

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND
MANUAL 23-103**



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Materiel Management

***CATALOGING AND
STANDARDIZATION***

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This manual implements Air Force Instruction (AFI) 23-101, *Materiel Management Policy*. It establishes cataloging and standardization guidance in support of Department of the Air Force (DAF) aerospace equipment. It applies to cataloging, cataloging support, and other Air Force Materiel Command (AFMC) organizations involved in supply chain management processes. It applies to all Department of the Air Force personnel (military and civilian) and contractors performing on DAF contracts containing tasks related to cataloging processes for the United States Air Force (USAF) and United States Space Force (USSF). This publication does not apply to the Air Force Reserve or the Air National Guard. Ensure that all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command using the following MANDATORY HQ AFMC/A4R e-DAF Form 847 submission process. Centers will assign a primary and alternate Point of Contact (POC) to populate the HQ AFMC/A4R Publications Management SharePoint®™, to include attaching a digitally signed DAF Form 847 with Sections 1 and 2 completed by the submitting organization leadership and Center Logistics (LG office) respectively. Status will be obtained from the HQ AFMC/A4R Publications Management SharePoint®™. Non-AFMC organizations will submit recommended changes and questions concerning this publication via email to the OPR (HQ AFMC/A4RM) using DAF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-2, or T-3”) following

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SUMMARY OF CHANGES

This publication revision ensures alignment of content with the current AFMC Center construct, organizational structure, office symbols, websites, and publication references throughout the manual. System-agnostic policy language replaces specific system names throughout To maintain system-agnostic compliance, specific system names have been replaced with generalized policy language. Chapters **17**, **18**, **19**, and **20**, previously addressing the Preliminary Item Entry Control System (D155), D043 Item Management Control System, D043A Master Item Identification Database (MIIDB), and Federal Logistics Information System (FLIS) Edit and Routing System (FERs or D143C) respectively, have been consolidated to reflect the integration into the current AFMC Catalog or Provisioning System.. Furthermore, **Chapter 2** provides updated guidance delineating roles and responsibilities within this revised organizational framework.

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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 Title 10 United States Code (USC) 2451, 2454, and 2457 and DoD Manuals (DoDM), e.g., DoDM 4100.39, *Federal Logistics Information Systems (FLIS) Procedures*, DoDM 4120.24, *Defense Standardization Program (DSP) Procedures*, and DoDM 4140.26 Vol 4, *DoD Integrated Materiel Management for Consumable Items: Supply Support Request*, DoDM 4140.68, *Integrated Materiel Management of Nonconsumable Items*, aimed at providing for and operating an efficient military supply system. For additional defense standardization resources see [Attachment 7](#).

1.2. Cataloging. AF cataloging operations are conducted within the framework of the Federal Catalog Program. Under this program the AF, together with the other military services and civilian agencies of the United States Government, are required to maintain and use a single uniform cataloging system. For the Department of Defense (DoD), the Defense Logistics Agency (DLA) is the administrator of the Federal Catalog Program and ensures required participation. The DLA Logistics Information Services (DLIS) (<https://www.dla.mil/HQ/LogisticsOperations/Services/FIC/>) is the central operating point for the Federal Catalog Program. DLIS is responsible for releasing Federal Catalog Program publications and for the processing of item identifications with the related management data. This includes the 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 FLIS or the FLIS database. The computerized Federal Catalog System is referred to as “FLIS,” and includes item identification and supply information on items repetitively procured by the federal government. DLIS is the cataloging agent for the AF and is located at Battle Creek, MI. For additional Supply Support Life Cycle Event clarification please see AFMC/A4RM Cataloging SharePoint®™.

1.3. Standardization. AF standardization operations are conducted primarily within the framework of the DSP and in accordance with DoDM 4120.24. 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 Bodies, Parts Control Programs, and Overpricing Programs.

1.4. Federal Item Identification Guides Program. 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.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. General. All AF activities and their personnel, including contracted agents/entities as specified in the applicable contracts, are responsible for ensuring that:

- 2.1.1. The policies and procedures outlined herein are implemented and enforced.
- 2.1.2. Initiate cataloging action for new items that will be recurrently used, bought, stocked, or distributed by DoD entities IAW Title 10 USC 2451 and 2454. **Note:** Contract will include validation of NSN assignment prior to shipment by a contractor.
- 2.1.3. Data in the current AFMC Cataloging System of Record (AFMC Catalog System) and FLIS are current, accurate, and complete. Authorized official AF catalog management data resides in the current AFMC Catalog System. Other AF systems may hold or display such data, but those systems are not recognized as the legitimate, authoritative source for AF catalog management data. **Note:** Requirements in this policy pertaining to the current AFMC Catalog System also apply to its business modernization replacement system, once fielded and adopted as the AF cataloging requirement information system.

2.2. Cataloging and Standardization Maintenance Transactions. The cataloging agents in DLIS, the DLA activity contracted to perform AF cataloging and standardization transactions, are located in Battle Creek, MI. Other mission-unique AF activities performing cataloging and standardization functions submit transactions as outlined in [Chapter 12](#).

2.3. Headquarters Air Force Materiel Command, Logistics, Civil Engineering, Force Protection and Nuclear Integration Directorate/Logistics Readiness Division (HQ AFMC/A4/10/A4R) will:

- 2.3.1. Develop, publish, and provide guidance on cataloging and standardization policy for AFMC activities.
- 2.3.2. Be responsible for the current AFMC Catalog System data system policy.

2.4. AFMC/A4N Responsibilities.

- 2.4.1. Act as the Functional Management Office and Program Management Office in an Integrated Program Office (IPO).
- 2.4.2. Determine system requirements and criteria in relation to the maintenance and distribution of input and output products flowing through this system.
- 2.4.3. Oversee system implementation and support of the policies, procedures, and objectives.
- 2.4.4. Generate and request system changes in the form of a change request. The change request is documented in the Information System Management Tool or Jira Tool.
- 2.4.5. Identify and report problems in the form of a deficiency report to correct system errors. These are documented and monitored in the Information System Management Tool or the Jira Tool.
- 2.4.6. Analyze and develop system logic for implementing new capability, changes, or corrections to the system.

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

2.5. Air Force Sustainment Center (AFSC) Responsibilities.

2.5.1. Will establish a Government Inventory Control Point (G-ICP) functional management office to complete the responsibilities identified in [para. 2.8](#) of this manual.

2.5.2. Will be the requirements owner for cataloging and provisioning processes.

2.5.3. Determine and implement process, procedures, and requirements regarding the current cataloging and provisioning systems

2.6. Air Force Life Cycle Management Center (AFLCMC) Enterprise Logistics Systems Division (GBS) Responsibilities. Will be appointed as the program manager and is responsible for monitoring overall data automation requirements.

2.7. Program Office (PO) Responsibilities.

2.7.1. Product Support Manager (PSM) or equivalent designated activity (AFLCMC, Air Force Nuclear Weapons Center (AFNWC), or USSF) will:

2.7.1.1. Develop the Supply Support Strategy for their programs. Supply Support Strategies must include:

2.7.1.1.1. Cataloging and standardization requirements for both interim and the long-term management of their supply assets.

2.7.1.1.2. Technical data packages to support cataloging actions.

2.7.1.2. Ensure program support, including program Equipment Specialist (ES) and applicable engineering, is provided for all new cataloging actions.

2.7.2. Cataloging as a product support execution action is the responsibility of a Life Cycle/Program Office. Initial cataloging actions will be accomplished PO/Life Cycle Logistics personnel (typically the ES). Sustainment actions of NSNs remains PO/Life Cycle activity unless formally consigned to a product support provider via a product support agreement. See AFMCMAN 20-101, *Integrated Materiel Management (IMM) Assignment and Change Management* for further consignment details.

2.7.3. Ensure that the logistics business processes implemented within their applicable programs are aligned with cataloging and standardization guidance contained in this manual.

2.7.4. Item Code Assignment Accuracy Responsibilities. To fulfill requirements outlined in DoDM 4140.01 Vol 2, *DoD Supply Chain Materiel Management Procedures: Demand and Supply Planning*, Section 5, the Inventory Control Point (ICP) Activity will:

2.7.4.1. Sample Source Maintenance Recoverability (SMR) codes at least every 5 years in accordance with DoDM 4100.39.

2.7.4.2. Sample item essentiality codes at least every 3 years.

2.7.4.3. Conduct Controlled Inventory Item Code (CIIC) reviews in accordance with DoDM 4140.01 Vol 11, *DoD Supply Chain Materiel Management Procedures: Inventory Accountability And Special Management And Handling*, Paragraph 5.2.c. at least every 5 years.

2.7.4.4. Sample Acquisition Advice Code (AAC) at least every 5 years

2.7.5. Ensure contracts for contracted supported weapon systems Contractor Inventory Control Point (C-ICP) require contractors to obtain stock numbers in accordance with this manual and AF/DoD guidance and provide support for field unit stock listing requirements.

2.7.6. Program Equipment Items (Expendability, Recoverability, Reparability Code (ERRC) S or U): Ensure program equipment items with Expendability, Recoverability, Reparability Category of “U – NFX” or “S – NDx” are managed in accordance with Enterprise Logistics Management System (ELMS) policy and AFI 23-111. **Note:** This includes the responsibility to ensure management of program unique equipment items not managed by AFSC.

2.7.7. Common equipment items or components assigned to Organic Management: Ensure workload transition package is coordinated and in place before pursuing cataloging of equipment or component items to AFSC organic management.

2.7.8. PO ES (AFLCMC, Air Force Global Strike Command (AFGSC), or USSF) or C-ICP, when contractor support is selected, responsibilities:

2.7.8.1. Gain access to the current AFMC Catalog System to perform ES duties related to initial cataloging actions. Including providing technical support on national stock number requests by Air Force personnel/organizations.

2.7.8.2. To ensure accurate NSN assignment submissions, including Logistic Reassignment (LR) submissions, technical data packages will be utilized to verify the correct Acquisition Method Code and Acquisition Method Suffix Code (AMC/AMSC). For parts expected to be replenished as they enter inventory, the AMC/AMSC code must be validated against FLIS Vol 10, Table 71, and updated as necessary in the approved cataloging system of record. **Note:** AMC/AMSC codes 0/0 will not be assigned; if NSNs are already coded with 0/0, the NSNs will be selected for full screening actions when a procurement/repair action is initiated.

2.8. Government Inventory Control Point (G-ICP) Functional Management Office Responsibilities:

2.8.1. Serve as the AFMC Cataloging Activity and develop, publish, and provide guidance on cataloging and standardization execution for AFMC activities.

2.8.1.1. Serve as cataloging focal point for all AF cataloging submissions.

2.8.1.2. Perform functional OPR management for the current AFMC Catalog System.

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

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

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

2.8.1.6. Identify and verify potential problems with existing programs and document them, as necessary, via Deficiency Reports.

2.8.1.7. In support of Configuration Management, document, prioritize, and track Change Request and Deficiency Reports via automated control methods, and chair the Functional Review Board.

2.8.2. Act as Super-User for cataloging and provisioning requirements in AF Catalog and Provisioning system. Updates reference data in the system such as adding a new Source of Supply, Contractor-Inventory Control Point (C-ICP), and other reference data.

2.9. AFSC 448 Supply Chain Management Wing Responsibilities:

2.9.1. Workload Notification Process System: In collaboration with HQ AFMC/A4R, develop and publish procedures for program submission of integrated materiel management workload requests. Ensure this process includes procedures and data element requirements for both new items to the AF inventory and workload transfer via Logistics Reassignment.

2.9.2. Commodity ES Responsibilities: Serve as the technical lead for stock listed assets assigned to AFSC organic management control. AFSC ES works closely with program ES in the technical management of organically managed stock numbers.

2.9.3. MM Responsibilities. Serves as the integrated MM of AF organically managed stock listed assets.

2.9.4. Establish a Centralized Part Number Support Office to oversee and manage AF Part Number requests, AF Non-Definitized (ND) item requests, Depot local manufacture requests (including additive manufacture).

2.9.5. Responsible for developing policy and providing the oversight of AF Non-Stock Listed (NSL)/part number requests, to include:

2.9.5.1. Capture of AF NSL demands including part number, ND, and NSL demands.

2.9.5.2. Submit to applicable PO stock listing consideration to PO Tracking of stock listing requests decisions from the applicable PO or responsibly activity.

2.10. AFSC 635 Supply Chain Operations Wing Responsibilities. 437 SCOS Records Maintenance will act as the central activity for AF Form 86, *Request for Cataloging Data/Action* submissions as outlined in [Chapter 6](#).

2.11. Cataloging System of Record Program Responsibilities:

2.11.1. Cataloging System: Develop and maintain data automation and telecommunication support for AF participation in the DoD Federal Cataloging Program (FCP). The cataloging system will:

2.11.1.1. Ensure entry of stock numbers with proper structure. The current AFMC Catalog System data includes:

2.11.1.1.1. Cataloging/Interchangeable and Substitute (I&S) data for all AF used NSNs.

2.11.1.1.2. Nuclear Weapons Related Material (NWRM) data.

2.11.1.1.3. Non-Cataloged (NC), ND, and K number data.

2.11.1.1.4. Transportation data.

2.11.1.1.5. Munitions data.

- 2.11.1.1.6. Recoverable Item Movement Coding System data.
 - 2.11.1.1.7. Critical Item (DZE Code) data.
 - 2.11.1.1.8. Defense Inactive Item Program data.
 - 2.11.1.1.9. Contractor/Defense Contract Administrative Services Region address data.
 - 2.11.1.1.10. Airlift data.
 - 2.11.1.1.11. Equipment Management and Freeze Code data.
 - 2.11.1.1.12. Non-DoD I&S data.
 - 2.11.1.1.13. Management Designator/ES data.
 - 2.11.1.1.14. Stock Fund Credit Indicator data.
 - 2.11.1.1.15. Moving Average Cost data.
- 2.11.1.2. Ensure Catalog Management Data (CMD) changes can be accomplished through the revision screens.
- 2.11.2. Responsible to establish access request procedures and ensure management of system access. Procedures for system access, validation, and account deletion will be maintained in system users guide and maintained on system SharePoint®™ site.

Chapter 3

BASIC FEDERAL CATALOGING PRINCIPLES, METHODS, AND TOOLS

3.1. Introduction. Provides complete, accurate, and current item of supply information to support DoD operational readiness. This chapter provides information on the applicable federal cataloging program principles and concepts, the data system that supports the federal cataloging program, and the availability of federal cataloging program information.

3.1.1. Federal Cataloging Program (FCP):

3.1.1.1. Provides a uniform system of item identification.

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 federal cataloging program data.

3.1.1.10. Assists in assuring the highest practical level of systems capability, interface, and integration.

3.1.2. The federal cataloging program expanded, from the basic function of establishing item identification, to include other logistics data that supports the disciplines of supply chain management, Federal Supply Classification (FSC), and DoD Logistics Management. The AF is a full participant in the federal cataloging program and subscribes to its principles and concepts.

3.2. Basic Principles.

3.2.1. Item Identifications. Under the federal cataloging program, the concept of each item of supply is described by an item identification. The item identification is made up of 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 item identification is applicable to one, and only one, item of supply. Each item of supply is applicable to one, and only one, item identification.

3.2.3. Item of Production and Item of Supply. The item of production term is a commercial term used to identify an article produced by a manufacture against specific engineering specifications and assigned a manufactures part number. The term item of production indicates the article is in the manufactures possession and has not yet been sold to the US Government. Whereas the term item of supply is used to identify articles purchased by the US Government and controlled/used under the assigned NSN. 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 federal cataloging program 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 (FCS) 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 were 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 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, FSC, Groups and Classes, and H6, Federal Item Name Directory. The H6 includes Approved Item Names, colloquial names, FSCs, Condition Codes, Federal Item Identification Guides, and definitions.

3.4. Procedures. DD Form 180, *Item Name Collaboration Action Request*, will be forwarded to the AFMC Cataloging Activity or Mission Unique Cataloging Activity as applicable for their review and input. **(T-2)**

3.4.1. Comments and recommendations received from AF Activities will be consolidated by AFMC Cataloging Activity and forwarded to DLIS.

3.4.2. AFMC Cataloging Activity will review each request for new or revised cataloging tools, forward copies of the proposed cataloging tools to DLIS via email fiigs@dla.mil, authorized Provisioning Support Office/Cataloging Manager personnel can submit them in the DLA Electronic Cataloging application or return them to the initiating activity with full justification and what action to take in identifying the item of supply involved.

Chapter 4

PREPARATION OF FEDERAL CATALOGING SUBMITTALS

4.1. General. Cataloging actions are processed by the FLIS as a result of inputs prepared via the current AFMC Catalog System, manual AF Form 86 *Request for Cataloging Data/Action*, or special project and released to the AF cataloging agent, C-ICPs, or AFMC data systems. The DoDM 4100.39 contains specific formats for each input transaction. Federal Catalog Program transactions fall into two categories:

4.1.1. Requests to FLIS for NSN assignment on new items of supply entering the inventory. Forward requests for suggested changes to DoDM 4100.39, special processing of data, and other actions not covered by existing procedures to AFSC's Service Desk (<https://bes-atlassian.cce.af.mil/jira/servicedesk/customer/portal/50>).

4.1.2. Revisions to update data elements and item identifications within FLIS for existing NSNs. Forward requests for revisions to, or establishment of, new Federal Item Identification Guides, changes to FSC, reference drawing groups, or items names to the AFMC Cataloging Activity. (See **Chapter 3** of this manual.)

4.2. Preparation of Cataloging Actions for Transmittal to the Federal Logistics Information System (FLIS).

4.2.1. Federal cataloging submittals are prepared by the responsible cataloging activities, as applicable, based on DoDM 4100.39 requirements. The current AFMC Catalog System is programmed to format submittals in the manner prescribed by the FLIS manual.

4.2.2. Transactions may be input to FLIS by the MM/ES through the current AFMC Catalog System online process.

4.3. Obtaining Commercial and Government Entity (CAGE) Codes.

4.3.1. Parts 204, 212, and 252 of the Defense Federal Acquisition Regulation Supplement were amended to require contractor registration in the System for Award Managements <https://www.sam.gov> 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.

4.3.2. If the special project request for cataloging actions is approved by the AF Cataloging Program Manager, it will be Batch Input into the current AFMC Catalog System. For requests requiring supporting technical data it must be sent to the DLIS Center Data Library Mailbox at Library@dla.mil. Any "KRE" Rejects are not systemically returned to the initiator for rework because they were Batch Input. They go to unknown locations in the current AFMC Catalog System or can appear in the AF cataloging agent's the current AFMC Catalog System workbench and will reflect Batch Input. If the AF cataloging agent is unable to correct the reject and resubmit it, they will have the request moved to History because there is no initiator and contact information identified. Once the current AFMC Catalog System requests are moved to the History File they cannot be reinstated a new request must be submitted.

Chapter 5

NON-DEFINITIZED (ND) NUMBER AND TIME COMPLIANCE TECHNICAL ORDER (TCTO) KITS-(K) PROCESSING

5.1. Purpose and Scope. This chapter provides guidance and direction for the assignment of ND numbers and TCTO kits utilizing a ‘K’ in the fifth position of the stock number. It defines ND and TCTO kit NSNs and when they are to be used. It defines when ND numbers must be deleted, or stock list action initiated for NSN assignment. The current AFMC Catalog System is the only official, sanctioned sources of entry and storage for AF ND and K numbers. This chapter assigns responsibilities to the AFSC, PO/Contractor Supported Weapon System (CSWS) C-ICP Activities, and the current AFMC Catalog System.

5.2. Definition and Use of Non-Definitized (ND) Control Numbers.

5.2.1. ND numbers are temporary control numbers, not to exceed one year, and are used for demand capture, asset accountability, and visibility. They do not replace NSNs. **Note:** Management of AF ND numbers is accomplished through the current AFMC Catalog System.

5.2.2. ND numbers should be used for one time purchase of NSL parts listed in a Technical Order Illustrated Parts Breakdown, Wiring Diagram or A-TEAM (All-Purpose Tool for Engineering Analytics Management) Drawing for supported previously provisioned aircraft, missiles or support equipment.

5.2.3. ND numbers cannot be assigned to existing AF managed stock listed items. Exception: terminal items AAC ‘V’ (Terminal Item) or ‘Y’ (Terminal Non-Stocklisted) NSNs with no worldwide asset availability.

5.2.4. ND numbers cannot be included in an Interchangeability and Substitutability Group, nor can a group be created using ND numbers.

5.2.5. ND numbers cannot be assigned to purchase Tools, Bench Stock/Raw materials, HAZMAT or NWRM items. ND numbers will not be used to provision TCTO or Modification kits.

5.2.6. ND numbers cannot be intentionally 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). AFSC is responsible for implementing internal control procedures to investigate and resolve instances of stocked ND items within 60 calendar days.

5.2.7. Depot maintenance Retail supply activities can temporarily stock (max 1 year), store and issue ND numbered items as bench stock to support depot maintenance.

5.2.8. 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.

5.2.9. An ND number requiring follow-on support will be assigned an NSN, including Foreign Military Sales (FMS) non-standard ND items. The ERRC ‘N’ is the only authorized ERRC allowed on ND numbers. If an ND transitions to an NSN, the ERRC will be assessed and applied at the time of the request for NSN assignment. Budget Code ‘9’ is not authorized for

use on a ND number. The Budget Code should be assigned in accordance with the funding type. Budget Code “8” or AF working Capital Funds, Alpha Budget code for appropriated funds, Budget Code “S” for C-ICP activities. **Exception:** An Air Staff or HQ AFMC downward directed program to procure unique Support Equipment can be assigned ND number is ERRC “S” or “U”.

5.2.10. Depot maintenance Retail supply activities excess ND-number-identified materiel will be disposed of at the local level unless the ND Asset Manager authorizes shipment to a depot or another location with a requirement meeting one of the conditions of [Paragraph 5.2.2](#).

5.3. Part Number Supply Support Request (PNSSR) Process.

5.3.1. PNSSR process. AFSC depot activities will follow the process below to submit PNSSRs. **Note:** AF Field Level Activities will submit Mission Impaired Capability Awaiting Parts (MICAP) PNSSRs to the 635 SCOW Weapon System Team or local Logistics Readiness Squadron (LRS); who will complete data entry into AFSC PNSSR system. Routine PNSSRs will be submitted directly to the servicing Source of Supply (SOS).

5.3.2. Maintenance activity functions will:

5.3.2.1. Research the current AFMC Catalog System for any valid NSNs associated with requested part number via any catalog research system (The current AFMC Catalog System, Web Federal Logistics System (WEBFLIS), Public Logistics (PUBLOG), etc.).

5.3.2.2. Research current AFMC Catalog System for previous records with disposition for requested part number. If part number is found in PNSSR system, complete Engineering Technical Assistance Requests (ETAR) 107/202 with disposition from previous PNSSR system action (typically this will be the use of an ND number, or a DLA assigned local stock number (P#)).

5.3.2.3. If the research in the current AFMC Catalog System does not yield a previous record with a disposition for the requested part number, submit a PNSSR (DD Form 1348-6, *Single Line-Item Requisition System Document*) to the Part Number Support Office.

