

**Army Regulation 708–1**

**Cataloging of Supplies and  
Equipment**

**Logistics  
Management  
Data and  
Cataloging  
Procedures  
for Army  
Supplies and  
Equipment**

**Headquarters  
Department of the Army  
Washington, DC  
9 November 2016**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 708-1

Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment

This major revision, dated 9 November 2016—

- o Updates responsibilities (para 1-4).
- o Updates the policy on the overview of Army adopted items of materiel and list of reportable items (para 1-7).

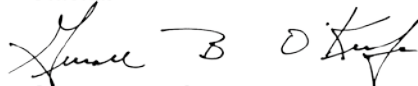
Effective 9 December 2016

**Cataloging of Supplies and Equipment**  
**Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment**

By Order of the Secretary of the Army:

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Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls

**Supplementation.** Supplementation of this regulation and the establishment of command or local forms are prohibited without prior approval from the Deputy Chief of Staff, G–4 (DALO–SUE), 500 Army Pentagon, Washington, DC 20310–0500.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to the Office of the Deputy Chief of Staff, G–4 (DALO–SUE), 500 Army Pentagon, Washington, DC 20310–0500.

**Distribution.** This publication is available in electronic media only and is intended for command levels C for Active Army, the Army National Guard/Army National Guard of the United States, and D for the U.S. Army Reserve.

**History.** This publication is a major revision.

**Summary.** This regulation prescribes policy and assigns responsibilities for the cataloging of supplies and equipment and related logistics data management functions throughout the Army. This regulation implements DOD 4100.39–M and DOD 4140.26–M.

**Applicability.** This regulation applies to the Active Army, the Army National

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\*This regulation supersedes AR 708–1, dated 15 July 2003.

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation provides policy and defines responsibilities for cataloging supplies and equipment and for related logistics data management functions. Find detailed procedural guidance in DA Pam 708-1, DA Pam 708-2, and DA Pam 708-3.

#### **1-2. References**

See appendix A.

#### **1-3. Explanation of abbreviations and terms**

See the glossary.

#### **1-4. Responsibilities**

a. The Deputy Chief of Staff (DCS), G-3/5/7 will staff and approve all line item number (LIN) changes to SB 700-20.

(1) Review and approve all LIN delete actions for SB 700-20.

(2) Review and approve all maintenance transactions affecting SB 700-20.

(3) Ensure that LINs deleted without replacement are removed from authorization or requirements documents.

(4) Ensure the Commander, U.S. Army Force Management Support Agency (USAFMSA)—

(a) Coordinates required internal staffing through Headquarters, Department of the Army (HQDA), and provide final HQDA approval or disapproval to logistics support activity (LOGSA).

(b) Staffs and approves all LIN changes to SB 700-20 at HQDA and ensure changes do not conflict with paragraph 7-2 where LIN approval and changes to SB 700-20 is DCS, G-3/5/7's responsibility.

(c) Serves as the DCS, G-4 delegated authority to overview Army logistics data management requirements, set objectives, and issue policy and guidance on the Army's portion of the Federal cataloging process.

(d) Ensures Army participation in the development and management of the Army master data file (AMDF) system.

(e) Ensures compliance with this regulation, including communicating directly with other commands for adherence to policy.

(f) Provides The Army Authorization Documents System (TAADS) data to LOGSA monthly.

(g) Maintains and submits TAADS data to LOGSA monthly for development of chapter 8 data.

(h) Ensures chapter 6 items conform to AR 71-32.

b. The DCS, G-4 will—

(1) Establish and maintain the cataloging system in the LOGSA.

(2) Ensure Army participation in the AMDF for LOGSA.

(3) Ensure all additions, changes, and deletions to SB 700-20 and DCS, G-3/5/7 field manuals occur.

(4) Ensure use of automatic identification technology to track and transfer cataloging data.

(5) Disseminate Federal cataloging policy throughout the Army, LOGSA.

c. The Surgeon General (TSG) will—

(1) Set objectives and issue policy and guidance on cataloging matters relating to medical materiel.

(2) Determine Class VIII substitution policy, as published in AR 40-61.

