (ND) Numbers. The use of ND numbers on nonstandard items (PNs) for one time procurement is authorized; however, if a follow-on support requirement through FMS is known or anticipated, the country is required to establish an FMS case for NSN assignment and MOE rule registration. The ALC will request ND waivers and will delete these ND numbers as soon as all actions are completed (i.e., shipment, delivery, billing, etc). See **Chapter 8** of this manual for completion actions.

15.4.2.3. Initial Spares Part Number Listing. Periodically, the ALCs will receive contractor listings for initial spares that contain only the CAGE code and PN. Review of these items may reveal items that are used in subsystems managed by other ALCs. The ALC in possession of the listing will collaborate, in writing, with the ALC that manages the subsystem and furnish the listing and available technical data. This will enable the ALC IM for the subsystem to initiate cataloging action.

15.4.2.4. NSNs - Foreign Registration only. If an ALC is aware of an FMS requirement for a nonstandard item, that ALC is responsible for determining subsystem application. If the subsystem is managed by the determining ALC, that ALC will establish their LOA 99 FMS PICA sponsor MOE rule (i.e., FMSG) and appropriate CMD via an 8A1-B transaction into D143C. If the determination is made that the item is applicable to a subsystem that is managed, or would be managed, by another ALC, the transferring ALC/Directorate of Materiel Management (DMM) will notify the receiving ALC/DMM, in writing, of the NSN, PN, and TO figure and index numbers. The receiving ALC will validate subsystem application and assume management responsibility by recording their LOA 99 FMS PICA sponsor MOE rule (i.e., FMSG) and establishing appropriate CMD records.

15.4.2.5. NSNs - CMD. Establishment and maintenance of CMD on NSNs with FMS sponsor MOE rules is required. Normal file maintenance for CMD changes, as reflected

in [Chapter 9](#), applies (i.e., 8C1 for NSNs and ND numbers). All CMD establishment and maintenance in FLIS, for items citing LOA 99, are for AF service line of CMD only (Maintenance Action Code “SS”), with a 0-60 day future effective date. See [Chapter 9](#) for format.

15.4.3. Conversion of FMS Items. Prompt MOE rule and CMD changes will be made to items as their status changes, i.e., FMS nonstandard (no DOD requirement) to standard (DOD requirement) and from standard to FMS nonstandard.

15.4.3.1. In either situation, the ALC will submit an 8A1/8C1 transaction requesting MOE rule change and CMD realignment.

15.4.3.2. When an item, which was originally cataloged with the FMS PICA sponsor MOE rule (i.e., FMSX), becomes required for use by the AF, the MOE rule will be converted to a standard AF PICA MOE rule (LOA 06 or 22, i.e., FXX5, FXX4). The AF management data will be added to the NSN, as well as the appropriate foreign country MOE rule(s) (i.e., YS01, ZK01).

15.4.3.3. When an item, which was originally cataloged with the FMS PICA sponsor MOE rule (i.e., FMSG) becomes required for AF use, and is subsequently item management coded to Defense Logistics Agency (DLA), the ALC will submit a “Condition 2” Supply Support Request (SSR) to the appropriate DLA center. The “Condition 2” SSR indicates the NSN is not presently active. The ALC will provide the new MOE rule, indicating the residual Federal Supply Class (FSC) ALC, DLA center (i.e., FSC 6110 = FXGG), and anticipated requirements. When an ALC is recorded as FMS SICA sponsor, and the item becomes required for AF use, an SSR will be submitted to the managing S/A reflecting the MOE rule of the residual FSC ALC along with projected requirements.

15.4.3.4. The USAF will not support another service requirement if the USAF is recorded as FMS PICA sponsor (i.e., FMSG) only. The AF is procuring the item to satisfy FMS requirements and will not adopt and manage an item to support another service.

15.4.3.5. When another service (with exception of the Coast Guard and FAA) requires an item of which AF is the FMS PICA sponsor, the AF IM will notify the other service IM to assume management of the item and support the AF FMS requirement. The USAF will supply the appropriate FMS SICA sponsor MOE rule to the supporting service. **Note:** When the AF is recorded as an FMS PICA sponsor (LOA 99), Coast Guard is recorded with an LOA 26 MOE rule.

15.4.3.6. When the other service has only an FMS requirement for an item for which the AF is recorded as the FMS PICA only, the other service will apply its own FMS PICA sponsorship (LOA 99) to that item. Each service is authorized to manage its own FMS requirement with a LOA 99 MOE rule. No centralized DOD Manager is assigned for an NSN when only FMS requirements are involved.

15.4.3.7. When the AF has a requirement for an item on which another service is recorded as FMS PICA sponsor only, the AF will assume management responsibility and support the other service’s FMS requirement.

15.4.3.8. When the AF has an FMS only requirement for an item that another service is recorded as the FMS PICA sponsor, then the AF will establish its own FMS PICA sponsorship (LOA 99).

15.4.3.9. AF Requisitions for FMS NSNs.

15.4.3.9.1. If an AF base, after thorough research, determines that an FMS nonstandard item may be a logical spare for AF use, that base may submit a request for ALC support by:

15.4.3.9.1.1. Off-line PNRs. This request is submitted to the sponsoring ALC by FAX in Military Standard Requisition and Issue Procedures (MILSTRIP) format. Because the Defense Automated Addressing System (DAAS) has an edit to reject requisitions to NSNs which are identified with AAC "P" (FMS), these requests must be forwarded off-line. The guidance in AFMAN 23-110, V1, P2, C2; V3, P3, C16 ; and P4, C2, applies to the preparation of these requests. The bases will provide full justification, which includes TO figure and index, to support their request.

15.4.3.9.1.2. DD Form 1348-6 (Non-NSN Requisition). Submit DD Form 1348-6, *DOD Single Line Item Requisition System Document*, prepared per USAF Supply Manual, AFMAN 23-110, V1, P1, C25 and P2, C2, to the sponsoring ALC. This form will be fully completed before forwarding.

15.4.3.9.2. Concurrent with their off-line PNR or DD Form 1348-6 submittal, AF bases are encouraged to submit a Request for Cataloging Data/Action, prepared per AFMAN 23-110, V1, P1, C7 and V2, P2, C27, to: DLIS, 74 Washington Avenue N., Suite 7, Battle Creek, MI 49017-3084, requesting AF adoption of the NSNs. Full justification will be provided. This justification includes TO figure and index. If none exists as on some non-aircraft type items, cite type of item, application, and the impact on the mission if the items are not adopted for AF use. DLIS will process and forward these requests to the applicable ALCs for technical review.

15.4.4. Funding. Cataloging and standardization tasks, initiated by the ALC and performed by DLIS, are to be accomplished by manpower (personnel equivalents) funded by the FMS administrative surcharge budget as opposed to FMS case funds. No special billing procedure is required as this is considered normal FMS support. Cataloging actions which do not involve NSN assignment or MOE rule registration (by DLIS-SBA) are not case funded. Routine DLIS actions include updating CMD or transferring item management responsibility from one ALC to another. DLIS is reimbursed for its services by FMS case funds.

15.4.5. Logistics Reassignments. When it is determined that a logistics management transfer must be made between ALCs, the losing ALC will officially notify the gaining ALC by letter. The losing ALC will cite all available data, and obtain branch level approval. The gaining ALC will validate and submit the request for MOE rule change and CMD realignment through D143C. Refer to AFMAN 23-110, V1, P1, C7. Disagreements on item management will be referred to HQ AFMC/A8.

15.4.6. Directorate of Nuclear Weapons Management (Activity SC). Special FMS sponsorship MOE rules have not been established due to their limited involvement in FMS. ND numbers will be assigned to items anticipated as "a-one-time-buy." If recurring demands

are anticipated, NSNs will be assigned utilizing standard coding with the exception of the AAC, which will be “P.”

**Table 15.1. NC Number Assignment to Nonstandard Items**

<u>MOE RULE</u>	<u>PICA ACTIVITY CODE</u>	<u>ALC</u>	<u>LOA</u>	<u>SOS</u>	<u>MMAC</u>
FMSU	SU	OO- ALC	99	F4U	XL/XT/XW
FMSX	SX	OC-ALC	99	F8U	XV
FMSG	TG	WR- ALC	99	F2U	EX/XG/XY/XZ

## Chapter 16

### REQUEST FOR HAZARDOUS MATERIALS (HAZMAT) IDENTIFICATION

**16.1. Hazardous Materials (HAZMAT) Identification.** Identification is in accordance with DLAD 4145.41, DoD 4100.39-M, Vol 10, Table 179 and AFI 24-210(IP), Package of Hazardous Materials.

**16.2. Publication of Hazard Classification Data.** Hazard classification data is not included in the FEDLOG or SNUD, D071 System, stock list changes. Therefore, users, handlers, and transportation components must consult the Hazardous Materials Information Resource System (HMIRS) for hazard classification and/or other related information pertaining to hazardous materials.

**16.3. Hazardous Materials Indicator Code (HMIC), which is based upon the Materiel Safety Data Sheet (MSDS) is derived from the (HMIRS).** DLA owns this information and the HMIC is a systematically entered value based on the availability of information (the MSDS) in HMIRS.

**16.4. Responsibility.** The Program Office and the Chief Engineer are responsible for identifying hazardous materials. Brooks AFB is the POC for any item that may be hazardous. Contact Brooks Safety and Health, USAFSAM/OEHT, DSN 240-5447, E-mail [hmirsaf@dla.mil](mailto:hmirsaf@dla.mil) or <http://www.dlis.dla.mil/hmirs/>. If Brooks verifies an item is hazardous, they will enter information in HMIRS, which will systematically drive the HMIC change.

#### PART 4

#### RELATED USAF MATERIEL IDENTIFICATION PROGRAMS AND PROCEDURES

## Chapter 17

### USAF IMPLEMENTATION OF THE FEDERAL SUPPLY CLASSIFICATION (FSC) AND USAF MATERIEL MANAGEMENT AGGREGATION CODIFICATION (MMAC)

#### 17.1. Purpose and Scope of the FSC and MMAC.

17.1.1. The FSC is designed to serve multiple functions of logistics management and permit a uniform classification of all items of supply used by military departments, civilian agencies of the government, and participating North American Treaty Organization (NATO) countries. Basic principles and federal rules as they apply to designating the FSC of an item of supply are in *Federal Supply Classification, Groups and Classes*, Cataloging Handbook H2-1; *FSC Numeric Index of Classes*, Cataloging Handbook H2-2; *Federal Item Name Directory*, Cataloging Handbook H6; and DOD 4100.39-M, Volume 4, Chapter 2.

17.1.2. The USAF MMAC System is an auxiliary classification tool, which permits a broader commodity classification detail than provided under the rules of the FCP, but it must be restricted to intradepartmental usage and transactions. Use of MMAC is authorized by and must be used in accordance with the D086 Mission Workload Assignment System database at <https://d086.wpafb.af.mil/>.

#### 17.2. Responsibilities.

17.2.1. HQ AFMC's AFGLSC/401 SCMS will:

17.2.1.1. Manage the FSC program within the AF.

17.2.1.2. Provide a USAF representative to the FCC.

17.2.1.3. Submit to DLIS all recommendations for changes in FSC principles, rules, and structure, which are considered essential for efficient logistical operations.

17.2.1.4. Resolve all FSC conflicts between two or more interested USAF activities.

17.2.1.5. Input necessary changes/corrections to D086 System (Mission Workload Assignment).

17.2.2. ALC/AFGLSC will:

17.2.2.1. Determine the FSC assignment for new items entering the USAF Supply System.

17.2.2.2. Ensure all new items are properly classified according to rules of the FSC Program.

17.2.2.3. Review, in conjunction with the FSC Item Manager, all MMAC assignments (except the reclassifications by DLIS as specified in [paragraph 17.4.2](#)) to ensure compliance with requirements.

17.2.2.4. Review the FSC structure for the purpose of proposing changes.

17.2.2.5. Submit FSC structure proposals following procedures in [Chapter 3](#) of this manual.

**17.3. Procedures Applicable to New Items Requiring NSN Assignment.**

17.3.1. The initial FSC/MMAC assigned to a new item entering the USAF Supply System, via the provisioning process, is reviewed by the AF cataloging agent prior to cataloging action.

17.3.1.1. If the initial FSC/MMAC assigned to the item is correct, the item is processed to DLIS for NSN assignment.

17.3.1.2. If it has been determined the initial FSC/MMAC assigned to the item is incorrect and requires an FSC change, the gaining FSC technician will:

17.3.1.2.1. Annotate the changes FSC/MMAC in the D143C System by accessing the message (MSSG) screen and assigning one of the five response codes (FA through FE) for FSC/MMAC changes on new non-cataloged (NC) item requests.

17.3.1.2.2. Notify the responsible ALC/AFGLSC or Contractor ICP when the item cannot be processed using D143C (for security reasons) because of the FSC.

17.3.1.3. When the FSC change does not change management responsibility, the item is processed to the AF cataloging agent for NSN assignment.

17.3.1.4. If changing the FSC changes management responsibility:

17.3.1.4.1. The ALC/AFGLSC may request a management transfer at the time of the FSC change. The gaining ALC/AFGLSC will furnish a written request to justify management to the losing ALC/AFGLSC for concurrence.

17.3.1.4.2. When the AF cataloging agent initiates an FSC change, item management responsibility will be retained at the originating ALC/AFGLSC by application of the following rules:

17.3.1.4.2.1. If a MMAC has been assigned and an FSC change is required, the AF cataloging agent will assign the new FSC and retain the assigned MMAC submitted with the old FSC.

17.3.1.4.2.2. If a MMAC has not been assigned, the AF cataloging agent will assign the FSC and return the request via the D143C or E-mail to ALC/AFGLSC for a MMAC assignment (reference Table 13.1.)

17.3.1.5. When an FSC change creates an incompatibility between the FSC and MMAC, the losing AF cataloging agent will coordinate the necessary changes to the Functional OPR for the Mission Workload Assignment System, D086 System in the AFGLSC's 401 SCMS. The AFGLSC's 401 SCMS will update D086 System to reflect the new FSC/MMAC compatibility.

**17.4. Procedures Applicable to New Items Submitted for NSN Assignment Which Match Existing NSNs in an FSC Other Than the Requested FSC.**

17.4.1. When a new item, submitted for NSN assignment, matches an existing NSN in an FSC other than the one signified by the submitted FSC, the cataloging activity will notify the initiator through the D143C System of the matching NSN.

17.4.1.1. The IM at the initiating ALC or Contractor ICP will attempt to cancel the procurement action on the item. If this cannot be accomplished, the IM of the matching NSN will be notified in writing.

17.4.1.2. An NSN will be assigned to the new item; however, the NSN will be canceled as a duplicate to the existing NSN after delivery of initial procurement.

17.4.2. Regardless of the MMAC assigned to the new item, the MMAC assigned to the matching NSN will be retained.

**17.5. Undelivered Contract Balances.** When an item is reclassified and additional quantities of the item remain undelivered on the active contract, the contractor is notified of the change in NSN resulting from the reclassification. The following actions are taken:

17.5.1. The losing activity will notify the contractor of the NSN change through the contract administration office as soon as the verification of the change is received from the AF cataloging agent.

17.5.2. If the losing manager is not within the activity having responsibility for the contract involved, the losing manager will advise the responsible activity at the same time the contractor is notified of the NSN change in order to revise all pertinent records.

17.5.3. The losing manager will furnish complete information, by letter, to the servicing or responsible contract administration activity.

**17.6. FSC and MMAC Changes to Existing NSNs.** The following conditions may require FSC or MMAC changes:

17.6.1. A published structural change has changed the classification of an item to another FSC or a change in the item of supply concept necessitates a change in classification of the item.

17.6.2. An item is improperly classified in one FSC and should be transferred and classified in another FSC.

17.6.3. An item is improperly described and the revised II requires an FSC change.

17.6.4. The transfer of an item from one weapon system commodity grouping or other management aggregation grouping to another aggregation.

17.6.5. An item is canceled as a duplicate or replaced by another NSN.

**17.7. Processing of FSC Change.** Notification of an FSC change to an AF-managed item is sent by the AF cataloging agent to the 754 ELSG, which will generate a transaction code 118. The item is established without a change to the AF IM-ALC. This is accomplished by assigning, when appropriate, the losing FSC/MMAC to the item manager in the gaining FSC, regardless of the valid FSC and MMAC combinations in the Mission Workload Assignment System, D086 System. One exception is when the gaining FSC is a total MMAC class and the assignment of the losing FSC MMAC or residual MMAC would be an invalid MMAC for the gaining FSC, for example: FSG 18 or FSC 4960.

## Chapter 18

### UNITED STATES AIR FORCE (USAF) MATERIEL IDENTIFICATION AND PROVISIONING RELATIONSHIP

**18.1. Relationship.** Provisioning of spare parts for future support of USAF weapons systems, equipment, or end articles provides the bulk of new NSN assignments. Materiel identification (cataloging) and item standardization processes form a crucial relationship with provisioning and acquisition logistics. An effective provisioning effort ensures accurate data. Obtaining technical documentation permits complete II, IEC, NSN assignment, and logistics management data determination. The goal of our acquisition process is to obtain state of the art, cost effective equipment items, which meet our materiel management needs. Only those new items reliable, maintainable, available, and cost effective should be permitted to enter the USAF Supply System. The determination, identification, and dissemination of supply data provide the basis for assuring efficient system, equipment, and end article logistics to support the entire operational life of the system. The governing regulation is DODI 5000.02, *Operation of the Defense Acquisition System*.

#### **18.2. Responsibilities.**

18.2.1. HQ AFMC/A4R will:

18.2.1.1. Plan, develop, and provide policies and criteria necessary to assure accomplishment of support for the provisioning function.

18.2.1.2. Direct and guide implementation of policies and criteria in support of provisioning and acquisition logistics.

18.2.2. The AFGLSC's 401 SCMS will:

18.2.2.1. Ensure the quality, timeliness, and compatibility of materiel identification and IEC policies properly relate to provisioning and acquisition logistics policies and requirements.

18.2.2.2. Maintain policies and criteria necessary to assure accomplishment of support for the provisioning function through IEC, materiel identification, and NSN assignment on initially provisioned items entering the USAF Supply System.

18.2.2.3. Direct and guide implementation of policies and criteria in support of provisioning and acquisition logistics.

18.2.2.4. Oversight of the cataloging activity's participation in pre-proposal, guidance, and provisioning source coding conferences ensuring that contractual requirements for technical documentation, IEC, materiel identification, and NSN assignment are met.

18.2.2.5. Oversee the cataloging activity's performance of pre-provisioning review functions relative to Provisioning Technical Documentation (PTD), related Supplemental Data for Provisioning (SDFP), and Provisioning Screening Results (PSR) in advance of, during, or in lieu of attending provisioning conferences or depot committee meetings chaired by the provisioning activity ALC/AFGLSC or other services.

18.2.2.6. Establish and maintain liaison with the ALC/AFGLSC's Provisioning Offices, other S/A, POs, and contractors, as necessary, to accomplish the mission.

18.2.3. Single Program Director (SPD) Prime Provisioning ALC/AFGLSC Provisioning Office will:

18.2.3.1. Process PTD, SDFP, and PSR of documents not containing initial spares that are not submitted to the designated AF cataloging activity.

18.2.3.2. Participate in pre-proposal, guidance, provisioning/depot committee meetings.

18.2.3.3. Ensure HQ AFMC policies and criteria concerning preliminary IEC, materiel identification, and technical documentation are accomplished.

18.2.4. If an item managed by a contractor is identified during the provisioning process, the Provisioning Office will immediately start the process to reassign the NSN to the AF or DLA as directed by AFMAN 23-110, V1, P2, C2, Section C.

18.2.4.1. The Provisioning Office will notify the SSM/PO, ALC/AFGLSC LR Focal Point and the CSWS asset manager.

18.2.4.2. The ALC/AFGLSC LR Focal Point will work with the Product Directorate to assign an ES and IM, if applicable, within 10 working days of receipt.

### **18.3. Pre-proposal and Provisioning Guidance Conferences.**

18.3.1. Pre-proposal and guidance conferences are crucial to achieve an effective provisioning and materiel identification effort. Contractors and USAF personnel come to a mutual understanding of contractual data requirements necessary to accomplish the objective and problems inherent in the process, which cause delay of initial system, equipment, or end article support, are minimized or eliminated.

18.3.2. Presentation and discussion of concise instructions by the AFGLSC's 401 SCMS and/or the AF cataloging activity or ALC/AFGLSC provisioning personnel is crucial to ensure proper contractor orientation and performance. Topics include, but are not limited to, use of military or government standard or specification items, PN construction; PN precedence; CAGE codes; AINs; proposed FSC; screening of the FLIS; adequacy of SDFP; identification of items which are nuclear hardened, hazardous, electrostatic discharge (ESD), automatic data processing equipment (ADPE), contain precious metals, etc.; item standardization objectives, materiel identification objectives, and NSN assignment notification.

### **18.4. PTD/SDFP/PSR Processing by the Air Force Provisioning Agent in DLIS:**

18.4.1. Provisioning agent's processing of PTD, SDFP, or PSR may be performed in advance of, during, or in lieu of attending, the provisioning conference or depot committee meeting.

18.4.2. Initial determinations are made by the ALC/AFGLSC provisioning personnel and are posted on the PTD for subsequent action on each item coded for procurement.

18.4.3. Tasks to be accomplished by the provisioning agent in DLIS will include FSC assignment, assistance in assignment of IMC or MMACs; SDFP review, to ensure accuracy, adequacy, and acceptability of all data relating to physical, electrical, mechanical,

dimensional, and performance characteristics; determination of correct item name; PN validation; CAGE code verification; PSR interpretation and providing existing NSNs and related data, as applicable; providing NSNs and related data of substitute, interchangeable, or preferred items; making every effort to obtain all SDFP necessary to accomplish subsequent actions; initiating resolution of problems encountered during processing; MOE rule determination; providing PICA codes; identification of items which are nuclear hardened, ESD, ADPE, or contain precious metals or hazardous materials; challenging suspected erroneous prices by comparing and documenting similar item prices and providing the data to the conference chairperson or provisioning office for subsequent price reduction negotiations by contract administrators; the assurance that cataloging actions, on already stock listed items (i.e., addition or change of reference numbers), are accomplished at the time the cataloging activity reviews the item, if adequate drawing, technical data, and PN information are available; performance of special program requirements, as applicable; formulation of comments and signing of official minutes to document problems and resolution efforts; completion of subsequent actions to ensure resolution of PTD processing problems; and reporting accomplished actions, as required.

## Chapter 19

### PRELIMINARY ITEM ENTRY CONTROL (IEC) SYSTEM (D155)

**19.1. Purpose and Scope.** The D155 System is the AF's preliminary IEC System. Through the use of the FLIS screening and PN history files, or manually created inputs by DLIS technicians, D155 ensures that only the best and most preferred parts are used in support of weapon systems. The purpose of the D155 System is to automate the flow of logistics data to achieve improved data integrity and provide on-line query capability. The system implements the concept of distributive processing and allows technicians the capability to perform provisioning responsibilities interactively. Decisions and annotations become part of the electronic record, which are the source coding documents produced by the AFGLSC Provisioning System (D220), used at Provisioning Conferences.