5.3.3. DLA function will:

5.3.3.1. Validate mandatory information has been accomplished on DD Form 1348-6. **Note:** If an error cannot be easily rectified the request will be returned to the requestor.

5.3.3.2. Open Part Number repository and assign/manage local stock number (P#) and update DD Form 1348-6.

5.3.3.3. Load Local Part number in the Command approved Depot Retail Supply System of Record and Naval Air Systems Command (NAVAIR) Industrial Material Management System (NIMMS) based on SOS provided from PNSSR. Return DD Form 1348-6 with new part number to Product Support Technician.

5.3.4. PNSSR office.

5.3.4.1. Once the above steps are completed, the PNSSR office will validate all required fields in PNSSR, research Technical Order in Enhanced Technical Information Management System (ETIMS) to forward part number request to Technical authority (ES/Engineer (EN)) for disposition.

5.3.4.2. The PNSSR office will only establish an ND control number if a disposition is provided from the Technical authority for a part number procurement buy (Government Purchase Card/Purchase Request) or a Depot Manufacture (AFMC Form 206 Temporary Work Request). PNSSR office leverages their various mediums/vehicles to procure the required asset based on asset cost and other factors.

5.3.4.3. The PNSSR office updates the PNSSR system with updated status and provides requisition support to original submitter.

5.4. PO Activities/G-ICP/C-ICPs will:

5.4.1. Utilize the current AFMC Catalog System to establish and control all ND numbers.

5.4.2. Authorize assignment of ND numbers to all special projects.

5.4.2.1. Each activity managing ND stock numbers will appoint an Non-Definitized Waiver Authority (NDWA).

5.4.2.1.1. A waiver request is required for the use of an ND designation longer than two or more 180-day periods before ND termination or transition to NSN.

5.4.2.1.2. Receive all waiver requests 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 submitted to the NDWA. The waiver request will contain:

5.4.2.1.2.1. All nouns (approved and non-approved item names), CAGE Codes, part numbers associated with the ND number.

5.4.2.1.2.2. A sound justification for requesting the waiver.

5.4.2.1.2.3. 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.

5.4.3. Implement internal control procedures to ensure only qualified ND items are assigned and retained.

5.5. Non-Definitized Item Manager (NDIM) will:

5.5.1. Review all ND numbers present on the current AFMC Catalog System workbench, on or about the 165-day point and identify, prior to the end of the 180-day cycle, those items for:

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

5.5.1.2. Extension for an additional 180-day cycle.

5.5.2. At the time of the first and second 180-day review, NDIM will check the Command approved Wholesale Supply System of Record for open procurement, which is a backorder or requisition. If the Command approved Depot Retail Supply System of Record reflects an open procurement during the first 180-day review, the NDIM will direct the users to maintain or waiver the ND numbers. If during the second 180-day review the Command approved Wholesale Supply System of Record reflects an open procurement, the NDIM will proceed with either a request for an NSN assignment or an extension to the ND by requesting a waiver.

5.5.3. If a second 180-day cycle is requested, the NDIM will receive notification by the current AFMC Catalog System 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 auto deletion of the ND number.

5.5.4. Authorize shipment of retail excess of ND number-identified materiel to a depot or another location with a requirement meeting one of the conditions of [Paragraph 5.2.1](#) in lieu of disposal at local level. Request NSN assignment using the current AFMC Catalog System to all ND numbers having the follow-on support conditions including FMS nonstandard ND items or when the requirement for the items is such that it will remain though the failure/demand rate is frequent.

5.6. The current AFMC Catalog System Process and Control of Non-Definitized (ND) Numbers. AFSC's Part Number Office serves as the gatekeeper for PNSSR related processes. **Note:** The ND Focal Point retains overall responsibility for all ND oversight, including those related to PNSSR.

5.6.1. Prior to ND number assignment, AFSC's Part Number Office will screen the CAGE/Part Number to ensure the item is NSL for AF use or a ND/NC was not previously assigned for AF use.

5.6.1.1. If the CAGE code or part number is not identified to another AF managed ND, NC, or NSN, the current AFMC Catalog System will continue with the ND process.

5.6.1.2. If the CAGE code and part number is identified to a ND, the current AFMC Catalog System will move/forward the NDIM to the NC screen to request NSN assignment (based on three different needs being made unknown).

5.6.1.3. If the CAGE code and part number is identified to an existing AF/DoD managed NC NSN, do not assign ND. Exception: terminal items AAC "V" or "Y" NSNs with no worldwide asset availability.

5.6.2. The AFSC's Part Number Office will utilize the PNSSR system to track the ND number and the current AFMC Catalog System to place it on the NDIM's workbench at the 165-day mark, prior to first 180-days expiration for review and decision (see [Paragraph 5.5.1](#)).

5.6.2.1. Applicable ES will respond to the NDIM's decision request by providing clear instructions on the way forward to the AFSC's Part Number Office. This enables the AFSC Centralized Part Number cell to:

5.6.2.1.1. Cancel the ND number and notify the ND Focal Point.

5.6.2.1.2. Direct the NDIM to the NC processing screens.

5.6.2.1.3. Forwarding the request to extend the NDWA for a second and final 180-day period to ND Focal Point.

5.6.2.2. If the applicable ES fails to respond to an NDIM notification requesting an ND review, then the NDIM will automatically cancel the ND number notifying the current AFMC Catalog System and the AFSC Centralized Part Number cell.

5.6.3. If the NDIM requests a second 180-day cycle, the current AFMC Catalog System 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. The current AFMC Catalog System will automatically cancel the ND if no response is received. The ND number justification codes are as follows:

- 5.6.3.1. A – for shipment of assets to support a mission capable/priority part number requisition.
- 5.6.3.2. B – to support depot manufacture of non-permanent support equipment (jigs, etc.).
- 5.6.3.3. C – to support depot manufacture/maintenance with special, one time use material consumed in the m/m process.
- 5.6.3.4. D – for shipment of assets to support a part number requisition through cannibalization.
- 5.6.3.5. E – to show custody in support of an operational requirement and FMS (temporary, not to exceed one year).
- 5.6.3.6. F– waiver request to show requirements of above situations that require longer time frames or special exceptions.

5.7. The Non-Definitized (ND) Waiver Process.

5.7.1. The ND Waiver Focal Point/Submission office will be located in the Provisioning/Cataloging Manager function at each activity.

5.7.2. The NDIM may request a one-time waiver of the one-year time limit of a ND number (see [Paragraph 5.4.2.1](#)). The NDIM sends the request by most expeditious means to the AFSC ND focal point or C-ICP NDWA who will review and decide to approve or disapprove.

5.7.3. Within 90 calendar days, the NDWA will approve or disapprove the request online and coordinate back to the ND Focal Point.

5.7.4. If approved the data fields will be filled in with the Waiver Number (alphanumeric format: NDWyymm0000) and Expiration Date (alphanumeric format: dd/mm/yyyy). The NDWA will coordinate the decision back to the ND Focal Point. (See [Table 5.1](#) for location assigned control numbers.)

5.7.5. If disapproved the NDWA comments will be in the remarks area and will be coordinated back to the ND Focal Point, 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.

Table 5.1. Non-Definitized Waiver Authority (NDWA) Activity Assigned Control Numbers.

| NDWA Activity | NDWA Control Numbers |
|----------------------|----------------------|
| OC-ICP (SX) | NDWyymm0100-0199 |
| OO-ICP (SU) | NDWyymm0200-0299 |
| WR-ICP (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 |

5.8. Assignment of Kit (K) Stock Numbers. The following paragraphs provided 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. The paragraphs assign responsibilities to the PO, AFSC, C-ICP, HQ AFMC and the current AFMC Catalog System. **(T-2)**

5.9. Definition and Use of Kit (K) Stock Numbers.

5.9.1. K or kit stock numbers are assigned by the current AFMC Catalog System as the result of a PO/G-ICP/C-ICP action to:

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

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

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

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

5.9.5.1. NSNs or part numbered items within that kit are required items to complete the Time Compliance Technical requirements. **Note:** These items may or may not be cataloged with a NSN, but they must have a valid CAGE/Part Number assigned for traceability and configuration control.

5.9.5.2. K stock numbers for AF usage are managed by AF Activities.

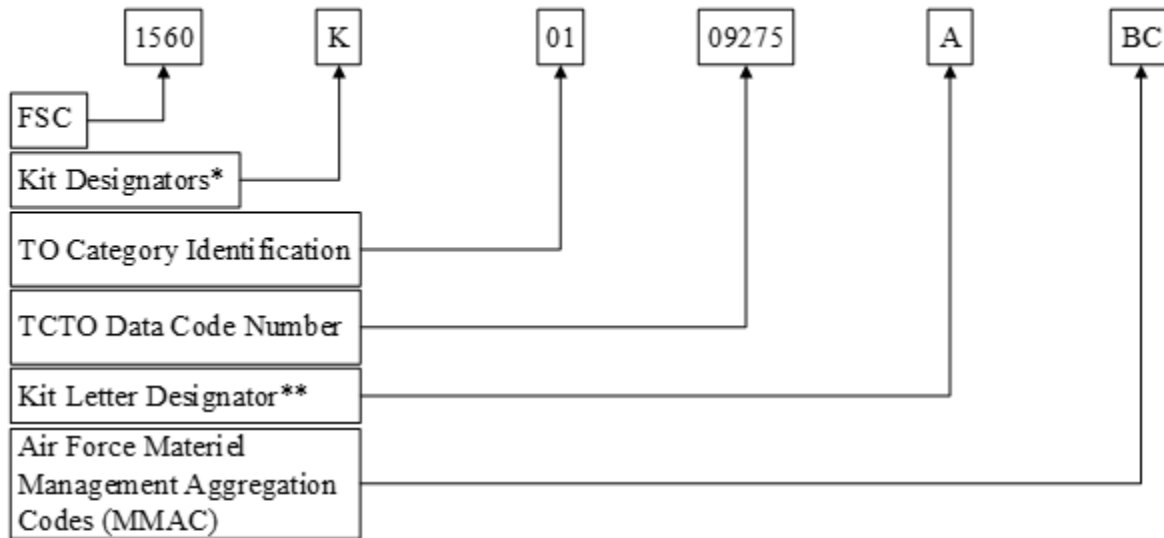
5.9.5.3. Creation and maintenance of the K stock number is done through the current AFMC Catalog System.

5.9.5.4. K stock numbers are stored in the current AFMC Catalog System Family of Systems and passed downstream to other AF systems.

5.9.5.5. K stock numbers are not recorded into FLIS.

5.9.6. Kit stock numbers for TCTOs will have the following structure (see [Figure 5.1.](#))

Figure 5.1. Kit Stock Number Format for Time Compliance Technical Order (TCTOs).



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)

Chapter 6

BASE INITIATED REQUEST FOR CATALOGING DATA/ACTION

6.1. Purpose and Scope. This chapter provides guidance 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, G-ICP, C-ICPs, AFSC's Provisioning Support Office/Cataloging Managers, ESs, MMs, Special Cataloging Activities, and Individual Product Directorate monitors. Base activities preparing Requests for Cataloging Data/Action will follow the instructions provided in Air Force Handbook (AFH) 23-123, Volume Two, Part Two, *Integrated Logistics System-Supply (ILS-S), Standard Base Supply Systems Operations*, Section 8.260.

6.2. Definition and Use. Air Force bases, depots, and support activities use the AF Form 86 (Base 86) to request cataloging actions, such as changes to existing National Stock Numbers (NSNs) or assignment of new NSNs for items with recurring demand. These requests are for internal Air Force use only and require an appropriate reason code justifying the request IAW **Table 6.1. Note:** See **Paragraph 6.8.1.3** if AF Form 86 relates to a request for an ERRC change. LRSs have several methods available for submitting Base 86 requests to the cataloging agent for the AF. They are as follows in order of preference:

6.2.1. The current AFMC Catalog. An activity must have access to the current AFMC Catalog, in order to use this method. Requests submitted directly to the current AFMC Catalog, by the base activity, will reflect the initiators, name and phone number on the initiator line in the coordination section of the request. Since the initiators of these requests are able to monitor their progress online, reviewers may use a combination of remarks and two-digit reply codes to convey information to initiators.

6.2.2. Retail Supply System/Offline submission. An activity which does not have the current AFMC Catalog System access may use the Retail Supply System/Offline method. Requests submitted using this method will be sent by form submission or via offline electronic submission. Reviewers of these requests should take care to provide understandable clear text replies using the two-digit reply codes rather than remarks. Remarks can only be viewed online and therefore cannot be viewed by these initiators. The two-digit reply codes will be sent via DoD Demilitarization Coding Management Office (DCMO), to the originating activity in the form of a BBS reply. **Note:** The BBS reply is a response received by the initiating activity as a result of a hardcopy or the current AFMC Catalog System submittal on a Request for Cataloging Data/Action and provides the status of the request.

6.2.3. The two-digit reply codes will be sent via Defense Switched Network in the form of a BBS reply to the originating activity. When hard copy AF Form 86 are inputted into the current AFMC Catalog System, the initiator will not get system generated notifications of status (i.e. need additional information, non-concurrence, concurrence, etc.). It is the responsibility of the initiator to request the status by contacting the DLA Customer Interaction Center commercial telephone 1-877-352-2255 or DSN 661-7766 or email them at dlacontactcenter@dla.mil.

Table 6.1. Reason Codes and Definitions.

| Reason Code | Action | Definition |
|--------------------|--|--|
| 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 a NSN, but the AF is not a recorded user. |
| 3 | Disposal or Condemnation | Used to 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) | 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 Substituting a Valid AF Used NSN | Used to request AF be added as a user when a requisitioned item has been substituted with a Non-AF used NSN. |
| 9 | ERRC | Used to request ERRC review/challenges on items used or managed by the USAF. This option can also be used for a source, maintenance, and recoverability review. Note: This reason code is not used to question whether or not an item should be managed as equipment. |

6.3. Determination of Responsible Support Activity. The cataloging agent for AF will forward base-initiated Requests for Cataloging Data/Action to the applicable ES (PO/G-ICP) for processing based upon the following order of decision. **(T-2)**

6.3.1. ALC with mandatory Technical Order (TO) management responsibility.

6.3.2. ES/Supply Manager at an ALC.

6.3.3. End-Item/Weapon System identified on Base 86 request.

6.3.4. The applicable ES will review the request to ascertain whether cataloging action is required. If cataloging action is required, the ES will initiate the applicable action via the current AFMC Catalog System or Supply Support Request (SSR) process.

6.3.4.1. AFSC ESs are assigned a Materiel Management Aggregation Code (MMAC) to support the Air Force Medical (AFMED) Agency. Assignment is as follows: OC-ICP is OM, OO-ICP is HM, and WR-ICP is RM.

6.3.4.2. AFMED/SG Activity will research and review the technical data for the ES and identify requirements for their Unit Type Code/Allowance Standard as requested.

6.3.4.3. If engineering support is required and the ES receives a DLA Form 339, *Request for Engineering Support*, AFMED will work with the ES to identify a suitable substitute or resolve the DLA form 339 inquiry.

6.4. Control of Request for Cataloging Data/Action.

6.4.1. Cataloging Manager/Division Monitor/ES stakeholders involved in Base 86 processing have 60 days to respond to the POC. They are responsible for timely notifications, follow-up requests, and returning the completed action.

6.4.2. The ES and the cataloging agent for the AF and those special cataloging activities using the current AFMC Catalog System, will manage the Base 86 workload at their organization by using the various options available in the system.

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

6.4.2.2. The current AFMC Catalog System 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 current AFMC Catalog System 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 see [Attachment 2](#).

6.4.2.3. The current AFMC Catalog System Workbench. The AF Cataloging Agent in DLIS, ES, and the special cataloging activities with the current AFMC Catalog System 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 current AFMC Catalog System.

6.4.3. PO/G-ICP Responsibilities. The Engineering Activity/System Manager or FSC Group/Squadron will ensure the following actions are accomplished:

6.4.3.1. Receive and assign responsibilities for Base 86 review and subsequent processing to the ES.

6.4.3.2. Complete a review of all display screens and remarks in the current AFMC Catalog System for accurate assignment of MM/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, next higher assembly, justification/reason for requested action, additional base level Point of Contact, item descriptions, and possible substitutable items.

6.4.4. Determine if an item qualifies as a logical spare is source coded Item Management Coding, and MMAC, as required.

6.4.4.1. If the item does not have an NSN and will be managed by the reviewing activity (PO/G-ICP), ensure a NC request is initiated in accordance with **Chapter 7** of this manual. If the item is retained for AF management, but will be managed by another ICP, annotate Source, Maintenance, and Recoverability Code and recommendations and forward the Base 86 request to the Provisioning Support Office/Cataloging Manger at the applicable AFSC Support Office. The managing PO/G-ICP Activity will review the request and generate the NC request, reactivation, etc. **Note:** Only when the item is unique to a C-ICP platform will the request be forwarded to the C-ICP activity for review.

6.4.4.2. If the item is or will be managed by another Service Agency, initiate a supply support request for consumable items or a *Non-consumable Item Materiel Support Request Worksheet* (formerly JLC Form 17), as required to obtain support for the AF.

6.5. Equipment Specialists (ES) Responsibilities. Review the Base 86 request and approve/disapprove the requested action. This review consists of one or more of the following actions:(T-2)

6.5.1. If a request for adoption/reactivation of an existing NSN is approved, ES will:

6.5.1.1. If AF Major Organizational Entity (MOE) Rule is present, indicating AF is the Primary Inventory Control Activity (PICA), without AF CMD, submit an “XR” message code and initiate the appropriate revision request via the current AFMC Catalog System to add CMD.

6.5.1.2. If another Service Agency is recorded as the Integrated MM and there is an AF Secondary Inventory Control Activity (SICA) MOE Rule recorded, but no AF CMD, submit an “XR” message code and initiate the appropriate revision request via the current AFMC Catalog System to add the AF CMD.

6.5.1.3. If initiating an AFMC Form 918 annotate the current AFMC Catalog System control number for reference. **Note:** The AFMC Form 918 must be submitted electronically through the PNSSR system and the current AFMC Catalog System annotation is in an automated system. Hardcopy can be accomplished when a Continuity of Operations event is activated.

6.5.1.4. If there is no AF MOE Rule or active CMD, ES will:

6.5.1.4.1. If the item is to be AF-managed, submit an “XR” Message Code and initiate the appropriate revision via the current AFMC Catalog System.

6.5.1.4.2. If the item is non-consumable, to be managed by another service, the applicable AFSC Support Office will submit and “XJ” Message Code and prepare a *Non-consumable Item Materiel Support Request Worksheet* and suspend the AF CMD in the current AFMC Catalog System.

6.5.1.4.3. If the item is consumable and will be managed by another Service Agency, the applicable AFSC Support Office will prepare AFMC Form 918, *Non-Provisioning Item Supply Support Request Data*, in accordance with DoDM 4140.26, Vol 4, *DoD Integrated Materiel Management for Consumable Items: Supply Support Request*.

6.5.2. If a request for NSN assignment is approved (e.g. the item is a logical spare) and there is no known NSN, ES will:

- 6.5.2.1. If the item is to be AF managed, submit an “XN” message code and submit a NC request via the current AFMC Catalog System (see **Chapter 7** of this manual) to initiate NSN assignment. After coordination in the current AFMC Catalog System, forward request and supporting technical data to the Provisioning Support Office/Cataloging Manager. Upon receipt of Notification of Approval (KNA) and NSN, the current AFMC Catalog System will automatically notify the base of the NSN assigned and close the Base 86 request.
- 6.5.2.2. If the item is coded Item Management Coding “Z”, for DLA or General Services Administration (GSA) Management, the approving PO will prepare an AFMC Form 918 to initiate a supply support request. Suspend the AF CMD in the current AFMC Catalog System (ERRC will be “N”, “U,” or “P”) and forward AFMC Form 918 and the Base 86 to the SSR focal point.
- 6.5.2.3. If a request for NSN assignment indicates the classification is questionable, annotate the recommended FSC, MMAC, and justification, as applicable, in remarks and forward to the Provisioning Support Office/Cataloging Manager for return to the AF cataloging agent in DLIS.
- 6.5.2.4. If a request for NSN assignment is disapproved (item determined not to be a logical spare), submit the appropriate two digit reply code and add a clear text in the remarks field with reason for disapproval. The disapproving official must annotate a clear justification for disapproval.
- 6.5.2.5. 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” message code and submit the appropriate revision via the current AFMC Catalog System.
- 6.5.2.6. When processing actions cannot be accomplished within the allotted time, submit a “Parts Preference” message code to provide the base with a new estimated completion date. **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.
- 6.5.2.7. If a request for NSN assignment is approved, and the interrogation results indicate an existing NSN, follow processing instructions in **Paragraph 6.5.1**.
- 6.5.2.8. Receive and respond to Non-consumable Item Materiel Support Requests and SSRs received from the Provisioning Support Office/Cataloging Manager or designated OPR, as applicable.
- 6.5.2.9. If cataloging action is not warranted, use **Attachment 2** for appropriate reply codes.
- 6.5.2.10. Once a request has been closed it cannot be reinstated from the Pending File a new request must be submitted.
- 6.5.2.11. ESs are required to review and support the AF relative to technical decision for all items that they are assigned responsibilities, whether AF, DLA or other service managed.
- 6.5.2.12. Each role within the coordination cycle within each activity code has 15 calendar days to review the request and approve or disapprove. If a review cannot be completed

within the timeframe, valid substantiating remarks will be annotated to hold the request on their workbench.

6.5.2.13. It is the responsibility of the initiator to monitor requests placed in the current AFMC Catalog System as well as releasing the action to the next reviewer. A request placed in the current AFMC Catalog System with no action for 15 calendar days will be considered delinquent. These delinquencies will be elevated through the AFSC Chain of Command until resolved.

6.6. The Provisioning Support Office/Cataloging Manager.

6.6.1. Responsibilities. Serve as the focal point for Base 86 requests coming from any activity to the PO/G-ICP/C-ICP. They will also be responsible for returning requests to the AF cataloging agent. The Provisioning Support Office/Cataloging Manager is responsible for the following actions:

6.6.1.1. Routing Base 86 requests received from the AF cataloging agent to the responsible ES. If requests indicate technical data is being forwarded the request should be held on the Provisioning Support Office/Cataloging Manager workbench until data is received. Requests with remarks referring to a suggested control number, should be forwarded to the same ES which receives the suggestion.

6.6.1.2. Converting Base 86 Request to SSRs using the "XS" message code and the current AFMC Catalog System.

6.6.1.3. Receiving the request for Cataloging Data/Action from the ES for further processing, as required.

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

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

6.6.2.2. If another Service Agency is responsible for the action process as follows:

6.6.2.2.1. For consumable items, input a supply support request from the receipt of an AFMC Form 918 into the current AFMC Catalog System and submit as "XS" message code.

6.6.2.2.2. 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:

6.6.2.2.2.1. If a Positive Action Taken Code is received, submit a two-digit reply code of "M-" (see [Attachment 5](#)), that corresponds with DLA's assigned AAC, explaining what action was taken in clear text. Notify the initiating ES of the results, as appropriate. **Note:** Action Taken Codes should not be included as part of the response to the initiator. If a clear/precise response cannot be made, submit a further explanation to the initiator under separate cover.