(3) Maintain the approval authority for all class VIII substitutions published in the SB 700-20 database.

d. The Commanding General, U.S. Army Materiel Command (AMC) will—

(1) Ensure compliance with this regulation, to include communicating directly with other commands for adherence to policy. A copy of the communications will be furnished to the DCS, G-4.

(2) Ensure that the Headquarters (HQ), AMC Materiel Status Office, assists file originators on matters pertaining to type, classification, and verification of materiel status committee record data.

(3) Ensure the Commander, HQ, AMC, LOGSA—

(a) Represents HQDA and HQ, AMC, in administering Army participation in the Defense Inactive Item Program-Redesign (DIIP-R) and coordinate Armywide compliance with established policies, procedures, and schedules.

(b) Develops policy for Army participation in the Federal Catalog System (FCS).

(c) Collects, compiles, and issues nonquantitative logistics management data, including the AMDF worldwide.

(d) Develops, manages, and operates the AMDF.

(e) Develops complete statistical reports and detailed analyses of various types of management data recorded in the AMDF.

(f) Processes and validates for the monthly control file update cycle those change notices received from the AMDF originators.

(g) Develops policy and procedures to connect the AMDF with Army supply systems and the Federal Logistics Information System (FLIS).

(h) Processes all Federal supply classification (FSC) changes and logistical transfers affecting SB 700–20 through the FLIS and the Army Central Logistics Data Bank (ACLDB).

(i) Ensures that national stock number (NSN) items added to the AMDF are registered in the FLIS total item record (TIR).

(j) Obtains NSNs from the Defense Logistics Information Service (DLIS).

(k) Furnishes NSNs and applicable descriptions for items according to AR 70–1 to support the proposed reclassification of items.

(l) Prepares special-asset reporting instructions under AR 710–3 for publication in the SB 700–20 database, and send these instructions, plus any changes, to the Commander, U.S. Army Materiel Command Logistics Support Activity (AMXLS–SI), Redstone Arsenal, AL 35898–7466.

(m) Ensures that a newly assigned NSN resulting from modifying an item is included in SB 700–20 and the Logistics Information Warehouse before making the modification (unless the modification is urgent). Modifications having different associated support items of equipment or changes to personnel supportability will be assigned a separate LIN. This ensures that the assets of the modified item can be reported. When an urgent modification is made, the NSN will be added as soon as possible.

(n) Ensures that every entry in SB 700–20 is correct, complete, and justified, as prescribed in DA Pam 708–3.

(o) Ensure that no NSN is listed in SB 700–20 under more than one LIN.

(p) Ensures that NSNs listed in the SB 700–20 are not concurrently linked to a nonstandard line item number (NSLIN) in the nonstandard catalog.

(q) Ensures that the correct unit of issue, unit price, supply category of materiel code, and appropriation and budget activity account code are reflected in the Army Enterprise Materiel Master (AEMM) item data segment for every NSN included in SB 700–20.

(r) Compiles, prepares, and submits the automated SB 700–20 file maintenance transactions for additions, deletions, and changes to SB 700–20 data monthly.

(s) Furnishes guidance on format, data content, use, and rationale to data submitters and users.

(t) Provides special services (file extracts, segmented data, data set, and so on) on an as-required basis.

(u) Returns error conditions to the item manager within seven days after processing.

(v) Provides a standard way for activities to interrogate the AMDF to get management data on an automated basis and reassigns a correct document identifier code (DIC) when an incoming DIC is incorrect.

(w) Sends required AMDF change notices in NSN sequence to the Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs).

(x) Designates reportable item control code 2 items.

(y) Prepares and submits major item (class of supply 7) and medical equipment (class of supply 8) LIN substitution data. Authorized Class VII and Class VIII LIN substitute data will be furnished to LOGSA for input to the SB 700–20 database.

(4) Ensures LOGSA—

(a) Maintains the SB 700–20 database, using transaction data input by authorized data originators.

(b) Receives and processes daily input from the authorized SB 700–20 data originators.

(c) Assigns LINs for items in SB 700–20.