**19.2. General.** The D155 System processes the PPL data via FLIS screening results, history file records, and technician on-line processing. The system allows on-line data entry by the technicians reviewing the individual line items, in addition to the batch programming which reviews and validates FLIS screening data and historical records for items previously processed. FLIS screening data is obtained from batch generation of Logistics Screening Requests (LSR) and technician on-line queries of pass-through screening results. D155 assigns and balances workloads, generates reports, and edits all data that passes through the system. The system improves productivity by simultaneously dispersing individual records to the responsible FSC technicians. Technician accountability is reinforced with permanent identification of the responsible technician on each record reviewed. In addition, the records to be reviewed are minimized by D155 selecting for review only those records that contain NSL items and those records that have stock listed items that could not be automatically processed by the system. With the system being able to electronically transfer logistics data from the PSR to the PTD, minimizing manual transcription of data enhances accuracy.

#### **19.3. Responsibilities.**

19.3.1. The AFGLSC's 401 SCMS will:

19.3.1.1. Determine system requirements and criteria in relation to the maintenance and distribution of input and output products flowing through the system.

19.3.1.2. Generate and submit system change requests (SCR) in the form of Computer System Requirements Definition (CSR) Program and system deficiencies in the form of Deficiency Reports (DR).

19.3.1.3. Monitor system records and products to ensure timeliness and compliance with mission requirements and objectives.

19.3.1.4. Exercise overall monitoring and programming of the data automation requirements of the D155 system.

19.3.1.5. Implement and support the policies, procedures, and objectives of the D155 system.

19.3.1.6. Work directly with the DLIS provisioning focal points to correct identified deficiencies which would affect system use by the cataloging activity.

19.3.2. The AFGLSC's 401 SCMS/754 ELSG, Data System Support Manager, Development Activity, and Database Administrator, is responsible for system maintenance.

**19.4. Interfaces.** The D155 System interfaces with the following:

19.4.1. D220, which operates at each of the four centers.

19.4.2. FLIS, maintained by DLIS, the DLA cataloging activity located in Battle Creek, MI.

19.4.3. Specialized product centers, located throughout the US.

**19.5. Edits.** There are 37 tables in the D155 Edit/Validation Database, which are used in both the batch and on-line environment. In addition, there are a number of additional edits performed in batch programs that validate the data before it is stored in the database.

**Chapter 20**

**OVERPRICING PROGRAM**

**20.1. Reference AFMAN 23-110, V7, P4 for overpricing program policy.**

**Chapter 21****AUTOMATED DATA SYSTEMS IN SUPPORT OF USAF MATERIEL  
IDENTIFICATION PROGRAMS AND OPERATIONS**

**21.1. The functions in D036 will be assumed in the Expeditionary Combat Sustainment System (ECSS).**

## Chapter 22

### D043 ITEM MANAGEMENT CONTROL SYSTEM (IMCS)

**22.1. Purpose and Scope.** The IMCS was implemented in 1974 to provide for AF participation in the FCP, as set forth by DOD 4100.39-M. D043 further supports AF cataloging policy outlined in USAF Supply Manual, AFMAN 23-110, V1, P1, C7. Interfacing with FLIS and numerous other databases, IMCS is a central repository of Federal and AF logistics data for over two million AF-used items of supply. IMCS receives, validates, records, maintains, and distributes CMD, II data, supply management data, and other information vital to AF logistics support. The system facilitates AF involvement in numerous DOD-directed programs, such as: DOD 4140.32-M, *Defense Inactive Item Program (DIIP)*; the Item Management Coding (IMC) Program (see *Defense Integrated Materiel Management Manual for Consumable Items*, DOD 4140.26-M); and the DOD Interchangeability and Substitution (I&S) Program. D043 regularly provides data to nearly 50 downstream AF systems, including the D035 Stock Control and Distribution (SC&D) System, D200 Secondary Item Requirements System (SIRS), and, via the D071 SNUD, the D002A SBSS. A list of IMCS interfaces, each documented by Memorandum of Agreement (MOA) or Interface Control Document (ICD), resides in the Q111A Corporate Data Repository System (CDRS).

#### 22.2. Responsibilities.

22.2.1. HQ AFMC/A4R is responsible for IMCS data system policy.

22.2.2. The AFGLSC's 401 SCMS as the functional OPR for this system will:

22.2.2.1. Determine system procedures, and requirements regarding system maintenance, transaction input/output, and related functions.

22.2.2.2. Oversee implementation and management of the policies, procedures and requirements.

22.2.2.3. Identify and coordinate development and enhancements to existing programs and submit related requests via AFMC Form 321, *C&I Requirements Document*.

22.2.2.4. Identify and verify potential problems with existing programs and document them, as necessary, via DRs.

22.2.2.5. In support of Configuration Management (CM), document, prioritize, and track CSRDs and DRs via automated control methods, and chair the Functional Review Board (FRB).

22.2.3. 754 ELSG/LRG, as the Program Development/Maintenance Activity (PDA), is responsible for system software development and maintenance.

#### 22.3. Types of Data. IMCS data includes:

22.3.1. Cataloging/I&S data for all AF-used NSNs.

22.3.2. NWRM data.

22.3.3. NC, ND, and K number data.

22.3.4. Transportation data.

- 22.3.5. Munitions data.
- 22.3.6. RIMCS data.
- 22.3.7. Critical Item (“DZE Code”) data.
- 22.3.8. DIIP data.
- 22.3.9. Contractor/Defense Contract Administrative Services Region (DCASR) address data.
- 22.3.10. Airlift data.
- 22.3.11. Equipment Management and Freeze Code data.
- 22.3.12. Non-DOD I&S data.
- 22.3.13. Management Designator (MDS)/ES data.
- 22.3.14. Stock Fund Credit Indicator data.
- 22.3.15. Moving Average Cost (MAC) data.

**22.4. Data Increments.** IMCS data is stored in master file records, categorized by increment as indicated in **Table 22.1** For a given item of supply, these increments can be interrogated, on-line, via the D043A Master Item Identification Database (MIIDB).

**Table 22.1. IMCS Data by Increment.**

<b>Increment</b>	<b>Type of Data</b>
A	Nomenclature Data
B	User Data
E	Standardization Data
F	MAC
G	Transportation Data
H	CMD
I	Contract Data
J	I&S Data
K	DIIP Data
M	Characteristics via FLIS pass-thru
P	MSD Pricing Data
S	RIMCS Data
U	Munitions Data
Y	P/N Data

**22.5. Data Validation and Compatibility Edits.**

22.5.1. To maintain the integrity of its data, IMCS routinely performs edits on its master file. This process normally occurs when input transactions are received from FLIS, and again before stock list changes are sent downstream. Data elements are validated using a set of internal master file edits called the A6LS Tables. Data element compatibility is verified using a set of “if-then” tables called the Data Element Edit Tables (DEETs). A6LS and DEETs edits are also used by the D143C FLIS Edit and Routing System (FERS) to edit cataloging requests. The DEETs may be viewed on-line via the “Help” option in D043A.

22.5.2. Erroneous data in the master file can impede the stock list change process and must be corrected promptly. Input transactions unacceptable for master file maintenance due to invalid or incompatible data are rejected to the AF cataloging agent on error listings. The AF cataloging agents in DLIS perform research and submit corrective transactions, as necessary, to resolve errors in the master file. If ALC/AFGLSC coordination is required to correct an error, the AF cataloging agent will forward applicable documentation to the ALC/AFGLSC with a 30 calendar day return suspense. The ALC/AFGLSC IM will ensure all data requested by the AF cataloging agent is returned within the suspended time frame. Upon receipt of the requested data, the AF cataloging agent technician will review the response, complete additional coordination as required, and submit the applicable transactions to correct the master file. Reference [Table 22.2](#) for D043 error conditions and definitions.

**Table 22.2. D043 Error Codes.**

BA	Preparation data invalid or not prior to processing date.
BB	This transaction contained an invalid structured stock number
BC	A1A transaction change code no A, C, or D
BD	A1A transaction card number not 1 thru 9
BE	A1A transaction contract number, contract address, or DCASR address blank
BF	BDM change code not A, C, or D
BG	BDM principle item not blank or P
BH	DBM DODIC, short ton, drop ton, measurement ton, explosive WT factor any-all or blank
BI	BDM reportable item designator not R or N
BJ	BDR control code invalid
BL	BDR RIMCS routing identifier invalid
BM	BDR RIMCS SRAN invalid or not compatible with control
BN	DIIP status code not DL or RE
BO	Duplicate BDR date
BS	Priority ERRC code change, requires MOE rule update
BT	DIIP date invalid
BU	Invalid ERRC code
BV	Invalid Fund Code
BW	Invalid Budget Code
CB	BDT invalid NMFC
CC	BDT invalid freight rating code
CD	BDT invalid surface type cargo
CE	BDT invalid foam in place code
CF	BDT invalid ALC prime site code
CG	BDT Blank SPI (formerly known as TPO) number
CH	Invalid non-numeric SPI (formerly known as TPO) date
CI	FSC/SOS incompatible for DEETS
CJ	Invalid site code
CK	Invalid service code

CL	Gaining element of date (ERRC, U/I, SOS) invalid or not compatible with basis NSN elements of data
CM	Gaining/Losing NSN are identical
CN	Invalid MMAC
CP	Invalid Security Code
CQ	Invalid Shelf Life Code
CR	Transaction submitted is not AF-managed
CS	Invalid transaction code or DIC
CT	Invalid FSC
CU	Invalid MMAC or MMAC-SOS not compatible (one time error output)
CV	Invalid Submitter
CW	Invalid U/I or conversion
CX	K phrase data missing or non-definitive U/I
CY	Invalid Quantity Unit Pack
CZ	Invalid radioactive code
DT	Effective date not blank or not the first of the future month
DU	Invalid Price
DV	SOS or SOSM-IM invalid (one time error notice)
DW	Invalid Supply Management Grouping Code
DX	Invalid Reference Number, invalid Manufacturer's Code
DY	Invalid Manufacturer's Code
DZ	Invalid Contract Code
EA	Invalid Buying Status Code
EB	Invalid Fiscal Year
EC	Invalid Type Contract
ED	Invalid Contract Serial Number
EE	Invalid Amendment Number
EF	Invalid Item or Exhibit Number Fields
EG	Invalid System Manager Code
EH	Invalid Contract Station Code
EJ	Invalid Source Document Identity
EK	Invalid Item Number
EL	Invalid Phrase Code
EM	Package Sequence Number for Multiple Phrase Code change sequence not compatible.
EN	Invalid NSN or phrase NSN is identical to the basic NSN
EO	Invalid Price/AAC
EP	Package submitted with incompatible Phrase for multiple Phrase Code change
EQ	Invalid K Phrase Data
ER	Invalid M Phrase submitted incomplete
ES	Invalid N Phrase field submitted
ET	Invalid Q Phrase field submitted
EU	Invalid R Phrase field submitted
EV	Invalid V Phrase submitted D043

EW	Invalid Z Phrase field submitted
EX	Invalid 5 Phrase submitted for the same NSN
EY	Invalid 6 or other than R Phrase in package
EZ	Invalid * Price
FA	SOS/AAC incompatible
FB	IM not compatible with SOS
FC	IM not compatible with FSC or MMAC
FD	Invalid Phrase Code in a specific transaction code
FE	DEETS bypassed for Nuclear "FEEN" items
FF	No quantitative expression for non-definitive U/I
FG	Quantitative expression received without K Phrase
FH	Quantitative expression received with definitive U/I
FJ	Conversion factor missing or invalid with U/I change
FK	Old and new U/I equal or old U/I is blank
FL	U.I and price field blank
FM	Invalid DEMIL Code
FN	Invalid Budget Code
FP	Invalid Airlift Code
FQ	Invalid Freeze Code
FR	Invalid AAC
FS	Invalid Stock Fund Credit Indicator
FT	Invalid Supply Management Grouping Code
FU	Invalid PUB delete indicator
FV	Invalid CMD change.
FW	Invalid 102 transaction
FX	Invalid 103 transaction
FY	Invalid 106 transaction
FZ	Invalid file maintenance segment number update
GA	Invalid MOE rule
GB	Invalid FSC
GC	MMAC required or MOE rule not PICA or SICA
GD	Effective Date not zero, first of the month or less than process date
GE	Invalid Deletion Code
GF	Invalid MOE rule structure, invalid line sequence in Phrase
HA	Invalid line sequence in Phrase
HB	Transaction 140 Expected – Not Found
HC	No Part Number Data
HD	No Part Number Data/Contract Data
HE	FSC does not have IMC indicator flagged
HF	CMD error code
HG	Part Number error code
HH	Contract data error code
HJ	Previous error found
HL	Invalid quantitative expression date

HP	Package greater than 5 each for contract information
HQ	Part of package in error – entire package returned
HR	Duplicate transactions-one of which processed, the other rejected
HS	Invalid equipment code, must be 1,2,3,4, or 5
IA	Input NIIN not equal to I&S master
IB	Input CMD not compatible with I&S master
IC	Invalid system generated “type data code” breakout code.
ID	Invalid system generated transaction code for the IMC processing
IE	Result card received from DLA-GSA on an item and the IMC F/M run “suspense file” indicates no requirements for a results card
IF	Results card received from DLA-GSA has an IMC different from that which is in IMC suspense file
IG	Attempt is being made to recode an item prior to receiving a results card necessary to clear previously submitted action
IH	AF is not recorded in FLIS as the manager of this item
II	Attempt is being made to IMC an item previously established with the same IMC
IJ	LVA is already in the suspense file
IK	Package incompatible
IM	KVI submitted LVA is already in the suspense file
IN	KVI submitted with no matching suspense record
IO	KRE submitted DVI already in the suspense file
IP	KRE no suspense file
IQ	DVA no LVA
IR	LVA no DVA
IS	KVI submitted LVA/KVI already in the suspense file
IT	Multiple packages of LVAs (IMC received in one cycle, all packages are rejected)
LV	Level of Authority (LOA) error
MM	Master file status (see below)

**Record Status Code in**

<b>H90 Format</b>	<b>Definition</b>
1	Active
2	Disposal
3	Reference
4	Pending Stock Number Change (Losing)
5	Non Pub
8	Pending Stock Number Change (Gaining)

**Note:** “1” is the only record status code permitted during the processing of stock number changes. If pending change is in suspense, action cannot be taken on a second request. No file maintenance can be accepted while an item is in pending status.

**22.6. Extract Data Retrieval.**

22.6.1. IMCS data is a useful tool in making a variety of logistical decisions throughout the AF and DOD. It can be used for performing research and technical reviews, validating and updating local records, and providing statistical counts. While item-by-item interrogation of IMCS data can be performed on-line via the D043A MIIDB, tailored data extracts from the IMCS master files are also available by special request. By specifying various extract parameters, users can obtain information for items based on a specific range or category (e.g., FSC, SOS, and/or numerous other data elements).

22.6.2. For guidance in obtaining IMCS data extracts and related statistical information, ALC/AFGLSC personnel should contact their local cataloging POC, who will facilitate submittal of the request to the IMCS Functional OPR. Others should contact the D043 Functional OPR at the AFGLSC's 401 SCMS directly.

## Chapter 23

### D043A MASTER ITEM IDENTIFICATION DATABASE (MIIDB)

#### 23.1. Purpose and Scope.

23.1.1. The D043A MIIDB provides on-line access to a wide range of logistics data. The system allows menu-driven interrogation of data derived from the IMCS and other systems. It also provides on-line access to certain data segments of FLIS. D043A enhances user's ability to perform research and to identify and resolve logistics data problems in support of the AF mission. System availability is continuous, except for brief, intermittent periods of downtime required for file update and related maintenance.

23.1.2. For mass data retrieval requirements, refer to **Chapter 22** of this manual.

#### 23.2. Responsibility.

23.2.1. HQ AFMC/A4R is responsible for D043A data system policy.

23.2.2. The AFGLSC's 401 SCMS as the functional OPR for this system will:

23.2.2.1. Determine system procedures, and requirements regarding system maintenance, transaction input/output, and related functions.

23.2.2.2. Oversee implementation and management of the policies, procedures, and requirements.

23.2.2.3. Identify and coordinate development and enhancements to existing programs and submit related requests by AFMC Form 321.

23.2.2.4. Identify and verify potential problems with existing programs, and document them, as necessary, by DRs.

23.2.2.5. In support of Configuration Management (CM), document, prioritize, and track the processing of CSRDs and DRs by automated control methods, and serve as a member of the Functional Review Board, a control point for system changes.

23.2.3. 754 ELSC/LRG, as the Program Development/Maintenance Activity (PDA), is responsible for system software development and maintenance.

#### 23.3. User Registration.

23.3.1. All federal government employees (military or civilian) are authorized to obtain access to data resident in D043A. Other personnel, working under contract for the Federal Government, may also be provided access.

23.3.1.1. For ALC/AFGLSC employees. Each request for a user ID and password is documented using the DD Electronic Form 2875 (E-2875), *System Authorization Access Request* (SAAR). Users must have a Common Access Card (CAC) in order to access the E-2875. The URL to access the E-2875 is <https://slatools.msg.wpafb.af.mil/nfp/sites/imcs41/>.

23.3.1.2. Users will be asked to renew their accounts on a yearly basis via E-mail. You will be required to go to the website above and confirm you are still a user.

23.3.1.3. Non-ALC federal employees will submit via E-Mail to 401 [SCMS.GUMB.ALL@afmc.ds.af.mil](mailto:SCMS.GUMB.ALL@afmc.ds.af.mil). The AFGLSC's 401 SCMS functional OPR will verify the submittal for completeness and accuracy.

23.3.1.4. DOD contractors will submit via their sponsoring government official to the 754 ELSG/LRG System Security Administrator, [e2875@wpafb.af.mil](mailto:e2875@wpafb.af.mil). Submittal package will include sponsorship letter and non-disclosure agreement.

23.3.1.5. If for any reason a military person does not have a CAC access, whether stateside or overseas, a paper copy of the DD Form 2875 can be faxed to DSN 787-8904; commercial 937-257-8904.

23.3.2. The D043A System will monitor the reassignment of a registered user's password every 90 days.

#### **23.4. Databases. D043A information resides in the following databases:**

23.4.1. The NIIN Database contains over two million items of supply; most are AF-used. This file receives weekly updates by the IMCS.

23.4.2. The Cross-Reference Database contains relationships of NC Number to NIIN, NIIN to NIIN, and NIIN to NC Number.

23.4.3. The History Database contains past (superseded) CMD for NIINs. This includes Increment H data (excluding I&S data), and MOE rule data from Increment B.

23.4.4. The Database for the SNUD contains the Stock Record Account Number (SRAN) of each AF and contractor activity having an interest in each NIIN on file. This file receives daily and monthly updates from the D071 System.

23.4.5. The PN Database contains all federally used PN and related data. It is updated weekly and quarterly by D043 stock list actions, and quarterly by a Master Cross Reference Data (MCRD) overlay from FLIS.

23.4.6. The Item Name Database contains the item name and NIIN of every federally used item of supply. It can be searched by word or combinations. This file receives quarterly updates from FLIS for most NIINs, and from D043A's own NIIN File (Increment A) for NC, ND, K numbers, and nuclear items.

23.4.7. The CAGE Code Database (CAGE Code to P/N) contains CAGEs for all federally used PNs (i.e., the file provides CAGEs for submitted PNs, when available). This file is updated quarterly by FLIS MCRD and D043A NIIN file overlays, and daily by D043 stock list actions.

23.4.8. The CAGE Code Name-Address Database contains the company name or government activity, with address, phone number, and related data for every CAGE Code on file. This file is updated monthly by FLIS overlay.

23.4.9. The IM Management Designator Code (MDC) and the ES are updated daily, the IM's name, office symbols, and phone numbers is updated weekly.

23.4.10. The Help Feature Database contains data element definitions, as well as IMCS DEETs depicting IMCS edit criteria. This file is updated as required, in part by an interface with the Q111A Corporate Data Repository System.

23.4.11. The I&S Decision Record (ISDR) is maintained by the AF cataloging agent in DLIS. It contains data reflecting I&S decisions involving stock numbers, PNs, and support equipment recommendation data (SERDs). This file is updated by the AF cataloging agent as required.

**23.5. Types of Interrogation.** The D043A Main Menu screen provides access to most of the above databases by selection of an identical or similarly named option. The main exception, the IM MDC-to-IM Name Database, is utilized as part of the stock number (NIIN) interrogation process.

**23.6. FLIS Pass-through.** On-line interrogation of parts of the FLIS TIR is provided to federal government employees (and certain authorized contractors) via a dedicated communication line. This capability, called FLIS Pass-through, is initiated via the NIIN (stock number) interrogation process. When FLIS TIR data is displayed, it is shown as FLIS “Segment” data, versus D043A “Increment” data, so the user can readily distinguish its origin.

**23.7. Points of Contact (POC).**

23.7.1. For D043A registration information, refer to [paragraph 23.3](#)

23.7.2. For help in accessing D043A (i.e., telecommunications questions, etc.), contact the DISA Help Desk, Ogden UT, DSN 777-3282 (Commercial 801-777-3282).

23.7.3. For questions and/or comments on D043A operability (i.e., using the system once it has been accessed), contact the OPR at the AFGLSC’s 401 SCMS, 401SCMS/[GUMBWorkflow@wpafb.af.mil](mailto:GUMBWorkflow@wpafb.af.mil).

## Chapter 24

### FLIS EDIT AND ROUTING SYSTEM (FERS OR D143C)

**24.1. Purpose and Scope.** The D143C System is designed to suspend AF Requests for Cataloging Data/Action from the ALCs, Contractor ICPs, and Logistics Readiness Squadron (LRS) personnel on-line. It forwards some of these requests to the AF cataloging agent, to other special or mission-unique cataloging activities, IMCS, or directly to the FLIS System for further processing. It also receives data from these systems. Rejects received from FLIS are returned to either the AF cataloging agent or directly to the initiating activity for appropriate action. The new items, revisions, and base initiated requests are suspended pending notification of completion. Upon a receipt of notification of approval (KNA) from FLIS, a request is cleared and notification is automatically forwarded to the AF cataloging agent and the activity which initiated the request.

**24.2. General.** The on-line D143C System, located at WPAFB, OH, is accessible by personal computer seven days a week. The system displays formatted screens to which the users respond to initiate, modify, or research logistics data requests. The batch processing functions are necessary for the support of the on-line D143C. It allows for interfacing with the other AF and DOD systems, suspense file maintenance, and report generation. The batch processing runs for a half hour every workday at 1900 hrs Eastern Standard Time.

#### **24.3. Responsibilities.**

24.3.1. HQ AFMC/A4R is responsible for D143C data system policy.

24.3.2. The AFGLSC's 401 SCMS as the functional OPR will:

24.3.2.1. Determine system requirements and criteria in relation to the maintenance and distribution of input and output products flowing through this system.

24.3.2.2. Oversee implementation and support of the policies, procedures, and objectives.

24.3.2.3. Generate and request system changes in the form of CSRDs. The CSRDs are documented and monitored in the Information System Management Tool (ISMT).

24.3.2.4. Identify and report problems in the form of DRs to correct system errors. These are documented and monitored in the ISMT.

24.3.2.5. Analyze and develop system logic for implementing new capability, changes, or corrections to the system.

24.3.2.6. Maintain surveillance over all system records and products to ensure timeliness and compliance with mission requirements and objectives.