6.6.2.2.2.2. If action taken is not received: forward to AF collaboration focal point/ES to provide them an opportunity to collaborate for a response prior to pursuing completion of request (see [Attachments 3 & 4](#) for two-digit reply code "C-" or "L-").

6.6.2.3. For Non-Consumable Items, the Materiel Support Request Worksheet will be completed by the approving ES and submitted in accordance with established policy and procedures. Follow up, as required, and hold prepositioned CMD on the workbench until a response is received from the managing activity. Upon receipt of the managing activity's response:

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

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

6.6.3. If the requested action is disapproved, ensure the initiator is advised using a two-digit Reply code (see [Attachments 2 & 4](#)) in the current AFMC Catalog System.

6.6.4. If the ES is recommending reclassification action (reason code 1 only), return the request to the appropriate cataloging activity with justification and supporting technical data.

6.6.5. If the ES is requesting Engineering Activity/IM review of the item to determine if it is a logical spare, forward the request in the current AFMC Catalog System to the appropriate PO/G-ICP activity. Submit remarks in the current AFMC Catalog System explaining the reasons why review is required (e.g., end item or next higher assembly is managed by a different activity).

6.6.6. When there is hardcopy data to go with a Base 86 request, and the request is forwarded to another activity, ensure the data labeled with the corresponding Base 86 Control Number and remarks indicating data was sent and how (e.g., mail/email, etc.).

6.7. Air Force Cataloging Agent Responsibilities.

6.7.1. The AF Cataloging Agent will receive all Base 86 request. Requests will be received online in the current AFMC Catalog System separate from the PO/G-ICP for special/mission unique cataloging activities (refer [Table 9.1](#). Mission Unique Cataloging and Standardization Functions). During Continuity of Operations Plan events the AF Cataloging Agent will suspend the use of the online AFMC Catalog System in favor of the hardcopy AF Form 86. Include all information, including the name and contact information of the initiator, for inclusion into the system once it comes back online.

6.7.2. 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 current AFMC Catalog system's "Remarks" field. If telephone contact cannot be made, use the "XA" Message Code, indicate the type of data required and include cataloging agents contact information in clear text. Do not use "Remarks" to relay information to the initiator if the request is BATCH or TU initiated.

6.7.3. Verify the accuracy of the minimum required data elements:

6.7.3.1. SRD

6.7.3.2. Weapon Systems / end item / mission application

6.7.4. Perform Item Entry Control.

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

6.7.4.2. Determine the impact to existing I&S decisions recorded in the current AFMC Catalog System.

6.7.5. Verify technical and management data.

6.7.6. Annotate the recommended actions in the current AFMC Catalog System Remarks.

6.7.7. If PO/G-ICP review/action is warranted, forward request via the current AFMC Catalog System, to the appropriate activity using the Coordination option (see **Paragraph 6.3.** for order of decision used to determine appropriate option) mail, email, or scan hardcopy technical data to the same activity. In “Remarks” state how the data was sent and request activity to hold the request until technical data is received.

6.7.8. If PO/G-ICP review/action is not warranted due to correcting previous cataloging errors, notify the initiator of action taken using a two-digit reply code (M, L, or C) or interim (X). **Note:** The AF Cataloging Agent is authorized to approve and change ERRC N to ERRC U (or vice versa) on non-weapon related items.

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

6.7.10. For requests requiring DD Forms 1685 submittals, submit “X6” Interim Message Code and hold request on workbench until a response is received from the managing activity.

6.7.11. If the AF cataloging agent agrees with the request, the agent should submit a two-digit reply code of “M,” explaining what action was taken in clear text.

6.7.11.1. If the AF Cataloging Agent disagrees with the requested action, the agent should submit a two-digit Reply code of C (lack of sufficient data) or L (non-concurrence) and provide the reason for reject provided by the managing activity.

6.7.11.2. Process and complete all Base 86 requests within the established 60 calendar day timeframe per activity.

6.7.11.3. If requests are held on an AF cataloging agent’s workbench longer than 60 calendar days per activity due to delays in processing the initiating activity will be notified of the delay with a “Parts Preference” message 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.

6.8. Base Retail Responsibilities.

6.8.1. Prepare and submit Request for Cataloging Data/Action for items meeting the following criteria: (**Note:** Prior to submitting request bases must coordinate with Program Management Activity on logistics details needed for cataloging submission.)

6.8.1.1. There is no known active NSN, base level demands are established, and the item qualifies for inclusion in the Federal Catalog Program.

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

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

6.8.1.3.1. The existing ERRC is in conflict with the fourth position of the Source, Maintenance, and Recoverability Code reflected in the Technical Order. **Note:** Equipment Management Code (EMC) is not cataloging data element and cannot be changed by the cataloging activity.

6.8.1.3.2. The Base requests a change from repairable to consumable or consumable to repairable. **Note:** ERRC code changes must align with the established SMR, changes to SMR will be completed by PO ES IAW T.O. 00-25-195, *Air Force Technical Order System Source, Maintenance, and Recoverability Coding of Air Force Weapons, Systems, and Equipment* and will use AFTO Form 22.

6.8.1.3.3. The item is included in a Technical Order, but no SMR code is assigned to the item.

6.8.1.3.4. The item is not included in a Technical Order.

6.8.1.3.5. For nuclear ordnance items and other sensitive or security classified items, reference DoDM 4100.39, Section 2.3.

6.8.2. Ensure all mandatory data elements are provided on the request (technical order, end item, system, demand data, justification, etc.).

6.8.3. Review “BBS” responses. A BBS is a response received by the initiating activity as a result of a hardcopy of the current AFMC Catalog System 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”.

6.8.4. Ensure NSL AF assets are reported on a Request for Cataloging Data/Action if not reported in any other AF asset (e.g. 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 the objective.

6.8.5. Base Requests Follow Ups. There are three types of Base 86 follow ups a base can initiate. A mechanized follow up capability (BZH) is available via Standard Base Supply System. Bases may exercise the follow up capability if the initial response is not received as early as 30-calendar days from submission date of the request. If an Unmatched response is received from the interrogation and catalog action is still desired, the base must initiate another transaction with a new control number.

6.8.5.1. Bases may also follow up by accessing the request in the current AFMC Catalog System PENDING ACTIONS/HISTORY File, where all remarks entered and the name and DSN of each individual involved in the coordination cycle of the request are available. Online follow ups maybe documented by entering information under “Remarks” indicating that a follow up was done. If applicable, document the cataloging agent spoken with, if contacted by phone.

6.8.5.2. Bases may also follow-up by contacting the DLA Customer Interaction Center commercial telephone 1-877-352-2255 or DSN 661-7766 or via email at dlacontactcenter@dla.mil.

6.9. AFSC Supply Chain Operations Wing Responsibilities.

6.9.1. Act as the central activity for AF retail Base 86 requests.

6.9.2. Process cataloging request actions for formal cataloging request actions and budget code "9" NSL requirements.

6.10. AFSC Centralized Part Number Supply Support Office. Act as the central activity for AF retail (depot or field activity) NSL /part number requisitions (NSL/PNR) for budget code "8" one-time buys using the PNSSR system.

Chapter 7

NEW ITEM REQUESTS

7.1. Purpose and Scope. This chapter applies to activities within PO/G-ICP/C-ICP. It provides specific instructions for the preparation, control, and processing of new item requests. (**Note:** Mission Unique Cataloging and Standardization Functions reference [Chapter 9](#) for additional instructions.)

7.2. Assistance Request (AR).

7.2.1. All requests for cataloging action in the current AFMC Catalog are completed using an AR. For new stock listed items, the AR generates a temporary NC number which consists of the FSC, NC alpha designator, and a system generated six-digit serial number.

7.2.2. Items of supply requiring NSN assignment are initially assigned a Standard Inter-Service Agency Serial Control Number (SIASCN) by the current AFMC Catalog System. The SIASCN is the item control number and used as a placeholder (temporary number) until a permanent NSN is assigned. All potential AF managed items of supply which require a NSN will be recorded in the current AFMC Catalog System. Items selected for NSN assignment come from various source documents (e.g. Provisioning documentation, Purchase Request/Military Interdepartmental Purchase Request, Base 86 Requests, Inventory Adjustment Vouchers, etc.). The ES ensures the required records are established in the current AFMC Catalog System and submitted through the AFSC Provisioning Support Office/Cataloging Manager to the AF cataloging agent (DLIS) within 10 calendar days of the preparation of AFMC Form 326, *Provisioned Item Order*. The current AFMC Catalog System handles the distribution to the individuals pre-identified in the system.

7.2.3. The activity initiating the NC number is identified by the current AFMC Catalog System with a specific alpha Standard Inter-Service Agency Serial Control Number Codes (see [Table 7.1](#)). The MMAC identifies the organization responsible for management of the item or weapon system to which the item is aligned.

7.3. AFSC Centralized Part Number Support Office Responsibilities.

7.3.1. Oversees and manages AF Part Number requests, AF ND item requests, Depot local manufacture requests (including additive manufacture).

7.3.2. AF one-time budget code “8” requests will utilize the Part Number Supply Support Request (PNSSR) process and system.

7.3.3. Items requiring formal NSN assignment or budget code “9” items will be coordinated between AFSC 635 SCOW and AFSC Centralized Part Number Support Office.

7.4. Equipment Specialists (ES) Responsibilities. Data accuracy is an ES responsibility. When a requirement for a new item has been determined, the ES at the PO/G-ICP/C-ICP will: **(T-2)**

7.4.1. Begin the NC process by inputting the required information into the current AFMC Catalog System. The current AFMC Catalog System’s mandatory fill/blank and compatibility edits ensure data is available to the AF cataloging agent and will format the transaction to FLIS.

7.4.1.1. Identify the Depot Source of Repair (DSOR), the result of the Joint Depot Maintenance Program process for all Depot repairable items. See CDTS Vol 10 Table 117, and PO DSOR decision memorandum.

7.4.1.2. Identify, if applicable, the MMAC with which the new item is associated. All weapon system and technology group related items, for AF managed, DLA managed and other service managed NSN, may be identified with a MMAC, the Activity/Office providing engineering support authority. Items submitted for GSA management will not contain a MMAC.

7.4.1.3. 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.

7.4.1.4. Ensure a criticality determination is made for each new item. Aviation items found to have Critical Safety Item characteristics and/or processes will be coded as such. All items found to have Hardness Critical Item characteristics and/or Hardness Critical Process will have a Hardness Critical Note on the drawing and/or parts list (refer American Society of Mechanical Engineering (ASME) Y14.100 Appendix E) and will be coded as such. The coding of the Critical Safety Item and the Hardness Critical Item/Hardness Critical Process items will include a Criticality Code and an annotation in AF Remarks field. This annotation should include Master Requirements Code FEAT, CBBL, CRTL, and/or NHCF associated with the request.

7.4.1.5. Edit for completeness and accuracy and coordinate the current AFMC Catalog System transaction after all information is validated. While the current AFMC Catalog System identifies mandatory and optional data entry requirements, data accuracy is an ES responsibility.

7.4.1.6. Ensure a Weapon System Designator Code (WSDC) is available for all consumable items expected to be managed by DLA.

7.4.2. Requests for NSN assignment can also be initiated in the current AFMC Catalog System, or directly from the Provisioning Parts List. The appropriate Stock listing request is received, verified, and annotated by the responsible ES prior to being forwarded to AFSC Provisioning Support Office/Cataloging Manager, and is processed as a Request for Cataloging Data/Action. AFSC Provisioning Support Office/Cataloging Manager can generate mechanized Requests for Cataloging Data/Action requesting NSN assignment (NC package) directly from the provisioning documents.

7.4.3. When the source document reflects more than one manufacturer and reference number for the same item of supply, the ES will ensure the required information is recorded for each Part Number. If the source document reflects more than five manufacturers and reference numbers, the ES will exclude those numbers from the original package, pending notification of NSN assignment. Upon receipt of the NSN, the ES will prepare a new AR to add the remaining part items to the newly assigned NSN.

7.4.4. When the source document is a locally prepared purchase description, the Purchase Description identifying number must be structured as shown in [Table 18.1](#) of this manual.

7.4.5. The ES will forward the request to the Provisioning Support Office/Cataloging Manager for further processing. A technical data package (drawings, manufacturer's catalogs, purchase description, etc.) will be submitted to the Provisioning Support Office/Cataloging Manager office within three workdays of initiating the cataloging request.

7.5. AFSC Provisioning Support Office/Cataloging Manager Responsibilities. When a NC number is received on the current AFMC Catalog System workbench, AFSC's Cataloging Manager will: (T-2)

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

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

7.5.1.2. Review technical data for valid part number and CAGE code and ensure all vendor part numbers on source control and specification control drawings are entered on NC numbers.

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

7.5.1.4. If the current AFMC Catalog System request requires expedited processing, the PO/G-ICP/C-ICP Cataloging Managers will annotate the current AFMC Catalog System Remarks with "Please expedite this request" indicating the reason why and the location of the supporting tech data. The Cataloging Managers will also send an email to the DLIS AF Liaison, with the Subject: Expedited Processing Request for the current AFMC Catalog System Control Number, and in the body of the email indicating the reason why and the location of the supporting tech data.

7.5.2. Release NC number request for Cataloging Data/Action to the cataloging agent.

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

7.5.3.1. Receive signed receipt letters from DLIS.

7.5.3.2. Forward all technical data packages electronically to DLIS. This includes packages supporting current AFMC Catalog System requests (e.g., NC requests, NSN Revisions, and SSRs) as well as those supporting Provisioning Documents.

7.5.4. In the case of Accelerated Provisioning Conferences and Resident Integrated Logistics Support Activities, Provisioners/PO ES will:

7.5.4.1. Provide AFSC Provisioning Support Office/Cataloging Manager with technical data for input to the current AFMC Catalog System.

7.5.4.2. Validate if adequate technical data (Engineering Data for Provisioning) was previously included in a provisioning package worked and retained by the cataloging agent (DLIS will retain Engineering Data for Provisioning after the provisioning event, awaiting a list of Provisioning Line-Item Sequence Numbers identified for AF management).

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

7.5.5. If an item managed by a contractor is identified during the provisioning or non-provisioning process, the Provisioning Office will immediately contact the C-ICPs program office to start the process to reassign the NSN to the applicable government inventory control activity.

7.5.5.1. Local Logistics Reassignment monitor will notify the applicable Program Office (PO), AFSC Logistics Reassignment Focal Point and the C-CIP asset manager for the management reassignment.

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

7.6. When the Provisioning Office identifies a requirement for an item assigned to Federal Supply Group (FSG) 83, 84 Federal Stock Classes (FSCs) 9420 or 9430 process as follows. Note: These items will appear on provisioning and non-provisioning SSRs in the current AFMC Catalog System and compute the requirements. The record will be retained in the current AFMC Catalog System to allow for tracking of the SSRs. If the items are for weapon systems and not clothing and textile applicable then the FSG/FSC exclusion is not applicable.

7.6.1. Reference the AFMC/A4RM Cataloging SharePoint®™ (see [Attachment 8](#)) for the AF Clothing and Textile Office POC. Initiate an E-mail to one of the persons listed.

7.6.2. The email should include CAGE code, part number, FSC, National Item Identification Number (NIIN), technical data, end item or next higher assembly, demand data, and catalog management data.

7.7. Cataloging Agents in DLA Logistics Information Services (DLIS).

7.7.1. Receive the inputs on the current AFMC Catalog System.

7.7.2. Interrogate the FLIS by Part Number and CAGE Code and vice versa to determine if a NSN exists prior to processing the NC package.

7.7.3. Notify the initiating AFSC, Provisioning Support Office/Cataloging Manager of any proposed substitute NSNs recommended as a result of NC item review.

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

7.7.5. Ensure all mandatory data elements are present and correct. If not, return to the originator with the appropriate 2 position code (see [Table 7.2](#)) and remarks, as applicable.

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

7.7.6.1. If required data package is not received/available (by mail, fax, electronically) contact the AFSC Provisioning Support Office/Cataloging Manager to obtain data packages or additional technical documentation required to describe the NC item if not received within 10 working days of the original request or if the technical data provided is insufficient for cataloging.

7.7.6.2. Ensure the Part Numbers on the request for Cataloging Data/Action/the current AFMC Catalog System and the technical data are compatible and properly screened.

7.7.7. When a FSC change is required, return to AFSC Cataloging Manager with verified item name, correct FSC, and message added for the ES to update the FSC. When action is completed, the request is returned to the cataloging activity.

7.7.8. Ensure the item management responsibility remains at the IMM activity originally assigning the NC number. Retention is accomplished by retaining the assigned MMAC.

7.7.9. Keep appropriate records of actions involving NC numbers.

7.8. Cancelling Non-Cataloged (NC) Number.

7.8.1. Only the responsible MM/ES can cancel a NC number. This may be the result of a DLIS cataloging agent's recommendation.

7.8.2. The DLIS cataloging agent can recommend cancellation by selecting the appropriate return code (see [Table 7.2](#)) and returning NC number request to the initiating activity, Provisioning Support Office/Cataloging Manager.

7.8.2.1. AFSC, Provisioning Support Office/Cataloging Manager will review and select appropriate instructions (see [Table 7.3](#)) in the current AFMC Catalog System for ES concurrence/non-concurrence.

7.8.2.2. The ES will concur in the current AFMC Catalog System and coordinate through IM/C-ICP, Provisioning Support Office, and Cataloging Manager.

7.8.2.3. The ES, when non-concurring, will provide justification in the current AFMC Catalog System.

7.9. Substitute National Stock Number for New Item Requests.

7.9.1. 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 PO/G-ICP/C-ICP for preliminary concurrence.

7.9.2. The DLIS cataloging agent will:

7.9.2.1. Return the NC request with the appropriate 2 position return code to the initiating AFSC Provisioning Support Office/Cataloging Manager.

7.9.2.2. Add any required Part Numbers to the substitute or interchangeable NSN after the NC number is canceled or consolidated.

7.9.3. Provisioning Support Office/Cataloging Manager at the initiating PO/G-ICP/C-ICP will:

7.9.3.1. Review NSN recommended by DLIS cataloging agent and select appropriated instruction (see [Table 7.3](#)) for action by ES.

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

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

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

7.9.4. The ES at the initiating PO/G-ICP/C-ICP will:

7.9.4.1. Review the NSN recommended by the DLIS cataloging agent on the NC request in the current AFMC Catalog System.

7.9.4.2. Select appropriate message (see [Table 7.4](#)) in the current AFMC Catalog System for concurrence of substitute NSN.

7.9.4.3. Initiate an SSR, Non-consumable Item Materiel Support Request, or adoption/reactivation/reinstatement, as required, to obtain support on substitute NSNs which are not AF used.

7.9.4.4. Select appropriate message (see [Table 7.4](#)) and provide justification in the current AFMC Catalog System for non-concurrence of substitute NSN.

Table 7.1. Standard Inter-Service Agency Serial Control Number Codes.

| Activity | Code |
|---|------|
| Warner Robins (WR) ICP/AFSC | C |
| Ogden (OO) ICP/AFSC | E |
| Oklahoma City (OC) ICP/AFSC | F |
| Cryptologic and Cyber Systems Division (CCSD) AFLCMC/HNC (Security Services) | J |
| Air Force Petroleum Agency (HQ AFPET/PTPT) | W |
| Contractor Inventory Control Point (C-ICP) | Z |

7.9.5. The below Return Codes are used in automated replies and in SSRs. The current AFMC Catalog will receive Return Codes whenever an SSR request has been “Rejected” by DLA. AF-managed requests that are “Rejected” will not contain these Return Codes; instead, they will contain annotated “Comments” provided by the Cataloging Agent. Approved requests do not contain Return Codes.