(d) Ensures that data for Army managed and/or used items included in the SB 700–20 is compatible with the data recorded for the NSN in the logistics information database.

(e) Ensures that an NSN will not be recorded in SB 700–20 under more than one LIN.

(f) Creates suspense and audit records of transactions requiring further approval by USAFMSA.

(g) Identifies and forwards transactions requiring further approval to the appropriate approval activity through Standard Study Number-Line Item Number Automated Management and Integrating System.



- (h) Updates SB 700–20 suspense and master files upon notification of approval or disapproval from the appropriate approving activity.
- (i) Provides results of SB 700–20 file maintenance transaction processing to data originators.
- (j) Maintains SB 700–20, deletions and replacements of LINs or NSNs, based on receipt of an approved delete action from HQDA or USAFMSA.
- (k) Establishes, deletes, and maintains SB 700–20 historical records for all—
  1. Inactive NSNs that have been in SB 700–20 for one year.
  2. Inactive LINs that have been in SB 700–20 for three years.
- (l) Provides a monthly update of the special generic transactions to receipts indicated. These data will consist of all changes affecting SB 700–20; LINs; LIN deletion actions; and early release LINs. The data will not be released to other document proponents before SB 700–20 effective dates.
- (m) Provides SB 700–20 data to other requesters as directed by HQ, AMC.
- (n) Ensures that all NSNs that have a LIN associated with it complies with enterprise resource planning (ERP) business rules.
- (o) Provides SB 700–20 data to other requesters as directed by HQ, AMC.
- (5) Ensure the Commander, HQ, AMC LOGSA Materiel Status Office—
  - (a) Assists data originators on matters pertaining to type classification.
  - (b) Verifies materiel status committee record data for data originators.
  - (c) Revises logistics control code, Army type classification code, and materiel status committee record number data, when required, on SB 700–20, regarding LIN maintenance transactions.
  - (d) Reviews the type of classified items to determine the need to retain them in the inventory or propose reclassification.
- (6) Ensure commanders and directors of AMC ASCCs and DRUs/life cycle management commands (LCMCs) and activities—
  - (a) Ensure that supply management data are submitted to LOGSA in formats according to this system for all items under their jurisdiction.
  - (b) Sends AMDF change notices to LOGSA according to the established time frame and in the formats prescribed in DA Pam 708–1.
  - (c) Sends data to LOGSA in any sequence or combination. Data are sequenced and processed according to the DIC and the effective date.
  - (d) Takes appropriate and timely action in response to errors reported by LOGSA and resubmit the data with a new effective date.
  - (e) Responds to queries from recipients about errors found in technical data by recipient. Send a copy of such action to LOGSA.
  - (f) Responds to suspect AMDF data element values reported by the AMDF direct reporting (DIREP) system. Return an annotated copy of the discrepancy report to LOGSA, indicating a change in value with an applicable future effective date or a response that no change in value is required.
  - (g) Provides continuous support to develop and maintain the FCS and Army data management operations.
  - (h) Performs necessary functions related to developing and using the cataloging process.
  - (i) Reviews and validates the data elements in the FLIS and AEMM logistics management data transactions developed by DLIS cataloging.
  - (j) Prepares and maintains locally developed publications.
  - (k) Ensure that AMC ASCCs and DRUs and activities are recorded in the FLIS TIR and that the appropriate NSNs are reflected in authorization documents and related publications. DLIS will act as the cataloging agent for the Army transactions, using established Federal cataloging program guidelines.
  - (l) Provides LOGSA Army pre-position stock data no later than 15 November and 15 May.
    - e. Commanders of ACOMs will—
      - (1) Maintain AMDF data using the guidelines below and update their records based on the effective dates prescribed in the AMDF change notices.
      - (2) Inform LOGSA (AMXLS–SI), Redstone Arsenal, AL 35898–7466, whenever system (functional or programming) techniques are affected by errors in data received.
      - (3) Refer to the Army national or retail manager directly for any technical errors in the management data of an item and give LOGSA an information copy of such referrals.
      - (4) Ensure that referrals to either LOGSA or the item manager include at least the following:
        - (a) NSN.
        - (b) Source of supply.