24.3.3. 754 ELSG, as the program manager, is responsible for monitoring overall data automation requirements of this system.

**24.4. Edits.** User cataloging requests, along with CMD, are edited and validated for compatibility. These edits and validations help ensure that all AF activities receive accurate, compatible, and current data. The criteria used in performing these edits are contained in the

Validity Tables and DEETs which can be found in the D043 help screen option D1. (See [Chapter 22](#) and [Chapter 23](#) of this manual).

**24.5. System Access.** Before using the on-line D143C System, the user must have a current user identification (ID)/password for D043A access. A completed DD Form 2875 is required for each user.

24.5.1. DOT MIL (.mil) users will access the web E-2875 at <https://slatools.msg.wpafb.af.mil/nfp/sites/IMCS41/>. You must have a Common Access Card in order to access the DD E-Form 2875 (IMCS).

24.5.2. ALC personnel will process the request for access through their ALC D143C focal point.

24.5.3. Contractor personnel, working under contract for the Federal Government, may be given access to D143C. They must be officially sponsored, in writing, by the Federal Government activity which holds the contract. Additionally, the contracting personnel will provide signed Nondisclosure Statements and Sponsorship Letter along with their DD Form 2875.

## Chapter 25

### TIME COMPLIANCE TECHNICAL ORDERS (TCTOS)

**25.1. TCTO.** Information regarding detailed procedures concerning Time Compliance Technical Orders (TCTOs) is in the AFMCMAN 21-1, *AFMC Technical Order System Procedures* (at <http://www.e-publishing.af.mil/shared/media/epubs/AFMCMAN21-1.pdf>) and TO 00-5-15-WA-1, *Air Force Time Compliance Technical Order Process* (<https://www.my.af.mil/gcss-af61/ETIMS/index.jsp>).

## Chapter 26

### GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM (GIDEP)

**26.1. GIDEP Background.** GIDEP is a program of cooperative data exchange between government and industry. It is a central mechanism to identify and purge defective parts, components, materials, and processes during all phases of systems and equipment life cycle from existing system inventories and prevent their re-entry into AF inventories or designs. GIDEP provides an AF communication system for transmitting information on defective parts to all activities and agencies concerned with the management, contracting, or use of the parts and controls to ensure effective corrective action. This data exchange supports the Diminishing Manufacturing Sources and Materiel Shortages (DMSMS) Program outlined in AFMCI 23-103. The related website is <http://www.gidep.org>.

**26.2. Participating Activities.** Includes US Government acquisition and support activities, contractors and subcontractors, manufacturers, consulting firms, educational institutions, public and private utilities, the Canadian Department of National Defense, and members of Canadian industry. Any activity, which generates these types of data GIDEP exchanges, may be considered for membership. Classified and proprietary information is not included in GIDEP.

#### **26.3. GIDEP Data Interchanges.**

26.3.1. The Engineering Data Interchange (EDI) contains readily available engineering and quality data covering a large number of technical areas. It includes engineering reports, management reports, non-standard parts, process specifications, test reports, and a soldering technology library.

26.3.2. Metrology Data Interchange (MDI) contains a broad range of measurement related subjects; the major emphasis is on calibration procedures and technical manuals.

26.3.3. Reliability-Maintainability Data Interchange (RMDI) documents and reports on the Reliability and Maintainability of parts, components, equipment, systems, and materiel based on field performance and/or reliability demonstration tests. It also contains reports on theories, methods, techniques, and procedures related to reliability and maintainability practices.

26.3.4. Failure Experience Data Interchange (FEDI) contains objective failure information as a result of ALERTs, SAFE-ALERTs, Problem Advisories, Action Agency Notices, and Urgent Data Requests which notify users of non-conforming parts, components, chemicals, processes, materials, and safety and hazardous conditions.

26.3.5. Product Information Data contains information on manufacturer's Product Change Notices and DMSMS Notices.

**26.4. Products.** The five GIDEP data interchanges provide the following information and are available to GIDEP member organizations on a database, managed by the OSD.

26.4.1. A GIDEP Data Utilization Summary is used within the AFGLSC's 429 SCMS to coordinate GIDEP products.

26.4.2. DD Form 2002, *Urgent Data Request* (UDR). Used as a means of rapid communication between GIDEP participants, for obtaining information that the requester has

been unable to find. All available sources and the GIDEP data banks will be researched before issuing a UDR.

26.4.3. GIDEP Form 97-1, *ALERT Data Form*. The ALERT System is part of FEDI and provides early notification of actual or potential problems and failure trends on items, materials, manufacturing processes, test equipment, or significant safety problems. ALERTs are issued against a specific product, not against all items produced by that manufacturer. The initiator of an ALERT will coordinate it with the manufacturer, and then send it to the GIDEP Operations Center for distribution to all FEDI participants. This is also true for SAFE-ALERTs, which address problems that could affect the safety of personnel or cause damage to facilities or equipment.

26.4.4. GIDEP Form 97-2, *Problem Advisory Data Form*. This form is used to provide the earliest possible notification of a potential problem. It allows information to be exchanged when a potential problem is first identified.

26.4.5. GIDEP Form 97-4, *DMSMS Notice*. This form issued to all GIDEP participants to give notice of manufacturer discontinuance of a product. The manufacturer may provide a recommended replacement or request a one-time "life-of-type" buy to support the user's lifetime requirement.

26.4.6. GIDEP Form 97-5, *Product Change Notice*. This form is issued to GIDEP participants for notification of a product change. The change could involve qualification data or a manufacturing process change. Most product change notices are issued on microelectronic components.

## **26.5. Responsibilities.**

26.5.1. HQ AFMC/A4, Directorate of Logistics will:

26.5.1.1. Serve as the HQ AFMC OPR for the GIDEP and establish policy and procedures for the program, to include instructions for preparing and processing data exchange with GIDEP.

26.5.1.2. Serve as the HQ AFMC advisor to the Government Advisory Group (GAG) of GIDEP and provide representatives.

26.5.1.3. Provide subordinate activities with policy and administrative direction for active participation in GIDEP.

26.5.1.4. Ensure training availability.

26.5.1.5. Maintain liaison with other government agencies and industry to resolve program problems.

26.5.1.6. Distribute GIDEP reports, upon receipt, as required.

26.5.2. The AFGLSC will:

26.5.2.1. Serve as the command's GIDEP program manager.

26.5.2.2. Provide the necessary support to ensure the effective operation of GIDEP including programming for travel funds to support this program, including annual participation at GIDEP workshops, seminars, and clinics.

26.5.2.3. Monitor the GIDEP database to determine if the AF has an interest, by verifying the item(s) on the ALERT/SAFE-ALERT are AF-used. For AF items.

26.5.2.3.1. Suspend and provide a copy of ALERTs and SAFE-ALERTs to the responsible engineer, ES, and/or IMs, requesting review for action.

26.5.2.3.2. Track status of action taken until implemented.

26.5.2.3.3. Maintain a copy of ALERTs/SAFE-ALERTs and mitigation action.

26.5.2.4. Report GIDEP usage and cost avoidance to the GIDEP Operations Center, as required by S0300-BT-PRO-010, *GIDEP Operations Manual*.

26.5.2.5. Obtain GIDEP contact points in the appropriate offices, as determined by the GIDEP Manager.

26.5.2.6. Provide technical assistance and administrative guidance.

26.5.2.7. Prepare local policy and procedures and furnish a copy to HQ AFMC/A4RM.

26.5.2.8. Assist in conducting classroom and individual training, along with program promotion, as required. Individual training will include teaching all personnel involved, on a one-on-one or small group basis, the policy and procedures required in the GIDEP programs.

26.5.2.9. Comply with the S0300-B T-PRO-010, *GIDEP Operations Manual*, at [http://www.gidep.org/mod\\_perl/framepage.cgi?pg=/mgmt/opmanual/opmanual.htm](http://www.gidep.org/mod_perl/framepage.cgi?pg=/mgmt/opmanual/opmanual.htm)

26.5.3. Other AFMC Organizations will:

26.5.3.1. Assign GIDEP representatives, as required and provide the necessary support to ensure effective operation of GIDEP, including programming travel funds to support the programs, such as annual participation at GIDEP workshops, seminars, and clinics.

26.5.3.2. Advise the AFGLSC's 429 SCMS and HQ AFMC/A4UE when representatives are assigned or changed.

26.5.3.3. Advise AFGLSC's 429 SCMS and HQ AFMC/A4RM of issues which could impact the program.

26.5.3.4. Provide resources to investigate, provide risk mitigation, and reply to ALERTs and SAFE-ALERTs received from the GIDEP Program Manager.

26.5.3.5. Initiate proposed ALERTs and SAFE-ALERTs when investigation reveals unsafe conditions or problems that exist on a part, component, materiel, or liquid, due to improper manufacturing, materiel processes, fabrication, specification, or design. Forward the ALERT or SAFE-ALERT, and all supporting data, to the GIDEP Manager. ALERTs and SAFE-ALERTs will be prepared in accordance with S0300-BT-PRO-010, *GIDEP Operations Manual*.

26.5.3.6. Provide technical reports, calibration procedures, and test reports on parts, liquids, materials, engineering studies, and processes that could influence the future design, manufacture, or fabrication of systems and equipment or reveal deficiencies in their use, are submitted to the GIDEP Operations Center for entry into the GIDEP

interchange, in accordance with S0300-BT-PRO-010, *GIDEP Operations Manual*. Classified or proprietary information will not be furnished.

26.5.3.7. Contact the GIDEP Program Manager for help in preparing an ALERTs or SAFE-ALERTs when identifying a problem within the logistics and supply organizations that could benefit other potential users of the equipment or materiel.

26.5.3.8. Provide recommended changes, to the technical requirements of work specifications, to Production Management for correction of deficiencies identified by ALERTs or SAFE-ALERTs.

26.5.3.9. Report GIDEP usage and cost avoidance to the GIDEP Operations Center, as required by S0300-BT-PRO-010, *GIDEP Operations Manual*.

26.5.3.10. Prepare local policy and procedures, as necessary, and furnish a copy to HQ AFMC/A4RM, HQ AFMC/A4UE, and the AFGLSC's 429 SCMS.

26.5.3.11. Recommend program improvements to HQ AFMC/A4RM.

26.5.3.12. Assist in conducting classroom and individual training along with program promotion, as required. Individual training will include teaching all personnel, on a one-on-one or small group basis, the policy and procedures required in the GIDEP programs. Those being trained should include the points of contact from all directorates and divisions and any alternates designated by local directives.

## Chapter 27

### GOVERNMENT AND INDUSTRY REFERENCE DATA EDIT AND REVIEW (GIRDER) PROCESSING

**27.1. Background.** Reference numbers in the FLIS TIR may require updating because they have been superseded, replaced, or represent items no longer manufactured, contain improper PN structure, or are no longer recognized by the manufacturer. The GIRDER program is a method to ensure that reference numbers and CAGE codes are correct in the central cataloging file. CAGE Status Codes are shown in DOD 4100.39-M, Volume 10, Table 19. DLIS contacts the manufacturers, vendors and suppliers with reference numbers recorded in the FCS requesting validation of CAGEC/Part Number information. The manufacturer reviews returns their corrections to DLIS who will enter the information into the Quality Database (QDB) for AF to access at <http://www.dlis.dla.mil/qdb>.

**27.2. General.** NSNs will be updated automatically unless they are identified as critical, or weapons system related. All changes will be posted in the QDB monthly. A tailored listing can be obtained with the NSNs for your center by sending an E-mail to: [dataqualityqdb@dlamail](mailto:dataqualityqdb@dlamail).

#### **27.3. Responsibilities.**

##### 27.3.1. DLIS will:

27.3.1.1. Review affected reference numbers, CAGE codes, and associated discrepancy codes.

27.3.1.2. Use available technical data to determine actions, recommendations, or comments.

27.3.1.3. Contact the manufacturer for additional information, as required.

27.3.1.4. Coordinate changes with the ALC/AFGLSC on critical or weapons system related NSNs.

27.3.1.5. Exercise final determination of corrective action on items not recognized by the ALC.

27.3.1.6. Submit corrective actions to the FLIS TIR.

##### 27.3.2. The ALC/AFGLSC will:

27.3.2.1. Review and verify the AF cataloging agent's recommended actions and reply within 45 days.

27.3.2.2. Coordinate with the AF cataloging agent via telephone conversation, on reference number discrepancies which they could not correct and for which they do not have additional information.

27.3.2.2.1. Telecon will determine action/no action recommendation for the GIRDER product.

27.3.2.2.2. Receive written GIRDER listings with proposed action and recommendation from AF cataloging agent when telecon is insufficient for coordination.

27.3.2.3. Exercise final determination of corrective action on ALC-managed items and advise the AF cataloging agent of the decision, with technical verification, within 45 days

## Chapter 28

### MIL-HDBK-300/STANDARDIZED TECHNICAL INFORMATION FILE (TIF) OF SUPPORT EQUIPMENT (SE)

**28.1. Background.** MIL-HDBK-300 contains information on SE items used within all branches of the DOD and contractor design activities, such as characteristics, functional description, line drawing, and other logistics information and has its own WEB site at <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/lgi-page/lgis/MIL300/Milindex.htm>. The data found within MIL-HDBK-300 is obtained from SE Illustrations (SEIs), AF Form 601, *Support Equipment Recommendation Data* (SERDs), and contractor provided data, which is normally obtained as part of the Contract Data Requirements List (CDRLs) or equivalent documents prepared organically.

**28.2. General.** The purpose of MIL-HDBK-300 is to allow contractor and government personnel a quick and easy method to determine preferred and in-inventory SE. It provides a listing of stock listed SE used on missile or aircraft weapon systems, which may be considered for application in lieu of developing and testing new items. The primary users of MIL-HDBK-300, within the AF, are the AFMC POs, ALCs, CSWS, and AF cataloging agent personnel.

**28.3. Definition of SE.** MIL-HDBK-300 SE is defined as any equipment required to make a weapon system, command and control system, support system, subsystem, or item operational in its intended environment. This includes equipment required to install, launch, arrest (except Navy shipboard and shore-based launching and arresting equipment), guide, control, direct, inspect, test, adjust, calibrate, appraise, gauge, measure, assemble, disassemble, handle, transport, safeguard, store, actuate, service, repair, overhaul, maintain, operate, arm, or rearm the system, subsystem, end item, or component. This definition applies regardless of the method of development, funding, or procurement.

**28.4. Guidelines.** MIL-HDBK-300 will contain only procurable existing SE items. The majority of these items will be multi-application but SE items that are special purpose in application will also be included. SE may be categorized as common (general purpose) or peculiar (special purpose). Within these categories, developmental (no government approved specification/drawing) and standard (with government approved specification/drawing) subcategories may exist. SE used on aircraft or missile weapon systems will always be MIL-HDBK-300 items.

**28.5. SE Exclusions.** The following equipment is excluded from the definition of SE:

- 28.5.1. Common powered and non-powered hand tools;
- 28.5.2. Housekeeping items;
- 28.5.3. Office furniture and equipment and items common to all activities defined in applicable allowance lists that are required as indirect support;
- 28.5.4. Common production tools and tooling such as lathes, drills, presses, plating equipment, grinders, and induction heaters;
- 28.5.5. Items used only by the contractor;
- 28.5.6. Personal equipment (i.e., headsets, microphones, etc.); and

28.5.7. Off-line ADPE.

**28.6. Responsibilities.** The POC for detailed responsibilities for submission, review, processing, and updating of MIL-HDBK-300 items is the AFGLSC.

28.6.1. PO/ALC/AFGLSC will:

28.6.1.1. Acquire SEIs or prepare equivalent data.

28.6.1.2. Send information to the AFGLSC for entry to MIL-HDBK-300.

28.6.2. The AFGLSC's 401 SCMS will:

28.6.2.1. Extract technical/functional data for submittal to the Handbook Web site at: <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/lgi-page/lgis/MIL300/Milindex.htm>.

28.6.2.2. Update, add, validate, and delete any items to the MIL-HDBK-300 Web database.

## Chapter 29

### SUPPORT EQUIPMENT RECOMMENDATION DATA (SERD) AND AF FORM 601, EQUIPMENT ACTION REQUESTS

#### 29.1. Introduction.

29.1.1. This chapter outlines the policy and responsibilities for processing SERDs and AF Forms 601.

29.1.2. Primary objectives are to minimize the introduction of unnecessary SE into the AF inventory and to consider proposed changes to the AF AS.

29.1.2.1. A SERD is used for technical service evaluation, maintenance function proposals, and cataloging and standardization actions.

29.1.2.2. A SERD is also used to determine whether the item is to be contractor-furnished equipment (CFE) or government-furnished equipment (GFE).

29.1.2.3. SERDs will identify the requirements for spare parts, technical orders (TO), reprourement data, or SEI.

**29.2. Background.** After a contract has been awarded, the contractor prepares a SERD on each item of SE required. A SERD is created and submitted prior to the availability of detailed drawings and technical information.

29.2.1. SE is all equipment required to maintain a weapon system, support system, or item of SE in operational condition in its intended environment.

29.2.2. CFE is equipment commercially available or requires development that may not be stock listed but is recommended by the contractor.

29.2.3. GFE is equipment recommended to, or by the contractor which may or may not be in the government inventory.

29.2.4. SEIs (DD Forms 1786) are pictorial illustrations (simple line drawings) including characteristics, performance capabilities, and the physical makeup of an item of SE. This information will be inserted into the MIL-HDBK-300 WEB Database at <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/lgi-page/lgis/MIL300/Milindex.htm>.

#### 29.3. SERD Responsibilities.

29.3.1. Secretary of the Air Force (SAF)/Acquisition (AQ):

29.3.1.1. Formulates policy for the acquisition of SE.

29.3.1.2. Act as executive authority over the SE acquisition process.

29.3.1.3. Manage, defend, and advocate funding for common and peculiar initial SE during the Planning, Programming, and Budgeting System (PPBS) process.

29.3.2. 585 CBSS, WR-ALC will:

29.3.2.1. Assist with the development and maintenance of policy and procedures governing the SE acquisition process.

- 29.3.2.2. Act as the functional OPR for any automated SE acquisition system.
- 29.3.2.3. Facilitate continuous process improvement to the SE acquisition system.
- 29.3.2.4. Provide the single face to all MAJCOM for SE acquisition, policy, and procedure issues.
- 29.3.2.5. Assign E/I designator codes/acronyms to programs.

29.3.3. Program Office/E/I Acquiring Activity will:

- 29.3.3.1. Establish interfaces with appropriate organizations and receive all SE recommendations from contractors.
- 29.3.3.2. Be responsible for the acquisition of SE, common or peculiar, according to AFI 65-601, Volume 1, *Budget Guidance and Procedures*.
- 29.3.3.3. Identify a SE manager to be responsible for SE management.

29.3.4. The Program Office/E/I Acquiring Activity SE manager will:

- 29.3.4.1. Serve as the focal point for distribution, review, and approval of SE recommendations.
- 29.3.4.2. Establish an agreement with the SPDs, PGMs, and AFGLSC/ALC IMs to ensure integration of identification, acquisition, and delivery of all support capabilities required.
- 29.3.4.3. Ensure SE recommendations, for stock listed and NSL items, are forwarded to the AF cataloging agent, for review.
- 29.3.4.4. Maintain required data (e.g., history) for all SE recommendations required by the Program Office.
- 29.3.4.5. Review, evaluate, and make the final decision on applicable SE recommendations.
- 29.3.4.6. Provide funding for SE, common or peculiar, according to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, to the SPDs and PGMs to ensure timely procurement/support of their SE requirements.
- 29.3.4.7. Ensure requirements for SEI (Data Item Description (DID) DI-E-6120A) to update MIL-HDBK-300 are placed on contract.
- 29.3.4.8. Ensure requirements for SE recommendations, and other required SE support capability, are placed on contract according to the data required by supported system (e.g., TO, SEI, and spares).
- 29.3.4.9. Ensure SE recommendations, received from the contractor, are forwarded to the appropriate reviewing organizations to assist in requirement evaluation (e.g., technical and management review). The Program Office will facilitate the resolution of any SE recommendation disconnects (e.g., substitutes offered on the AFMC Form 603, *Consolidated SERD Evaluation Transmittal Form* (or equivalent form) through appropriate channels prior to final approval/disapproval.
- 29.3.4.10. Ensure final disposition notifications are sent to all reviewing organizations (AFMC Form 9, *SERD Evaluation/Notification Form* or equivalent form).

29.3.4.11. Provide AFMC Form 8, *SERD Coordination Form*, to the SPDs and PGMs to determine asset availability and/or procurement lead-time and cost for stock listed items.

**29.3.5. Common Systems SMs and ALCs will:**

29.3.5.1. Establish a POC to receive all incoming SE recommendations.

29.3.5.2. Publish the address, office symbol, E-mail address, and phone number of these POCs to the individual organizations.

29.3.5.3. Negotiate agreements with the Program Office/E/I Acquiring Activity to ensure integration of the identification, acquisition, and delivery of all support capability.

29.3.5.4. Use the SE recommendation process for all SE items that the SE manager's program requires.

29.3.5.5. Ensure cataloging action is accomplished to initiate stock list action (e.g., assigning a temporary "NC" number) after the final notification is received that the SE item is required.

**29.3.6. MAJCOMs/Technology Repair Center (TRC) will:**

29.3.6.1. Establish appropriate interfaces with the Program Office/E/I Acquiring Activity to implement policies and procedures of this chapter.

29.3.6.2. Support the SE planning and acquisition management process.

29.3.6.3. Review, evaluate, and provide recommendations on appropriate SE recommendations.

29.3.6.4. Recommend changes to AS's to the Air AFEMS.

**29.3.7. The AFGLSC's 401 SCMS will:**

29.3.7.1. Ensure a POC within the AF cataloging agent to receive all incoming SE recommendations and provide the complete mailing and E-mail address, office symbol, and phone number of these POCs to all involved organizations.

29.3.7.2. Ensure all SEIs are input into the MIL-HDBK-300 WEB Database at <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/lgi-page/lgis/MIL300/Milindex.htm>.

**29.3.8. The AF cataloging agent will:**

29.3.8.1. Review, evaluate, and provide comments/recommendations on SE candidates(i.e., alerts; safety of flight data; I&S groupings; and realistic, compatible, stock listed substitutes).

29.3.8.2. Assign the appropriate FSC and the AIN for all NSL SE recommendations.

29.3.8.3. Ensure stock list or adopt action occurs on all approved SE recommendations as required by the Program Office/End Item Acquiring Activity and notify the AFGLSC of any additions to the AF MIL-HDBK-300 WEB Database.

29.3.8.4. Ensure standardization and minimize proliferation of SE.

**29.3.9. Air Force Metrology and Calibration (AFMETCAL) Program personnel will:**

29.3.9.1. Establish a POC to receive all incoming SE recommendations and provide the complete mailing and E-mail address, office symbol, and phone number of the individual organizations.

29.3.9.2. Review, evaluate, and make recommendations on all SE recommendations including:

29.3.9.2.1. Adequacy of the proposed SE.

29.3.9.2.2. Recommend alternative SE, if applicable.

29.3.9.2.3. SE for SE requirements.

29.3.9.2.4. Calibration data requirements.

29.3.9.2.5. As SM for the AFMETCAL Program, acquire equipment designated as measurement standard according to AFI 21-113, *Air Force Metrology and Calibration (AFMETCAL) Program*.