Table 7.2. Cataloging Agent’s Return Codes. (Note: Applicable to Supply Support Request (SSR) transactions only)

| 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 current AFMC Catalog System, 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. 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 PO/G-ICP/C-ICP and transfer the item and its management to the prime FSC/AFSC; or (2) Submit a request to AFSC after FSC/PO/G-ICP/C-ICP coordination to have the FSC/MMAC combination approved. This will be sent to the releasing agent at PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP transfer; therefore, the residual MMAC of the original FSC has been added. Per the current AFMC Catalog System, the new FSC/MMAC combination is valid, and no further action is required on your part. Note: Allows residual MMAC to be entered and added to Remarks. |
| FD | The FSC on this item was changed. There was no MMAC present on the NC number and the FSC change will cause a PO/G-ICP/C-ICP transfer; therefore, the residual MMAC of the original FSC has been added. Per the current AFMC Catalog System, 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 PO/G-ICP/C-ICP and transfer the item and its management to the prime FSC PO/ AFSC/C-ICP; or (2) Submit a request to AFSC after FSC/PO/G-ICP/C-ICP coordination to have the FSC/MMAC combination approved. Note: Allows residual MMAC to be entered and added to remarks. This will be sent to the releasing agent at the PO/G-ICP/C-ICP for further coordination. |
| FE | The FSC on this item was changed. No MMAC is required as both FSCs are prime at your PO/G-ICP/C-ICP. |
| IA | The item name has been entered into the characteristics data under Master Requirement Code FEAT (Special Features) and into Remarks of the current AFMC Catalog 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 a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP 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 a 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 a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP workbench, in 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 NSN that make up the assembly have no users. Note: This takes the request off the cataloging agent's workbench, places it on a PO/G-ICP/C-ICP 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 a PO/G-ICP/C-ICP workbench, and leaves it in pending action. |
| RP | The drawing does not meet criteria in DoD Standard 100 for Vendor Item Drawing, Source Control, Selected Item, or Altered Item. PO/G-ICP/C-ICP must justify or modify NC package. |
| RQ | The Purchase Description document is not included in the NC package. |

| | |
|----|---|
| RR | The Purchase Description reference number is not properly formatted. |
| RT | The PO/G-ICP/C-ICP will take action to initiate a project within 5 calendar days to convert the Purchase Description to a DoD Acquisition Streamlining and Standardization Information System type document. |
| RZ | Returned to the PO/G-ICP/C-ICP for other reasons. See remarks in the current AFMC Catalog System for specific requested action. |
| TA | Exact Match--AF Used. The reference number and CAGE Code submitted match a NSN currently used by the AF. Note: This takes the request off the cataloging agent's workbench and places it on a PO/G-ICP/C-ICP workbench. |
| TB | Exact Match--No users or only foreign country MOE rules. The reference number and CAGE Code submitted match a NSN that is not currently used by the AF. Note: This takes the request off the cataloging agent's workbench and places it on a PO/G-ICP/C-ICP workbench. |
| UA | Exact Match--Non-AF used (other Service Agency-managed). The reference number and CAGE Code submitted match a 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 <i>Non-consumable Item Materiel Support Request Worksheet</i> to the PICA to add the AF as a user. Note: This takes the request off the cataloging agent's workbench, places it on a PO/G-ICP/C-ICP work bench, and leaves it open in pending action. |

Table 7.3. Cataloging Manager Instruction Codes. (Note: These instructions apply to dispositioning Supply Support Request (SSRs) only.)

| Code | Description |
|------|---|
| C1 | If you concur with the cataloging agent's recommendation, select Message DA to add, change, or delete the Part Number to the AF SICA NSN. |
| C2 | If you concur with the cataloging agent's recommendation, select Message DC and consolidate the NC number with the NSN provided by cataloging agent. Do you want to add the Part Number (Yes/No)? |
| C3 | If you concur with the cataloging agent's recommendation, select Message D 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 PO/G-ICP/C-ICP. The system will prompt for each of these.) Note: No message code is required; however, use the remarks screen to provide SSR date. |
| C5 | If you concur with the cataloging agent's recommendation, select Message DJ and submit a Non-consumable Item materiel Support Request, <i>Non-consumable Item Materiel Support Request Worksheet</i> , to the PO/G-ICP/C-ICP Inter-Service 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 PO/G-ICP/C-ICP. The system will prompt for each of these.) |

| | |
|----|---|
| C6 | If you concur with the cataloging agent's recommendation, select Message DR for PO/G-ICP/C-ICP management. For DLA management. Note: No message code is required. 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 PO/G-ICP/C-ICP. The system will prompt for each of these.) |
| N1 | If you non-concur with the cataloging agent's recommendation, provide the justification in remarks, then select message DN. |

Table 7.4. Equipment Specialists (ES) Reply Codes. (Note: These instructions apply to Supply Support Request (SSRs) only.)

| Code | Description |
|------|--|
| DA | Concur. Add/change Part Number 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 Part Number? Yes/No. |
| DD | Concur. The system will delete the NC number. The MM/Provisioning Support Office must stop procurement. |
| DJ | Concur. PO/G-ICP/C-ICP must initiate <i>Non-consumable Item Materiel Support Request Worksheet</i> to another service for support action. PO/G-ICP/C-ICP must use option 8 under NSN revision to preposition AF unique SICA CMD. |
| DN | Non-concur. PO/G-ICP/C-ICP must provide justification in Remarks. |
| DR | Concur. PO/G-ICP/C-ICP must use option 1 under NSN revision to reactivate, reinstate, or adopt. |
| DS | Concur. PO/G-ICP/C-ICP must submit AFMC Form 918, to another service or agency. Note: The ES is unable to generate the DS reply code (Refer to XS codes on base 86s.) Use Remarks to tell provisioning that the SSR has been initiated. |

Chapter 8

CATALOGING REVISION REQUESTS

8.1. Purpose and Scope. This chapter pertains to the processing of additions, changes, and deletions, which are called maintenance transactions or revisions, to the current AFMC Catalog System. NSN maintenance requests or “revisions” are primarily initiated by the PO/G-ICP/C-ICP IM or ES, an AF base, another Service Agency, or C-ICP via AR in the current AFMC Catalog System (see **Chapter 18**). Revisions include, but are not limited to, changes in the following data elements: FSC, Item Name, MOE rule, CAGE code or part numbers, standardization codes, all CMD elements, and characteristics data. During Continuity of Operation Plan events, when the current AFMC Catalog System is not operational, a hardcopy AF Form 86 may be submitted through AFSC cataloging focal point cataloging manager. **Note:** If IT connectivity is disrupted and directed to work in an offline matter then the form and supporting data would be mailed to DLIS, Cataloging Workload Management Team, 74 Washington Avenue North, Battle Creek, MI 49037-3084, or can be sent via email to LogInfoSvcKWorkloadMgmt@dla.mil. In the event a significant number of similar revisions requests are proposed on AF managed NSN, the revisions may be handled more efficiently as a special project through the current AFMC Catalog System. For requests that require supporting technical data it must be sent to the DLIS Central Data Library Mailbox at Library@dla.mil. Rejected requests can be corrected by submitting a new request. Once the current AFMC Catalog System requests are moved to the History File they cannot be reinstated, a new request must be submitted.

8.2. Program Office (PO)/Materiel Management Responsibilities.

8.2.1. Ensure that SSRs or Non consumable Item Materiel Support (NIMSC) Requests are prepared and submitted, as required. See DoD 4140.26 Vol 4, *DoD Integrated Materiel Management for Consumable Items: Supply Support Request*, DoDM 4140.68, *Integrated Materiel Management of Nonconsumable Items*, and AFMCMAN 20-106, *Provisioning*.

8.2.2. When the AF is to be supported by another Service Agency for consumable items, the following CMD elements are automatically suspended in the current AFMC Catalog System as Preposition CMD: MMAC, ERRC, fund code, budget code, price and price validation code.

8.2.3. Reference **Chapter 12** for item management coordination and changes.

8.3. Materiel Manager (MM)/Equipment Specialists (ES) Responsibilities.

8.3.1. It is mandatory that all additions, revisions, and deletions to AF managed NSN be routed through the current AFMC Catalog System for cataloging actions. It is also mandatory that the current AFMC Catalog System is used to route requests on AF “used” (i.e. DLA or other Service Agency) NSN. ESs at the Technical Order or managing (FSC/MMAC) PO/G-ICP/C-ICP (SICA) will review and concur or non-concur on all AF managed and AF “used” NSNs to determine if a requested action should be accomplished. These requests will be initiated by another PO/G-ICP/C-ICP or C-ICP manager and will include, but are not limited to, CAGE/part number additions, registration of AF on other service agency NSNs, etc. PO/G-ICP/C-ICP IM or ES initiated 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 not limited to, the following data elements: FSC, item name, MOE rules, CAGE Codes, CMD

element(s), Interchangeable and Substitute Group (I&SG), and characteristics data. The initiator inputs the request into the current AFMC Catalog System, which is routed to the base focal point for approval and release. Supporting technical data or drawing is required for CAGE, Part Number, FSC, or nomenclature revisions.

8.3.2. Initiate revisions in the current AFMC Catalog System using the Cataloging Menus. Each menu identifies the type of allowable action. Each request is routed for review and approval; routing is based on predetermined Cognizant and Release Authority workflows using a combination of roles and activity code assignment.

8.3.2.1. Control numbers and a predetermined workflow are automatically assigned within the current AFMC Catalog System. Continued monitoring of an MM/ES's the current AFMC Catalog System workbench will allow for quick response in case problems arise.

8.3.2.2. MM/ES will provide supporting data to the Cataloging Manager within 5 calendar days of initiating a catalog request or revision.

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

8.3.2.4. Each role in the coordination cycle has 15 calendar days to review and approve or disapprove a request. If a review cannot be completed with 15 calendar days a valid substantiating remark must be annotated to hold the request on their workbench. It is the responsibility of the initiator to monitor requests placed in the current AFMC Catalog System. The initiator is responsible for releasing the action (submitting the request) to the next reviewer. A request placed in the current AFMC Catalog System with no action for 30 calendar days will be considered delinquent. These delinquencies will be elevated through the PO/G-ICP/C-ICP chain of command until resolved.

8.3.2.5. If a systemic error precludes the submittal of a request through the current AFMC Catalog System, contact your cataloging focal point for assistance.

8.3.3. Review disposal actions:

8.3.3.1. The Defense Inactive Item Program 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 Defense Inactive Item Program items coded as delete.

8.3.3.2. When the item is no longer required by the AF, the IM requests ES to change AAC to "V".

8.3.3.3. An NSN that is AF managed or AF "used" (i.e. SICA to DLA or other Service Agency) must be in AAC "V" status prior to initiating a "deletion of NSN" in the current AFMC Catalog System. The MM/ES will work together to clear all users, SICA, levels, freeze codes, financial records, and assets in AF systems prior to changing the AAC to "Y". It is ultimately the IM's responsibility to ensure there are no assets and that any assets found are turned in prior to the AAC change to "Y". IM must annotate in the current AFMC Catalog System remarks section "there are no assets in AF inventory and/or assets have been turned in for disposal" or request will be returned. **Exceptions:** 1. Due to system constraints between the current AFMC Catalog System and FLIS edits (XR 7075) NSNs

with AAC F/L and 0.00 price must go direct to AAC “Y”. If AAC “V” is updated, AAC “Y” cannot be processed as it will mandate a price change. NSN must be updated back to original AAC F/L to process AAC “Y”. 2. NSNs with SOS G13 (any price) must also update AAC direct to a “Y” due to Level of Authority incompatibility in the current AFMC Catalog System.

8.3.3.3.1. An IMs request to dispose of an item, delete AF MOE Rule, and change the AAC to “Y” and phrase code to “N” in the current AFMC Catalog System will trigger a clock in the current AFMC Catalog System. The current AFMC Catalog System will retain the item with the AAC “Y” for 52 weeks. On week 52, the SOS will be changed to JCD, the current AFMC Catalog System outputs a Delete AAC “Y” Demilitarization Integrity Code (BMD) interface transaction deletes the item from the current AFMC Catalog System and sends a delete management to the FLIS. An IMs request to make an item disposal will remove the AF as the recorded user.

8.3.3.3.2. If the item is in an I&S relationship, the PICA will review the I&SG, remove the item from the group, and change the relationships within the group (See [Chapter 20](#)).

8.3.3.3.3. Disposal actions when AF is PICA. If the item is in support of another Service Agency, AFSC/Activity will coordinate the delete action or a logistics reassignment with all SICAs (see [Chapter 12](#)).

8.3.4. The current AFMC Catalog System does not have the functionality to:

8.3.4.1. Process the following requests:

8.3.4.1.1. Change prices/costs related to Materiel Support Division items (identified by Budget Code 8 and Fund Code “SF”) cannot be changed using the current AFMC Catalog System. These must be done in Supply Chain Planning and Execution System of Record. However, other funded items may have their price changed using the current AFMC Catalog System. The PO/G-ICP/C-ICP focal point should contact AFSC for transactions that the current AFMC Catalog System does not allow.

8.3.4.1.2. Cancel-duplicate, Cancel-Use, Cancel-Invalid actions.

8.3.4.1.3. NSN characteristics updates for NSNs that the AF is a SICA/user.

8.3.4.1.4. Change of a Criticality Code when AF is a SICA/User on an NSN and no other data element changes required. Applies to Item Standardization Code updates.

8.3.4.2. When these requests are required the MM/ES/C-ICP will contact their assigned Cataloging Manager and request a DLA Electronic-Cataloging submission.

8.3.4.3. The AMC/AMSC can be changed on AF managed NSNs using the Purchase Request Process System D203. **Note:** The current AFMC Catalog System cannot be used to update either code.

8.3.5. Required to review the Catalog Management Notifications for items they are assigned management responsibilities.

8.3.6. Required to review and support the AF relative to technical decisions for items they are assigned responsibilities to include, but not limited to, AF and other service or DLA managed items.

8.3.7. Submit batch requests of 25 NSNs or more may be initiated by contacting your local AFSC Cataloging focal point. The Cataloging Focal Point will request a special project through AFSC.

8.4. Provisioning Support Office Cataloging Manager Responsibilities.

8.4.1. Review or prepare requests for Cataloging Data/Action.

8.4.2. Review the current AFMC Catalog System to determine the status of Requests for Cataloging Data/Actions.

8.4.3. Forward supporting/technical data, provided by the MM/ES, to as part of an AR Request. Supporting technical data required after submission of an AR requires offline coordination with DLIS AF cataloging agent immediately after release of a revision via email to the DLIS Central Data Library Mailbox Library@dla.mil.

8.4.4. If the current AFMC Catalog System request requires expedited processing the Activity/C-ICPs Cataloging Managers will annotate the current AFMC Catalog System Remarks with "Expedite this request" indicating the reason why and the location of the supporting tech data. The Cataloging Managers will also send an email to the DLIS AF Liaison, with the Subject: Expedited Processing Request for the current AFMC Catalog System Control Number, and in the body of the email indicating the reason why and the location of the supporting data.

8.5. Demilitarization (DEMIL).

8.5.1. The ES will assign the applicable DEMIL code to each item they are responsible for in accordance with DoDM 4160.28 Volume 1, *Defense Demilitarization: Program Administration* and DoDM 4160.28 Volume 2, *Defense Demilitarization: Demilitarization Procedures* using the current AFMC Catalog System.

8.5.2. ES will respond to all DEMIL challenges received from DCMO within 90 calendar days. Failure to respond within timeframe may result in assignment of a FLIS DEMIL Integrity Code 1, 3, 6, or 7, which will lock out any attempts to change the DEMIL code. (Reference Cataloging Data and Transaction Standards (CDTS), Vol 10, Table 216, for DEMIL Integrity Codes).

8.5.3. To enable a change to the DEMIL Code, the ES will initiate a revision request in the current AFMC Catalog System. In the "Remarks" of the current AFMC Catalog System, include the justification (justification will include reference Table, Part 1, Paragraph, and/or Part 2, ECCN Paragraph and/or sub-paragraph per DoDM 4160.28, Vol 2) and the tech data for the change in accordance with DoDM 4160.28 Vol 1.

8.5.4. The DCMO will review the ES justification and either agree or disagree with the change. If the DCMO agrees with the change, their office will lift the FLIS DEMIL Integrity Code and process the DEMIL change. If they disagree, they will contact the requestor for resolution.

8.6. Catalog Action for Defense Logistics Agency (DLA) - Managed Items.

8.6.1. This policy applies to all individuals in AFMC (PO/G-ICP/C-ICP), where Engineering Support Activity is assigned. Whenever a catalog change, to correct/change all AF CMD, data elements (i.e. DEMIL code, Controlled Item Inventory Code, Criticality Code, Part Number,

and CAGE Code etc.) is required on a DLA-managed item, the ES will be responsible for all changes via the current AFMC Catalog System. If cataloging action is required as a result of the DLA Form 339 review, then DLA routes the form 339 to the recorded Engineering Data Management Office (EDMO). The EDMO monitor must forward the DLA 339 to recorded Engineer and SICA ES for review. If the EDMO monitor finds that the engineering responsibilities should be reassigned to another location and the gaining SICA ES has concurred the following actions are required.

8.6.1.1. The gaining Engineering Support Activity engineer is responsible for requesting all cataloging actions through their ES.

8.6.1.2. The gaining Engineering Support Activity will coordinate via the current AFMC Catalog System and assign the appropriate SICA ES coding (MOE rule, MMAC, etc.).

8.6.1.3. The gaining SICA ES will include the applicable division designator and ensure the applicable ES code is assigned and identified in the current AFMC Catalog System request.

8.6.1.4. The gaining SICA ES will initiate the “SICA” logistics reassignment action in the current AFMC Catalog System.

8.6.1.5. The losing SICA ES will coordinate and return the request to the logistics reassignment focal point. When no ES is assigned, the logistics reassignment focal point will research and attempt to locate an ES manager to evaluate and coordinate on the current AFMC Catalog System SICA logistics reassignment, making the coordination complete.

8.6.2. When the assigned SICA Engineering Support Activity and the SICA ES determines if a change is necessary, the ES will coordinate with the EDMO monitor to initiate the current AFMC Catalog System Revision Request. If appropriate the ES can annotate the current AFMC Catalog System Remarks with “Request as a result of a coordinated and approved DLA Form 339”, which will be verified by the DLA Cataloging Agent by accessing the Product Data Management Initiative in the DLA Enterprise Business System, and must indicate the tech data location, if buy is pending and if expedited processing is requested. If a coordinated and approved (signed) DLA Form 339 is not on file in Product Data Management Initiative the DLA Cataloging Agent must initiate a DD Form 1685 *Data Exchange and/or Proposed Revision of Cataloging Data* and send it via the Web1685 application to the assigned DLA Product Specialist for coordination and approval with a 60-day suspense. For expedited the current AFMC Catalog System processing information see **Paragraph 8.4.4**. **Note:** ES must be the approving official for all requests via the current AFMC Catalog System initiated by EDMO.

8.6.3. If EDMO/Engineer and ES concur to terminate AF as a user on a DLA managed NSN, as a result of a coordinated review of a DLA Form 339, AAC must go to V, before AAC Y can be processed. Once AAC Y is processed AF must remove their own SICA MOE Rule via the current AFMC Catalog System. Product Specialists will no longer remove AF SICA MOE Rule on DLA managed NSNs. **Note:** If applicable, delete their system Weapon System Designator Code (WSDC) from the NSN via WS1 transaction IAW 4140.26 Vol 4.

8.7. Air Force Cataloging Agent Responsibilities.

8.7.1. Access the current AFMC Catalog System to obtain cataloging revision requests.

8.7.1.1. The AF cataloging agent, as a result of 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 requested changes will result in the most complete, accurate, and current cataloging data available.

8.7.1.2. Use any forms of communication available, including the Remarks option (Remarks) in the current AFMC Catalog System, to verify the intent of the request when questions arise or a potential conflict with policy and procedure occurs.

8.7.2. During Continuity of Operations Plans events receive hardcopy AF Form 86 revisions, with supporting data, from the Cataloging Manager at the activities. 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.

8.7.3. Receive and respond to all challenges to alleged invalid or non-collaborated logistics actions affecting the catalog (e.g., FSC changes, Controlled Item Inventory Code, reassignments, etc.).

8.8. HQ AFMC Expendability, Recoverability, Reparability Code (ERRC) Policy for Non-Weapon Related Defense Logistics Agency (DLA) or Government Service Agency (GSA) Managed National Stock Numbers (NSNs).

8.8.1. The AF ERRC is an AF peculiar data element and must be determined by the AF regardless of which Service, Agency or C-ICP is recorded as the PICA. Only the AF cataloging agent has the authority to change an ERRC "N" to an ERRC "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 ERRCs "N" or "U." All other ERRC decisions will be directed to the appropriate PO/G-ICP/C-ICP focal point. This policy does not include changes to or from any other ERRC. Prior to assigning an ERRC "C" to an NSN, the ES will review to ensure the ERRC "C" is appropriate for Serialized Control and Reporting System.

8.8.2. The AF cataloging agent will:

8.8.2.1. Assign an ERRC monitor to approve/disapprove all base initiated ERRC reviews.

8.8.2.2. Work with the AF's Cryptologic and Cyber Systems Division, to resolve and clarify unprecedented decisions.

8.8.2.3. Notify AFSC of problems that arise as a result of or concerning this policy.

8.8.3. AFSC will:

8.8.3.1. Have the final say on all unprecedented decisions.

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

8.8.4. The PO/G-ICP/C-ICP technical community will determine the ERRC on all AF-used NSNs in addition to all weapon system items managed by another Service Agency.

Chapter 9

CATALOGING AND STANDARDIZATION PROCESSES AT SPECIAL ACTIVITIES

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

9.2. General.

9.2.1. Mission unique functions are accomplished for the FSG/FSCs indicated in **Table 9.1**. All transactions are submitted according to the FLIS Procedures Manual, DoDM 4100.39, either directly to FLIS or through the Integrated Materiel Management Lead Service for each NSN.

Table 9.1. Mission Unique Cataloging and Standardization Functions.

| Activity | Standardization Code | SOS | Name & Address | Type Items Managed |
|----------|----------------------|-----|---|--|
| *SJ | 13 | FPD | AF Life Cycle Management Center (HNC) 230 Hall Blvd; Bldg. 2028 Lackland AFB, TX 78243 | FSCs 5810 & 5811; NSN w/CAGE C 98230 |
| SK | N/A | FGL | AF Global Strike Command (AFGSC/A4ZE) 2000 Wyoming Blvd SE Kirtland AFM, NM 87117 | 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 | FSG 68; FSC 8120, 9110, 9130, 9135, 9140, 9150, and 9160 |
| *ST | 11 | F92 | AF Clothing & Textile Office (AFC&TO) 648 AESS/TAC-PA 700 Robbins Ave; Bldg. 3C Philadelphia, PA 19111 (Note: Can only be used on Class II) | FSG 83 & 84 FSCs 7210, 9420 & 9430 (except FSC 8475); |
| SR | 35 | F97 | AF Services Agency (AFSVA) 10100 Reunion Place, Suite 104 San Antonio, TX 78216-4138 | FSG 89; FSC 3510 |
| *TG | 11 | F80 | AFLCMC/WNUS 235 Byron St, S 19A Robins AFB GA 31098-1640 (Note: Activity Code TG is only unique when used in conjunction with Standardization Code 11) | Life Support Items in FSG: 16, 31, 40, 48; FSCs 4920, 5305, 5820, 5830, 5905 6625 & 6695 |

| | | | | |
|--|----|-----|---|--------|
| TT | 03 | F04 | AF Medical (AFMED) Agency 693 Nieman Street, Fort Detrick, MD 21702- 5006 (Note: Can only be used on Class VIII) | FSG 65 |
| Note: *Cataloging stock list actions and maintenance requests are submitted using the current AFMC Catalog System. All Cataloging transaction are processed by the AF Cataloging Agent using the current AFMC Catalog System. | | | | |

9.2.2. The AF cataloging agent receives requests for stock list actions or cataloging management data from the PO/G-ICP/C-ICP as well as mission unique or special cataloging activities as indicated by the “*” in **Table 9.1**. Requests are processed by designated cataloging technicians using the current AFMC Catalog System or are submitted directly from personnel assigned the FSG/FSCs listed for each activity.

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

9.2.3.1. Item Identification data.

9.2.3.2. MOE Rule data.

9.2.3.2.1. 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 Service Agency, requests will be processed according to **Chapter 9** of this manual.

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

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

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

9.2.3.5. Cataloging Management Data.

9.2.3.5.1. FSG 89 will have no AF management data. Data on the Integrated Materiel Management line will apply.

9.2.3.5.2. Activity TT cataloging management data is automatically generated by FLIS as outlined in FLIS Technical Procedures, Vol 6, *Supply Management*, Appendix 6-2-D Part 3 and will not be displaced in the current AFMC Catalog System.

9.3. AFMC Catalog System Processing Procedures.

9.3.1. Assignment and control of NC, ND, and kit (K) numbers.

9.3.1.1. All actions are routed through the current AFMC Catalog System for editing. Actions failing to pass the current AFMC Catalog System edits are returned to the initiator for correction and re-submittal.

9.3.1.1.1. Activities SH, SJ, and SP may establish NC requests for stock list actions, ND one-time buys, and K kit numbers in the current AFMC Catalog System (see **Chapter 5**).

9.3.1.1.2. Activity ST will file and maintain AF SICA NSNs in the current AFMC Catalog System.

9.3.1.2. Once a NC number is established revisions to the current AFMC Catalog System is not authorized until the NSN is assigned.

9.3.2. Other Processing.

9.3.2.1. Activities SR and TT do not have the current AFMC Catalog System capability. **Note:** AFMC is working to establish cataloging capabilities for AFMRA non class VIII items.

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

9.3.3. Cataloging Management Data.

9.3.3.1. 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 managed by them and for the management data they may be the SICA.

9.3.3.2. Upon processing the initial recording or change to established CMD by the Integrated Materiel Management or lead service, FLIS will notify these activities.

9.3.4. Each activity will perform the following:

9.3.4.1. Standardization I&S review.

9.3.4.2. Review and resubmit returns or rejects from FLIS, Integrated Materiel Management, or Lead Service using the applicable AR option within the current AFMC Catalog System, as required.

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

9.4. Nuclear Cataloging Requests.

9.4.1. IMs responsible for management data will submit their request via the current AFMC Catalog System for documentation and control.

9.4.1.1. The Recoverable Item Movement Coding/Ship to address will be reviewed whenever a change to the Controlled Item Inventory Code is requested.