- (c) Effective date of the change notice.
- (d) Exact area of the change notice where the error is noted.
- (e) Additional required comments.
- (5) Send AMDF change data to supported activities to use in logistics operations.
- (6) Use the data provided in the change notices to aid logistics functions.
- (7) As an alternative to reporting technical discrepancies or errors to the national or retail manager, submit to LOGSA any suspect AMDF data element values for which the recipient requires periodic automated status reports produced by the AMDF DIREP. Input from the recipient must include NSN, data element, current value, recommended value, and complete mailing address.
- (8) Submit DA Form 4511 (Request for Logistics Catalog Data and/or Information) to the Commander, Headquarters, U.S. Army Materiel Command Logistics Support Activity (AMXLS-SI), Redstone Arsenal, AL 35898-7466, to communicate with LOGSA.
  - f. The Commanding General, U.S. Army Training and Doctrine Command will prepare monthly consolidated changes to tables of organization and equipment (including changes to SB 700-20).
  - g. All other major commanders, agency heads, and recipients of the AMDF will comply with the policies and procedures covered by this regulation.

### **1-5. Policy**

- a. The FSC procedures will be used to develop Federal item identification (FII) data. They will also be used to establish common supply management data in the FLIS TIR for Army items of supply. Army cataloging procedures will be used to establish logistics management data elements that are not in the FSC and to collect and issue all logistics management data.
- b. The Army will take part in maintaining the FSC, including the FLIS. It will use data in the FLIS central databank and data established under Army cataloging procedures to support logistics missions and functions.
- c. The AMDF is the official source of logistics management data within the Army. It has precedence over conflicting data published in other authorized Department of the Army (DA) publications. However, for essential codes (ECs), the AMDF shows only the highest code assigned of all support items to end-item applications.
- d. LOGSA will extract and compile catalog management data (CMD) from the AEMM and external data sources and will reformat it in accordance with North Atlantic Treaty Organization (NATO) Common User Item List format requirements. The Common User Item List identifies essential component items and technical information pertinent to weapon systems and end items interchanged between participating NATO members.
- e. Logistics data elements pertaining to all hazardous materials will broadcast and updated as required throughout all Army cataloging regulations, handbooks, tools, and so on. Every effort will be made to provide ready access to hazardous materials related data.

### **1-6. Cataloging concept**

Cataloging is a basic process in commodity management. It supports logistics functions from the procurement of an item to its disposal. In the FSC, a common language is used to classify, name, describe, and number items of supply in a uniform way. The NSN assigned to an item through the FII process is the only number used to identify an item of supply through all logistics systems. In Army cataloging operations, logistics data elements are established for use in acquiring, storing, distributing, transporting, using, and disposing of Army items of supply. This includes collecting and disseminating item identification and related logistics management data for Army activities and the use of other services or agencies.

- a. Cataloging functions will develop and collaborate—
  - (1) Army cataloging policies and procedures covered in this regulation.
  - (2) Policies and procedures for the FSC and the FLIS Procedures Manual.
  - (3) New or revised FSC tools, including item names, reference drawings, Federal Item Identification Guide, the FSC structures, and the Military Standard Item Characteristics Coding Structure.
- b. Federal cataloging transactions will be prepared according to FSC policy and procedures and Army requirements, which include—
  - (1) Acquiring applicable technical data.
  - (2) Validating applicable technical data.
  - (3) Selecting approved item names.
  - (4) Deciding correct FSCs.
  - (5) Deciding type of FII (descriptive or reference).
  - (6) Selecting cataloging tools.