29.3.10. AF Equipment Allowance Function:

29.3.10.1. Establish a POC to receive all incoming SE recommendations and provide the complete mailing and E-mail address, office symbol, and phone number of these POCs to the appropriate organizations.

29.3.10.2. Receive all approved incoming SE recommendations, after the establishment of cataloging process for NSL and stock listed items.

29.3.10.3. Establish and maintain AS and notify MAJCOMs of the approved quantities.

29.3.11. The PO will:

29.3.11.1. Ensure SERDs reflect and meet all data requirements under contract.

29.3.11.2. Inform SERD submitting activities that their nonconforming data is being rejected.

29.3.11.3. Manually input and process all SERDs requiring temporary assignment of NSN via the D143C System and ensure any associated technical data is forwarded to the responsible cataloging activity.

29.3.11.4. Manually input all SERDs, selected for DLA management, into the Supply Support Processing System, D169, and ensure associated technical data is forwarded to the responsible cataloging activity in support of the SSR.

29.3.11.5. Monitor status for DLA submitted requests and, upon receipt of NSN or other type of support advice, inform the managing personnel of status.

29.3.12. The Air Education and Training Command (AETC) will:

29.3.12.1. Develop training plans and materiel for a comprehensive training program that addresses the training requirements for SE used for field operations.

29.3.12.2. Revise training requirements as needed.

## **29.4. AF Form 601, Equipment Action Request.**

29.4.1. Background. The AF Form 601 is used to recommend changes to equipment allowed and authorized for AF units in the AS.

29.4.1.1. The AS:

29.4.1.1.1. Is resident in AFEMS.

29.4.1.1.1.1. AFEMS is the computer-based system used at base level, MAJCOMs, AFMC, and HQ USAF to manage non-expendable equipment, plus certain expendable equipment such as hand tools, individual issue equipment and war reserve materiel (WRM).

29.4.1.1.2. AFEMS identifies basic equipment an AF functional unit is allowed to have.

29.4.1.1.3. AFEMS provides guidelines and authorization for development, revision, or ability to change what basic equipment is allowed.

29.4.2. Responsibilities.

29.4.2.1. The Command Equipment Management Office (CEMO) is responsible for management of the equipment allowance and authorization program within AFMC. The 585 CBSS, AF SE Management Division located at WR-ALC, is the OPR for the USAF.

29.4.2.2. The Equipment Review and Authorization Activity within each AF base:

29.4.2.2.1. Is responsible for the management of equipment allowances and authorizations.

29.4.2.2.2. Will perform preliminary research and surveys, and recommend approval/disapproval of equipment allowance change requests.

29.4.2.3. The AFGLSC/ALC will provide using/reviewing activities with a copy of AF Form 601 prior to submission to CEMO.

29.4.2.4. The AF cataloging agent will search the DOD inventory for duplicate/substitute items and review AF Forms 601 to ensure:

29.4.2.4.1. The proposed basic input or change of allowance is being requested for an active item.

29.4.2.4.2. The new input or change will not create/impact a safety-of-flight situation.

29.4.2.4.3. Inclusion in MIL-HDBK-300, if applicable.

29.4.2.5. The 585 CBSS has final responsibility for validation of the AS on revised equipment needs.

## Chapter 30

### AFMC PARTICIPATION IN THE DEFENSE STANDARDIZATION PROGRAM (DSP)

**30.1. Responsibilities.** The directives governing the preparation of standardization documents are identified in **Table 30.1**. The responsibilities for the DSP are delegated to various DOD activities. DSP policy originates from the Office of the Assistant Secretary of Defense (OASD). S/A implementation of the DSP is directed by the Departmental Standardization Office (DepSO). DSP implementation is further developed within the AF through a Command Standardization Office (ComSO). The responsibilities have been divided into functional areas for performance of specific tasks. These functional areas are the Lead Standardization Activity (LSA), participating activity, custodian, preparing activity (PA), review activity, and item reduction activity. The responsibilities for these functional areas are identified in the Federal Standardization Manual and the DOD 4120.24-M, *Defense Standardization Program Policies and Procedures Manual*. Many standardization actions require a coordinated effort among the standardization, engineering, item management, ES, and cataloging communities. These interactions are identified in Chapters 30 through 34.

**30.2. AFMC Organization for Standardization.** The HQ AFMC/EN, Directorate of Engineering and Technical Management, Standardization Division, is designated the ComSO (Code 10) for the AF. The AFMC ComSO is responsible for administration and supervision of AFMC participation in the DSP. The ComSO provides general policy guidance to responsible organizations within the command. The remaining centers, organizations, and offices, which participate in the DSP, are designated as Standardization Management Activities (SMAs). SMAs supporting the DSP are identified as active participants in the SD-1, *The Standardization Directory*. To accomplish their mission, AFMC SMAs will utilize the latest versions of the following documents:

**Table 30.1. Standardization Directives and Publications Inclusions.**

AFI 60-101, <i>Materiel Standardization</i> . Implements AFPD 60-1 by providing procedures for achieving efficiencies and economics in AF and defense operations and resources.
AFPD 60-1, <i>Air Force Standardization</i> . An overview of the goals and responsibilities of the AF for participation in the DOD Standardization Program.
Cataloging Handbook H2-1, <i>Federal Supply Classification (FSC)</i> . Identifies the FSG/FSC that comprises the Federal Catalog System (FCS). The main inclusions and exclusions, which delimit the coverage of a particular class, are shown under notes for the FSC. Use of the H2-1 is mandatory in making FSC determinations for standardization documents.
Cataloging Handbook, <i>H6, Federal Item Name Directory</i> . Contains names for items of supply. Item names in titles of specifications and commercial item descriptions (CID) will conform to the <i>H6</i> . When there is no approved item name (AIN), titles will be selected on the basis of agreement between the standardization and cataloging organization of the PA.
DOD Directive 5000.1, <i>Defense Acquisition</i> . This directive applies to all elements of the DOD. It states policies and principles for all DOD acquisition programs and identifies the department's key acquisition officials and forums

<p><i>DOD ASSIST</i>. Lists federal and military specifications, standards, related standardization documents, and non-government documents that have been adopted by the military Services. Identifies document identifier numbers, FSCs/areas, titles, PAs, S/A custodians, interest activities, and document dates. The ASSIST is available on-line, in numeric, FSC, or title sequence. See OUSD/AT&amp;L website: <b><a href="http://ASSIST.daps.dla.mil">http://ASSIST.daps.dla.mil</a></b>.</p>
<p>DOD Manual 4120.24-M, <i>Defense Standardization Program (DSP) Policies and Procedures Manual</i>. Establishes policy, procedures, and instructions for implementing the standardization program within the DOD. Assigns responsibilities for standardization initiatives described in this manual.</p>
<p>DOD Regulation 5000.2-R, <i>Mandatory Procedures for Major Defense Acquisition Programs (MDAP) and Major Automated Information Systems (MAIS) Acquisition Programs</i>. Establishes a simplified and flexible management framework for translating mission needs into stable, affordable, and well-managed MDAPs and MAIS Acquisition Programs.</p>
<p>DOD-STD-963, <i>Data Item Descriptions (DIDs)</i> is canceled. See MIL-STD-963B which establishes uniform procedures for DIDs to control proliferation of data requirements and identifies the role of the acquisition management systems and <i>Data Requirements Control List (AMSDDL)</i> Clearance Officer in the coordination and approval process. DIDs are developed and circulated with standardization documents during draft coordination.</p>
<p><i>Defense Federal Acquisition Regulation (DFAR)</i>. Contains Congressional laws that control federal acquisition policy. Certain parts of the DFAR apply to areas that affect standardization actions. Those parts of the DFAR and its supplement are referenced in this regulation.</p>
<p><i>Federal Standardization Manual</i>. Provides guidance for preparation and coordination of federal specifications (FED-SPEC), federal standards (FED-STD), Qualified Product Lists (QPL) and CIDs. MIL-HDBK-300, <i>Technical Information File (TIF)</i>. This handbook is an active listing of aerospace and missile support equipment used by the Army, Navy, and AF. This equipment is in the DOD inventory and can be identified using the Federal Logistics Data available on CD or DVD as FEDLOG.</p>
<p>MIL-STD-961D, <i>Preparation of Military Specifications and Associated Documents</i>. Written expressly for the writer of military specifications (MIL-SPEC). Contains a checklist to assist in document preparation. The foreword contains excellent guidance and should be reviewed periodically.</p>
<p>MIL-STD-962D, <i>Preparation of Military Standards (MIL STD) and Handbooks</i>. Written expressly for the writer of MIL-STDs and handbooks. The foreword contains guidelines on application and tailoring. Format requirements are flexible to make adjustments which make sense to a particular document.</p>
<p>SD-1, <i>Standardization Directory</i>. Identifies standardization responsibility assignments for each FSC and areas, provides the addresses of the military offices and federal civil agencies participating in the DSP. Assigns a two-digit code to all active participants in the DSP. Available on-line through the Acquisition Streamlining and Standardization Information System (ASSIS) database.</p>
<p>SD-2, <i>Buying Commercial &amp; Non-developmental Items (NDI)</i>. A handbook which provides guidance on commercial and NDI acquisitions.</p>
<p>SD-3, <i>Guide for DOD Personnel Participating in North Atlantic Treaty Organization</i></p>

<p><i>(NATO) Standardization.</i> A guide which provides the necessary background information for DOD personnel participating in standardization meetings of NATO.</p>
<p>SD-4, <i>Status of Standardization Projects.</i> A quarterly report providing the status on projects that are in progress or planned. Projects consist of work on new or revised standardization documents, item reduction studies, and engineering studies that support the DSP. Available on-line through the ASSIST database.</p>
<p>SD-5, <i>Market Analysis for Non-Developmental Items (NDI).</i> Provides a generic approach to market analysis that can be tailored to a wide range of acquisition and organizational structures.</p>
<p>SD-6, <i>Provisioning Governing Qualification.</i> A pamphlet prepared to familiarize contractors with the DOD Qualification Program. It explains qualification, QPLs, product testing, and test reports.</p>
<p>SD-7, <i>Overview of the DOD Parts Control Program.</i> Provides government and industry managers with an overview on why the program is needed and how it works.</p>
<p>SD-8, <i>Overview of the Defense Standardization and Specification Program.</i> A pamphlet designed to provide government and industry management with an understanding of the standardization process and an insight into the DOD program to manage standardization initiatives.</p>
<p>SD-9, <i>DOD Interaction with Non-Government Standard Bodies (NGSB).</i> A pamphlet to help NGSBs understand the DSP and to explain how they can interface with DOD in the development, adoption, and use of Non-Government standards (NGS).</p>
<p>SD-15, <i>Performance Specification Guide.</i> Offers guidance on how to write a performance specification. In accordance with T.O. 00-25-115, <i>Logistics/Maintenance Engineering Management Assignments.</i> Designates the AFMC activity assigned maintenance engineering management responsibility for aircraft, missiles, C-E systems, engines, and specified FSCs.</p>

## Chapter 31

### PROCESSING STANDARDIZATION DOCUMENTS

#### 31.1. Initial Actions.

31.1.1. Sequence of Actions. The preparation of standardization documents normally proceeds through the following sequence of actions:

31.1.1.1. Establish a requirement for an item.

31.1.1.1.1. Search for Existing Standardization Documents. The name of the item determines the applicable Federal Supply Class (FSC) and is determined using the *Cataloging Handbook, H-6* and the *Cataloging Handbook H2-1 for Federal Supply Classification, Groups and Classes*. The item and name are used to search the ASSIST for the most recent existing document. An existing document will be revised to include a new requirement in preference to preparing a new duplicator overlapping document. **Note:** If a revision cannot be completed in a timely manner, an interim document will be prepared. Refer to the DSP Policies and Procedures Manual, DOD 4120.24-M; *Preparation of Military Specifications*.

31.1.1.1.1.1. The SD-4, *Status of Standardization Projects*, or the project portion of the ASSIST database, <http://ASSIST.daps.dla.mil> is reviewed to determine if a new document is in preparation by another DOD activity.

31.1.1.1.1.2. Industry sources are reviewed to determine the availability of a NGS.

31.1.1.2. Document Preparation:

31.1.1.2.1. If a new standardization document must be prepared, the following order of preference will be followed according to the *Defense Federal Acquisition Regulation (DFAR)*, part 11, paragraph 11.101:

31.1.1.2.1.1. Documents mandated for use by law.

31.1.1.2.1.2. Performance-oriented documents.

31.1.1.2.1.3. Detailed design-oriented documents.

31.1.1.2.1.4. Standards, specifications, and related publications, issued by the government outside the defense or federal series, for the non-repetitive acquisition of items.

31.1.1.3. Determining the Proper Type of Acquisition Document. The type of document to be prepared is determined by the type of item or services to be procured. An item unique to a military application is described in a MILSPEC. A commercial off-the-shelf (COTS) or modified COTS item is described in a federal series document, such as a FED-SPEC or CID, depending on the complexity of the requirements. An NGS may be adopted in lieu of a FED-SPEC or CID, if available or if a Non-Government Standards body (NGSB) is willing to prepare one. (NGSs are documents, issued by private sector organizations, which describe goods, services, and engineering practices commonly available to the general public.)

31.1.1.4. Request ComSO Approval to Develop a New Standardization Document. PAs are responsible for preparation of the proper type of standardization documents in their assigned FSC. Preparation of a new document, in an FSC or area other than those listed in the SD-1 for a PA, requires ComSO approval. The approval process is required to minimize the quantity of standardization document transfers between AFGLSC/ALC.

31.1.1.4.1. The SD-1 identifies FSC and area assignments under administrative control of the Defense Standardization Program (DSP). The AFGLSC's 401 SCMS is identified in the SD-1 as Standardization Code 99 with FSC and area assignments. Any document prepared in these FSCs/areas also requires ComSO approval prior to preparation.

31.1.1.4.2. Requests for approval are by letter and provide the following information:

31.1.1.4.2.1. Proposed FSC/area.

31.1.1.4.2.2. Proposed title.

31.1.1.4.2.3. Proposed type of document.

31.1.1.4.2.4. Scope of the document.

31.1.1.4.2.5. Basis for the requirement.

31.1.1.4.2.6. E/I application, as applicable.

31.1.1.4.2.7. General physical and functional description of the item, as applicable.

31.1.1.5. Standardization Projects. To develop a new standardization document or make changes to an existing one, the PA will contact the LSA and request authorization to begin a standardization project. The establishment of a standardization project is a cooperative effort between the PA and the LSA to ensure that standardization projects are needed and will achieve the objectives of the DSP in a timely and cost-effective manner. The LSA must ensure compliance with DOD standardization policies, but must also be sensitive to each DOD activity's acquisition and technical needs. The LSA's management involvement will continue throughout the life of a standardization project. As the standardization manager for a FSG, a FSC, or a standardization area, the LSA should assist, if necessary, the Preparing or Adopting Activity (PAA) in determining custodians, resolving standardization problems, raising standardization issues to higher authority, and promoting the timely completion of standardization projects.

31.1.1.5.1. Standardization Documents Requiring Project Numbers. All DOD PA must get standardization project numbers to revise, amend, change, reinstate, inactivate for new design, cancel, or develop a new standardization document. The adopting activity must get a standardization project number for the adoption or withdrawal of adoption of a NGS. Item reduction studies and engineering practice studies also require standardization project numbers. The only type of standardization document that does not require a project number is a validation notice.

31.1.1.5.2. Standardization Project Number Structure. The standardization project number shall consist of two parts. The first part is the applicable FSG, the FSC, or the

standardization area. The second part shall be a non-significant four-digit number serially assigned in each FSG, FSC, or standardization area, e.g., 2620-0023, 15GP-1590, or CMAN-0934. Once all non-significant four-digit numbers have been assigned in a FSG/ FSC, or a standardization area, the numbering sequence shall start again with "-0001)." Closely related projects initiated in the same timeframe may be identified by a project number followed by a dash and sequentially assigned subproject numbers, e.g., 5960-0001-001, 5960-0001-002, and 5960-0001-003.

31.1.1.5.3. Standardization Project Submission. All new standardization projects are submitted through the ASSIST Project portion of the ASSIST database.

## 31.2. Document Research.

### 31.2.1. Market Research and Analysis (MR&A).

31.2.1.1. MR&A is the collection and evaluation of data necessary to determine:

31.2.1.1.1. Salient characteristics, which a product must possess to meet a particular government user's need.

31.2.1.1.2. Availability of products possessing the salient characteristics.

31.2.1.1.3. Alternative acquisition strategies available for acquiring such products (i.e., locally purchased, off the GSA schedule, interservice or interagency SSRs, etc.).

### 31.2.2. FSC and Item Name of the Item (Title).

31.2.3.1. The FSC for a standardization document is determined according to the *Cataloging Handbook H2-1, Federal Supply Classification (FSC)*.

31.2.3.2. Standardization documents will be titled according to the *Cataloging Handbook H-6, Federal Item Name Directory*.

31.2.3.3. The AFGLSC's 401 SCMS will forward all AF prepared standardization documents to the AF cataloging agent, for their review to determine the proper FSC and Item Name of the item (title of the document).

### 31.2.3.4. Acquisition Management System Control (AMSC) number.

31.2.3.5. An AMSC number is required on all standardization documents that reference a DID. Refer to DOD Manual 4120.24-M. *Defense Standardization Program*.

31.2.3.6. Standardization documents that do not originate or include data requirements will reflect "AMSC N/A."

31.2.3.7. Military handbooks and bulletins, CIDs, and NGSs shall not be source documents for DIDs; therefore, are annotated "AMSC N/A."

### 31.2.4. Part or Identifying Number (PIN) Structure.

31.2.4.1. When a specification covers more than one part, item, or materiel that is subject to assignment of an NSN and an identification problem in the federal supply system may result, a specification-based PIN, to identify the parts, items or materiels, will be included.

31.2.4.2. A market analysis should be conducted prior to development of a PIN, to determine standard lengths, sizes, colors, etc. of the product being described by the specification.

31.2.4.3. PINs developed for products covered by the same specification shall be uniform in structure. Uniformity is also desired for all PINs within the same group of closely related items.

31.2.4.4. PIN development is the responsibility of the document PA; but requesting a PIN be included in the document may be submitted as an essential comment during document coordination. When submitting such a comment, the submitter will provide a proposed PIN structure.

31.2.5. Concluding Materiel. The last data located in a standardization document, prior to the DD Form 1426, *Standardization Document Improvement Proposal*.

31.2.5.1. The concluding materiel will contain information on the PA, project number, interested government review activities, and interested industry organizations. The SD-1 contains codes used to identify interested activities. The SD-4 contains project number information, which can also be found in the Project portion of the ASSIST database.

### **31.3. Acquisition of Commercial Products.**

31.3.1. Policy.

31.3.1.1. Established by the Office of Management and Budget (OMB).

31.3.1.2. The OASD states "The US Government will purchase COTS products, when such products will adequately serve the US Government's requirements."

31.3.1.3. Designed to reduce research, engineering acquisition, and support costs by:

31.3.1.3.1. Maximizing the acquisition and use of items regularly manufactured and sold off-the-shelf, in the public marketplace, with minimal or no required modification.

31.3.1.3.2. Encouraging, recognizing, and evaluating technological innovations in commercial items that are applicable to DOD needs.

31.3.2. Procedures. When it is determined that a FED-SPEC or CID is required for a commercial type product, the following procedures will be followed:

31.3.2.1. Perform market analysis to determine whether one or more commercial items are available which can meet or approximate the established need.

31.3.2.2. Ensure the specification or CID contains only the minimum requirements, stated in performance terms that will enable purchase of the acceptable commercial products "off-the-shelf."

31.3.2.3. Quality assurance requirements will be included in a CID when they are determined to be essential. They will not exceed what a non-government buyer might prudently request.

31.3.2.4. Ensure that the specification or CID supports the acquisition strategy for the product. The PA must consider the method of acquisition, storage, distribution, logistic support, and maintenance intended for the product while preparing the document.

31.3.2.5. The AFGLSC's 401 SCMS reviews all AFGLSC/ALC prepared CIDs.

31.3.3. The AFGLSC's 401 SCMS provides final approval for AFGLSC/ALC-prepared CIDs and provides a document identifier and approval date.

#### **31.4. Coordination of Standardization Documents.**

31.4.1. Full or Limited Coordination Determination is accomplished by the PA according to DOD 4120.24-M.

31.4.1.1. All AF prepared documents will be reviewed by the center safety office during the draft coordination cycle. If, during the preparation of the final document, changes are made which may affect safety, the document will be coordinated a second time with the center safety office.

31.4.1.2. Federal series documents are coordinated with appropriate GSA commodity centers, as indicated in the SD-1.

31.4.1.3. Drafts of new standardization documents are coordinated locally, with DOD and industry for comments and to determine interest for a fully coordinated document.

31.4.1.4. If immediate acquisition is required, coordination is limited to local activities that are essential to ensure an acceptable document is prepared for the initial acquisition. Full coordination is initiated immediately after the initial limited coordinated document is approved.

31.4.1.5. Comments are incorporated or resolved according to DOD 4120.24-M.

31.4.1.5.1. Essential Comments. Comments covering requirements or provisions of such importance to the mission of the commenting activity that it must be accepted or reconciled. Essential comments without clear and valid justification will be considered suggested comments.

31.4.1.5.2. Suggested Comments. Comments covering changes considered desirable but not essential. Comments on format, grammar, and punctuation are usually suggested comments (refer to DOD 4120.24-M). Non-critical technical comments may also be suggested comments.

**Note:** The best-stated and/or most comprehensive reasons do not convert a suggested comment into an essential comment. A comment is either essential or suggested because of its effect on the usability of the document. Ensure essential comments have a proper basis as well as a sound justification.

#### **31.5. Quality Control Review.**

31.5.1. General Procedures. All draft documents prepared by the ALCs will be forwarded through their standardization focal point, as identified in the SD-1, to the AFGLSC's 401 SCMS during the draft coordination cycle. Draft documents will be sent to 401 SCMS via E-mail prepared in Microsoft Word. The AFGLSC's 401 SCMS will make minor corrections to the document, as necessary. Corrections to format, grammar, and punctuation need not be

coordinated with the PA. Any corrections in regards to the technical content of the document must be coordinated with the engineer who has responsibility for the document. Once the AFGLSC's 401 SCMS has completed its review, the draft document will be returned to the ALC standardization focal point. The responsible engineering office will incorporate any approved technical comments made by industry or other DOD activities during the draft coordination.

#### 31.5.2. Final Approval and Processing.

31.5.2.1. The ALCs standardization focal point will send finalized documents to the AFGLSC's 401SCMS via E-mail in Microsoft Word format. After their review the AFGLSC will either contact the submitting AFGLSC/ALC if changes are necessary or forward the document to the Department of Defense Single Stock Point (DODSSP) for publication and distribution. The AFGLSC's 401 SCMS will convert the document to Adobe Portable Document Format (PDF) before sending to the DODSSP. This is to meet the requirements established in DOD 4120.24-M, *Defense Standardization Program*.