9.4.1.2. For NSNs managed by the Defense Threat Reduction Agency, IMs will submit change requests thru the current AFMC Catalog System.

9.4.1.3. IMs will monitor the current AFMC Catalog System until the change is visible. Once visible, the requested action in the current AFMC Catalog System may be finalized and sent to history.

9.4.2. It is forbidden to change the AAC on a NWRM NSN from a stocked/non-stocked condition to a "Y" without PO approval.

9.4.3. If the NSN is visible on the list of NSN designated NWRM, the item name will reflect NWRM in the first four positions of the item name. The remaining positions will reflect the assigned nomenclature.

9.4.4. All NSN numbered nuclear ordnance items will be recorded in the current AFMC Catalog System. The current AFMC Catalog System, maintained at AFSC 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 10**), classified in FSG 11 or both.

9.4.5. The IM will ensure the correct Serialized Report Code is maintained via the current AFMC Catalog System (reference **Table 9.2.** for appropriate code).

9.4.6. A NWRM indicator code will be assigned by DoD to all NSNs on the NWRM list approved by HAF (IAW DAFMAN 20-110, *Nuclear Weapons-Related Materiel Management, Paragraph 3.10.3.*).

Table 9.2. Serialized Report Codes.

| Code | Definition |
|-------------|-----------------------------|
| R | NWRM Communication Security |
| W | NWRM |

9.4.7. All items designated as NWRM will be cataloged by the Defense Threat Reduction Agency Nuclear Ordinance Cataloging Office.

Chapter 10

REQUIRED DOD CATALOG DATA ELEMENTS

10.1. Required Data Elements.

10.1.1. The approved AFMC Catalog System will maintain and display all required data elements as discussed in this chapter.

10.1.2. The following data elements in **Table 10.1** can be found in FLIS Technical Procedures Vol 10 (<https://www.dla.mil/Logistics-Operations/Training-and-Reference/>).

Table 10.1. Federal Logistics Information System (FLIS) Data Elements.

| Data Element | Table Name | Table |
|---------------------|---|--------------|
| AAC | Acquisition Advice Codes | 58 |
| AMC/AMSC | Acquisition Method/Acquisition Method Suffix Codes | 71 |
| BC | Budget Code | 67 |
| CAGE | Commercial and Government Entity Status Codes | 19 |
| CIIC | Controlled Inventory Item Codes | 192 |
| DAC | Document Availability Codes | 5 |
| DEMIL | Demilitarization | 216 |
| DSOR | Depot Source of Repair to Maintenance Activity | 117 |
| DSOR | Depot Source of Repair to NIMSC Compatibility | 126 |
| ERRC/RC | Expendability Recoverability Reparability Category | 69 |
| FC | Fund Code | 68 |
| HMIC | Hazardous Material Indicator Code | 179 |
| IMC | Item Management Codes (See para 10.5) | 77 |
| ITSC | Item Type Storage Code/ Type of Storage | 182 |
| MOE CODE | Major Organizational Entity Codes | 51 |
| MOE RULE | Major Organizational Entity Rules | 116 |
| MOP | Method of Preservation Code | 182 |
| NIMSC | Non-Consumable Item Materiel Support Codes (as applicable to type of Commodity) | 107 |
| NOUN | Item Name | |
| PMIC | Precious Metals Indicator Codes | 160 |
| PSC | Procurement Source Code | 138 |

| | | |
|-------|--|-----|
| QUP | Quantity Unit Pack (QUP) Codes | 56 |
| RNAAC | Reference Number Action Activity Code | |
| RNCC | Reference Number Category Codes | 6 |
| RNSC | Reference Number Status Codes | 17 |
| RNVC | Reference Number Variation Codes | 7 |
| SLC | Shelf-Life Code (Note: Additional data elements are required. See para 10.4) | 50 |
| SPI | Special Packaging Instructions (As applicable) | 182 |
| U/I | Unit of Issue Codes | 53 |

10.2. Physical Security Classification.

10.2.1. Methods of Physical Security Classification are used in the AF 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. The methods distinguish the activity assigning the code. **Note:** All Controlled Item Inventory Codes are found in CDTS V10 *Multiple Application References/Instructions/Tables and Grids*, Table 61..

10.2.1.1. Method 1. DoD Controlled Inventory Item Codes (CIIC), authorized by the DoD or its contractors are used on all forms and in publications.

10.2.1.2. Method 2. Controlled Item Inventory Codes, authorized by DoD and assigned by the Department of Energy or its contractors are used on all forms and in publications specifically related to nuclear ordnance items, regardless of the degree of security. The Defense Threat Reduction Agency classification codes appear in the C1100-ML/IL-AF (WK) USAF Federal Supply Catalog covering nuclear ordnance.

10.2.1.3. Method 3. Controlled Item Inventory Codes authorized by DoD and assigned to USAF PO activities are used on all forms and publications specifically related to cryptologic items, regardless of the degree of security. Cryptologic item data for the Cryptologic and Cyber Systems Division (CCSD) items with MMACs of “CA, CE, CI, CS, KB, KC, KE, SM, or ZG” appear in the current AFMC Catalog System.

10.2.2. 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:

10.2.2.1. 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 DoDM5200.01V2_AFMAN16-1404V2, *Information Security Program: Marking of Information*, other security directives, and in DoDM 4100.39, *Federal Logistics Information System Procedures*.

10.2.2.2. In other than the nuclear area, Item Identifications containing security classified information will be prepared using the reference method (Type 2) or the partial descriptive

method (Type 4, 4A, or 4B Item Identification format). All security-classified data is omitted from these Item Identifications. When necessary, changes to the name of the item are made to preclude compromise of security classified information.

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

10.3. Hazardous Materials Identification.

10.3.1. In accordance with DoD Instruction (DoDI) 6050.05, *DoD Hazard Communication (HAZCOM) Program*, DLA Regulation (DLAR) 4145.11, *Storage and Handling of Hazardous Materials*, Federal Standard (FED-STD) 313F, *Material Safety Data, Transportation Data And Disposal Data For Hazardous Materials Furnished To Government Activities* and FLIS CDTS V10, Table 179..

10.3.2. Publication of Hazard Classification Data. Hazard classification data is not included in the current AFMC Catalog System or 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.

10.3.3. Hazardous Materials Indicator Code (HMIC) is derived from the Safety Data Sheet (SDSs) for applicable material. The PO and the Chief Engineer are responsible for identifying and submitting hazardous material SDSs to the focal point for submission into HIMRS. USAF School of Aerospace Medicine is the POC for any item that may be hazardous. Contact USAFSAM/OET, Attn: HIMRS, 2510 Fifth Street, Bldg. 840, Wright-Patterson AFB, OH 45458, DSN 798-3764 (ESOH Service Center), Commercial (937)-938-3764, email esoh.service.center@us.af.mil. If USAFSAM verifies an item is hazardous, they will enter information in HIMRS, which will systematically drive the HMIC change. HMIRS focal point will submit the applicable HMIC to FLIS for final cataloging entry.

10.3.4. Hazardous Condition Codes (HCC) are populated in FLIS only when there is an HMIRS record for the NSN. HCCs should be obtained directly from HMIRS rather than from FLIS. HCCs are assigned at the product (HMIRS record) level rather than to an entire NSN since products with the same NSN may have different HCCs.

10.4. Shelf-life Code (SLC).

10.4.1. Shelf-life codes are required on all items IAW DODM 4140.27, Volume 1, *DOD Shelf-life Management Program: Program Administration*.

10.4.2. Shelf-life Code - Type II items.

10.4.3. Shelf-life extension data elements listed in **Table 10.2** are mandatory. IAW DODM 4140.27, Volume 2 *Dod Shelf-Life Management Program: Materiel Quality Control Storage Standards*.

Table 10.2. Shelf-Life Management Materiel Quality Control Storage Standards Data Elements.

| |
|--|
| Materiel Quality Control Storage Standards Data Elements (Mandatory Fields) |
|--|

| |
|-------------------------------------|
| Inspection Type Code |
| Visual Defect Characteristics Codes |
| Extension Months |
| Number of Extensions |

10.5. Item Management Code (IMC) Validation.

10.5.1. (See **FLIS Technical Procedures Vol 10 Multiple Application References/Instructions/Tables and Grids, Table 77**) .

10.5.2. ERRC and/or ICP usage cannot conflict with the IMC code definition. Examples:

10.5.2.1. G-ICP managed ERRC of “S” or “U” must have an IMC of “D”.

10.5.2.2. G-ICP managed ERRC of “P” or “T” must be an IMC of “E”.

10.5.2.3. C-ICP managed item must have an IMC of “B”.

Chapter 11

AIR FORCE SPECIFIC DATA ELEMENTS

11.1. Department of the Air Force Primary Inventory Control Activity (PICA) Specific Data Elements. Data that DAF Logistic Systems use for item identification and internal management. (see [Table 11.1](#).)

Table 11.1. Air Force Specific Data Elements that do not feed into Federal Logistics Information System (FLIS).

| Data Element | Name |
|--------------|---|
| JMC | Joint Management Code |
| MDC | Manager Designator Code |
| ES | Life Cycle ES Code |
| ES | Commodity ES Code |
| ERRCD | Expendability Recoverability Reparability Category Designator (3-digit code) |

Chapter 12

DD FORM 1685 AND NON-CONSUMABLE ITEM MATERIEL SUPPORT REQUEST WORKSHEET, PRIMARY INVENTORY CONTROL ACTIVITY (PICA) / SECONDARY INVENTORY CONTROL ACTIVITY (SICA) MANAGEMENT LEVEL CHANGE AND/OR REASSIGNMENT REQUEST WORKSHEET COLLABORATION/COORDINATION

12.1. General. This chapter contains procedures for processing DD Forms 1685. Guidance for processing letters, messages, and telephone requests when collaboration is required, and the cataloging and standardization impact of *Non-consumable Item Materiel Support Request Worksheet* and *PICA or SICA Management Level Change or Reassignment Request Worksheet*.

12.2. Processing DD Forms 1685.

12.2.1. The DLIS uses the DD Form 1685 (from the AF cataloging action request in the current AFMC Catalog System to coordinate additions, changes, or deletions of data elements, characteristics data, reference numbers, FSCs, management data and MOE Rule data, as well as NSN cancellations. Collaboration is accomplished according to DoDM 4100.39, *Federal Logistics Information System Procedures* Section 3. The DD Form 1685 will never be used for logistics reassignments.

12.2.2. The DLIS is the AF cataloging agent and initiates/processes DD Forms 1685 for the AF when requesting collaboration with other Services/DLA. DLIS will suspense, control, and process all DD Forms 1685 initiated by them and any another Service Agency. Occasionally the AF cataloging agent may send an email with a DD Form 1685 they received to the Activity/C-ICP Cataloging Managers in order to coordinate Part Number and/or CAGE Code updates and Cancel-Invalid, Cancel-Use, Cancel-Duplicate NSN Requests. The Activity/C-ICP will respond to the email with concurrence or nonoccurrence with a justification statement. The AF cataloging agent will respond to the DD Forms 1685 and will take the cataloging actions in FLIS. When an Activity needs to communicate its needs for non-consumable item materiel support, logistics reassignment, or PICA/SICA management level changes to other Service Agency (e.g., Federal Aviation Administration, National Weather Service,) refer to the instructions below.

12.3. Processing Non-Consumable Item Materiel Support Request Worksheet and Primary Inventory Control Activity (PICA) / Secondary Inventory Control Activity (SICA) Management Level Change or Logistics Reassignment Request Worksheet.

12.3.1. AFMC Inter-Service Focal Point Responsibility.

12.3.1.1. The AF gatekeeper for Inter-Service PICA/SICA work packages. As such is responsible for:

12.3.1.2. Facilitate C-ICP Inter-Service coordination between AFMC Centers and other services. Including reception/transmission of C-ICP Inter-Service packages, tracking of packages, and responses to status /follow-up requests. **Note:** All C-ICP Inter-Service packages submissions will utilize the AFMC Inter-Service workflow (HQAFCM.A4RM.InterserviceActions@us.af.mil).

12.3.2. AFMC Centers Responsibility.

12.3.2.1. The Inter-Service Focal points at each Center will process and control all *Non-consumable Item Materiel Support Request Worksheets*, PICA/SICA Management Level Changes (i.e., Non-consumable Item Materiel Support Code), or Logistics Reassignment Request Worksheets submitted by other Service/Agencies (e.g., Federal Aviation Administration and National Weather Service). **Note:** Only the Activity and AFSC has authorization to process or initiate these forms within the AF.

12.3.2.2. The AF IM will position (suspend) the CMD in the current AFMC Catalog System when the Non-Consumable Item Materiel Request Worksheet is sent through the Activity non-consumable item materiel request worksheet and management level change or reassignment request worksheet focal point. The focal point will submit the non-consumable item materiel support request worksheet and management level change and/or reassignment request worksheet using the DLA Electronic Cataloging (E-Cat) application. The DLIS will receive, suspend and collaborate/coordinate the non-consumable item materiel support request worksheet and management level change and/or reassignment request worksheet with the primary inventory control activities.

12.3.2.3. Center requesting Activities will use the Non-Consumable Item Materiel Support Request Worksheet for non-consumable items when collaborating, coordinating, or requesting MOE Rule additions between services. **Note:** Once the addition is recorded, the *Non-consumable Item Materiel Support Request Worksheet* will not be used to obtain follow-on support.

12.3.2.4. Center requesting Activities will use the PICA/SICA Management Level Change or Logistics Reassignment Request Worksheet for items of supply when:

12.3.2.4.1. Recommending the transfer of PICA responsibilities between Service/Agencies and/or any changes to management level data (e.g. NIMSC, DSOR, Logistics Reassignments, etc.). **Note:** If the AF is to become the PICA, process according to **Chapter 8** of this manual after collaboration with all SICA and PO (if applicable).

12.3.2.4.2. Requesting a change to an item from consumable to non-consumable or non-consumable to consumable.

12.3.2.4.3. When requesting the deletion of a SICA MOE, the Defense Logistics Information Services considers the PICA or SICA Management Level Change or Reassignment Request Worksheet to be "INFORMATIONAL" (i.e., PICA approval is not required; intent is to inform the PICA that usage is discontinued). When submitting AF "INFORMATIONAL" worksheets, the AF SICA Major Organizational Entity rule must be ready to be deleted (i.e., all actions required to change to AAC "Y" are completed). The Interservice Focal Points verifies that the NSN is in AAC "V", no freeze codes or other data fields need to be corrected before submitting through E-Cat.

12.3.2.4.4. Requesting or proposing management level changes.

12.4. The AF Cataloging Agent Responsibilities.

12.4.1. When collaboration or coordination of Non consumable Item Materiel Support Request Worksheets and PICA/SICA Management Level Change or Reassignment Request Worksheets are complete, cataloging actions are processed according to DoDM 4100.39,

Federal Logistics Information System Procedures and **Chapter 6** through **Chapter 10** of this manual. The AF will submit AF CMD updates in the current AFMC Catalog System or AF CMD will be processed by the Defense Logistics Information System in the Federal Logistics Information System. **Note:** The current AFMC Catalog System is limited on the types of transactions that must be processed. Multiple transactions must be processed in FLIS by DLIS per the approved worksheets (e.g., AF assuming PICA management and deleting the other Service/Agency). Other actions can only be processed by the PICA (e.g., AF SICA NIMSC changes).

12.4.2. Other service-initiated Non-Consumable Item Materiel Support Request Worksheet and PICA/SICA Management Level Change or Reassignment Request Worksheet will be submitted into E-Cat. The DLIS will receive, suspense and collaborate/coordinate Non-Consumable Item Materiel Support Request Worksheet and PICA/SICA Management Level Change or Reassignment Request Worksheet with the AFMC Inter-Service workflow via email (HQAFMC.A4RM.InterserviceActions@us.af.mil).

12.5. Intra-AF Logistics Reassignment for Air Force Secondary Inventory Control Activity (SICA) National Stock Numbers.

12.5.1. If another Service Agency is the PICA and an intra AF logistics transfer is required between Activities, the losing Activity will collaborate with the gaining Activity via email, letter, or the like.

12.5.2. Once an agreement is reached between the Activity's PICA or SICA Management Level Change or Reassignment Request Worksheet will be submitted into E-CAT. DLIS will receive, suspend and collaborate/coordinate with the PICA. **Note:** AF SICA MOE rules can only be processed/changed by the PICA.

Chapter 13

FOREIGN MILITARY SALES (FMS)

13.1. Purpose and Scope. The requirement to perform cataloging functions for the FMS program is driven by the AF's obligation to provide logistics support for all items and configurations which have been sold through USAF FMS programs as directed by DAFMAN 16-101 *Security Cooperation (SC) and Security Assistance (SA) Management* and AFMCI 16-101, *Security Cooperation (SC), Security Assistance (SA) and Foreign Military Sales (FMS) Management*. These policies and procedures are applicable to those organizations participating in the normal cycle of processing items and systems under a FMS program, which include, but are not limited to the HQ AFMC, POs, AFSC, DLIS, AF Cataloging Agent, and Air Force Security Assistance and Cooperation Directorate.

Table 13.1. Foreign Military Sales (FMS) Specific Data Elements.

| MOE Rule | PICA Activity Code | ICP | LOA | SOS | MMAC | AAC |
|--|--------------------|--------|-----|-----|-------------|-----|
| FMSU | SU | OO-ALC | 99 | F4U | XL/XT/XW | P |
| FMSX | SX | OC-ALC | 99 | F8U | XV | P |
| FMSG | TG | WR-ALC | 99 | F2U | EX/XG/XY/XZ | P |
| Note: AF FMS SICA sponsor MOE rule (i.e., F2KZ, FCL2, FHD2) | | | | | | |

Chapter 14

USAF IMPLEMENTATION OF THE FEDERAL STOCK CLASS AND MATERIEL MANAGEMENT AGGREGATION CODE

14.1. Purpose and Scope.

14.1.1. 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 NATO countries. Basic principles and federal rules as they apply to designating the FSC of an item of supply are in Cataloging Handbook H2-1, *FSC, Groups and Classes*, Handbook H2-2, *FSC Numeric Index of Classes*, Handbook H6, *Federal Item Name Directory*, and FLIS Technical Procedures, Vol 4, CH2.

14.1.2. The AF MMAC auxiliary classification tool permits a broader commodity classification detail than provided under the rules of the Federal Catalog Program, but it must be restricted to intradepartmental usage and transactions. Use of MMAC is authorized by and must be used in accordance with the current AFMC Catalog System.

14.2. Responsibilities.

14.2.1. HQ AFMC will:

14.2.1.1. Provides oversight for AFSCs execution of the FSC program within the AF.

14.2.1.2. Provides the AF representative to the Federal Cataloging Committee.

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

14.2.1.2.2. Resolve all FCC conflicts between two or more interested AF activities.

14.2.2. PO/G-ICP/C-ICP will:

14.2.2.1. Determine the FSC assignment for new items entering the AF Supply System.

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

14.2.2.3. Review, in conjunction with the FSC IM, all MMAC assignments (except the reclassifications by DLIS as specified in **Paragraph 14.3.1.4.2.**) to ensure compliance with requirements.

14.2.3. AFSC will:

14.2.3.1. Input necessary changes/corrections to the current AFMC Catalog System.

14.2.3.2. DLIS is ultimately responsible and has full authority for ensuring the FSC and item name is assigned in accordance with FLIS Technical Procedures, Vol 3.

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

14.2.3.4. Submit FSC structure proposals following procedures in **Chapter 3** of this manual.

14.3. Procedures Applicable to New Items Requiring National Stock Number Assignment.

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

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

14.3.3. 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:

14.3.3.1. Annotate the changes FSC/MMAC in the current AFMC Catalog System by accessing the message screen and assigning one of the five response codes (FA through FE) for FSC/MMAC changes on new NC item requests.

14.3.3.2. The AF Cataloging Agent will notify the responsible Center requesting Activities or C-ICPs when the item cannot be processed using the current AFMC Catalog System (for security reasons) because of the FSC.

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

14.3.5. If changing the FSC changes management responsibility:

14.3.5.1. PO/G-ICP/C-ICP may request a management transfer at the time of the FSC change. The gaining PO/G-ICP/C-ICP will furnish a written request to justify management to the losing PO/G-ICP/C-ICP for concurrence.

14.3.5.2. When the AF cataloging agent initiates an FSC change, item management responsibility will be retained at the originating PO/G-ICP/C-ICP IMM activity by application of the following rules:

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

14.3.5.2.2. If a MMAC is not assigned, the AF cataloging agent will assign the FSC and return the request via the current AFMC Catalog System or email to PO/G-ICP/C-ICP for a MMAC assignment.

14.3.6. When a FSC change creates an incompatibility between the FSC and MMAC, the losing AF cataloging agent will coordinate the necessary changes to the DLIS AF Liaison. The AF Liaison will send an email to the current AFMC Catalog System email box. The functional OPR for the current AFMC Catalog System in AFSC will review the incompatibility and if approved AFSC, will update the current AFMC Catalog System to reflect the new FSC/MMAC compatibility.

14.4. Procedures Applicable to New Items Submitted for National Stock Number Assignment Which Match Existing National Stock Numbers in a Federal Stock Class Other than the Requested Federal Stock Class.

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

14.4.1.1. The IM at the initiating Activity or C-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 via email with an attached official memorandum.

14.4.1.2. A ND NSN will be assigned to the new item and maintained until delivery of initial procurement. Once receipt and transfer of property to existing NSN is completed ND NSN will be deleted.

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

14.5. Undelivered Contract Balances.

14.5.1. 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:

14.5.2. The ordering 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.

14.5.3. If the ordering manager is not within the activity having responsibility for the contract involved, the ordering 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.

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

14.6. Federal Stock Class and Materiel Management Aggregation Code Changes to Existing National Stock Numbers.

14.6.1. The following conditions may require FSC or MMAC changes:

14.6.2. 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.

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

14.6.4. An item is improperly described and the revised item identification requires a FSC change.

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

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

Chapter 15

USAF MATERIEL IDENTIFICATION AND PROVISIONING RELATIONSHIP

15.1. Relationship. Provisioning of spare parts for future support of AF 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 Item Identification, Item Entry Control, 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 AF 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 AFMCMAN 20-101, *Integrated Materiel Management (IMM) Assignment and Change Management*, and AFMCMAN 20-106 *Provisioning*.

Chapter 16

THE CURRENT AFMC PROVISIONING SYSTEM

16.1. Purpose and Scope. The current AFMC Provisioning System is the AF's preliminary Item Entry Control System. Through the use of the FLIS screening and Part Number history files, or manually created inputs by DLIS technicians, the system will ensure that only the best and most preferred parts are used in support of weapon systems. The purpose of this 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 of coding documents produced by the current AFMC Provisioning System, used at Provisioning Conferences.

16.2. General. The current AFMC Provisioning System processes the Provisioning Parts List data via FLIS screening results, history file records, and technician online processing. The system allows online 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 and technician online queries of pass-through screening results. The system assigns and balances workloads, generates reports, and edits all data passing 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 the system selecting for review only those records containing NSL items and those records having stock listed items that could not be automatically processed by the system. With the system able to electronically transfer logistics data from the Provisioning Screening Results to the Provisioning Technical Documentation, minimizing manual transcription of data enhances accuracy.