- (7) Preparing proposed FIIs.
  - (8) Preparing proposed changes, deletions, or cancellations of FII data.
  - (9) Preparing input of changed, deleted, or canceled data to appropriate cataloging and logistics data management systems.
  - (10) Coordinating proposed transactions with recorded activities.
- c. Prepare detailed instructions and guidance will be for developing functional logic and preparing system change requests for establishing and maintaining automated capabilities to process, store, retrieve, and use cataloging data.
  - d. Collect, review, coordinate, and prepare proposed actions on CMD and Army unique and peculiar logistics management data for input to logistics data systems.
  - e. Collect, review, coordinate, and prepare proposed actions on Army unique logistics management data for input to logistics data systems.
  - f. Centralize special data element processing and problem solving involving multiple materiel management functions.
  - g. Prepare and update sets, kits, and outfits (SKO) online, found at <https://weblog.logsa.army.mil/sko/index.cfm/>, which contains all Army component lists for SKOs.
  - h. Maintain and use FCS references and historical records.
  - i. Apply proper quality control and quality assurance techniques to achieve technical accuracy and data reliability in Federal and Army cataloging processes and in all other cataloging products and services.
  - j. Provide cataloging support to other operating elements of the command or activity, such as supply management, maintenance engineering, stock control, procurement, and standardization. This support involves reviewing, validating, and coordinating Federal and Army cataloging data used in documents related to functions carried out by those elements. These documents include, but are not limited to—
    - (1) Nonstock-numbered requisitions.
    - (2) Nonconsumable item materiel support requests.

#### **1–7. Army adopted items of materiel and list of reportable items**

The SB 700–20 will be updated monthly and provides a list of Army adopted items and other selected items. The SB 700–20 database will be updated daily. Publication will be distributed worldwide and will be used by recipients for property book accountability and asset reporting.

## **Chapter 2**

### **Army Participation in the Federal Catalog System**

#### **2–1. Overview**

This chapter provides for Army participation in the FCS that consists of—

- a. Policies for naming, classifying, identifying, and numbering items of supply.
- b. Item-characteristic data that identify each item of supply.
- c. A data storage repository for management data and selected supplementary technical data related to each item of supply.
- d. Publications containing FCS data that are distributed throughout the Department of Defense (DOD) for use in materiel management functions.

#### **2–2. Program objectives**

The Army program objectives—

- a. Support the overall objectives of the FCS within the DOD.
- b. Maintain and use those parts of the FCS identified in paragraph 2–1.
- c. Compile item characteristics and selected technical and materiel management data for each item of supply entering the supply system.
- d. Participate with other DOD components to develop, maintain, and improve system requirements and techniques in support of logistics functions.
- e. Participate in the uniform systems of supply classification and item identification used by NATO countries according to NATO Standardization Agreements 3150 and 3151.
- f. Support fully the development and use of approved item names, full descriptions of item identification, and recording of all known reference numbers in the FLIS TIR.

### **2-3. Stock numbering criteria**

a. The DA criteria for obtaining NSNs for items managed or used by Army activities are the same as the criteria published DOD 4100.39-M. NSNs will be assigned to items of personal property in the Federal supply system that are recurrently used, bought, stocked, or distributed. These items will be named, described, classified, and numbered so that only one distinctive combination of numerals (an NSN) identifies the same item throughout the Federal supply system. Included are:

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

(2) Items stocked in the main or consolidated supply component of a consumer installation to provide supply support to area requisitioning personnel.

(3) Items, including local stock numbered items, except medical for which two or more materiel demands or requisitions are recorded within a six-month period. This will be regardless of the military service or civilian agency from which the demands have been received. As part of the FCS submission, all user interest will be registered in the FLIS TIR for each participant from which demands have been received. This also applies to items procured directly from commercial sources for immediate use by a post, camp, station, or Federal agency.

(4) Medical materiel meeting the criteria cited in AR 40-61.

(5) Items other than those listed above that, at the option of each military service or General Services Administration (GSA) component, are required to comply with logistics programs in which identification by NSN is essential.

(6) Items provided through the Foreign Military Sales (FMS) Program, standardized agreements, and other U.S. bilateral agreements.

b. Items in the following categories will not be assigned NSNs:

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

(2) Items furnished by contractors to fulfill service contracts that may be used to overhaul and repair specified equipment, providing such items are consumed in the overhaul cycle and do not enter the logistics system.

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

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

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

(6) Items procured only with nonappropriated funds.

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

(8) Medical items that are:

(a) Without an investigational new drug approval or new drug application when such is required and enforced by the Food and Drug Administration.

(b) Unique to a single patient or require special fitting, such as orthopedic appliances.