31.5.2.2. DOD policy requires that each new performance based document (MIL-PRF) or detailed document (MIL-DTL) be certified by the Center Standardization Executive (CSE). A copy of the certification letter must be sent to the DODSSP along with the document when requesting publication and distribution. For performance based documents the letter must certify that the document is written in performance terms. For detailed documents, the letter must state that requirements are such that a detailed document must be used in lieu of a performance based document. **Note:** Proof of certification can also be provided via E-mail. The E-mail from the PA must show a clear audit trail from the CSE and must identify document being certified.

#### 31.5.3. Dating and Numbering.

31.5.3.1. All finalized documents are sent to the AFGLSC's 401 SCMS without a document date. The date is assigned by the AFGLSC's 401 SCMS, as printing by the DODSSP is time sensitive. This allows time if corrections must be made to the document after the final review by the AFGLSC's 401 SCMS. The AFGLSC's 401 SCMS will provide a dated copy of the document to the AFGLSC/ALC concurrent with the copy forwarded for publication and distribution.

31.5.3.2. When a new document is developed by the ALC, the ALC standardization focal point will send the finalized document to the AFGLSC's 401 SCMS without a document identifying number. The AFGLSC's 401 SCMS will contact the DODSSP and request a document identifying number immediately prior to sending it for publication and distribution. The AFGLSC's 401 SCMS will provide a copy of the document with the new identifying number to the ALC concurrent with the copy forwarded for publication and distribution.

#### 31.5.4. Document Distribution.

31.5.4.1. The DODSSP maintains an automatic distribution list for standardization documents based on FSC and standardization areas. The public and private sector organizations and individuals that subscribe to a FSC or a standardization area shall receive all new documents and changes to documents as they are published, except those

documents that have restricted distribution. This distribution list is updated annually to determine need and subscription quantities.

31.5.4.2. The DODSSP shall send one copy of all DOD-prepared Federal specifications, standards, CIDs to the GSA at the time of their initial publication

## Chapter 32

### STANDARDIZATION DOCUMENT RELATED ACTIONS

#### 32.1. Safety Review of Standardization Documents.

32.1.1. **Responsibilities.** All standardization documents, including purchase descriptions (PDs), used in acquisition of equipment/parts, require a safety review to ensure they meet Occupational Safety and Health Administration (OSHA) standards. Standardization documents, prepared by the ALCs, are reviewed and approved by the AFGLSC/ALC/Product Centers Safety Office.

32.1.2. **Documentation.** The coordination response from the lead engineering ESA will include a statement certifying an OSHA review has been performed. A copy of this response will be kept in the standardization document's engineering file.

32.1.3. **Processing.**

32.1.3.1. PA that has a designated agent (other than an AF activity) for a document will ensure an OSHA review is accomplished.

32.1.3.2. The AF custodian activity will perform OSHA reviews for standardization documents prepared by other than AF activities. When the AF custodian is the AFGLSC's 401 SCMS, the safety office of the AFGLSC/ALC assigned engineering responsibility for the document performs the OSHA review.

32.1.3.3. The PA will provide certification of OSHA review, for retention in the document files of the standardization activity responsible for final review and dating of the standardization document. A certification of OSHA review will be provided to standardization activities for PDs at the time a request for stock list action is initiated.

#### 32.2. Standardization Document Identifier Numbers.

32.2.1. Assignment of standardization document identifier numbers is the responsibility of the DoDSSP. AF PA will contact the AFGLSC's 401 SCMS, code (99), for assignment of a document identifier number when preparing new military specifications, standards, or CIDs.

32.2.2. **Application.** Document identifier numbers are affixed during final approval. Refer to DOD 4120.24-M.

32.2.3. New draft documents are identified by three XXXs (i.e., MIL-DTL-XXX, MIL-PRF-XXX, MIL-STD-XXX, A-A-XXXXX) during coordination and in the SD-4.

#### 32.3. PA Listings.

32.3.1. **Responsibilities.** Each AFMC PA will maintain an accurate listing of all standardization documents for which they are the assigned PA.

32.3.1.1. The listing will contain the basic document identifier number for each document revision, or amendment indicators are not required.

32.3.1.2. . Transfers and cancellations will be annotated on the listing, as they occur, to maintain currency.

### 32.4. Transfer of Standardization Documents.

32.4.1. Transfers are initiated to the ALCs through the AFGLSC's 401 SCMS. The AFGLSC's 401 SCMS will assist the ALCs in determining AF requirements for the document prior to accepting transfer.

#### 32.4.2. Intra Service Transfers.

32.4.2.1. Standardization documents for design stable items are eligible for transfer to AFMC for maintenance for the duration of the need for the item.

32.4.2.2. Standardization documents prepared by ASC remain with ASC until transition to AFMC.

32.4.2.2.1. Transfers from ASC to AFMC may be refused for two reasons:

32.4.2.2.1.1. The design is deemed unstable and engineering required is beyond AFMC capability and responsibility.

32.4.2.2.1.2. There is no known AF requirement for the item/materiel/process covered by the document.

32.4.2.3. ASC will propose cancellation of the standardization document if there are no known AF requirement.

#### 32.4.3. Inter Service Transfers.

32.4.3.1. At times the AF has an engineering interest in a document that is prepared by another S/A that has proposed cancellation. When this occurs it may be necessary for the AF to take over as the preparing/engineering activity. The following actions must be taken to affect the transfer. **Note:** During the coordination of the proposed cancellation action, the AF engineering activity will indicate a willingness to accept PA responsibilities in their comments to the AFGLSC's 401 SCMS.

32.4.3.2. The AFGLSC's 401 SCMS will notify the current PA and arrange for the document standardization and engineering files to be transferred to the appropriate AF activity. The AFGLSC's 401 SCMS will also ensure that the DODSSP and responsible LSA are notified of the change.

### 32.5. Overage Document Review.

#### 32.5.1. Annual Overage Listing.

32.5.1.1. Active ASSIST documents that have not been revised, amended, or validated in the past 5 years or do not have active project numbers in the SD-4 are identified as overage documents.

32.5.1.2. The DODSSP will distribute a listing of overage documents annually to PAs, the Departmental Standardization Office and DSP Office.

32.5.1.3. The AFGLSC/ALC standardization focal point will forward one copy to the AFGLSC.

32.5.1.4. The AFGLSC will review the listing and return recommended actions.

32.5.1.5. All listed documents must be updated during the following year.

32.5.1.6. Each PA will annotate a copy of the listing, as to action to be taken or already accomplished, and return it to the AFGLSC.

32.5.1.6.1. The IM will work with the appropriate engineering office to determine the essentiality of an overage specification for future procurement.

32.5.1.6.2. Written coordination and concurrence, by both the IM and responsible engineer, will be submitted with the listing for all documents identified for cancellation. This written coordination will be maintained in the standardization activity's document file. *Note:* This is required only for specifications that are identified on the overage document list.

32.5.1.7. The AFGLSC's 401 SCMS will review the annotated listing and take action, as directed, by the AFGLSC/ALCs. Actions within the AFGLSC's 401 SCMS's authority to take without further coordination with the ALC engineering office are cancellation, inactivation for new design, and validation. For all other actions, the AFGLSC's 401 SCMS must become the agent for the ALC and coordinate with the responsible engineering office.

32.5.2. Prioritizing Overage Documents. Overage documents will be prioritized to ensure they are updated and to minimize backlogging documents into the next annual review cycle.

32.5.2.1. Documents not updated by the end of the annual cycle will receive priority over documents in the next cycle. Documents with the oldest date will receive the highest priority. This must be tempered with the fact that a document that is also overage but not as old may actually get a higher priority due to a more important procurement need.

32.5.2.2. The LSA will initiate cancellation action on documents over six years old according to DOD 4120.24-M.

32.5.2.3. Standardization Policy. Specifications are maintained only as long as they are needed for procurement purposes. This policy will be strictly enforced by the ALC standardization focal point and the AFGLSC's 401 SCMS.

32.5.2.4. Overage specifications supported by agent activities will also be verified by their IM activity.

32.5.2.5. The validation process for overage documents includes an OSHA review.

## **32.6. Canceled Standardization Documents.**

32.6.1. Retention of Copies.

32.6.1.1. PA will maintain a reproducible quality copy for canceled or superseded documents, if available, until assured the document will not be reinstated.

32.6.1.2. Canceled and superseded documents may be disposed of after considering the above requirement.

## Chapter 33

### OTHER STANDARDIZATION DOCUMENT SUBJECTS

**33.1. Data Item Descriptions (DIDs).** A DID is used when the government requires data to be supplied under the terms of a contract. A DID specifically defines the data content, preparation instructions, format, and its intended use. A list of approved DIDs and their source documents can be found in the ASSIST.

#### 33.1.1. Policy and Procedures.

33.1.1.1. Prepared according to DOD-STD-963, *Department of Defense Standard Practice, Data Item Descriptions (DIDs)*.

33.1.1.2. The AFMC data manager is located at HQ AFMC/EN; Systems Engineering Policy Division is the sole approving authority for new DIDs within the AF. All requests for new DIDs must be submitted through this office before being put on contract. DIDs shall be structured to facilitate the tailoring (deletion) of requirements not applicable to a specific acquisition.

33.1.1.3. Any document that references a DID is required to have an AMSC number. If one has not already been assigned to the document, the preparing activity should access ASSIST and request assignment of a new AMSC number from AFMC/EN, Directorate of Engineering.

**33.2. Qualified Products List (QPLs).** PAs responsible for preparation, format, justification, retention, authorization, and use of QPLs, will refer to the *Federal Standardization Manual; SD-6, Provisions Governing Qualification; SD-20 the DOD Qualification Program (How to use it);* and DOD 4120.24-M for instructions and responsibilities in the use and maintenance of QPLs.

#### **33.3. Non-Government Standards (NGSs).**

33.3.1. Policy and procedures for NGSs are addressed in DOD 4120.24-M. Additional information can be found in the SD-9, *DOD Guidance on Participating in the Development and Use of Non-Government Standards*.

33.3.2. Adoption and use is preferred in lieu of preparation of other types of ASSIST documents.

#### 33.3.3. Participation in Development.

33.3.3.1. OMB Circular A- 119, *Federal Participation in the Development and Use of Voluntary Consensus Standards and in the Conformity Assessment Activities*, requires federal government participation in the activities of NGSBs.

33.3.3.2. DOD components will provide representatives to industry standard bodies during development effort, as required.

33.3.3.2.1. Participants are listed in the NGS Technical Committee Participation (TCP) Database at <http://www.standards.gov> or from the DSP home page link at <https://www.dsp.dla.mil>.

**33.4. Non-ASSIST Documents.** The FAR, Part 11, paragraph 11.102 states that requirements documents will be developed according to guidance contained in the Federal Standardization

Manual FSM-2000 and, for DOD components, DOD 4120.24-M. There are situations when development of a NGS, Federal or Military standard/specification is not warranted. These include one-time purchases, small purchases, or when development of a standardization document is not cost effective.

#### 33.4.1. PDs.

33.4.1.1. PDs may be used when no satisfactory standardization document exists to buy products. Use of purchase descriptions shall be limited to one-time buys, small purchases, or when development of a standardization document is not considered cost effective. PDs are not intended for repetitive procurements.

#### 33.4.1.2. Disadvantages of using PDs:

33.4.1.2.1. No ASSIST visibility, as PDs are not listed in the ASSIST. ASSIST documents are easily obtained by manufacturers who are considering bidding on DOD acquisitions. If a manufacturer misses the Government Business Opportunities advertisement for a PD item, they have no way to know the recurring requirement exists.

33.4.1.2.2. Lack of visibility results in DOD PA developing similar PD to buy the same kind of item.

33.4.1.2.2.1. Multiple NSNs may be assigned to an item of supply when descriptive data is unavailable, different PD numbers are assigned, and different manufacturers reference numbers make the item unrecognizable as the same item of supply.

33.4.1.2.2.2. Central stock, store, and issue determinations are not evaluated because multiple requirements are only visible locally.

33.4.1.2.3. PDs have no standardized format. Specific areas, such as requirements, quality assurance, etc., are difficult to locate.

33.4.1.2.4. Coordination bypass of the standardization community and lack of cross-reference documentation jeopardizes proper standardization I&SGs, catalog phrase coding, etc.

33.4.1.2.5. Items procured are not authorized for generic NSN relationships.

33.4.1.2.5.1. DOD policy restricts generic NSN relationships to items procured under military, federal, or industry specifications. **Note:** A common misconception is that PDs are "quicker out the door" than ASSIST type documents because they don't require coordination with other DOD activities. However, the coordination cycle for a new CID is limited to 45 days, and, if an interim document to an existing ASSIST document is used, coordination is delayed for a period of up to two years. This permits the immediate use of the interim document to meet urgent needs.

33.4.1.2.5.2. Safety Review. Items procured by PD require OSHA review during the local coordination cycle.

33.4.1.3. PD identifiers, for one time buys and those that may lead to multiple buys, will be constructed as shown in **Table 33.1**. This standard format will facilitate inspections and audits for adherence to PD policy.

**Table 33.1. Document Identifiers for Purchase Descriptions.**

Doc Type	Year	Office	Engineering Number	Project Number
PD	09	OC/TICLA	107.2	None
CID	**	**	**	6625-0715
MIL	**	**	**	**
FED	**	**	**	**

**Notes:**

1. A PD is a one-time buy and does not require a project number; however, it will require a buy item CAGE code and PN to be added to the NSN.
2. The "Project Number" column refers to a DOD Standardization Project number. Information on how to obtain standardization project number can be found in DOD 4120.24-M., Chapter 4, paragraph C4.2. and SD-4, *The Status of Standardization Projects*.
3. \*\* indicate like information, as applicable.

33.4.1.4. A copy of all AFGLSC/ALC prepared PDs will be forwarded to the AFGLSC's 401 SCMS concurrent with the request for stock list action sent to the AF cataloging agent.

**33.5. ASSIST.**

33.5.1. The DOD ASSIST contains information on all DOD prepared specifications, standards, and handbooks. In addition, ASSIST also contains federal documents and non-government documents adopted for DOD use.

33.5.2. The ASSIST is a complete listing of all unclassified federal, military, and departmental specifications, standards, related standardization documents, and industry documents which have been adopted for DOD use. Use of the ASSIST is mandatory for all DOD activities. It is published in hardcopy and CD. ASSIST is comprised of three parts:

33.5.2.1. Part I is an alphabetic listing of all active documents, listed by nomenclature, cross-referenced to document number, date, PA, and custodian.

33.5.2.2. Part II is a numeric listing which reflects all active documents, in document number sequence, by document type. MIL SPECS, MIL STD, FED SPEC, FED STD, CID, QPLs, and industry documents, in that order. Part II also contains an appendix, which is a cumulative listing of all documents that have been canceled.

33.5.2.3. Part III is a cumulative listing of documents in FSC sequence, indexed alphabetically.

33.5.3. The hardcopy ASSIST is published annually in July and updated bimonthly by use of cumulative supplements. The Part II Appendix (listing of canceled documents) is the exception; it is published three times a year.

33.5.3.1. Each section is updated with its own supplement. The CD-ROM version is published bimonthly with each bimonthly edition completely replacing the previous edition.

#### 33.5.4. Changes to ASSIST.

33.5.4.1. Changes or corrections to existing ASSIST data are accomplished by submitting DD Form 1865, *DOD Index of Specifications and Standards (DODISS) Change/Correction Request*.

33.5.4.2. PA submits DD Forms 1865 to their standardization activities for processing.

#### 33.5.5. Listing AF Interest Activities.

33.5.5.1. The program for maintaining the ASSIST allows a maximum of five activity codes for each military service. PA and custodians are not designated as interest activities.

33.5.5.2. Concluding materiel, of new and revised standardization documents, will indicate the interest activities in the order desired, especially when the total exceeds five activities.

### **33.6. Acquisition Streamlining and Standardization Information System (ASSIST).**

#### 33.6.1. Introduction.

33.6.1.1. The ASSIST is used by the DOD community in the management of the DSP. ASSIST is a tool used to provide timely information about specifications and standards imposed in the acquisition process and to attain visibility over the interrelationships between standardization documents. The ASSIST database presently consists of four major DOD standardization and acquisition databases. These databases include the ASSIST, SD-1, SD-4, and the AMSDL. These databases are accessed and the information is integrated to supply a variety of standardization document report capabilities, to support DSP initiatives and track/maintain current status of standardization projects.

33.6.1.2. ASSIST is available in CD-ROM format, which is updated bimonthly or on-line. The ASSIST database is in operation at DODSSP, Philadelphia PA. Reports can be selected from the "MAIN MENU" to give hierarchical relationships between documents through their existing references. Reports may be accessed from the "MAIN MENU" to provide keyword searches and ad hoc queries as defined by the user. On-screen prompts identify information provided by individual reports and function keys are standardized to allow users to adapt easily to the software.

33.6.1.3. This network environment allows users to generate and view current standardization reports and to download information to your personal computer. The download capabilities are available for interactive and batch reports. The ASSIST data is updated weekly with the latest information; however, it does not maintain a complete history file on document revisions. ASSIST provides information on active and canceled documents in the following categories: MILSPECs, MILSs, Military Sheet Form Standards (MS), AF-Navy Aeronautical Standards (AN), AF-Navy Aeronautical Design Standards (AND) drawings, military bulletins and handbooks, CIDs, adopted NGSs,

FIPS, QPLs, DIDs, International Standardization Agreements, DOD SDs, and Military Guide Specifications.

33.6.2. System Access. ASSIST may be accessed via <http://DODssp.daps.dla.mil/aDODssp.htm>. A password is required prior to ASSIST access. Passwords may be obtained by calling the ASSIST Help Desk at Commercial (215) 697-6257 or DSN 442-6257.

33.6.3. Required changes to the ASSIST Database may be initiated via DD Form 1865. The phrase, "These changes are required to correct information in the ASSIST Database," will be included in the remarks block.

### **33.7. SD-1. Standardization Directory.**

*Note:* The SD-1 although still available in hardcopy at this time, has become a sub database of the ASSIST and is available to all ASSIST users. POC information available in ASSIST is apt to be more current.

33.7.1. Introduction. The SD-1 identifies the activities and responsibilities for those activities having an interest in the DSP.

33.7.2. Description. The SD-1 is comprised of three parts: Part 1, known as the SMA List, identifies DOD SMAs and other interested organizations having responsibility for activities in the DSP. The inside front cover identifies the activities responsible for the various sections of the directory and explains how to submit changes. The forward and definitions sections give general information, a listing of standardization codes and descriptions, a listing of standardization documents and their Office of the Secretary of Defense (OSD) technical review offices, and a listing of prohibited references in standardization documents.

33.7.2.1. Part 1 is made up of two segments.

33.7.2.1.1. The first segment lists SMAs, sectioned off by military activities, defense agencies, and other elements of the Federal Government.

33.7.2.1.2. Segment two lists SMAs in alphanumeric sequence by the designated activity codes for the SMAs.

33.7.2.2. Part 2 is a list of standardization assignments, i.e. LSA, Participating Activity, Item Reduction Activity, etc. This is broken out by standardization area, FSG, and FSC.

33.7.2.3. Part 3 provides standardization points of contact, including names, addresses, and telephone numbers for the DOD and civilian agencies. It also identifies standardization areas and FSCs in which DOD SMAs and civilian agencies have an interest and should review standardization documents and item reduction studies.

### **33.8. SD-4. Status of Standardization Projects.**

*Note:* The SD-4 although still available in hardcopy at this time, has become a sub database of the ASSIST and is available to all ASSIST users. Project information available in ASSIST is apt to be more current.

33.8.1. Introduction. The SD-4 indicates the status of standardization projects for the development, revision, and amendment of specifications, standards, handbooks, and studies. The SD-4 is compiled and published by Defense Automated Printing Service (DAPS), from

data submitted by standardization activities throughout DOD. Printing and distribution is accomplished on a quarterly basis.

33.8.2. Description. The SD-4 is comprised of four parts.

33.8.2.1. The first part lists standardization projects in FSC sequence.

33.8.2.2. The second part is in PA sequence.

33.8.2.3. The third part is the canceled projects section, also in FSC sequence.

33.8.2.4. The fourth part cross-references document title to project in FSC sequence.

33.8.2.5. Each listing contains an individual line for each project as well as a total of all projects within that FSC. All information is common to all sections. The purpose of having four listings is to allow users to search by PA, FSC, or to identify canceled documents.

33.8.2.6. Inputs are made to DAPS via DD Form 1585, *Standardization Project Transmittal Sheet*. This form allows for input of a new submission or additional information at a later date.

## Chapter 34

### ITEM REDUCTION PROGRAM

#### 34.1. Item Reduction Studies (IRS) Responsibilities.

34.1.1. Standardization activities ES will develop, administer, and coordinate programs for conducting IRS projects and preparing proposed IRS lists (PIRSL) in agreement with interdepartmental assignments, as designated in the SD-1.

34.1.2. IRSs prepared in all FSCs/FSGs, whether prepared by an AF activity, an authorized agent for AF, by another S/A, will be coordinated with the appropriate ALC Engineering Support organization except in those cases as outlined in [paragraph 34.3.2](#)

34.1.3. The AFGLSC is responsible for preparing IRSs in all FSCs, which have been assigned to AF with the exception of FSCs 1510, 1520, 1540, and 1550; the items stock listed in these four FSCs are the responsibility of ASC.

**34.2. Procedures and Study Format.** Procedures, data requirements, catalog data actions, and format for IRSs and item standardization coding are according to DOD 4120.24-M, the *Defense Standardization Program (DSP) Policies and Procedures Manual*.

#### 34.3. 401 SCMS and the AFGLSC/ALC Coordination.

34.3.1. The AFGLSC's 401 SCMS or an agent so designated by them, will perform simultaneous review of all IRSs in which one or more of the ALCs have user interest recorded on at least one of the NSNs included in the study.

34.3.1.1. The AFGLSC's 401 SCMS will review items with an Item Standardization Code (ISC) 1, related to items with an ISC 3, which indicate present AF use. See [Table 34.1](#) for ISCs.

34.3.1.2. ALC engineering offices will review ISC 1 items for which they are the manager and/or user of the ISC 3 item.

34.3.2. Coordination between the AFGLSC's 401 SCMS and the AFGLSC/ALC is not required for related items that are in an AF I&S Suspense System, D043B, I&SG and the ISC 1 item is the group master.

34.3.3. The ALCs will forward their comments to the AFGLSC's 401 SCMS with sufficient lead time to allow 10 working days from the due date, to consolidate AF comments and prepare a reply to the PA. ALC comments will indicate total concurrence or identify, by index number, ISC 1/3 relationships that are not acceptable. **Note:** If the ALC review cannot be completed by the scheduled due date, it is the AFGLSC/ALC's responsibility to inform the AFGLSC's 401 SCMS. Following receipt of the request, the AFGLSC's 401 SCMS will obtain an extension from the IRS PA prior to granting an extension to the ALC.

34.3.3.1. When responding with a non-concurrence to a relationship, the engineer will include technical justification to support his/her decision.

34.3.3.2. Comments will include the name, office symbol, and DSN number of the reviewer or responsible point of contact at the ALC.

34.3.3.3. The ALC will retain the IRS until they receive the summary of the completed study from the PA.

34.3.3.4. The AFGLSC's 401 SCMS will contact the AF reviewers when comments differ as to acceptability of replacing ISC 1 items. If resolution cannot be reached between reviewers, the AFGLSC's 401 SCMS will reply to the PA with a non-concurrence to the subject relationship.