16.3. Responsibilities.

16.3.1. AFSC will:

16.3.1.1. Generate and submit system change requests in the form of Computer System Requirements Definition Program and system deficiencies in the form of Deficiency Reports.

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

16.3.1.3. Exercise overall monitoring and programming of the data automation requirements of the current AFMC Provisioning System.

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

16.3.2. AFMC/A4N will maintain surveillance over all the system records and products to ensure timeliness and compliance with mission requirements and objectives.

16.4. Interfaces. The current AFMC Provisioning System interfaces with the following:

16.4.1. D220, which operates at each of the three activities.

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

16.4.3. Specialized product complexes, located throughout the United States.

16.5. Edits. There are 37 tables in the current AFMC Provisioning System 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 17

THE CURRENT AFMC CATALOG SYSTEM

17.1. Purpose and Scope.

17.1.1. Provides for AF participation in the Federal Catalog Program, as set forth by DoDM 4100.39.

17.1.2. Supports AF cataloging policy outlined in Item Management Instruction. Interfacing with FLIS and numerous other databases, the current AFMC Catalog System is a central repository of Federal and AF logistics data for AF users. The current AFMC Catalog System receives, validates records, maintains, and distributes CMD as identified in [Table 17.1](#). The system facilitates AF involvement in numerous DoD-directed programs, such as: the Item Management Coding Program (see DoD 4140.26-M, Vol 1, *DoD Integrated Materiel Management for Consumable Items: Item Management Code Assignment*); and the DoD Interchangeability and Substitution Program.

17.2. Catalog Data. For a given item of supply, these catalog data can be searched on-line, via the current AFMC Catalog System.

Table 17.1. Catalog Data.

| NSN/Part Details |
|---|
| Header Information (Subcategory below) |
| ** I&S Decision Record (ISDR) |
| Part Details |
| Misc Management Details (Subcategories below) |
| ** Federal Identifiers |
| ** Misc Financial |
| ** Misc Indicators |
| ** Application Details |
| ** Org Mgmt Details |
| All Services - Mgmt Details |
| Future Dated Mgmt Line Information |
| MOE Details |
| Standardization Details |
| Future Dated Standardization Information |
| I&S Details |
| Future Dated I&S Information |

| |
|----------------------------------|
| I&S Exceptions |
| Price details |
| Munition Details |
| Freight & Transportation Details |
| Packaging & Shipping Details |
| RIMCS |
| Characteristics |
| Contract Details |

17.3. Data Validation and Compatibility Edits. Maintain the integrity of the data, the current AFMC Catalog System processes and updates the AF catalog with approved changes received from the Federal Catalog. The current AFMC Catalog System executes data validation rules on all assistance (requests stock listed and NSL) to ensure data integrity. The validation edits include the Federal A6LS Tables and the AF Data Element Edit Tables. **Note:** Real time edits will be applied to Assistance Request to prevent incorrect submittals.

17.4. Data Retrieval.

17.4.1. The current AFMC Catalog System 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. Data retrieved can be exported.

17.4.2. Special Requests. Tailored data extracts from the current AFMC Catalog System master files are also available by special request. This is accomplished by contacting the Service Desk using the Help menu from within the AFMC Catalog System application.

17.5. Assistance Request (AR) Workflow and Dashboard. ARs follow a standardized Configuration Managed (CM) - workflow. These workflows ensure that all requests are evaluated and approved in accordance with assigned cataloging roles and responsibilities. These workflows preserve a division of duties, enabling cognizant authorities to collaborate and coordinate approvals. User dashboards are used to track and access workload. See [Chapter 8](#) for roles and responsibilities.

Chapter 18

DEFENSE STANDARDIZATION PROGRAM (DSP)

18.1. Responsibilities.

18.1.1. The DSP policy originates from the Office of the Assistant Secretary of Defense and the responsibilities are delegated to various DoD activities. Service Agency implementation of the DSP is directed by the Departmental Standardization Office. The responsibilities are identified in the Federal Standardization Manual, the DoDM 4120.24, Department of the Air Force Policy Directive (DAFPD) 60-1, *Air Force Standardization Program*, DAFI 60-101, *Materiel Standardization*, and DAFI 60-101_AFMC SUP.

18.1.2. Most standardization actions require a coordinated effort among the standardization, engineering, and defense standardization communities.

18.2. AFMC Organization for Standardization. Implementation of the DSP is further developed within the AF as stated in DAFI 60-101 and the AFMC supplement. The HQ AFMC/EN, Directorate of Engineering and Technical Management, Systems Engineering Division, is designated as the Command Standardization Executive and Command Standardization Office (Code 10) for the AF. The Command Standardization Office plans, directs, advocates, and monitors the DSP within the command. The remaining centers, organizations, and offices, which participate in the DSP, are designated as Standardization Management Activities and identified as active participants in the SD-1, *The Standardization Directory*, see 18.11. To accomplish their mission, AFMC Standardization Management Activities will use the latest versions of the documents listed in [Attachment 7](#) governing the preparation of standardization documents additional to the Federal Standardization Manual, the DoDM 4120.24, DAFI 60-101, *Materiel Standardization*, and DAFI 60-101_AFMC SUP.

18.3. International Military Standardization Agreements.

18.3.1. Responsibility for Participation. Policies and responsibilities for compliance with international military standardization agreements can be found in DoDM 4120.24, DAFPD 60-1, *Air Force Standardization Program*, DAFI 60-101, and implemented by DAFI 60-106, *International Military Standardization Program*.

18.3.2. Program Implementation.

18.3.2.1. When a standardization agreement (or any change to it) is implemented, the AF International Standardization Office is notified of the method and date of implementation. New international standardization agreements and changes to existing agreements, with AFMC interest, are forwarded to the interested Standardization Management Activities by the International Standardization Office for monitoring action.

18.3.2.2. The Standardization Management 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 Management Activity, to initiate a project to implement the agreement within 30-calendar days. Additional copies of international agreements, which may be required, can be obtained online from the Acquisition Streamlining and Standardization Information System (ASSIST) database.

18.3.2.3. Implementation of an agreement is signified by the Standardization Management Activity's receipt of an amendment, revision, etc., which incorporates the agreement within the implementing document. Standardization Management Activities will ensure the provisions of this manual are complied with prior to forwarding the document to DSP Automation Office for action.

18.3.2.4. Standardization Management Activities will ensure subsequent changes to the implementing document do not affect that portion containing the international standardization agreement.

18.3.2.5. AFMC Standardization Management Activities will notify the International Standardization Office of the method and date of implementation.

18.3.2.6. International agreements relating to DoD Standard Drawing Practices, DoD Engineering Data Reproduction Systems, Engineering Data Systems, and Technical Manual Specifications and Standards are implemented by the HQ AFMC/A4F Engineering Data Office (Code 16).

18.3.3. Publication Annotation Procedures. Each publication, which implements a standardization agreement, is annotated to clearly indicate the agreement it implements. In addition to DAFI 60-106, *International Military Standardization Program*, the following instructions apply:

18.3.3.1. Preparing Activities 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 AF.

18.3.3.2. When military documents (e.g., specifications, standards, 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 Air and Space Interoperability Council standard number, the Standardization Agreement 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 Departmental Standardization Office, to change the agreement or make other appropriate accommodations."

18.3.3.3. If a specification or standard includes drawings, the drawings will contain the following statement: "International Interest - See specification or standard (insert document identifier). Consult the Preparing Activity before any revision."

18.3.3.4. 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 Departmental Standardization Office, as required."

18.4. Processing Standardization Documents.

18.4.1. Sequence of Actions. The preparation of standardization documents normally proceeds through the following sequence of actions:

18.4.1.1. Establish a requirement for an item.

18.4.1.2. Search for Existing Standardization Documents. The name of the item determines the applicable Federal Supply Class 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 Acquisition Streamlining and Standardization Information System (ASSIST) for the most recent existing document. An existing document will be revised to include a new requirement in preference to preparing a new duplicate, overlapping document. **Note:** If a revision cannot be completed in a timely manner, an interim document may be prepared. Refer to DoDM 4120.24.

18.4.1.3. Review the project module of the ASSIST database to determine if a similar new document is in preparation by another DoD activity.

18.4.1.4. Industry sources are reviewed to determine the availability of a non-Government standard. Non-Government standards are documents, issued by private sector organizations, which describe goods, services, and engineering practices commonly available to the general public.

18.4.2. Document Preparation:

18.4.2.1. If a new standardization document must be prepared, the following order of preference will be followed according to the *Federal Acquisition Regulation (DFAR)*, part 11, para 11.101:

18.4.2.1.1. Documents mandated for use by law.

18.4.2.1.2. Performance-oriented documents.

18.4.2.1.3. Detailed design-oriented documents.

18.4.2.1.4. Standards, specifications, and related publications issued by the government outside the defense or federal series for the non-repetitive acquisition of items.

18.4.2.2. Determining the Proper Type of Acquisition Document. The type of document to be prepared is determined by the type of item or service to be procured. An item unique to a military application is described in a military specification. A commercial off-the-shelf, or modified commercial off-the-shelf, item is described in a federal series document, such as a FED-SPEC or Commercial Item Description, depending on the complexity of the requirements. A non-Government standard may be adopted in lieu of a Federal Specification or Commercial Item Description if available or if a Non-Government Standards Body is willing to prepare one.

18.4.2.3. Preparing Activities are responsible for preparation of the proper type of standardization documents in their assigned FSC. Refer to DoDM 4120.24 and DAFI 60-101, for approval guidance to developing a new standardization document.

18.4.3. Document Research.

18.4.3.1. Market Research and Analysis is the collection and evaluation of data necessary to determine:

18.4.3.1.1. Salient characteristics, which a product must possess to meet a particular government user's need.

18.4.3.1.2. Availability of products possessing the salient characteristics.

18.4.3.1.3. Alternative acquisition strategies available for acquiring such products (i.e., locally purchased, off the GSA schedule, Inter-Service or interagency SSRs, etc.).

18.4.3.2. FSC and Item Name of the Item (Title).

18.4.3.2.1. The FSC for a standardization document is determined according to the Cataloging Handbook H2-1, *Federal Supply Classification*.

18.4.3.2.2. Standardization documents will be titled according to the Cataloging Handbook H-6, *Federal Item Name Directory*.

18.5. Acquisition of Commercial Products.

18.5.1. Policy.

18.5.1.1. Established by the Office of Management and Budget.

18.5.1.2. The Office of the Assistant Secretary of Defense states "The US Government will purchase Commercial off-the-Shelf products when such products will adequately serve the U.S. Government's requirements."

18.5.1.3. Designed to reduce research, engineering acquisition, and support costs by:

18.5.1.3.1. Maximizing the acquisition and use of items regularly manufactured and sold off-the-shelf in the public marketplace, with minimal or no required modification.

18.5.1.3.2. Encouraging, recognizing, and evaluating technological innovations in commercial items that are applicable to DoD needs.

18.5.2. Procedures. When it is determined that a Federal specification or Commercial Item Description is required for a commercial-type product, the following procedures will be followed:

18.5.2.1. Perform market analysis to determine whether one or more commercial items are available which can meet or approximate the established need.

18.5.2.2. Ensure the specification or Commercial Item Description contains only the minimum requirements stated in performance terms that will enable purchase of the acceptable commercial products "off-the-shelf."

18.5.2.3. Quality assurance requirements will be included in a Commercial Item Description when they are determined to be essential. They will not exceed what a non-government buyer might prudently request.

18.5.2.4. Ensure the specification or Commercial Item Description supports the acquisition strategy for the product. The Preparing Activity must consider the method of acquisition, storage, distribution, logistic support, and maintenance intended for the product when preparing the document.

18.6. Coordination of Standardization Documents.

18.6.1. Draft Document Procedures.

18.6.1.1. All draft documents prepared by responsible engineering offices or by authorized authors will be forwarded to their Preparing Activity, their standardization focal point, or their Agent, if not manned for document management under the DSP, as identified in the SD-1, *The Standardization Directory*.

18.6.1.2. The draft document will be prepared in Microsoft Word and sent via email. The Preparing Activity will make corrections to the document, as necessary, to include format, grammar, and punctuation. Any corrections regarding the technical content of the document must be coordinated with the engineer who has responsibility for the document.

18.6.1.3. Once the Preparing Activity has completed its review, the draft document will be returned to the responsible engineering office to approve the final draft document prior to coordinating the document.

18.6.1.4. Documents shall be coordinated with the Engineering Support Activity (ESA) for affected weapon systems to ensure that critical characteristics for Critical Safety Items (CSI) are adequately addressed and appropriate source approval requirements are identified. All comments from ESAs on CSI shall be considered "Essential".

18.6.2. Coordination Procedures. Once the draft document is approved, the Preparing Activity will coordinate the document through the ASSIST. After the coordination period has elapsed, the Preparing Activity will collect and forward any approved technical comments made by industry or other DoD activities to the responsible engineer for consideration and incorporation into the draft document.

18.6.3. Final Approval and Processing. The responsible engineer will send the finalized draft documents to the Preparing Activity in Microsoft word format via email. The Preparing Activity, after their review and approval, will convert the document to Adobe PDF, and submit the final document to the DSP Automation Office for publication and distribution.

18.6.4. Document Distribution. The DoD Standardization Program Automation Office reviews, approves, and publishes the documents in the ASSIST.

18.7. Transfer of Standardization Documents.

18.7.1. There are times in which a Standardization Management Activity no longer has interest in a standardization document. In such cases, the Activity's interest may be transferred to another Standardization Management Activity upon an agreement between the losing Activity and the gaining Activity. The agreement is based on the interests between the two Standardization Management Activities.

18.7.2. Inter-Service Transfers.

18.7.2.1. At times, the AF has an engineering interest in a document prepared by another Service Agency that has proposed a cancellation. When this occurs, it may be necessary

for the AF to take over as the Preparing Activity having engineering authority. 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 Preparing Activity responsibilities in their comments to current Preparing Activity.

18.7.2.2. The gaining Preparing Activity will notify the current Preparing Activity to arrange for the document's standardization and engineering files to be transferred. The gaining Preparing Activity will also ensure that the DSP Automation Office and responsible Lead Standardization Activity are notified of the change.

18.8. Overage Document Review.

18.8.1. Prioritizing Overage Documents. In a collaboration effort between the responsible engineering office and the Preparing Activity, taking action on overage documents will be prioritized to ensure they are updated, and to minimize backlogging documents into the next review cycle.

18.8.2. Documents not updated by the end of the review 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.

18.8.3. The Lead Standardization Activity may initiate cancellation action on documents over six years old according to DoDM 4120.24.

18.8.4. Standardization Policy. Specifications are maintained only as long as they are needed for procurement purposes. This policy will be strictly enforced by the Standardization Management Activities.

18.9. Other Standardization Documents.

18.9.1. Data Item Descriptions (DIDs). Data Item Description is used when the government requires data to be supplied under the terms of a contract. A Data Item Description 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.

18.9.2. Policy and Procedures. Prepared according to MIL-STD-963C, *Data Item Descriptions(DIDs)*.

18.9.3. The HQ AFMC/EN, Systems Engineering Division is designated as the AFMC data manager. The Command Standardization Office (Code 10) is the sole approving authority for new DIDs within the DAF. AFMC approves DIDs for the entirety of the Air Force and USSF. 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.

18.9.4. Qualified Products Lists. Preparing Activities responsible for preparation, format, justification, retention, authorization, and use of qualified product lists, will refer to the *Federal Standardization Manual; SD-6, Provisions Governing Qualification*; and DoDM 4120.24 for instructions and responsibilities in the use and maintenance of qualified products lists.

18.9.5. Non-Government Standards.

18.9.5.1. Policy and procedures for non-Government standards are addressed in DoDM 4120.24.

18.9.5.2. Adoption for use is preferred in lieu of preparing other types of standardization documents.

18.9.5.3. Participation in Development.

18.9.5.3.1. Office of Management and Budget 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 non-Government Standard Boards.

18.9.5.3.2. DoD components should provide representatives to industry standard bodies during development efforts, as required.

18.9.5.3.3. Participants are listed in the Non-Government Standard Technical Committee Participation Database at <http://www.standards.gov> or from the DSP home page link at <https://www.dsp.dla.mil>.

18.9.6. Purchase Descriptions. The Federal Acquisition Regulation, Part 11, para 11.102, states that requirements documents will be developed according to guidance contained in the Federal Standardization Manual and, for DoD components, DoDM 4120.24. There are situations when the development of a non-Government standard, federal standard, or military standard or specification is not warranted. These include one-time purchases, small purchases, or when development of a standardization document is not cost effective.

18.9.6.1. Purchase descriptions, also known as product descriptions, 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. Purchase descriptions are not intended for repetitive procurements.

18.9.6.2. Disadvantages of using Purchase Descriptions:

18.9.6.2.1. There is no visibility of purchase descriptions as they 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 purchase description item, they have no way of knowing the recurring requirement exists.

18.9.6.2.2. A lack of visibility results in Preparing Activities developing similar purchase description to buy the same kind of item.

18.9.6.2.2.1. Multiple NSNs may be assigned to an item of supply when descriptive data is unavailable, different purchase description numbers are assigned, and different manufacturer's reference numbers make the item unrecognizable as the same item of supply.

18.9.6.2.2.2. Central stock, store, and issue determinations are not evaluated because multiple requirements are only visible locally.

18.9.6.2.2.3. Purchase descriptions have no standardized format. Specific areas, such as requirements, quality assurance, etc., are difficult to locate.

18.9.6.2.2.4. They bypass coordination efforts within the standardization community, and lack of cross-reference documentation jeopardizes proper standardization I&SGs, catalog phrase coding, etc.

18.9.6.2.2.5. Items procured are not authorized for generic NSN relationships.

18.9.6.2.2.5.1. DoD policy restricts generic NSN relationships to items produced under military, federal, or industry specifications. **Note:** A common misconception is that purchase descriptions are “quicker out the door” than ASSIST type documents, because they do not require coordination with other DoD activities.

18.9.6.2.2.5.2. The coordination cycle for a new commercial item description is limited to 30-calendar 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.

18.9.6.3. Purchase description identifiers for one-time buys, and those that may lead to multiple buys, will be constructed as shown in **Table 18.1**. This standard format will facilitate inspections and audits for adherence to purchase description policy.

Table 18.1. Document Identifiers for Purchase Descriptions.

| Doc Type | Year | Office Symbol | Sequence Number |
|---|------|---------------|-----------------|
| PD | 09 | OC/TICLA | 001, 002, etc.* |
| Notes: A purchase description is a one-time buy and will require a buy-item CAGE code and part number to be added to the NSN. * - indicates sequence numbers restarting at “001” for each year. | | | |

18.10. Acquisition Streamlining and Standardization Information System (ASSIST).

18.10.1. The DoD 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 contains information on all DoD prepared commercial item descriptions, specifications, standards, and handbooks. It is a complete listing of all unclassified federal, military, and departmental specifications, standards, and related standardization documents, and federal and industry (non-government) documents which have been adopted for DoD use. Use of the ASSIST is mandatory for all DoD activities.

18.10.2. ASSIST provides information on active, inactive, and canceled documents in the following categories: military specifications, military standards, military sheet form standards (MS), AF-Navy aeronautical standards (AN), AF-Navy aeronautical design standard (AND) drawings, military bulletins and handbooks, commercial item descriptions, adopted non-Government standards, FIPS, qualified product lists, DIDs, International Standardization Agreements, DoD Standardizations Directories, and military guide specifications.

18.10.3. The ASSIST database presently consists of three major DoD standardization and acquisition databases. These databases include the ASSIST, SD-1, and the Qualified Products

Database. These databases are accessed, and the information is integrated to supply a variety of standardization document report capabilities to support DSP initiatives, and track and maintain current status of standardization projects.

18.10.4. System Access. ASSIST may be accessed via <https://assist.dla.mil>. A password is required prior to system access and may be obtained by registering through the website or calling the ASSIST Help Desk at commercial (215) 737-8000.

18.10.5. Changes to ASSIST. Changes or corrections to existing ASSIST data are accomplished by submitting feedback using the “Feedback” links on the website. Changes or comments to documents posted on the website may be submitted through the “Feedback” links on the website or by contacting the office listed in the Contact Block on the first page of any standardization document.

18.10.6. Listing AF Interested Activities.

18.10.6.1. Any Activity can designate itself as a Custodian or Reviewer based on their interests. Preparing Activities are not designated as interested activities, since they manage the document.

18.10.6.2. Concluding material, of new and revised standardization documents, will indicate the interested activities in the order desired.

18.11. Standardization Directory (SD-1).

18.11.1. Introduction. The SD-1 is a sub database of the ASSIST and is available to all ASSIST users. Point of contact information available in ASSIST is apt to be more current. The SD-1 identifies the activities and responsibilities for those activities having an interest in the DSP.

18.11.2. Description. The SD-1 is comprised of three parts: Part 1, known as the Standardization Management Activity List, identifies DoD Standardization Management Activities 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, data item description approval authorities, and a listing of retired standardization codes.

18.11.2.1. Part 1 is made up of two segments.

18.11.2.1.1. The first segment lists Standardization Management Activities, sectioned off by military activities, defense agencies, and other elements of the Federal Government.

18.11.2.1.2. Segment two lists Standardization Management Activities in alphanumeric sequence by the designated activity codes for the Standardization Management Activities.

18.11.2.2. Part 2, Standardization Assignments, is a list of standardization assignments, i.e. Lead Standardization Activity, Participating Activity, Item Reduction Activity, etc. This is broken out by standardization area, Federal Supply Groups, and Federal Supply Classes.

18.11.2.3. Part 3, Points of Contact, provides standardization points of contact, including names, addresses, and phone numbers for the DoD, civilian agencies, and non-Government standard bodies. It also identifies standardization areas and Federal Supply Classes in which DoD Standardization Management Activities and civilian agencies have an interest and should review standardization documents and item reduction studies.

18.12. MIL-HDBK-300, Support Equipment Data Sources. MIL-HDBK-300 is a DoD support equipment data sources guide. It guides users on how to effectively research support equipment in the DoD inventory that could potentially fulfill specific requirements. The methodology described in MIL-HDBK-300 can be used to conduct a commonality analysis during the creation or review of Support Equipment Recommendation Data reports. Use of this handbook is intended to provide for maximum utilization of existing DoD assets, thus minimizing duplicate design or development of support equipment for various weapon systems. The latest version of MIL-HDBK-300 can be found on ASSIST (<https://assist.dla.mil>). **Note:** MIL-HDBK 300 includes support equipment exclusion criteria and POC for the AFLCMC/LG-LZ.

Chapter 19

ITEM REDUCTION PROGRAM

19.1. Item Reduction Studies Responsibilities.

19.1.1. Item reduction study projects will be conducted IAW DAFI 60-101, *Materiel Standardization*, AFMC Supplement.

19.1.2. Item Reduction Studies prepared in all FSCs in Federal Supply, whether prepared by an AF activity, by another Service Agency or DLA, will be coordinated with the appropriate Activity Engineering Support organization.

19.1.3. AFLCMC/EZSS AF Item Reduction Custodian is responsible for preparing Item Reduction Studies in all FSCs, which have been assigned to AF G11GP, 65GP, 68GP, 91GP in addition to FSC 1510, 1520, 1540, and 1550.

19.2. Procedures and Study Format. Procedures, data requirements, catalog data actions, and format for Item Reduction Studies and item standardization coding are according to DoDM 4120.24

19.3. Activities and Item Reduction Custodian Coordination.

19.3.1. AFLCMC/EZSS Item Reduction Custodian will review all Item Reduction Studies in which one or more of the Activities have user interest recorded on at least one of the NSNs included in the study.

19.3.1.1. AFLCMC/EZSS Item Reduction Custodian will compare same/similar items in Item Reduction Standardization group considering each item used by AF related to Items Standardization Codes 1 and 3, which indicates current AF use. See **Table 19.1** for Item Standardization Code definitions.

19.3.1.2. Activity ESAs will perform reviews of Item Standardization Code 1 and or 3 for which they are assigned. Reviews will occur at least semi-annually.

19.3.2. These related items must be in the AF Catalog System record and part of an I&S Group where the Item Standardization Code of the Master NSN “1” is the group master.

19.3.3. The Activity ESAs will forward their comments to the AFLCMC/EZSS Item Reduction Custodian with sufficient lead time to allow 10 working days from the due date, to consolidate AF comments and prepare a reply to the Preparing Activity. ESA comments will indicate concurrence or identify, by index number, Item Standardization Code 1/3 relationships that are not acceptable. **Note:** If ESA cannot complete Item Reduction project review by the scheduled due date, it is Item Reduction Custodian’s responsibility to inform preparing activity following receipt of the requested due date extension, Item Reduction Custodian will obtain an extension from the Item Reduction Study Preparing Activity prior to granting an extension to the Activity ESA.

19.3.3.1. When responding with a non-concurrence to a relationship, the Engineer will include technical justification to support his/her decision.

19.3.3.2. Comments will include the name, office symbol of the reviewer or responsible POC.

19.3.3.3. Activity will retain the Item Reduction Study until they receive the summary of the Completed Item Reduction List from the Preparing Activity.

19.3.4. Item Reduction Custodian will contact the ALC reviewers when comments differ as to acceptability of replacing Item Standardization Code 1 items. If resolution cannot be reached between reviewers, the Custodian will reply to the Preparing Activity with a non-concurrence to the subject relationship.

19.3.5. Item Reduction Custodian will forward a listing to the Activity standardization program focal point as indicated in the SD-1 after the Item Reduction Study review is complete. This listing will identify the index number and corresponding NSN of each Item Standardization Code 1 item to be adopted for AF use.

19.3.6. Appropriate ES, IM, and responsible Engineer may request Item Reduction Custodian initiate a Cataloging Action Request or SSRs, as appropriate, to adopt replacing Item Standardization Code 1 items, identified in the DLIS listing, for AF use.

19.3.7. Item Reduction Custodian will ensure NSN on the adoption listing are adopted for AF use within 180-days. Custodian will follow up to the ESAs, as required, until all Item Reduction Standardization actions are complete.

Table 19.1. Item Standardization Codes.

| Item Standardization Code | Explanation |
|----------------------------------|---|
| 0 | Items under the specification control of the Defense Threat Reduction Agency or National Security Agency. |
| 1 | An item authorized for acquisition initially identified as a result of a formal Item Reduction Study and accepted as a replacement for one or more items not authorized for acquisition (Item Standardization Code 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 Item Reduction Study, and which has no replacement item identified. Additionally, for generic relationships, an Item Standardization Code 2 shall be replaced by an Item Standardization Code 1. |
| 3 | An item which, as a result of a formal Item Reduction Study, is accepted as not authorized for acquisition and must have a replacement (Item Standardization Code 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 Approved Item Name grouping, consisting primarily of items which are one-of-a-kind; therefore, little or no potential exists for elimination of items through a formal Item Reduction Study. |
| 7 | North American Treaty Organization use only. |
| 8 | North American Treaty Organization 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 Item Reduction Study but an intelligent decision could not be made due to lack of sufficient technical data. |
| E | An item no longer authorized for acquisition and has been replaced by an item contained in a new or revised superseding specification or standard. |

Chapter 20

INTERCHANGEABILITY AND SUBSTITUTABILITY PROGRAM

20.1. Purpose and Scope. The Interchangeability and Substitutability (I&S) Program documents and distributes item relationship data, approved for all applications and interfaces with the DoD I&S Program. 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 DoD program establishes a standardized process for the collaboration, establishment, recordation, interpretation, distribution, and Inter-Service support of items within the I&S Program. The AF I&S Program provides visibility of AF Unique item relationships as well as AF I&S Exception relationships that, for various reasons, cannot be established as DoD relationships. DoD level family data exist in both the Federal Catalog and the AFMC Catalog. AF Unique and AF I&S Exception data reside only in the AF Catalog. Federal Catalog information is accessible via WebFLIS (<https://fp.logisticsinformationservice.dla.mil/webflis>)

20.1.1. The AFMC Catalog contains three types of I&S Information: DoD I&S Families, AF Unique I&S Families and AF I&S Exceptions. This information is displayed in separate ‘grids’ as shown in **Figure 20.1** (I&S Grid Screen Shot). For all DoD-approved families, Service/Agency details are visible on distinct tabs within the I&S grid.

20.1.2. DoD and AF Unique I&S Family information is represented using a combination of codes to fully describe I&S details. These details delineate which items are interchangeable and which are substitutable. These relationships are summarized below and specified in detail in FLIS Technical Procedures, Vol 10, Table 162.

20.1.2.1. Order of Use (OOU) Code: This code indicates that items in a family are related to one another in one or more subgroups. The first two positions identify the subgroup and the last position identifies the sequence within a subgroup. Sequencing within a family ranks items in terms of most to least preferred.

20.1.2.2. Jump To Code: This code identifies an exception to the OOU Code sequencing.

20.1.2.3. I&S Phrase Code: This code categorizes the items in an I&S family as either interchangeable or substitutable. These codes identify the type of interchangeability (one-way or two-way) and distinguish family members from the Master item.

20.1.3. All DoD and AF Unique I&S Family data adheres to a strict set of business rules outlined in DoDM 4100.39, *Federal Logistics Information System (FLIS) Procedures*.

20.1.3.1. These rules ensure item data compatibility and alignment within families. Refer to **Paragraph 20.8** for additional details.

20.1.3.2. The AF uses two additional codes to summarize I&S relationship details:

20.1.3.2.1. I&S Relationship type: This code distinguishes between shared DoD Level family and AF Unique I&S family data and appears on the I&S Grid.

20.1.3.2.1.1. DoD Level Relationships are identified using a “J” for Joint. This code identifies that more than one Service/Agency uses the item in question. All “joint” I&S families must be approved by all Service/Agency users prior to inclusion in an DoD Level I&S Family.

20.1.3.2.1.2. AF Unique relationships are identified using either a “P” (PICA) or “S” (SICA).

20.1.3.2.1.3. All “J”, “P” and “S” I&S Families appear in both the Federal and AF catalogs.

20.1.3.2.2. I&S Indicator Code: This code summarizes the I&S relationships on the item record and is useful during the item screening process.

20.1.4. I&S Collaboration: JLC Form 47, *DoD Interchangeable and Substitute Family Collaboration Request*, is used to obtain concurrence from all Services/Agencies who jointly use a given item as prescribed by DoDM 4100.39, *Federal Logistics Information System Procedures*. This form is not required by the AF when the AF is the only user of an item.

20.1.5. AF I&S Exceptions. Represent item relationships that meet specific form, fit and function criteria as interchangeable or substitutable but cannot be recorded as an approved DoD or AF Unique I&S family. Fields on the grid show the relationship and incompatibility codes. Values for these codes are shown in Table 20.1 and 20.2. AF I&S Exceptions can include NSNs and Kit (K) numbers.

Table 20.1. AF Interchangeable and Substitute (I&S) Exception Relationship Codes.

| Code | Explanation |
|------|-----------------------|
| I | Interchangeable |
| L | Limited Substitute |
| M | No Relationship |
| N | Next Higher Assembly |
| S | Suitable Substitute |
| U | Unsuitable Substitute |
| G | Generic Relationship |

Table 20.2. AF Interchangeable and Substitute (I&S) Exception Incompatibility Codes.

| Code | Explanation |
|------|----------------------------|
| 1 | FSC |
| 2 | MMAC |
| 3 | SOS |
| 4 | ERRC |
| 5 | Unit of issue |
| 6 | Non-Use of Item Identifier |

20.1.6. I&S Base Inquires.

20.1.6.1. The AFMC Catalog provides the capability for Supply users to inquire automatically about the I&S status of specific items. Each inquiry submitted for evaluation includes a requisitioned and supplied item. The responses to these inquiries clarify whether an I&S relationship exists and, if one does, the type of relationship.

20.1.6.2. This information is captured in a formalized Reply Code, which summarizes the I&S information. This Reply Code is based on an evaluation of past inquiries, as well as

the DoD, AF Unique and I&S Exception records. Each response is automatically sent to the Supply user. All inquiries and responses are maintained in the AFMC Catalog. These inquiries include NSNs, ND items, and Kits.

20.2. Policy.

20.2.1. This policy applies to all items of supply in which the AF has an interest regardless of PICA assignment.

20.2.2. Item relationships are determined and applied according to the criteria and procedures provided herein. When established, such relationships constitute AF approved I&S data.

20.2.3. Interchangeable items should be consolidated under a single NSN when:

20.2.3.1. Items do not require stocking of peculiar components or parts.

20.2.3.2. Items are piece parts and not subject to further disassembly (e.g., resistor, bolt, washer).

20.2.3.3. Items, properly identified as Source Control Drawings according to ASME Y13.100, *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.

20.3. Responsibilities.

20.3.1. ES (PO/G-ICP/C-ICP):

20.3.1.1. Is responsible to develop, maintain current, and use, to the maximum extent practical the AF functions of I&S data.

20.3.1.2. The AF I&S activity's ES will:

20.3.1.2.1. Develop, document, and maintain item relationship data pertinent to items of interest to the AF.

20.3.1.2.2. Collaborate and coordinate with responsible DoD agencies and AF activities on technical, administrative, and operational matters relating to item relationship determinations and data.

20.3.2. AFMC Catalog

20.3.2.1. I&S collaboration between the AF and other DoD I&S activities is accomplished using JLC Form 47, *DoD Interchangeable and Substitute Family Collaboration Request*.

20.3.2.2. Items with an established Item Standardization relationship require no further collaboration to establish an I&S family.

20.3.2.3. Establish and maintain, on a current basis, item relationship records and files as prescribed herein. Ensure their quality and compatibility, both technically and administratively.

20.3.2.4. Upon request, provide IM and System Manager Activities with I&S data pertinent to items required or used in support of their respective systems or commodity assignments.

20.3.2.5. Participate and collaborate in DoD standardization studies and Item Entry Control programs and in the implementation and use of resultant findings. For more information, access the DSP website at <https://www.dsp.dla.mil/>.

20.3.2.6. Validate interchangeability relationships for conformance with functional, operational, and environmental requirements through physical inspection, test, or technical documentation of items, as applicable.

20.3.2.7. Review, validate, and document I&S relationships generated by other sources (e.g., base activities, DSCs, other military services, etc.).

20.3.2.8. 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, Part Number requisition, standardization, Inter-Service support, government-furnished materiel, disposal, and other type documents.

20.3.2.9. Direct to the attention of the responsible activity any irregularities or inconsistencies in source materiel (e.g. Technical Order, specifications, standards, supply catalogs, engineering drawings, etc.) resulting from I&S research.

20.3.2.10. 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.

20.3.2.11. Receive, review, prepare, and submit, in prescribed format, file maintenance data to establish, correct, or delete I&S records.

20.3.2.12. Receive, process, and maintain authorized I&S data output products.

20.3.2.13. Ensure I&S item relationship determinations conform with established engineering criteria.

20.3.3. AFLCMC/EZS:

20.3.3.1. Is assigned primary responsibility for I&S Program accomplishment. As the OPR they will prepare and distribute guidance, technical criteria, and procedures necessary for the development and maintenance of item I&S relationship and records determination.

20.3.3.2. Program and schedule I&S programs and workloads.

20.3.3.3. Maintain staff surveillance over the implementation of these procedures to include:

20.3.3.3.1. Compliance, adequacy, and quality of determinations, coverage, and distribution media.

20.3.3.3.2. 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.

20.3.3.3.3. Compatibility of the program and its products in relation to DoD, AF, and AFMC materiel management programs and objectives.

20.3.3.3.4. Guidance and Control: 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 are provided consistent with related DoD, AF, and AFMC materiel management programs and objectives. This includes:

20.3.3.3.4.1. Exercising control over changes and additions to the system specifications and requirements.

20.3.3.3.4.2. Ensuring the system and its products are adequate, compatible, and responsive in relation to other materiel management system programs and objectives.

20.3.3.3.4.3. Preparing and submitting Computer System Requirements Documentations, is accomplished using Information System Management Tool, to affect changes and additions to the system specification.

20.3.3.3.4.4. 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 20.3**. Organizational components, responsible for acquiring, computing, requisitioning, issuing, and authorizing items, will ensure program support through the maximum use of I&S data.

Table 20.3. Interchangeable and Substitute (I&S) Responsibilities.

| Activity | FSG/FSC | Type of Items |
|---|---|--------------------------------|
| DLA Logistics Information Services 74 Washington Ave N. Battle Creek, MI 49037-3084 | All FSG/FSC except those listed for other unique mission cataloging activities. | All items not excluded |
| AF Global Strike Command (AFGSC/A4ZE) 2000 Wyoming Blvd SE Kirtland AFM, NM 87117-5624 | FSG 11 | Nuclear Activity 22 |
| AF Medical (AFMED) Agency 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 | Federal Supply Groups 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 |

20.3.4. PO/G-ICP/C-ICP, AF Clothing and Textile Office and Air Force Civil Engineering Center (AFCEC) activities will:

20.3.4.1. Follow the information for processing TCTOs in accordance with TO 00-5-15, *Air Force Time Compliance Technical Order Process*.
<https://etims.cce.af.mil/ETIMS/index>.

20.3.4.2. 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.).

20.3.4.3. 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.

20.3.4.4. Initiate supply catalog change requests to implement I&S determinations and/or reconcile inconsistencies in management data.

20.3.4.5. Collaborate, as required, in determining the proper Numeric Parts Preference Code for items made unsuitable as a result of a CMD action.

20.3.5. The Responsible Engineering Activity will:

20.3.5.1. 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.

20.3.5.2. 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.

20.4. Research and Determinations.

20.4.1. 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 affected 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, Technical Orders and manuals, federal cataloging records, parts catalogs, government and/or manufacturer's 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.

20.4.2. 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 an item must possess to be interchanged. Included are characteristics pertinent to materiel, form, fit, function,

operational speeds or frequencies, environmental conditions, reliability compatibility, motivation, inputs, and other commodity peculiarities 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.

20.5. Records and Files.

20.5.1. 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:

20.5.2. I&S Records. Approved I&S relationships meeting the criteria for inclusion in the AFMC Catalog System. 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 current AFMC Catalog System ISDR is prepared.

20.5.3. The current AFMC Catalog System ISDR is used to document and maintain I&S findings and/or data that cannot be fully and/or properly reflected in the current AFMC Catalog System as approved I&S Records. In general, these records are used when:

20.5.3.1. A 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).

20.5.3.2. 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.

20.5.3.3. 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.

20.6. 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 Service/Agencies' offerings of substitute items.

20.7. Generic National Stock Number Management.

20.7.1. Generic standardization relationships are established to provide supply management control of repairable items.

20.7.1.1. Internal configuration differences, requiring different repair parts during depot or contractor repair, require separate NSNs to identify each repairable item.

20.7.1.2. 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.

20.7.2. Generic Relationships.

20.7.2.1. The generic master NSN will have an AAC of W and an Item Standardization Code of 1 (procurable).

20.7.2.2. Repairable items of supply, related to a generic master NSN, will:

20.7.2.2.1. Be fully interchangeable.

20.7.2.2.2. Be the requisitioned items and have recorded assets.

20.7.2.2.3. Be linked to the generic master with a phrase code S (on master indicating related) and interlinked, between the related, with phrase code J.

20.7.2.2.4. Have an Item Standardization Code of 2 and indicate the generic master NSN with a phrase code 3. **Note:** Item Standardization Code 2 items may replace Item Standardization Code 3 items of older configuration or having less capabilities that are no longer procured.

20.7.3. Application.

20.7.3.1. Use of generic standardization relationships is restricted to repairable items acquired under military/federal specifications, including Commercial Item Descriptions.

20.7.3.2. I&S Activities will ensure generic relationships are restricted according to DoDM 4120.24 and DoDM 4100.39, *Federal Logistics Information System Procedures*, during Item Entry Control review.

20.8. Establishing an I&S Group. The following edits must be met when creating an DoD Level or AF Unique family relationship within the AF Catalog.

20.8.1. Establishing an I&SG. The following edits must be executed to record items in an I&SG.

20.8.1.1. A group may not exceed 50 items.

20.8.1.2. All members of a group must have the same FSC.

20.8.1.3. If the master item is AF-managed and has a Controlled Item Inventory Code (formerly Security/Pilferage Code), all related items must have the same Controlled Item Inventory Code, except for Controlled Item Inventory Codes 7 and U which may be commingled in the same I&SG.

20.8.1.4. 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 Activity.

20.8.1.5. If the master item has an AAC of “N, V, or Y”, all related items must have AAC of “N, V, or Y”.

20.8.1.6. The master item cannot have AAC “T”.

20.8.1.7. 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 For L.

20.8.1.8. Related items may not have AAC “W”.

20.8.1.9. FMS items are not allowed in I&SGs.

20.8.1.10. All MOE rules on related NSN must also be recorded on the master NSN. This applies only if the recorded MOE rule Level of Authority is 02, 06, or 22 and the MOE rule begins with A, F, M, or N.

20.8.1.11. If the master item has a pilferable code, all group members must have a pilferable code.

20.8.1.12. The master item cannot have an Item Standardization Code of 3 or E.

20.8.1.13. If the master item is AF-managed, all group members must have the same ERRC, except for ERRCs S and U. These ERRC can be mixed in the same I&S family.

20.8.1.14. If the master item is AF-managed, all group members must have the same Unit of Issue.

20.8.1.15. All members of a group must have the same SOS.

20.8.2. 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 Order of Use code capable of both manual and computer computation.

20.8.2.1. 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 Order of Use listed.

20.8.2.2. Based on the order of preference established, each suitable item within the subgroup is assigned a one-position alphabetic parts preference 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.

20.8.2.3. Order of Use Codes. The Order of Use code consists of a three-position alphanumeric code constructed from the two-position subgroup code and the one-position Parts Preference code. On items assigned a Numeric Parts Preference Code, that code is converted to A' in FLIS (i.e., AA9 in the current AFMC Catalog System will be AAA in FLIS).

Figure 20.1. Interchangeable and Substitute (I&S) Grid Screen Shot.

The screenshot displays the PLITES system interface. At the top, there is a search bar and the AFNSN 531001670822. The PLITES logo is visible. Below the search bar, there are tabs for AIR FORCE, ARMY, NAVY, MARINES, DLA, and OTHERS. The main content area is titled 'I&S Details' and contains a table with the following data:

| MOU CD | ACTY CD | FKC | NON | ORDER OF USE | JUMP TO CD | PHASE CD | PHASE TEXT | EFFECTIVE DT | Type I&S Code |
|--------|---------|-----|-----------|--------------|------------|----------|---------------------------|--------------|---------------|
| DF | | SPH | 012917138 | ABA | | BLANK | DOD-NSA FAMILY MASTER NON | Oct 1, 2024 | J |
| DF | | SPH | 001670822 | AAA | 7 | | SUB FOR 531001670822 | Oct 1, 2024 | J |

Below the table, there is a section for 'Future Dated I&S Information' which is currently empty, showing 'No Data'.