34.3.3.5. The AFGLSC's 401 SCMS will forward a listing to the AFGLSC/ALC standardization program focal point as indicated in the SD-1 after the IRS review is complete. This listing will identify the index number and corresponding NSN of each ISC 1 item to be adopted for AF use.

34.3.3.6. The appropriate AFGLSC/ALC ES, in conjunction with the IM, will initiate a Request for Cataloging Data/Action or SSR, as appropriate, to adopt replacing ISC 1 items, identified in the DLIS listing, for AF use.

34.3.3.7. The AFGLSC's 401 SCMS will ensure NSNs on the adoption listing are adopted for AF use within 180 days. The AFGLSC's 401 SCMS will follow-up to the ALCs, as required, until all actions are complete.

**Table 34.1. Item Standardization Codes (ISC)**

ISC	Explanation
0	Items under the specification control of the DTRA or National Security Agency (NSA).
1	An item authorized for acquisition initially identified as a result of a formal IRS and accepted as a replacement for one or more items not authorized for acquisition (ISC 3). In generic relationships, a code 1 item is related to a code 2 item.
2	An item authorized for acquisition that has been included in an IRS, and which has no replacement item identified. Additionally, for generic relationships, an ISC 2 shall be replaced by an ISC 1.
3	An item which, as a result of a formal IRS, is accepted as "not authorized for acquisition" and must have a replacement (ISC 1 or B) NSN identified.
5	An item authorized for acquisition that has not yet been subject to item standardization.
6	An item authorized for acquisition that is in a specific FSC or AIN grouping, consisting primarily of items which are one-of-a-kind; therefore, little or no potential exists for elimination of items through a formal IRS.
7	NATO use only.
8	NATO use only.
B	A new item authorized for acquisition, contained in a new or revised superseding specification or standard that replaces prior items.
C	An item authorized for acquisition, which has been included in an IRS but an intelligent decision could not be made due to lack of sufficient technical data.
E	An item no longer authorized for acquisition, which has been replaced by an item contained in a new or revised superseding specification or standard.

## Chapter 35

### INTERNATIONAL MILITARY STANDARDIZATION AGREEMENTS

**35.1. Responsibility for Participation.** Policies and responsibilities for compliance with international military standardization agreements are subscribed to, and ratified by, the US and USAF and delineated in AFPD 60-1, *Air Force Standardization Program*, AFI 60-101, *Materiel Standardization* and implemented by AFI 60-106, *The United States Air Force International Military Standardization Program*. Procedures for implementing International Military Standardization Agreements can be found in DOD 4120.24-M, *Defense Standardization Program (DSP) Policies and Procedures Manual*.

#### **35.2. Standardization Agreements and Publications.**

35.2.1. NATO Standardization Agreements (STANAG) represent the record of an agreement amount, several, or all of the member NATO nations, will agree to adopt like or similar military equipment; operational, logistics and administrative procedures; and design criteria and techniques.

35.2.2. A NATO Allied Publication (AP) is an informative or procedural publication issued by the NATO. They normally cover tactical, administrative, procedural, and logistical subjects.

35.2.3. Air and Space Interoperability Council (ASIC) has air standards and standardization agreements, similar to NATO STANAGs. Each air standard is numbered according to the responsible working part and is coordinated with other S/As that may have an interest in the agreement. All participating Air Forces (Australia, Canada, New Zealand, United Kingdom, and the US) must ratify a proposed air standard before it can be enacted as a completed agreement; however, this ratification may include certain national reservations on specific details of the agreement. Procedures for the development and publication of air standards are found in ASIC instructions. National ratification of an ASCC air standard implies an obligation to implement the air standard, as modified by any reservations, in national orders and instructions.

35.2.4. ASIC Advisory Publications are used to compile and exchange information, which the working parties determine is of value to the member services, but cannot be agreed on in an air standard. All nations must agree to issue an advisory publication, but need not be in full agreement as to its content. Implementation of national actions is not required. The ASIC Reference Catalog of Air Standard and Advisory Publications list the advisory publications; procedures for their development are found in the ASIC instructions. National ratification of an ASIC Advisory Publication does not obligate a nation to the implementation of the Advisory Publication nor to keep the national content current.

35.2.5. American, British, Canadian, Australian Armies (ABCA) agreements, also known as Quadripartite Standardization Agreements (QSTAG), are agreements promulgated by an international military standardization organization of the armies of the same five English-speaking nations as in the ASIC. *Note:* New Zealand does not hold full membership and is represented by Australia.

35.2.6. A list of approved agreements and air standards is included in the ASSIST.

35.2.7. The publications that implement these agreements are military and federal specifications and standards, drawings, or other technical publications. Some STANAGs are implemented by TOs.

### **35.3. Program Implementation.**

#### 35.3.1. Procedures.

35.3.1.1. The AFGLSC's 401 SCMS is responsible for monitoring. When a STANAG (or any change to it) is implemented, the AF International Standardization Office (AF/ISO) is notified of the method and date of implementation. New international standardization agreements and changes to existing agreements, with AFMC interest, are forwarded, by the ISO to the AFGLSC's 401 SCMS for monitoring action. The ISO identifies the implementing documents for new agreements.

35.3.1.2. The AFGLSC's 401 SCMS will forward the international agreement and indicate applicable implementing documents to the appropriate standardization activity (AF code 11, 16, 68, 70, 71, or 84). The AFGLSC's 401 SCMS will maintain a copy of all international agreements that have AFMC interest.

35.3.1.3. The standardization activity focal point will maintain a copy of all applicable international agreements and forward the agreement, indicating applicable implementing documents, to the engineering action office. The engineering action office is suspended, by the standardization activity, to initiate a project for implementation of the agreement within 30 days. Additional copies of international agreements, which may be required, can be obtained from the Defense Automated Printing Service (DAPS), Bldg. 4D, 700 Robins Avenue, Philadelphia, PA 19111- 5094 by written request on letterhead stationery. Copies may also be obtained online from the Acquisition Streamlining and Standardization Information System (ASSIST) database.

35.3.1.4. Implementation of an agreement is signified by the standardization activity's receipt of an amendment, revision, etc., which incorporates the agreement within the implementing document. Standardization activities (AFGLSC's 401 SCMS) will ensure the provisions of this manual are complied with prior to forwarding the document to DAPS for action.

35.3.1.5. Standardization activities will ensure subsequent changes to the implementing document do not affect that portion containing the international STANAG.

35.3.1.6. AFMC standardization activities will notify the AFGLSC's 401 SCMS of the implementation date and the documents affected.

35.3.1.7. The AFGLSC's 401 SCMS will notify the ISO of the method and date of implementation.

35.3.1.8. International agreements, relating to DOD Standard Drawing Practices (DRPR), DOD Engineering Data Reproduction Systems (EDRS), Engineering Data Systems (EDS), and Technical Manual Specifications and Standards (TMSS), are implemented by the AF Product Data Systems Modernization Office (Code 16).

**35.4. Publication Annotation Procedures.** Each publication, which implements a STANAG, is annotated to clearly indicate the agreement it implements. According to the *USAF International Military Standardization Programs*, AFI 60-101 instructions apply:

35.4.1. PAs are responsible for implementing international standardization agreements as they relate to their responsibilities. *Note:* Implementation of international standardization agreements extends beyond a statement of international interest before the concluding materiel. The requirements of the agreements must be incorporated to the point of exclusion of portions of the implementing document that may be in conflict with the agreement. If this implementation cannot be accomplished, the working party chairperson, for the particular agreement, must be notified so a reservation concerning the sections of the implementing document in conflict can be filed for the USAF.

35.4.2. When military documents (e.g., specifications, standard, MS sheets, or handbooks) reference international standardization agreements as part of their requirements, the following statement will be added before the concluding materiel activity symbols: "Certain provisions of this document (identified by paragraph number or similar manner, if appropriate) are subject to international standardization agreement (insert the ABCA or ASIC standard number, the STANAG number, or other appropriate documentary reference). When amendment, revision, or cancellation of this document is proposed, which will modify the international agreement concerned, the preparing activity takes appropriate action through international standardization channels, including the DepSO, to change the agreement or make other appropriate accommodations."

35.4.3. If a specification or a standard includes drawings, the drawings will contain the following statement: "International Interest-See specification or standard (insert document identifier). Consult the PA before any revision."

35.4.4. When a non-government document is identified as being a part of an international agreement, the following paragraph will be included in the acceptance notice before the concluding materiel activity symbols: "NOTICE: Certain provisions of this document are the subject of an International Standardization Agreement (identify fully). When validation, amendment, revision, or cancellation of this document is proposed, the military coordinating activity takes the appropriate action through military international standardization channels, including the DepSO, as required."

**35.5. Agreement Deviations.** Deviations will not be made from a standardization agreement or any implementing documents without prior consultation with (or, in an emergency, notification of) the signatory nations. If an AFMC organization must deviate from a USAF-ratified agreement, it will send a deviation request to the AF/ISO. The AFMC PA will forward requests for deviation, through their standardization activity to the AFGLSC's 401 SCMS.

## Chapter 36

### INTERCHANGEABILITY AND SUBSTITUTABILITY (I&S) PROGRAM

**36.1. Purpose.** The I&S Program documents and distributes item relationship data, approved for all applications, within the AF. By identifying related items of supply and providing an orderly attrition process, the I&S data is utilized in the procurement, management, and disposal of items in the AF and DOD inventories. The AF I&S Program interfaces with the DOD I&S Program. The DOD program establishes a standardized process for the collaboration, establishment, recordation, interpretation, distribution, and interservice support of items within the I&S Program. The AF I&S Program also provides visibility of item relationships that, for various reasons, cannot be established as DOD relationships.

36.1.1. I&S relationships recorded in FLIS have been coordinated with all applicable DOD users. The PICA ES has responsibility to coordinate and establish the I&S family, but each I&S activity has the ability to record their own Order of Use (OOU). AF I&S activities will record their OOU within the guidelines of this chapter. When this information is recorded in FLIS, it is also recorded in the AF Master Item Identification Control System (MIICS/D043), J Increment. DOD I&S information is visible through FLIS, D043, FEDLOG, at [https://www.dlis.dla.mil/webflis/sec/niin\\_search.aspx](https://www.dlis.dla.mil/webflis/sec/niin_search.aspx) and the Management Data (MD) I&S CD-ROM. The DOD and AF I&S information is also distributed from D043 to interfacing AF logistics systems.

36.1.2. The AF maintains I&S relationships on items that cannot be established as DOD relationships in FLIS. These relationships are recorded in D043, visible in D043A, and distributed to interfacing AF logistics data systems. These relationships include P-, S-, X-, and R-Files.

36.1.3. Visibility of I&S Data in D043A.

36.1.3.1. D043A Selected Data Screen. The D043A Selected Data Screen includes a field labeled "I/S IND." This element indicates if the screened item is included in an I&S relationship. Values for this field are shown in **Figure 36.4**

36.1.3.2. D043A J Increment. The "J" Increment for the master item indicates the type of group established (J, P, or S) and lists all group members and their associated OOU and Jump-To-Codes (JTCs). If a related item has a Numeric Parts Preference Code (NPPC) recorded, it will be displayed as the last position of the OOU field (see AFMAN 23-110, V2, P2, C27). If the item being screened is AF-managed, the "J" Increment will also display the I&S data for the other military services that are supported by the AF. If the item being screened is a related item, the "J" increment will display the master item followed by "MST" in the OOU field.

36.1.3.3. D043A X File Screen. The "X" File Screen shows established relationships that cannot be recorded in a group because of a data incompatibility. There are fields that show the relationship and incompatibility codes. Values for these codes are shown in Figure 36.1. and Figure 36.2. The "X" File can include NSNs, and Kit (K) numbers.

36.1.3.4. The D043A "R" File. The "R" File shows research results that were submitted as base inquiries. The Reply Code and Explanation fields provide detailed information of

the relationship for these two items of supply. The "R" File can include NSNs, NCs, NDs, or K Numbers. The Reply Codes are defined as follows:

- 36.1.3.4.1. Reply Code "A" - The items are interchangeable and will be recorded in a "J," "P," or "S" relationship. The OOU for the requisitioned NSN is shown in positions 1-3 of the explanation. The OOU for the supplied NSN is shown in positions 4-6 of the explanation.
- 36.1.3.4.2. Reply Code "B" - The items are interchangeable but cannot be recorded in an I&S group. The relationship will be recorded in the "X" File.
- 36.1.3.4.3. Reply Code "C" - The requisitioned item is a substitute for the supplied item and the relationship will be recorded in a "J," "P," or "S" relationship. The OOU for the requisitioned NSN is shown in positions 1-3 of the explanation. The OOU for the supplied NSN is shown in positions 4-6 of the explanation.
- 36.1.3.4.4. Reply Code "D" - The supplied item is a substitute for the requisitioned item and the relationship will be recorded in a "J," "P," or "S" relationship. The OOU for the requisitioned NSN is shown in positions 1-3 of the explanation. The OOU for the supplied NSN is shown in positions 4-6 of the explanation.
- 36.1.3.4.5. Reply Code "E" - The requisitioned item is a substitute for the supplied item and the relationship will be recorded in the "X" File.
- 36.1.3.4.6. Reply Code "F" - The supplied item is a substitute for the requisitioned item and the relationship will be recorded in the "X" File.
- 36.1.3.4.7. Reply Code "G" - The requisitioned item is the NHA.
- 36.1.3.4.8. Reply Code "H" - The supplied item is the NHA.
- 36.1.3.4.9. Reply Code "I" - There is no relationship between the items.
- 36.1.3.4.10. Reply Code "J" - There is some degree of relationship between the items; however, substitution on an "across the board" basis cannot be authorized. The explanation contains further information
- 36.1.3.4.11. Reply Code "K" - The requisitioned NIIN is invalid.
- 36.1.3.4.12. Reply Code "L" - The supplied NIIN is invalid.
- 36.1.3.4.13. Reply Code "M" - The requisitioned item has been changed to, consolidated with, transferred to, or canceled as a duplicate of the supplied item.
- 36.1.3.4.14. Reply Code "N" - The supplied item has been changed to, consolidated with, transferred to, or canceled as a duplicate of the requisitioned item.
- 36.1.3.4.15. Reply Code "O" - The items are contained in the same I&SG.
- 36.1.3.4.16. Reply Code "P" - The requisitioned and supplied items have both been replaced by the item identified in the explanation field.
- 36.1.3.4.17. Reply Code "Q" - Other. See information in the explanation field.

**Table 36.1. D043A Selected Data Screen “I/S IND” Codes.**

<b>Code</b>	<b>Explanation</b>
I	I&S data, not currently recorded on this item is pending for a future date.
N	There is no I&S data available for this item.
R	This item has a relationship recoded in the “R” File.
S	This item is recorded in a “J,” “P,” or “S” File.
X	This item has a relationship recorded in the “X” File.
*	Item will drop out of D043 when the I&S is deleted.

**Note:** If a NSN is recorded in both an R-File and an X-File, the “X” indicator will be displayed. If a NSN is recorded in several records, i.e., R-, X-, and either S-, P-, and J-Record, the “S” indicator will be displayed.

**Table 36.2. D043A X-File Relationship Code Table Code Explanation**

<b>Code</b>	<b>Explanation</b>
I	Interchangeable
L	Limited Substitute
M	No Relationship
N	NHA
S	Suitable Substitute
U	Unsuitable Substitute
G	Generic Relationship

**Table 36.3. D043A X-File Incompatibility Code Table**

<b>Code</b>	<b>Explanation</b>
1	FSC
2	MMAC
3	SOS
4	ERRC code
5	U/I
6	Non-Use of Item Identifier
7	Pilferage Code
8	Security Code
9	Local Purchase
A	AAC
B	Non-Use of Related Item
C	Non-Use of Either Item
D	Non-Conformance to DOD I&S
M	No Relationship
N	NHA
P	Consolidated/Transferred/Cancelled/Duplicate item
R	MOE Rule

**36.2. Policy.** It is the responsibility of the ES to develop, maintain current, and use, to the maximum extent practical the AF functions of I&S data. This policy applies to all items of supply in which the AF has an interest regardless of PICA assignment.

36.2.1. Item relationships are determined and applied according to the criteria and procedures provided herein. When established, such relationships constitute AF approved I&S data.

36.2.2. Interchangeable items should be consolidated under a single NSN when:

36.2.2.1. Items don't require stocking of peculiar components or parts.

36.2.2.2. Items are piece parts and not subject to further disassembly (e.g., resistor, bolt, washer).

36.2.2.3. Items, properly identified as Source Control Drawings according to ASME Y14.100, *Engineering Drawing Practices*, will not be grouped with other items of supply unless the manufacturer issues a drawing change to add the alternate item as approved for this application.

### **36.3. Responsibility.**

36.3.1. The AFGLSC's 401 SCMS is assigned primary responsibility for I&S Program accomplishment and, as the OPR, will:

36.3.1.1. Prepare and distribute guidance, technical criteria, and procedures necessary for the development and maintenance of item I&S relationship and records determination.

36.3.1.2. Program and schedule I&S programs and workloads.

36.3.1.3. Maintain staff surveillance over the implementation of these procedures to include:

36.3.1.3.1. Compliance, adequacy, and quality of determinations, coverage, and distribution media.

36.3.1.3.2. Maximum use of I&S data in controlling the entry of new items into the inventory and by identifying unneeded or less desirable items in a like manner that will assist in their orderly attrition from the inventory.

36.3.1.3.3. Compatibility of the program and its products in relation to DOD, AF, and AFMC materiel management programs and objectives.

36.3.1.4. Provide procedural guidance and maintain administrative control over those matters of a mission nature which relate to the I&S Program. Such guidance and control is provided consistent with related DOD, AF, and AFMC materiel management programs and objectives. This includes:

36.3.1.4.1. Exercising control over changes and additions to the system specifications and requirements.

36.3.1.4.2. Ensuring the system and its products are adequate, compatible, and responsive in relation to other materiel management system programs and objectives.

36.3.1.4.3. Preparing and submitting CSRDs, is accomplished using ISMT, to affect changes and additions to the system specification.

36.3.1.4.4. The AF I&S activities will implement and support the policies, procedures, and objectives of the I&S program as they apply to their commodity areas and mission assignments as defined in **Table 36.4**. Organizational components, responsible for acquiring, computing, requisitioning, issuing, and authorizing items, will ensure program support through the maximum use of I&S data. Program implementation and maintenance responsibilities are as outlined in Table 36.4.

**Table 36.4. I&S Responsibilities**

<b>Activity</b>	<b>FSG/FSC</b>	<b>Type of Items</b>
DLIS – 74 Washington Ave N., Suite 7 Battle Creek, MI 49017-3084	All FSG/FSC except those listed for other unique mission cataloging activities.	All items not excluded.
Air Armament Center 102 West D Ave, Suite 160, Eglin AFB, FL 32542	FSG 11	Nuclear Activity 22
Air Force Medical Operations Agency (AFMOA/SGAL) 693 Nieman Street, Ft. Detrick, MD 21702-5006	FSG 65	Medical Activity 03
Air Force Petroleum Agency (AFPET/AFTT) 2430 C Street, Bldg 70, Area B, WPAFB, OH 45433-7632	FSGs 68 & 91, and FSC 8120	Aerospace Fuels Activity 68
Air Force Services Agency (AFSVA); 10100 Reunion Place, Suite 401, San Antonio, TX 78216-4138	FSG 89	Subsistence Activity 35

36.3.2. The AF I&S activity's ES, in their assigned commodity areas, will:

36.3.2.1. Develop, document, and maintain item relationship data pertinent to items of interest to the AF.

36.3.2.2. Collaborate and coordinate with responsible DOD agencies and AF activities on technical, administrative, and operational matters relating to item relationship determinations and data.

36.3.2.2.1. I&S collaboration between AF activities is accomplished by the ES using AFMC Form 133, *Interchangeability and Substitutability Program*. This form can be submitted through D143C, Main Menu Option 1, Submenu Option 15, or on-line by accessing <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=t6925EC312D260FB5E044080020E329A9&channelPageId=s6925EC13407A0FB5E044080020E329A9&parentCategoryId=p6925EC15557B0FB5E044080020E329A9>.

36.3.2.2.2. I&S collaboration between the AF and other DOD I&S activities is accomplished using JLC Form 47, *DOD I&S Family Collaboration Request*.

36.3.2.2.3. Items that have an established Item Standardization relationship require no further collaboration to establish an I&S family.

36.3.2.3. Establish and maintain, on a current basis, item relationship records and files as prescribed herein. Ensure their quality and compatibility, both technically and administratively.

36.3.2.4. Upon request, provide IM and SM activities with I&S data pertinent to items required or used in support of their respective systems or commodity assignments.

36.3.2.5. Participate and collaborate in DOD standardization studies and IEC programs and in the implementation and use of resultant findings. For more information, access the DSP website at <http://www.dsp.dla.mil>.

36.3.2.6. Validate interchangeability relationships for conformance with functional, operational, and environmental requirements through physical inspection, test, or technical documentation of items, as applicable.

36.3.2.7. Review, validate, and document I&S relationships generated by other sources (e.g., base activities, DSCs, other military services, etc.).

36.3.2.8. Perform I&S review of items proposed for buy, adoption, or use by the AF. Such reviews include items proposed through the media of provisioning, procurement, PN requisition, standardization, inter-service support, government-furnished materiel, disposal, and other type documents.

36.3.2.9. Direct to the attention of the responsible activity any irregularities or inconsistencies in source materiel (e.g. TO, specifications, standards, supply catalogs, engineering drawings, etc.) resulting from I&S research.

36.3.2.10. Accomplish, coordinate, and implement I&S projects and studies generated within the activity, received from other activities, or in compliance with direction from higher authority.

36.3.2.11. Receive, review, prepare, and submit, in prescribed format, file maintenance data to establish, correct, or delete I&S records.

36.3.2.12. Receive, process, and maintain authorized I&S data output products.

36.3.2.13. Ensure I&S item relationship determinations conform with established engineering criteria.

36.3.3. The IMs and SMs at the ALCs and the IMs at Air Force Clothing and Textile Office (AFCTO) and Air Force Civil Engineering Support Agency (AFCESA) will:

36.3.3.1. Follow the information for processing TCTOs in accordance with AFMCMAN 21-1, *AFMC Technical Order System Procedures* and TO 00-5-15-WA-1, *AF Time Compliance Technical Order Process* (at <https://www.my.af.mil/gcss-af61/ETIMS/ETIMS/menu/index.jsp>).

36.3.3.2. Make maximum use of I&S resources and information in the accomplishment of assigned materiel management functions (e.g., stock control and distribution, determination of new and/or follow on materiel requirements, etc.).

36.3.3.3. Collaborate, as required, in the development, determination, and/or implementation of I&S relationship decisions to ensure that maintenance, engineering, and supply support are not adversely affected. Where such support functions would be adversely impacted, advise other I&S activity and/or submit alternatives. Refer inquiries and/or matters of an I&S nature to the I&S activity responsible for the commodity or subject involved.

36.3.3.4. Initiate supply catalog change requests to implement I&S determinations and/or reconcile inconsistencies in management data.