LINDSAY C. DROZ, Brigadier General, USAF
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 Force Protection and Nuclear Integration

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFH 23-123V2PT2, *Integrated Logistics System-Supply (ILS-S), Standard Base Supply Systems Operations*, 8 August 2021
- AFI 23-101, *Materiel Management Policy*, 15 August 2024
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- AFMCI 16-101, *Security Cooperation (SC), Security Assistance (SA) and Foreign Military Sales (FMS) Management*, 22 December 2019
- AFMCMAN 20-106, *Provisioning*, 11 August 2023
- DAFI 60-101, *Materiel Standardization*, 11 October 2024
- DAFI 60-106, *International Military Standardization Program*, 6 May 2024
- DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
- DAFMAN 16-101, *Security Cooperation (SC) and Security Assistance (SA) Management*, 13 December 2024
- DAFMAN 20-110, *Nuclear Weapons-Related Materiel Management*, 3 October 2024
- DAFMAN 24-210, *Packaging of Hazardous Material*, 17 March 2023
- DAFPD 60-1, *Air Force Standardization Program*, 14 June 2024
- DLAR 4145.11, *Storage and Handling of Hazardous Materials*, 4 March 2020
- DODI 6050.05, *DoD Hazard Communication (HAZCOM) Program*, 10 June 2019
- DoDM 4100.39, *Federal Logistics Information System (FLIS) Procedures*, 3 June 2019
- DoDM 4120.24, *Defense Standardization Program (DSP) Procedures*, 15 October 2018
- DoDM 4140.01, Vol 2, *DoD Supply Chain Materiel Management Procedures: Demand and Supply Planning*, 9 November 2018
- DoDM 4140.01, Vol 11, *DoD Supply Chain Materiel Management Procedures: Inventory Accountability And Special Management And Handling*, 8 March 2017
- DoDM 4140.26, Vol 4, *DoD Integrated Materiel Management for Consumable Items: Supply Support Requests*, 10 June 2021
- DODM 4140.27, Volume 1, *DoD Shelf-life Management Program: Program Administration*, 11 December 2019
- DODM 4140.27, Vol 2, *DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards*, 7 November 2019
- DoDM 4140.68, *Integrated Materiel Management of Nonconsumable Items*, 5 March 2020
- DoDM 4160.28, Vol 1, *Defense Demilitarization: Program Administration*, 9 August 2017

DoDM 4160.28, Vol 2, *Defense Demilitarization: Demilitarization Coding*, 1 November 2022

DoDM 5200.01V2_AFMAN16-1404V2, *Information Security Program: Marking of Information*, 6 January 2021

FED-STD-313F, *Material Safety Data, Transportation Data And Disposal Data For Hazardous Materials Furnished To Government Activities*, 12 October 2018

FLIS Technical Procedures, *Vol 3: Development and Maintenance of Item Logistics Data Tools*, December 2020

FLIS CDTS Technical Procedures, *Vol 4: Item Identification*, August 2020

FLIS CDTS Technical Procedures, *Vol 6: Supply Management*, June 2020

FLIS CDTS Technical Procedures, *Vol 10: Multiple Application References/Instructions/Tables and Grid*, October 2022

MIL-STD-963C, *Data Item Descriptions (DIDs)*, 24 September 2014

SD-1, *Standardization Directory*, 1 April 2025

SD-6, *Provisions Governing Qualification*, 1 August 2019

TO 00-25-195, *Air Force Technical Order System Source, Maintenance, and Recoverability Coding of Air Force Weapons, Systems, and Equipment*, 15 April 2003

TO 00-5-15, *Air Force Time Compliance Technical Order Process*, 25 July 2023

Prescribed Forms

None

Adopted Forms

DD Form 180, *Item Name Collaboration Action Request*

DD Form 1348-6, *Single Line-Item Requisition System Document*

DD Form 1685, *Data Exchange and/or Proposed Revision of Catalog Data*

AF Form 86, *Request for Cataloging Data/Action*

AF Form 601, *Authorization Change Request*

DAF Form 847, *Recommendation for Change of Publication*

AFMC Form 321, *C&I Requirements Document*

AFMC Form 326, *Provisioned Item Order*

AFMC Form 918, *Non-Provisioning Item Supply Support Request (SSR) Data*

Non-consumable Item Materiel Support Request Worksheet (formerly JLC 17)

PICA or SICA Management Level Change or Reassignment Request Worksheet (formerly JLC 19)

JLC Form 47, *DoD I & S Family Collaboration Request*

Abbreviations and Acronyms

AAC—Acquisition Advice Code

AF—Air Force

AFCEC—Air Force Civil Engineering Center

AFGSC—Air Force Global Strike Command

AFH—Air Force Handbook

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMC—Air Force Materiel Command

AFMED—Air Force Medical Agency

AFSC—Air Force Sustainment Center

CAGE—Commercial and Government Entity

C-ICP—Contractor Inventory Control Point

CIIC—Controlled Inventory Item Codes

CSWS—Contractor Supported Weapon System

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DLA—Defense Logistics Agency

DoD—Department of Defense

DSP—Defense Standardization Program

DLIS—DLA Logistics Information Services

ELMS—Enterprise Logistics Management System

ERRC—Expendability, Recoverability, Reparability Code

ES—Equipment Specialist

ETAR—Engineering Technical Assistance Requests

ETIMS—Enhanced Technical Information Management System

FSC—Federal Supply Classification

FLIS—Federal Logistics Information System

G-ICP—Government Inventory Control Point

GSA—General Services Administration

HCC—Hazardous Condition Codes

HMIC—Hazardous Materials Indicator Code

HMIR—Hazardous Materials Information Resource System

I&SG—Interchangeable and Substitute Group

I&S—Interchangeable and Substitute

ICP—Inventory Control Point

LRS—Logistics Readiness Squadron

MOE—Major Organizational Entity

MICAP—Mission Impaired Capability Awaiting Parts

MMAC—Materiel Management Aggregation Code

MM—Materiel Manager

NDIM—Non-Definitized Item Manager

NAVAIR—Naval Air Systems Command

ND—Non-Definitized

NDWA—Non-Definitized Waiver Authority

NIMMS—NAVAIR Industrial Material Management System

NSL—Non-Stock Listed

NSN—National Stock Number

NWRM—Nuclear Weapons Related Material

OPR—Office of Primary Responsibility

PICA—Primary Inventory Control Activity

POC—Point of Contact

PSM—Product Support Manager

PUBLOG—Public Logistics

SICA—Secondary Inventory Control Activity

SMR—Source Maintenance Recoverability

SOS—Source of Supply

USAF—United States Air Force

USSF—United States Space Force

USC—United States Code

WEBFLIS—Web Federal Logistics System

Office Symbols

AFCEC—Air Force Civil Engineering Center

AFC&TO—AF Clothing & Textile Office

AFGSC/A4—Air Force Global Strike Command Office of Logistics and Engineering

AFLCMC/HNC—Air Force Life Cycle Management Center, DAF Cryptologic & Cyber Systems Division

AFLCMC/GBS—Air Force Life Cycle Management Center, Enterprise Logistics Systems Division

AFLCMC/WN—Air Force Life Cycle Management Center, Training Directorate

AFLCMC/EZS—Air Force Life Cycle Management Center, Systems Engineering Division

AFMED—Air Force Medical Agency

AFSVA—AF Services Agency

HQ AFMC/A4F—Headquarters Air Force Materiel Command, Product Support Management Division

HQ AFMC/A4R—Headquarters Air Force Materiel Command, Logistics, Civil Engineering, Force Protection and Nuclear Integration Directorate/Logistics Readiness Division

HQ AFMC/A4RM—Headquarters Air Force Materiel Command, Logistics, Civil Engineering, Force Protection and Nuclear Integration Directorate/Logistics Readiness Division, Supply Chain Management Branch

HQ AFMC/EN—Headquarters Air Force Materiel Command, Engineering Division

HQ AFMC/A4N—Headquarters Air Force Materiel Command Systems Integration Division

HQ AFPET/PTPT—Headquarters Air Force Petroleum Agency

USAFSAM/OET—U.S. Air Force School of Aerospace Medicine Occupational and Environmental Health

Terms

Agent—Activity that acts for, and by the authority of, the Preparing Activity or Adopting Activity in the preparation of standardization documents, item reduction studies, engineering practice studies, and administration of Qualified Product Lists and Qualified Manufactures List. The Preparing Activity retains responsibility and approval authority for the work accomplished.

Command Standardization Office—Office in HQ AFMC that is responsible for all command standardization activities in support of the Defense Standardization Program and the Departmental Standardization Office, as identified in DAFI 60-101.

Contractor Inventory Control Point (C-ICP)—An AF contract activity performing IMM functions for AF customers; recognized by assignment of approved activity codes (DoDAACs, RICs, cataloging activity codes, etc.).

Contractor Supported Weapon System (CSWS)—Is a product support approach to bring new equipment and spare parts into the government inventory. The scope of this process begins early in the acquisition phases and ends when the spares are purchased and transitioned onto a Government accountability records under the management of either C-ICP or G-ICP. CSWS effort is designed to form a partnership between government and industry that streamlines the weapon system spares acquisition process. The partnership allows total asset visibility of contractor spares

actions resulting in demand-based acquisitions, minimal excess, increased support, and improved acquisition techniques.

Critical Safety Item—A part, an assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapon system if the part, assembly, or equipment contains a characteristic that any failure, malfunction, or absence of which could cause a catastrophic or critical failure resulting in the loss of or serious damage to the aircraft or weapon system, an unacceptable risk of personal injury or loss of life, or an un-commanded engine shutdown that jeopardizes safety. **Note:** Items formerly identified as “safety-critical item,” “flight safety part,” “flight critical part,” “flight safety critical aircraft part,” or “safety of flight item” are considered Critical Safety Item.

Criticality Code—A code that indicates that an item has been assessed and documented in the Technical Data Package as being technically critical by reason of tolerance, fit restrictions, application, nuclear hardness properties (Hardness Critical Item/Hardness Critical Process), or characteristics which affects identification of the item, including Critical Safety Item.

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 Preparing Activity.

Departmental Standardization Office—Top level office in each military department or defense agency responsible for managing the Defense Standardization Program and ensuring that its Lead Standardization Activities and Standardization Management Activities properly implement the policies, procedures, and goals of the Defense Standardization Program. The Departmental Standardization Office 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.

Government Inventory Control Point (G-ICP)—A DoD government activity (organic) performing IMM functions for DoD customers; recognized by assignment of approved activity codes (DoDAACs, RICs, cataloging activity codes, etc.).

Hardness Critical Item—A code that indicates that an item or assembly that is mission critical has been Nuclear hardened - protected from Electromagnetic Pulse - to increase the system survivability in a nuclear event. This is also referred to as Nuclear Hardness Critical Item.

Hardness Critical Process—Indicates that an item has processes, finishes, specifications, manufacturing techniques, and/or procedures which are hardness critical and if changed could degrade system survivability in a nuclear, biological, or chemical hostile environment.

Interchangeable and Substitute Decision Record (ISDR)—Clear text record, accessible through the current AFMC Catalog System, which records information to support I&S decisions.

Interchangeable and Substitute (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 (Service Agency), to have unconditional interchangeable or substitutable relationships with each other and for which a common master item is a suitable replacement.

Interchangeable and Substitute Group (I&SG)—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.

Interchangeable and Substitute Phrase Codes—Phrase Codes used in FLIS and the current AFMC Catalog System that accompany an order of use. 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.

Inventory Control Point (ICP)—An organizational unit or activity within the DoD supply system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Military Department or for the DoD as a whole. In addition to IMM functions, an ICP may perform other logistics functions in support of a particular Military Department or for a particular end item (e.g., centralized computation of retail requirements levels and engineering tasks associated with weapon system components).

Item Identifier—Identity of a cataloged or NC item for which a relationship is reflected in an X-Record relationship. It is normally a non-preferred item in an X-Record relationship.

Item of Production—A commercial term used to identify an article produced by a manufacture against specific engineering specifications and assigned a manufactures part number. The term item of production indicates the article is in the manufactures possession and has not yet been sold to the US Government.

Item of Supply—Used to identify articles purchased by the US Government and controlled/used under the assigned NSN.

J-Record—Fully coordinated and approved DoD I&S relationship. I&S Phrase Codes and order of use will be recorded in both FLIS and the current AFMC Catalog System. I&S information is also visible in Federal Logistics Data and on the management data I&S CD-ROM product.

Jump-To-Code—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 Jump-To-Code 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 Defense Standardization Program 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 preparing activities /custodians. This term was replaced by lead standardization activity.

Lead Standardization Activity—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 Service Agency, 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.

Materiel Management Aggregation Code (MMAC)—Positions 14 and 15 of a stock number identifying the specific manager (G-ICPs, C-ICPs, or Special Cataloging Activities) responsible for managing specific NSNs associated with a weapon system.

Materiel Manager—Personnel who have been assigned materiel management responsibilities. The work includes one or more phases of materiel management including managing, cataloging, demand and supply planning, requirements determination and definition, procurement, distribution, overhaul and repair of reparable materiel, and disposal of materiel. Also known as Inventory Management Specialists, Item Managers or Supply Planners.

Military Coordinating Activity—Military activity responsible for DoD coordinating, reconciling, and consolidating military comments for the DoD on a Federal Standardization document prepared by a civilian agency.

Nuclear Hardness-Critical Item—See Hardness Critical Item.

Order of Use—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 AF applications, but which has not been approved by other services for their applications. The AF is the manager of all group members. The current AFMC Catalog System will reflect an order of use, but no I&S phrase codes. The relationship is visible in Federal Logistics Data, 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 Lead Standardization Activity.

Parts Preference Code—Third position of the order of use code. This code shows the order of preference of items recorded in the same subgroup.

Preparing Activity—DoD activity or the civilian agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.

Primary Inventory Control Activity (PICA)—The DoD component ICP is designated as the single activity within the DoD responsible for providing materiel support.

Product Support Technician—A designated support activity located within depot maintenance complex normally comprised of maintenance scheduler, planner, shop service center, materiel inventory control activity, and retail part store that provides product focused support for maintenance supply chain research actions.

Provisioning Support Office/Cataloging/Cataloging Manager—AFSC function, located at each of the Activities, 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.

Review Activity—Standardization MA 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 AF applications, but which has not been recorded in FLIS by the manager. The AF is not the manager of the master item. The current AFMC Catalog System will reflect an order of use, but no I&S phrase codes. The relationship is visible in Federal Logistics Data, but not in FLIS.

Safety-Critical Item—See Critical Safety Item.

Secondary Inventory Control Activity (SICA)—The DoD component ICP receiving materiel support from the PICA for selected logistics functions.

Standardization Management Activity—Generic term to describe any DoD activity listed in the SD-1 that functions as a lead standardization activity, preparing activity, participating activity, military coordinating activity, custodian, review activity, adopting activity, or item reduction activity.

Subgroup Code—First two positions of the order of use 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 AF applications, but some incompatibility exists that prevents the relationship from being recorded in an I&S family (J-, P- or S Record).

Attachment 2

REPLY CODE COMBINATION MATRIX

Table A2.1. Reply Code Combination Matrix.

| <u>REASON CODE</u> | <u>C</u> | <u>X</u> | <u>L</u> | <u>M</u> |
|--|-----------------------------|-------------------------------|-------------------------------|-------------------------------|
| | Needs More Data BAL-C | Message NC, SSR, JLC 17 | Non-Concur Close BAL-L | Approve Close BAL-M |
| 1 | CA, CF | XJ, XN, XS | LA, LC, LD, LE, LG, LH. LI | MA. MB, MC, MD, ME, MF |
| 2 | CA, CF | XJ, XR, XS | LA, LC, LD, LE LG, LH. LI | MA. MB, MC, MD, ME, MF |
| 3 | CA, CF | XC, XR | LI | NONE |
| 4 | CA, CE, CF | XR | LA | NONE |
| 5 | CB, CF | XR | LB, LI | NONE |
| 6 | CA, CF | XR, XS | LA, LC, LD, LE LG, LH. LI | MA. MB, MC, MD, ME, MG |
| 8 | CA, CF | XJ, XR, XS | LC, LD, LE LG, LH. LI | MA. MB, MC, MD, ME, MF, MG |
| 9 | CA, CC, CF | XR | LB, LF | NONE |
| Note 1: XN and XR Message Input only by the ES. XS Message Input only by the Cataloging Manager. Messages are system generated. | | | | |

Attachment 3
REASON CODE C

Table A3.1. Reason Code C.

| Reason Code C | |
|----------------------|---|
| CODE | DESCRIPTION |
| C | Requests returned to base for additional information. |
| CA | T.O. or next higher assembly is required. The T.O., or name and reference number, or NSN or the next higher assembly is required for further processing. |
| CB | Data element is questionable. The data element you want verified should be identified on the AF Form 86. This data element should be exactly as it appears in your records. (Excludes ERRC) |
| CC | For ERRC challenge, the current ERRC should be reflected as well as the suggested ERRC. Reason for the requested change is also required. |
| CE | Reason code 4 requires technical data and/or proposed change. |
| CF | Request is returned for information other than that covered by another code. Clear text identifies the nature of data required. |

Attachment 4
REASON CODE L

Table A4.1. Reason Code L.

| Reason Code L | |
|----------------------|---|
| CODE | DESCRIPTION |
| L | Requested action disapproved. |
| LA | The manufacturer identified in the request advises that the reference number is non-procurable or unidentifiable. Attempts to obtain other sources of supply have been successful. |
| LB | Current data elements are correct. Your records will be updated to reflect the correct data elements shown in clear text. (The current AFMC Catalog System will push downstream systems the current records). |
| LC | Local manufactured item. |
| LD | Local purchased item. |
| LE | Submit AF Form 601, <i>Authorization Change Request</i> for equipment/table of allowance items. |
| LF | Submit AFTO form 135 to the item manager. Base 86 Reason Code 9 is appropriate only when the current ERRC is incompatible with the fourth position of the SMR code. |
| LG | Support is rejected. See clear text for specific reason. If action is still required, resubmit request with a new control number. |
| LH | Not enough usage to warrant stock list action. If demand continues, re-submit request and indicate quantity on hand, quantity on order, and projected 180-day requirements. |
| LI | Cataloging action is not warranted. Request returned to the initiator. Justification for non-concurrence is furnished under "RMKS": |

Attachment 5
REASON CODE M

Table A5.1. Reason Code M.

| Reason Code M | |
|----------------------|---|
| CODE | DESCRIPTION |
| M | Requested action approved. |
| MA | The item shall be centrally managed, stocked, and issued. (AAC D or G only) and the requirement shall be supported by the Date Repair Parts Required (DRPR). The assigned NSN/SOS is identified in clear text. |
| MB | The item shall be managed as a local purchase item. |
| MC | The item shall be managed as direct delivery under a central contract. (AAC H) or centrally procured but not stocked (AAC J). The NSN/SOS under which support shall be furnished is identified in clear text. |
| MD | The item shall be managed as an insurance/numeric stockage objective item (AAC Z) and the requirement shall be supported by the DRPR. The NSN/SOS under which support shall be furnished is identified in clear text. |
| ME | The NSN/SOS in clear text identifies an item currently managed by the IMM and is offered as an alternate or substitute item in lieu of the item originally submitted. |
| MF | Air Force used NSN or ND number is assigned. Clear text contains control number and MMAC, if applicable. Official management data will be provided in the Stock Number User Directory (SNUD). |
| MG | Requested action, other than request for NSN assignment has been accomplished. If request was for adopt/reinstatement, SOS is contained in clear text. |

Attachment 6
REASON CODE X

Table A6.1. Reason Code X.

| Reason Code X | |
|----------------------|--|
| CODE | DESCRIPTION |
| X | Status Code – Base 86 remains in open status. Item will remain on your workbench. Use MSSG Option for the following codes. |
| XC | Concur with cancellation request. Action has been submitted to the collaborating office for coordination/action. |
| XJ | JLC Form 17 has been initiated to another service for support action. |
| XN | The request for AF Managed stock list action has been initiated. Stock list assignment should be accomplished in 45-day. |
| XR | The request to change Logistics Management Data on an AF managed item has been initiated and will be accomplished in 60-day. |
| XS | SSR has been submitted to another service/agency for support. |
| PP | The estimated completion date has been revised to ----- (Type in 5-digit Julian Date). |

Attachment 7

ADDITIONAL STANDARDIZATION DIRECTIVES AND PUBLICATIONS

Table A7.1. Additional Standardization Directives and Publications.

| |
|---|
| DoDM 4140.01, <i>DoD Supply Chain Materiel Management Procedures</i> . The manual is composed of several volumes, each containing its own purpose. The purpose of the overall manual is to implement policy, assign responsibilities, provide procedures for DoD MMs and others who work within or with the DoD supply system consistent with DoD Instruction (DoDI) 4140.01, and establish standard terminology for use in DoD supply chain materiel management. |
| DoDD 5000.1, <i>The Defense Acquisition System</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. |
| <i>Defense Federal Acquisition Regulation</i> . Contains Congressional laws that control federal acquisition policy. Certain parts of the Defense Federal Acquisition Regulation apply to areas that affect standardization actions. Those parts of the Defense Federal Acquisition Regulation and its supplement are referenced in this regulation. |
| Cataloging Handbook H2-1, <i>Federal Supply Classification</i> . Identifies the Federal Supply Group/FSC that comprises the Federal Catalog System. 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, H6, <i>Federal Item Name Directory</i> . Contains names for items of supply. Item names in titles of specifications and commercial item descriptions will conform to the H6. When there is no approved item name, titles will be selected based on agreement between the standardization and cataloging organization of the Preparing Activity. |
| MIL-STD-961, <i>Defense and Program-Unique Specifications Format and Content</i> . Written expressly for the writer of defense specifications. Contains information to assist in document preparation. Foreword contains excellent guidance and should be reviewed periodically. |
| MIL-STD-962, <i>Defense Standards Format and Content</i> . Written expressly for the writer of defense standards. The foreword contains guidelines on application and tailoring. |
| MIL-STD-963, <i>Data Item Descriptions</i> . Establishes uniform procedures for DIDs to control proliferation of data requirements and identifies the role of the acquisition management systems and Data Requirements Control List (Acquisition Management System and Data Requirements Control List) Clearance Officer in the coordination and approval process. DIDs are developed and circulated with standardization documents during draft coordination. |
| MIL-STD-967, <i>Defense Handbooks Format and Content</i> . Written expressly for the writer of defense handbooks. Foreword contains excellent guidance and should be reviewed periodically. |
| SD-2, <i>DoD Acquisitions Buying Commercial Items and Non-developmental Items</i> . This document offers guidance on acquisitions involving all types of commercial and non-developmental items: Systems, subsystems, assemblies, parts, and items of supply. |
| SD-5, <i>Market Research</i> . This document provides DoD and other Federal personnel involved in the acquisition process with practical guidance on using market research to ensure the acquisition of products and services that will best serve the Government's needs. |

SD-6, *Provisions Governing Qualification*. This document provides the provisions issued as guidance for manufacturers and their authorized distributors who wish to submit products for qualification by the DoD.

SD-9, *DoD Guidance on Participating in the Development and Use of Non-Government Standards*. The purpose of this document is to promote effective DoD use of non-government standards and participation in their development. To achieve this purpose, this document describes the different types of non-government standards and the organizations that develop them, provides general guidance and practices relative to DoD's involvement in developing or using non-government standards, identifies criteria that should be considered regarding requirements and verification before developing a non-government standard or replacing an existing military or federal document with a non-government standard, clarifies the roles and responsibilities of DoD personnel when participating in non-government standards activities, and

SD-15, *Guide for Performance Specifications*. Offers guidance on how to write a performance specification. The purpose of this document is to provide additional guidance on how to write a performance specification.

SD-22, *Diminishing Manufacturing Sources and Material Shortages (DMSMS)*. This document is a guidebook of best practices for implementing an effective DMSMS management program throughout the system life cycle. Because DMSMS considerations affect how a system is designed and sustained, program managers, engineers, and life-cycle logisticians (including supply chain managers, inventory managers, and maintainers) are also affected. Consequently, as beneficiaries of DMSMS management best practices, these communities and their associated policymakers are also part of the intended audience.

Attachment 8

ORGANIZATION CONTACT CROSS REFERENCE

Table A8.1. Organization Contact Cross Reference.

| Organization | Workflow/SharePoint®™ info, as applicable |
|--|---|
| AFMC/A4R Workflow | AFMC.A4R.WorkFlow@us.af.mil |
| AFMC/A4R Publications Management SharePoint®™ | https://usaf.dps.mil/teams/AFMC-A4R/SitePages/Pubs-M.aspx?web=1 |
| AFMC/A4RM Workflow | afmc.a4rm.workflow@us.af.mil |
| AFMC/A4RM Cataloging SharePoint®™ | https://usaf.dps.mil/teams/AFMC-A4R/SitePages/Cataloging.aspx |
| AFMC/A4RM Interservice Workflow | HQAFMC.A4RM.InterserviceActions@us.af.mil |
| AFMC/FM | AFMC.FM.Workflow@us.af.mil |
| SSC/S4 | Ssc.s4.workflow@spaceforce.mil |
| AFGSC/A4Z Workflow | AFGSC.A4Z.Admin_Workflow@us.af.mil |
| AFLCMC/LG-LZ | AFLCMCAQL.Workflow@us.af.mil |
| AFNWC/LG | afnwc.lg2@us.af.mil |
| AFSC/FM | Afsc.fm.workflow@us.af.mil |
| AFSC LR SharePoint®™ | https://usaf.dps.mil/teams/tmca17107/shared%20documents/forms/allitems.aspx |
| AFSC/LZRB Workload Transition Workflow | afsc.lgxc@us.af.mil |
| AFSC/A4R G-ICPLR Requests | AFSC.A4R.G_ICPLRRequests@us.af.mil |
| AFSC/LZRB | afsc.lgxc@us.af.mil |
| 448 SCMW/LS | 448SCMW.LS.Workflow@us.af.mil |
| CSWS SharePoint®™ | https://usaf.dps.mil/teams/CSWS-FIAR/SitePages/Home.aspx |
| DLA's, Compliance/RECON Division Workflow | ReconAirForce@dla.mil |
| IMCS Customer Service Workflow | IMCSCustomerSer@us.af.mil |