36.3.3.5. Collaborate, as required, in determining the proper NPPC e for items made unsuitable as a result of a CMD action.

36.3.4. The ALC Engineering Activity will:

36.3.4.1. Provide engineering support, when requested, in the development and/or use of I&S data in logistic operations. Such support includes developing and providing I&S criteria for use in making I&S determinations within assigned commodity areas and the review and evaluation of I&S decisions involving items considered to be "engineering critical" because of safety, reliability, performance, integrity of design, and/or system compatibility factors.

36.3.4.2. Advise the appropriate I&S activity of new or anticipated TCTOs and their effective and rescission dates within 10 working days of publication or rescission.

#### **36.4. Research and Determinations.**

36.4.1. Research technical studies and decisions for I&S encompass the research and evaluation of the physical, functional, qualitative, and/or operational capabilities of the items involved. For I&S purposes, these capabilities are expressed and evaluated in terms of the technical characteristics of an item. Technicians, as required, obtain test data, make physical comparisons and coordinate with other organizations or activities. Such actions are effected through oral or written communication or through personal visits to government, contractor, or vendor facilities to obtain the necessary installation, demonstration, and/or test data not otherwise available. Research of source documents for I&S purposes include, but are not necessarily limited to, bills of materiel, TOs and manuals, federal cataloging records, parts catalogs, government and/or manufacturers' standards, specifications, and engineering drawings, procurement documents, engineering change proposals and orders, supply catalogs, provisioning documentation, and the use and application of data contained in engineering and design handbooks.

36.4.2. Determinations are the result of an I&S analytical comparisons of the technical characteristics inherent in the item involved. These determinations may be positive or negative. Positive determinations are expressed in terms, which indicate the degree, or conditions under which the items may be interchanged one for the other. Technical characteristics, for the purpose of I&S determinations, are those features that an item must possess to be capable of being interchanged. Included are characteristics pertinent to

materiel, form, fit, function, operational speeds or frequencies, environmental conditions, reliability compatibility, motivation, inputs, and other commodity peculiarities that would preclude or limit the interchange of items. I&S determinations resulting from such comparisons are within accepted engineering practices, authorized tolerances, and/or maintainability requirements as established by the contractual requirements of the procuring document.

**36.5. Records and Files.** The responsible I&S activity ES will establish and maintain item relationship records for assigned commodities. These records reflect findings resulting from I&S research and constitute an approved source of I&S data. Such records are established and maintained to fully document the I&S findings and pertinent data. Documentation includes I&S findings resulting from research, evaluation, and comparisons of the technical characteristics of the item involved and the purpose for which the items were designed. The following type records are established and maintained according to the conditions prescribed:

36.5.1. I&S Records (D043B). I&S relationships that meet the criteria for inclusion in the mechanized system are recorded by this media when all known relationships can be fully depicted. In the event such relationships cannot be fully depicted and/or a more detailed record is necessary, a supplemental record in the form of the D043 ISDR is prepared.

36.5.2. D043 ISDR. This record is used to document and maintain I&S findings and/or data that cannot be fully and/or properly reflected in the D043B I&S Records. The record is stored in the D043 and can be interrogated from the D043A Main Menu. In general, these records are used when:

36.5.2.1. An NSL item is subject to a technical research and evaluation on an item-to-item basis (e.g. a NSL item is researched and technical characteristics are compared with a similar NSL or NSN item).

36.5.2.2. An item is deleted from the mechanized I&S System when it is no longer AF used. Records prepared on these type items reflect the NSN of the active item, which supersedes or replaces the inactive item.

36.5.2.3. A backup record is necessary to retain data relative to origin or source data, coordination obtained, inquiries or challenges requiring revalidation, notations of major differences found, item application, etc.

**36.6. Processing of Inquiries and Resolution of Controversies.** The processing of inquiries and/or the resolution of controversies is a continuing function of each I&S activity in their assigned commodity areas. Requests from field units, management sources, contractors, etc., relative to I&S data published and/or furnished for use in automated programs, are an important factor in achieving optimum and valid relationships. Inquiries received are processed in a timely manner and the findings coordinated with responsible components when maintenance, engineering, and/or management considerations exist. Such coordination is important in the resolution of controversies and/or in the establishment of an AFMC USAF position with respect to the acceptability of other S/As' offerings of substitute items.

**36.7. Generic NSN Management.**

36.7.1. Purpose.

36.7.1.1. Generic standardization relationships are established to provide supply management control of repairable items. Internal configuration differences, requiring different repair parts during depot or contractor repair, require separate NSNs to identify each repairable item.

36.7.1.2. The generic master NSN is used to consolidate requirements. It is for acquisition purposes only and not a designated location where DOD assets are stored under the generic master NSN.

#### 36.7.2. Generic Relationships.

36.7.2.1. The generic master NSN will have an AAC of “W” and an ISC of “1” (procurable).

36.7.2.2. Repairable items of supply, related to a generic master NSN, will:

36.7.2.2.1. Be fully interchangeable.

36.7.2.2.2. Be the requisitioned items and have recorded assets.

36.7.2.2.3. Be linked to the generic master with a phrase code “S” (on master indicating related) and interlinked, between the related, with phrase code “J.”

36.7.2.2.4. Have an ISC of 2 and indicate the generic master NSN with a phrase code 3.

**Note:** ISC 2 items may replace ISC 3 items of older configuration or having less capabilities that are no longer procured.

#### 36.7.3. Application.

36.7.3.1. Use of generic standardization relationships is restricted to repairable items acquired under military/federal specifications, including CIDs.

36.7.3.2. I&S Activities will ensure generic relationships are restricted according to DSP Policies and Procedures, DOD Manual 4120.24-M and FLIS Procedures Manual, DOD 4100.39-M, during IEC review.

**36.8. Establishing an I&S Relationship.** The establishment of the I&S relationship in D043 is necessary to implement the mechanical substitution and distribution processes with the AF logistics systems. The “J” Record is the preferred type of I&S relationship, followed by the “P” and “S” Records, and finally, the “X” File. Any positive “R” File relationships should be recorded in the appropriate file above.

36.8.1. Establishing an I&SG. The following edits must be executed to record items in an I&SG.

36.8.1.1. A group may not exceed 50 items.

36.8.1.2. All members of a group must have the same FSC.

36.8.1.3. If the master item is AF-managed and has a CIIC (formerly Security/Pilferage Code), all related items must have the same CIIC, except for CIICs “7” and “U” which may be commingled in the same I&SG.

36.8.1.4. If a member of an I&SG has a MMAC, all group members must have the same MMAC. The only exceptions are MMACs “VG,” “VH,” and “VL,” which can be mixed with other MMACs that are managed at the same ALC.

36.8.1.5. If the master item has an AAC of “N,” “V,” or “Y,” all related items must have AAC of “N,” “V,” or “Y.”

36.8.1.6. The master item cannot have AAC “T.”

36.8.1.7. If a group member has AAC “F” or “L,” all group members must have the same AAC with the following exceptions: AAC “F” or “L” may be used with AAC of “V” or “Y.” If master item is AAC “W,” then the related item may be “F” or “L”.

36.8.1.8. Related items may not have AAC “W.”

36.8.1.9. FMS items are not allowed in I&SGs.

36.8.1.10. All MOE rules on related NSNs must also be recorded on the master NSN. This applies only if the recorded MOE rule LOA is 02, 06, or 22 and the MOE rule begins with A, F, M, or N.

36.8.1.11. If the master item has a pilferable code, all group members must have a pilferable code.

36.8.1.12. The master item cannot have an ISC of “3” or “E”.

36.8.1.13. If the master item is AF-managed, all group members must have the same ERRC code, except for ERRC codes “S” and “U.” These ERRC code can be mixed in the same I&S family.

36.8.1.14. If the master item is AF-managed, all group members must have the same U/I.

36.8.1.15. All members of a group must have the same SOS.

36.8.2. Selection of Master Items. A master item is selected for each I&S group based upon the criteria established. Items assigned an AAC of “W” are selected as master items when they represent the item of supply which best satisfies the AF requirement as represented by the I&SG. A master item of an I&SG must be at least a suitable substitute for all other members of the group.

36.8.3. Selection of Subgroups. Subgroups are comprised of one or more items. The quantity and/or selection of items for inclusion in a given subgroup, the number of subgroups required, and the arrangement of each subgroup within an I&SG depends on the number of items involved and their capability to be interchanged. Subgroups must conform to the following conditions:

36.8.3.1. When two or more items are selected for inclusion in the same subgroup they must be interchangeable.

36.8.3.2. AF-managed items are assigned a NPPC when a TCTO is established against that item. These codes and their meanings are as follows:

36.8.3.2.1. Code “4.” A code assigned to an active item of supply requiring modification and re-identification according to an active TO/TCTO. Modified items are not retained in the same subgroup with the unmodified items since the

interchangeability relationship has been changed by the modification. When an NPPC “4” is applied to an NSN, a phrase code “R” is input concurrently to the CMD record reflecting the prescribing TO/TCTO. The “R” phrase code will begin with “4TO” as the first four positions, immediately followed by the TCTO number. Additional lines will also begin with “4TO,” if required.

36.8.3.2.2. Code “9.” A code assigned to an item of supply found to be unacceptable for AF use.

36.8.3.3. Subgroups comprised solely of unsuitable items always precede all other subgroups in an I&SG.

36.8.3.4. Subgroups are arranged in alphabetical sequence based on the desirability of retention of the items within the I&SG. The first subgroup contains those items least desired for retention in stock. Subsequent subgroups are arranged in descending order as the retention desirability increases. The subgroup containing the master item is always the last subgroup in the I&SG.

36.8.3.5. Subgroups are identified by a two-position alphabetic code, sequentially assigned in descending order (AA, AB, AC, etc.), starting with the subgroup least desired for retention.

36.8.4. Establishment of Order or Preference. An order of preference is established for items within each subgroup to accommodate management decisions and to provide a means of establishing an OOU code capable of both manual and computer computation.

36.8.4.1. Subgroup order of preference is established by selecting the item least desired for stock retention as the first item in the subgroup. Any remaining items are assigned in descending sequence as the desirability for retention increases; that is, from the least to the most desired (primary) item in the subgroup. Within the master item subgroup the master item will always have the highest OOU listed.

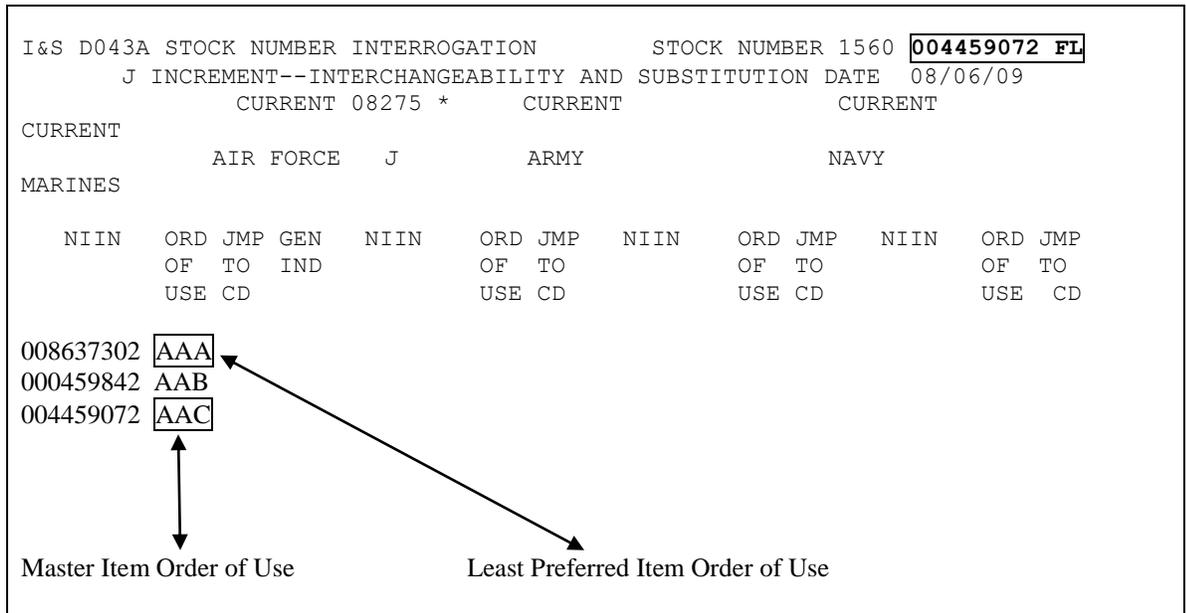
36.8.4.2. Based on the order of preference established, each suitable item within the subgroup is assigned a one-position alphabetic parts preference (PP) code. This code is assigned sequentially and in descending order beginning with the least preferred item in the subgroup, i.e. A, B, C, D, through Z.

36.8.4.3. OOU Codes. The OOU code consists of a three-position alphanumeric code constructed from the two-position subgroup (SG) code and the one-position PP code. On items assigned a NPPC, that code is converted to ‘A’ in FLIS (i.e., AA9 in D043 will be AAA in FLIS).

**36.9. Examples of I&S Relationships.** Figures 36.1. through 36.9. represent notional data and may or may not be in an I&S relationship

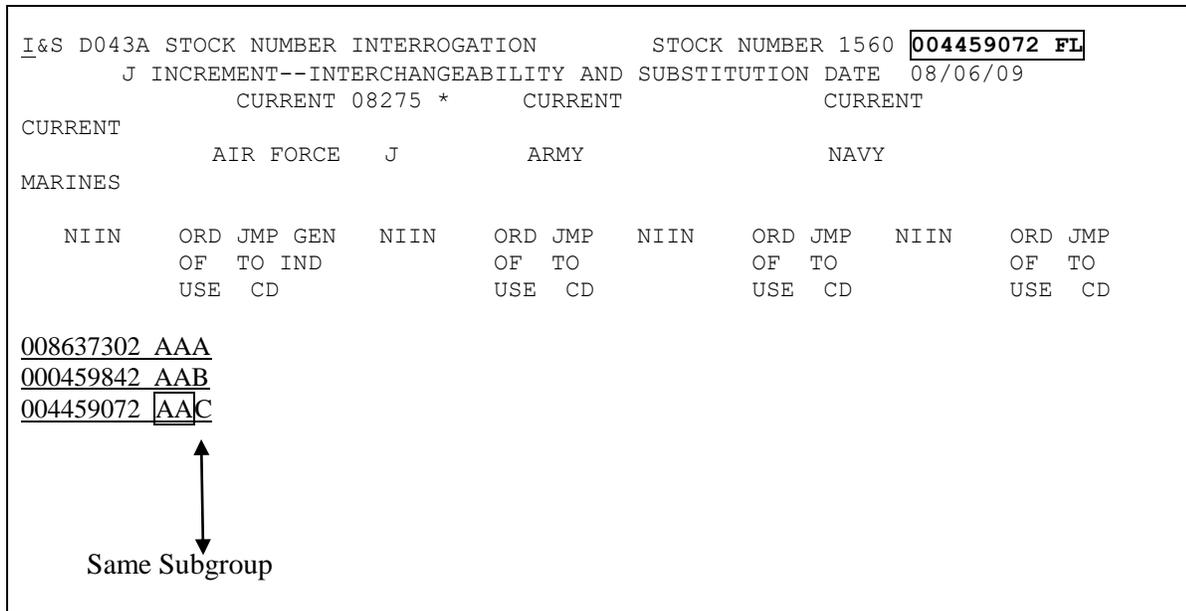
36.9.1. Figure 36.1. interprets the D043A J increment. It identifies where to locate the type of I&SG, other S/A I&S data, what NIIN is being interrogated, Master Item OOU and Least Preferred Item OOU.

**Figure 36.1. D043 J Increment.**



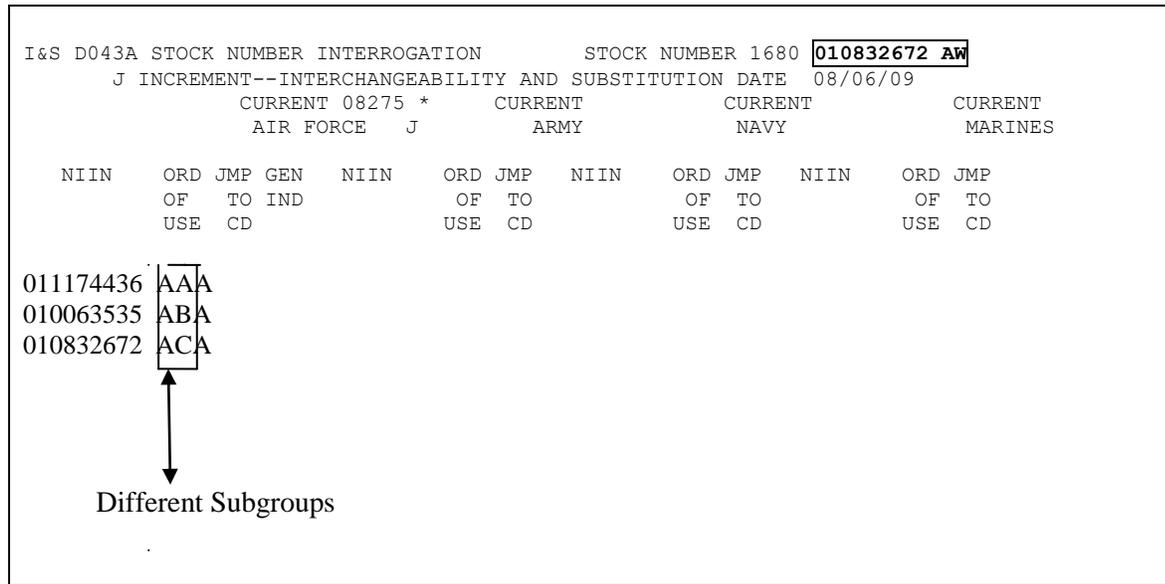
36.9.2. The NSNs shown in Figure 36.2. are all recorded in the same subgroup (AA\_), and therefore, are completely interchangeable with each other. An application that calls for an item in the group can be satisfied by any member of the group.

**Figure 36.2. Interchangeable Relationship.**



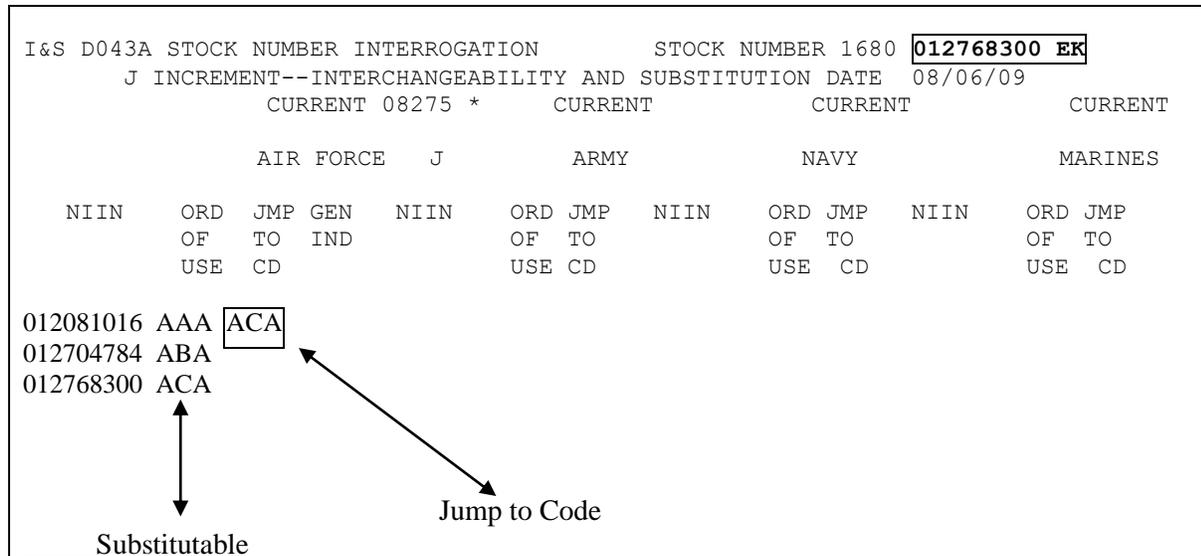
36.9.3. The NSNs shown in Figure 36.3. are recorded in different subgroups (AA\_, AB\_, and AC\_) and are, therefore substitutable. The item with OOU ABA can be used in all applications that call for the item with OOU AAA, and the master item (ACA), can be used for all applications for either AAA or ABA. AAA cannot be used in place of ABA or ACA, and ABA cannot be used in place of ACA.

**Figure 36.3. Substitutable Relationship.**



36.9.4. The items shown in Figure 36.4. are recorded in different subgroups (AA, AB, and AC) and are, therefore, substitutable. Because of the JTC recorded on the AAA item, AAA cannot be replaced by ABA, but it can be replaced by ACA. ABA can be replaced by ACA but not AAA. ACA cannot be replaced by either AAA or ABA.

**Figure 36.4. Substitutable Relationship with JTC.**



36.9.5. Items shown in Figure 36.5. show an example of a NPPC 4. The NPPC shows up in the last position of the OOU for the item. This example shows a substitutable relationship. Item AA4 is being modified and will no longer be issued in its present configuration. The modified item will contain the NIIN associated with the ADA JTC. Item AA4 can be replaced only by item ADA. Item ABA can only be replaced by ADA. ACA is also replaced by ADA. None of the items (AA4, ABA, ACA) can be used in applications that specify ADA.

**Figure 36.5. NPPC 4.**

I&S D043A STOCK NUMBER INTERROGATION				STOCK NUMBER 2840				<b>011123778 PE</b>	
J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE				08/06/09					
CURRENT 08275 *		CURRENT		CURRENT		CURRENT			
AIR FORCE J		ARMY		NAVY		MARINES			
NIIN	ORD	JMP	GEN	NIIN	ORD	JMP	NIIN	ORD	JMP
	OF	TO	IND		OF	TO		OF	TO
	USE	CD			USE	CD		USE	CD

009188545	AA4	ADA
009773427	ABA	ADA
010674831	ACA	
011123778	ADA	

NPPC

36.9.6. Figure 36.6. shows items AA9 and AB9 are no longer suitable for AF use. All applications specifying AA9 or AB9 can be satisfied using ACA. In no application can AA9 or AB9 be used in place of ACA.

**Figure 36.6. NPPC 9.**

I&S D043A STOCK NUMBER INTERROGATION				STOCK NUMBER 2840				<b>011123778 PE</b>	
J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE				08/06/09					
CURRENT 08275 *		CURRENT		CURRENT		CURRENT			
AIR FORCE J		ARMY		NAVY		MARINES			
NIIN	ORD	JMP	GEN	NIIN	ORD	JMP	NIIN	ORD	JMP
	OF	TO	IND		OF	TO		OF	TO
	USE	CD			USE	CD		USE	CD

009188545	AA9	ADA
009773427	ABA	ADA
010674831	ACA	
011123778	ADA	

NPPC

36.9.7. Figure 36.7. represents a generic family. The master item, (AAE), represents a performance requirement, not an actual item of supply. The items with orders of use AAA-AAD are the items supplied to the specifications identified with the generic master. All items in the group are completely interchangeable. To differentiate an interchangeable relationship from a generic relationship, you must examine the AAC of the master item. A generic master will always have an AAC of "W."

**Figure 36.7. Generic Relationship.**

```

I&S D043A STOCK NUMBER INTERROGATION      STOCK NUMBER 2310 010370393
      J INCREMENT--INTERCHANGEABILITY AND  SUBSTITUTION DATE 08/06/09
                CURRENT 08275 *      CURRENT      CURRENT      CURRENT
                AIR FORCE  J          ARMY          NAVY          MARINES

      NIIN   ORD  JMP GEN   NIIN   ORD JMP   NIIN   ORD JMP   NIIN   ORD JMP
                OF  TO  IND           OF  TO           OF  TO           OF  TO
                USE  CD                USE  CD                USE  CD                USE  CD
    
```

```

010585722 AAA
010857613 AAB
010585723 AAC
013427702 AAD
010370393 AAE
    
```



36.9.8. Figure 36.8. shows two different degrees of relationships with one master. Item AAA can be replaced by either ABA or ABB. It cannot be used in applications specifying ABA or ABB. Items ABA and ABB are completely interchangeable and can be used in place of each other as well as item AAA.

**Figure 36.8. Combination of Interchangeable and Substitutable Items.**

```

I&S D043A STOCK NUMBER INTERROGATION      STOCK NUMBER 1560 011735130 AW
      J INCREMENT--INTERCHANGEABILITY AND  SUBSTITUTION DATE 08/06/09
                CURRENT 08275 *      CURRENT      CURRENT      CURRENT
                AIR FORCE  J          ARMY          NAVY          MARINES

      NIIN   ORD  JMP GEN   NIIN   ORD JMP   NIIN   ORD JMP   NIIN   ORD JMP
                OF  TO  IND           OF  TO           OF  TO           OF  TO
                USE  CD                USE  CD                USE  CD                USE  CD

010103734 AAA
010732029 ABA
011735130 ABB
    
```

36.9.9. Figure 36.9. shows a master item (ABA) that is a substitute for the related items(AAA-AAF). It can be used in all applications that specify any of the related items, but the related items cannot be used in applications that specify the master. The related items are all interchangeable with each other.

**Figure 36.9. Combination of Interchangeable and Substitutable Items.**

I&S D043A STOCK NUMBER INTERROGATION				STOCK NUMBER 5865				<b>012211089 EW</b>	
J INCREMENT--INTERCHANGEABILITY AND				SUBSTITUTION DATE				08/06/09	
CURRENT 08275		CURRENT		CURRENT		CURRENT			
AIR FORCE J		ARMY		NAVY		MARINES			
NIIN	ORD	JMP	GEN	NIIN	ORD	JMP	NIIN	ORD	JMP
	OF	TO	IND		OF	TO		OF	TO
	USE	CD			USE	CD		USE	CD
011809602 AAA									
011838968 AAB									
010351074 AAC									
011838969 AAD									
011838970 AAE									
010820336 AAF									
012211089 ABA									

**37. Prescribed Forms.**

AFMC Form 8, *SERD Coordination Form*

AFMC Form 9, *SERD Evaluation/Notification Form*

AFMC Form 133, *Interchangeability and Substitutability Program*

**37.2. Adopted Forms:**

AF Form 86, *Request for Cataloging Data/Action*

AF Form 601, *Equipment Action Request*

AF Form 1000, *IDEA Application*

AF Form 1000-1, *IDEA Evaluation and Transmittal*

AFMC Form 321, *C&I Requirements Document*

AFMC Form 326, *Provisioned Item Order (PIO)*

AFMC Form 603, *Consolidated SERD Evaluation Transmittal Form*

AFMC Form 784, *Provisioning Technical Data Requirement*

AFMC Form 918, *Non-Provisioning Item Supply Support Request (SSR) Data*

DD Form 180, *Item Name Collaboration Action Request*

DD Form 1348-6, *DOD Single Line Item Requisition System Document*

DD Form 1426, *Standardization Document Improvement Proposal*

DD Form 1585, *Standardization Project Transmittal Sheet*

DD Form 1685, *Data Exchange and or Proposed Revision of Catalog Data*

DD Forms 1786, *Military Handbook 300*

DD Form 1865, *DOD Index of Specifications and Standards (DODISS) Change/Correction Request.*

DD Form 2002, *Urgent Data Request (UDR)*

DD Form 2021, *Defense Integrated Data System (DIDS) Change Request*

DD Form 2021-1, *Defense Integrated Data System (DIDS) Change Request*

DD Form 2029, *DIDS Problem Report*

DD Form 2875, *System Authorization Access Request (SAAR)*

DLA Form 339, *Request for Engineering Support*

GIDEP Form 97-1, *ALERT Data Form*

GIDEP Form 97-2, *Problem Advisory Data Form*

GIDEP Form 97-4, *DMSMS Notice*

GIDEP Form 97-5, *Product Change Notice*

JLC Form 17, *Nonconsumable Item Materiel Support Request (NIMSR)*

JLC Form 19, *PICA/SICA Management Level Change and/or Reassignment Request*

JLC Form 47, *DOD I&S Family Collaboration Request*

SF Form 1080, *Voucher for Transfers Between Appropriations and/or Funds,*

KATHLEEN D. CLOSE  
Major General, USAF  
Director of Logistics and Sustainment

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### ***Abbreviations and Acronyms***

**AAC**— Acquisition Advice Code

**ABCA**— American, British, Canadian, Australian Armies

**ADPE**— Automated Data Processing Equipment

**AETC**— Air Education and Training Command

**AF**— Air Force

**AFCESA**— Air Force Civil Engineering Support Agency

**AFCSA**— Air Force Cryptologic Support Center

**AFC&TO**— Air Force Clothing and Textile Office

**AFEMS**— Air Force Equipment Management System

**AFGLSC**— Air Force Global Logistics Support Center

**AFMC**— Air Force Materiel Command

**AFMETCAL**— Air Force Metrology and Calibration  
**AFMOA**— Air Force Medical Operations Agency  
**AFNWC**— Air Force Nuclear Weapons Center  
**AFSAC**— Air Force Security Assistance Center  
**AIN**— Approved Item Name  
**ALC**— Air Logistics Center  
**AMC**— Acquisition Method Code  
**AMSC**— Acquisition Method Suffix Code  
**AMSDL**— Acquisition Management System and Data Requirements Control List  
**AP**— Allied Publication  
**AQ**— Acquisition  
**AS**— Allowance Standard  
**ASC**— Aeronautical Systems Center  
**ASIC**— Air and Space Interoperability Council  
**ASSIST**— Acquisition Streamlining and Standardization Information System  
**ATC**— Action Taken Code  
**AUTODIN**— Automatic Digital Network  
**BRAC**— Base Realignment and Closure Commission  
**CAC**— Customer Access Card  
**CAGEC**— Commercial and Government Entity Code  
**CATM**— Cataloging Manager  
**CDRL**— Contract Data Requirements List  
**CEMO**— Command Equipment Management Office  
**CCR**— Central Contractor Registration  
**CDRS**— Corporate Data Repository System  
**CFE**— Contractor-Furnished Equipment  
**CID**— Commercial Item Description  
**CIIC**— Controlled Item Inventory Code  
**CM**— Configuration Management  
**CMD**— Catalog Management Data  
**COMSEC**— Communication Security  
**ComSO**— Command Standardization Office

**COTS**— Commercial Off-The-Shelf  
**CSE**— Center Standardization Executive  
**CSR****D**— Computer System Requirements Documentation  
**CSWS**— Contractor Supported Weapon System  
**DAAS**— Defense Automated Addressing System  
**DAPS**— Defense Automated Printing Service  
**DCASR**— Defense Contract Administrative Services Region  
**DCMO**— Defense Command Management Office  
**DeCA**— Defense Commissary Agency  
**DEETS**— Data Element Edit Table  
**DEMIL**— Demilitarization  
**DEPSO**— Departmental Standardization Office  
**DFARS**— Defense Federal Acquisition Regulation Supplement  
**DIC**— DEMIL Integrity Code  
**DID**— Data Item Description  
**DIDS**— Defense Integrated Data System  
**DIIP**— Defense Inactive Item Program  
**DIPEC**— Defense Industrial Plant Equipment Center  
**DLA**— Defense Logistics Agency  
**DLIS**— Defense Logistics Information Service  
**DMM**— Directorate of Materiel Management  
**DMSMS**— Diminishing Manufacturing Sources and Materiel Shortages  
**DOD**— Department of Defense  
**DODSSP**— Department of Defense Single Stock Point  
**DOE**— Department of Energy  
**DPCCP**— Defective Parts and Components Control Program  
**DPSC**— Defense Personnel Support Center  
**DR**— Deficiency Report  
**DRMS**— Defense Reutilization Marketing Services  
**DRPR**— DOD Standard Drawing Practices  
**DSCC**— Defense Supply Center Columbus  
**DSN**— Defense Switched Network

**DSOR**— Depot Source of Repair  
**DSP**— Defense Standardization Program  
**DSCA**— Defense Security Cooperation Agency  
**DTRA**— Defense Threat Reduction Agency  
**E/I**— End Item  
**EA**— Engineering Activity  
**EDI**— Engineering Data Interchange  
**EDRS**— DOD Engineering Data Reproduction Systems  
**EDS**— Engineering Data Systems  
**ELSG**— Electronics Logistics System Group  
**EMC**— Equipment Management Code  
**ERRC Code**— Expendability, Recoverability, Reparability Code  
**ESD**— Electrostatic Discharge  
**ES**— Equipment Specialist  
**ESA**— Engineering Support Activity  
**F/M**— File/Maintenance  
**FAA**— Federal Aviation Administration  
**FCC**— Federal Cataloging Committee  
**FCP**— Federal Catalog Program  
**FCS**— Federal Catalog System  
**FEDI**— Failure Experience Data Interchange  
**FEDLOG**— Federal Logistics Data  
**FED**—SPEC – Federal Specification  
**FED**—STD – Federal Standard  
**FIIG**— Federal Item Identification Guide  
**FMS**— Foreign Military Sales  
**FSC**— Federal Supply Classification  
**FLIS**— Federal Logistics Information System  
**FOS**— Family of Systems  
**FPD**— Federal Product Description  
**FRB**— Functional Review Board  
**FSG**— Federal Supply Group

**GAG**— Government Advisory Group  
**GFE**— Government-Furnished Equipment  
**GIDEP**— Government Industry Data Exchange Program  
**GSA**— General Services Administration  
**HMIC**— Hazardous Materials Indicator Code  
**HMIRS**— Hazardous Materials Information Resource System  
**HQ**— Headquarters  
**I&SG**— Interchangeable & Substitute Group  
**ICD**— Interface Control Document  
**ICP**— Inventory Control Point  
**IEC**— Item Entry Control  
**II**— Item Identification  
**III**— Item Identification Improvement  
**IM**— Item Manager  
**IMC**— Item Management Coding  
**IMCS**— Item Management Control System  
**IMM**— Integrated Materiel Management  
**IRS**— Item Reduction Study  
**ISC**— Item Standardization Code  
**ISDR**— I & S Decision Record  
**ISMT**— Information System Management Tool  
**ISO**— International Standardization Office  
**JTC**— Jump-To-Codes  
**LOA**— Level of Authority  
**LR**— Logistics Reassignment  
**LRS**— Logistics Readiness Squadron  
**LSA**— Lead Standardization Activity  
**LSR**— Logistics Screening Request  
**MAC**— Moving Average Cost  
**MAIS**— Major Automated Information System  
**MAJCOM**— Major Command  
**MCA**— Military Coordinating Activity

**MCRD**— Master Cross Reference Data  
**MD**— Management Data  
**MDAP**— Major Defense Acquisition Program  
**MDC**— Management Designator Code  
**MDI**— Metrology Data Interchange  
**MDSI**— Metrology Data Interchange  
**MICAP**— Mission Capable  
**MIICS**— Master Item Identification Control System  
**MIIDB**— Master Item Identification Database  
**MILS**— Military Standard  
**MILSPEC**— Military Specification  
**MILSTRIP**— Military Standard Requisition and Issue Procedures  
**MIPR**— Military Interdepartmental Purchase Request  
**MMAC**— Materiel Management Aggregation Code  
**MOA**— Memorandum of Agreement  
**MOE**— Major Organizational Entity  
**MR&A**— Market Research and Analysis  
**MRC**— Master Requirement Code  
**MS**— Mil Spec  
**MSD**— Materiel Support Division  
**MSDS**— Materiel Safety Data Sheet  
**NATO**— North American Treaty Organization  
**NC**— Non-Cataloged  
**ND**— Non-Definitive  
**NDFP**— Non-Definitive Focal Point  
**NDI**— Non-Developmental Item  
**NDIM**— Non-Definitive Item Manager  
**NDWA**— Non-Definitive Waiver Authority  
**NGSB**— Non-Government Standard Bodies  
**NHA**— Next Higher Assembly  
**NIIN**— National Item Identification Number  
**NIMACS**— Nuclear Item Management And Cataloging System

**NIMSR**— Nonconsumable Item Materiel Support Request

**NPPC**— Numeric Parts Preference Code

**NSA**— National Security Agency

**NSL**— Non-stock Listed

**NSN**— National Stock Number

**NWRM**— Nuclear Weapons Related Materiel

**OL**— Operating Location

**OMB**— Office of Management and Budget

**OOU**— Order of Use

**OPR**— Office of Primary Responsibility

**OSD**— Office of the Secretary of Defense

**OSH**— Occupational Safety and Health

**PA**— Preparing Activity

**PAA**— Preparing or Adopting Activity

**PCMD**— Preposition Catalog Management Data

**PD**— Purchase Description

**PDA**— Program Development/Maintenance Activity

**PDF**— Portable Document Format

**PGM**— Program Manager

**PICA**— Primary Inventory Control Activity

**PLISN**— Provisioning Line Item Sequence Number

**PN**— Part Number

**PNR**— Part Number Requisition

**POC**— Point of Contact  
**PO** – System Program Office

**PP**— Parts Preference

**PPBS**— Planning, Programming, and Budgeting System

**PPL**— Provisioning Parts List

**PR**— Purchase Request

**PIRSL**— Proposed Item Reduction Studies List

**PSLC**— Priority Stocklist Change

**PSO**— Provisioning Support Office

**PSR**— Provisioning Screening Results

**PTD**— Provisioning Technical Documentation  
**PVC**— Price Validation Code  
**QDB**— Quality Database  
**QML**— Qualified Manufacturers List  
**QPL**— Qualified Product List  
**QSTAG**— Quadripartite Standardization Agreement  
**QUP**— Quantity Unit Pack  
**RDC**— Reference Data Code  
**RILSA**— Resident Integrated Logistics Support Activities  
**RIMCS**— Recoverable Item Movement Coding System  
**RMDI**— Reliability-Maintainability Data Interchange  
**S/A**— Service/Agency  
**SAF**— Secretary of the Air Force  
**SBSS**— Standard Base Supply System  
**SC&D**— Stock Control and Distribution  
**SCARS**— Serialized Control and Reporting System  
**SCR**— System Change Request  
**SDFP**— Supplemental Data for Provisioning  
**SE**— Support Equipment  
**SEAMS**— Support Equipment Acquisition Management System  
**SEI**— Support Equipment Illustration  
**SERD**— Support Equipment Recommendation Data  
**SG**— Subgroup  
**SIASCN**— Standard Interservice Agency Serial Control Number  
**SICA**— Secondary Inventory Control Activity  
**SIRS**— Secondary Item Requirements System  
**SM**— System Manager  
**SMA**— Standardization Management Activity  
**SMR**— Source, Maintenance, & Recoverability  
**SNUD**— Stock Number Users Directory  
**SOS**— Source of Supply  
**SPD**— System Program Director

**SPI**— Special Packaging Instruction  
**SPM**— System Program Manager  
**SRAN**— Stock Record Account Number  
**SRC**— Serialized Report Code  
**SSR**— Supply Support Request  
**STANAG**— Standardization Agreements  
**TCP**— Technical Committee Participation  
**TCTO**— Time Compliance Technical Order  
**TIF**— Technical Information File  
**TIR**— Total Item Record  
**TMSS**— Technical Manual Specifications and Standards  
**TO**— Technical Order  
**TPO**— Transportation Packaging Order (Replaced by SPI)  
**TRC**— Technology Repair Center  
**UCI**— Unit Check Inspection  
**U/I**— Unit of Issue  
**US**— United States  
**USAF**— United States Air Force  
**UTC**— Unit Type Code  
**WPAFB**— Wright Patterson Air Force Base  
**WRM**— War Reserve Materiel

### *Terms*

**Agent**— Activity that acts for, and by the authority of, the PA or Adopting Activity in the preparation of standardization documents, item reduction studies, engineering practice studies, and administration of QPLs and QML. The PA retains responsibility and approval authority for the work accomplished.

**Bachelor Item**— Item of supply which is not recorded in an I&S relationship.

**Command Standardization Office (ComSO)**— Office in HQ AFMC that is responsible for all command standardization activities in support of the DSP and the DepSO, as identified in 60-101.

**Custodian**— The activity responsible for resolving and consolidating coordination comments for standardization documents or studies in its department or agency, and submitting those comments to the PA.

**Departmental Standardization Office (DepSO)**— Top level office in each military department or defense agency responsible for managing the DSP and ensuring that its LSAs and SMAs

properly implement the policies, procedures, and goals of the DSP. The DepSO develops departmental policies and procedures to implement standardization.

**Generic Item**— NSN which applies to a Military, Federal, or adopted industry specification or standard which is used to procure actual items of supply that meet the specification or standard. Assets are not stocked under the generic NSN. The generic item does not represent an actual item of supply, but defines the performance of the items procured under the specification or standard. NSN are coded with an AAC “W.”

**Generic Specific Item**— Actual item of supply that has been procured under a specification or standard that defines performance criteria. These items are grouped as interchangeable with the generic master.

**I&S Decision Record (ISDR)**— Clear text record, accessible through the D043 System, which records information to support I&S decisions.

**I&S Family**— Represents an entity of items that possess physical and functional characteristics to provide comparable performance for a given requirement under given conditions. Also, the full range of items, determined by the managing or using services and agencies (S/A), to have unconditional interchangeable or substitutable relationships with each other and for which a common master item is a suitable replacement.

**I&S Group**— Grouping of items possessing such physical and functional characteristics to provide comparable functional performance for any given application. Such items are identified as interchangeable or substitutable and are arranged in descending order to the item preferred most for retention in the inventory. *Note:* For I&S purposes, the terms I&S family and I&S group have the same meaning.

**I&S Phrase Codes**— Phrase Codes used in FLIS and the D043 System that accompany an OOU. Phrase Codes are E, F, G, J, S, U, 3, 7 and <blank>.

**Inherent Characteristics**— Physical and functional qualities that describe the intended use, operating conditions, tolerances and range, purpose, and capability of an item. Such factors serve as the basis for determining which items may be treated as interchangeable or substitutable.

**Interchangeable Relationship**— Two or more items of supply that can be used in place of each other in all applications, without modification, other than adjustment. The form, fit, and function of these items are identical. These items will be recorded in the same subgroup. Requisitions against any item in the subgroup can be filled by any item in the subgroup.

**Item Identifier**— Identity of a cataloged or non-cataloged item for which a relationship is reflected in an X-Record relationship. It is normally the non-preferred item in an X-Record relationship.

**J—Record** – Fully coordinated and approved DOD I&S relationship. I&S Phrase Codes and OOU will be recorded in both FLIS and D043. I&S information is also visible in FEDLOG and on the MD I&S CD-ROM product.

**Jump—To-Code (JTC)** – Three position code used to denote an exception to the normal, progressive I&S relationships which pertain to an I&S family. The presence and value of a JTC identifies items which have no I&S relationship with each other, but do have a common substitutable item in the family.

**Lead Service Activity**— Military department or agency delegated responsibility for the **development, preparation, and implementation of the DSP in an assigned area. Area assignments are listed in the SD**—1. Major responsibilities are to prepare the area program plan, assign project numbers, and decide unresolved comments elevated by PAs/custodians. This term was replaced by lead standardization activity (LSA).

**Lead Standardization Activity (LSA)**— Former terms “assignee activity” and “lead service activity” were combined under the new term “lead standardization activity.” A management activity in a military department or defense agency that guides DOD standardization efforts, for an FSG, an FSC, or a standardization area, through the development of standardization program plans, authorization of standardization projects, and identification and resolution of standardization issues.

**Master Item**— Item in an I&S family which is commonly regarded, by the managing and using S/A, as a suitable replacement for all other items in the family and as the preferred item for acquisition purposes. *Note:* Within a family headed by a generic master, the generic NSN is always designated as the master.

**Military Coordinating Activity (MCA)**— Military activity responsible for DOD coordinating, reconciling, and consolidating military comments for the DOD on a Federal Standardization document prepared by a civilian agency.

**Order of Use (OOU)**— Three-position code that is assigned to I&S items in order to array the items in ascending order of preference.

**P-Record**— I&S relationship which is valid for all Air Force applications, but which has not been approved by other services for their applications. The Air Force is the manager of all group members. The D043 will reflect an OOU, but no I&S Phrase Codes. The relationship is visible in FEDLOG, but not in FLIS.

**Participating Activity**— Activity responsible for resolving and consolidating coordination comments on standardization program plans in its military DOD agency, and submitting those comments to the LSA.

**Parts Preference Code**— Third position of the OOU Code. This code shows the Order of Preference of items recorded in the same subgroup.

**Preparing Activity (PA)**— DOD activity or the civilian agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.

**Provisioning Support Office/Cataloging Manager (PSO/CATM)**— AFGLSC function, located at each of the ALCs, responsible for managing and validating cataloging actions and ensures supporting documents/technical data is provided to cataloging activities.

**R-Record**— I&S record which is built in response to an inquiry generated when a requisition is filled by an item other than what was ordered.

**Related Item**— Item of supply which has functional or physical characteristics which render it a lower order of preference for use than that accorded to the master item of an I&S family.

**The identifying NSN of the item for which a relationship is reflected in an X**—Record relationship. Normally the preferred item in an X-Record relationship.

**Review Activity**— SMA having a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it.

**S—Record** – I&S relationship which is valid for all Air Force applications, but which has not been recorded in FLIS by the manager. The Air Force is not the manager of the master item. The D043 will reflect an OOU, but no I&S Phrase Codes. The relationship is visible in FEDLOG, but not in FLIS.

**Standardization Management Activity (SMA)**— Generic term to describe any DOD activity listed in the SD-1 that functions as an LSA, PA, participating activity, MCA, custodian, review activity, adopting activity, or item reduction activity.

**Subgroup Code**— First two positions of the OOU Code. All items recorded in the same subgroup are interchangeable. Items assigned different subgroups have some form of substitutability.

**Substitutable Relationship**— Two or more items of supply that are similar, but one of the items has inherent characteristics that make it preferred over the other item. The preferred item can replace the non-preferred item for all applications, but the non-preferred item is not authorized for use in applications that designate the preferred item. These items will be recorded in different subgroups, with the preferred item being in the highest subgroup. Requisitions submitted against the non-preferred item can be filled by the preferred item, but the non-preferred item cannot be used to fill requisitions against the preferred item.

**X—Record** – I&S relationship which is valid for all Air Force applications, but some incompatibility exists that prevents the relationship from being recorded in an I&S family (J-, P-, or S Record).