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

c. Items having sole application as industrial plant equipment will be assigned a plant equipment code (PEC). Each item having application both within the DOD supply system and the industrial plant equipment inventory will be assigned both an NSN and a PEC. Suitable cross-referencing information will be recorded in the master files of the FCS.

### **2-4. Stock numbering policy**

a. It is DA policy (DOD 4100.39-M) to assign stock numbers to items that are—

(1) Components, repair parts, spares, special tools, and supplies as determined under the provisioning process by assignment of source codes PA, PB, PC, PD, PE, PF, and PG, at a minimum. Give attention to increasing the use of these codes during the provisioning process.

(2) In receipt of two or more valid demands in 180 days at the national level and no other remedial action is appropriate (that is, PEC items or items falling within the excluded category).

(3) Hazardous in nature and, as such, require material safety data sheets as prescribed in DODI 6050.05.

(4) Determined to be essential for stock at any level to include prescribed load lists, authorized stockage lists, war-reserve stock, or other inventories at the retail or national level.

(5) Determined by the LCMC or national maintenance point to require the assignment of an NSN for other additional logistics support requirements.

(6) End items entered under the Army type classification process.

- (7) End items entered under the Joint Electronics Type Designation Automated System process.
- (8) End Items for tables of distribution and allowances excluded from Army-type classification.
- (9) End items assigned new NSNs due to the following criteria:
  - (a) The item of supply concept has changed.
  - (b) The form, fit, and/or function has changed.
  - (c) A new model designator is assigned.
- (10) Items based on field requirements under part numbered requisitions.
- (11) Items listed in section II of component list.
- (12) Items qualified for stockage at the direct support, general support, or organizational maintenance level and items that are included in support list allowance computations used in the fielding process for new equipment, system redistribution, and equipment modification.
- (13) Those items assigned source code P at the time of fielding.
- (14) FMS items for which there is an expected repetitive demand. This policy does not require assigning NSNs to all items prior to the establishment of the FMS case. An FMS case for reimbursement for cataloging services can be established by NATO or the foreign government acquiring the items. Examples of items sold through FMS not requiring NSN assignment are commercial equipment sold to NATO or foreign governments without support requirements and items that will be supplied on a one-time basis. This criteria applies to all commercial or nondevelopmental items when it is anticipated that they will be adopted as standard items.
  - b. In addition to DOD policy contained in DOD 4100.39–M, the following items/circumstances will not be assigned NSNs:
    - (1) Medical materiel outlined in AR 40–61 and subject to control by TSG and the Defense Medical Materiel Board.
    - (2) Parts for nonstandard training equipment.
    - (3) Locally fabricated training aids unless DA anticipates that they will be adopted as standard items.
    - (4) Parts and supplies incidental to roadside repair of Army vehicles and equipment.
    - (5) Courtesy card purchases, toll and tunnel tickets, and tokens.
    - (6) Materiel normally subject to two demands in 180 days that is required to meet true emergencies when delivery from the national source will not meet emergency requirements.
    - (7) Items that the DCS, G–1 must approve, such as military decorations, medals, heraldic flags, badges, and insignia.
    - (8) Commercial construction material (for example, sod, fill dirt, and bricks), excluding mechanical, electro-mechanical, electrical, and electronic items.
    - (9) Nonadopted, Military Intelligence and Criminal Investigation Command special investigative and covert equipment that is not anticipated to be supported through central channels.
    - (10) Items procured only for DOD civil defense efforts, except those items that are required to provide protection to DOD personnel or to be used by them to quell disturbances.
    - (11) Items leased under the provisions of AR 25–1, unless DA plans to procure the item and to provide support through a DOD logistics system within the current time period.
    - (12) Unique military items exempted from standard procedures to include nuclear items and specially controlled cryptologic items.
    - (13) Nonmilitary items authorized by the common table of allowances, but not essential to combat operations, such as recreational equipment and materiel, and subject to two demands in 180 days.
    - (14) Parts for nonstandard equipment or materiel, such as base-level commercial equipment.
    - (15) Commercial equipment used in support of American Forces Radio and Television Service (AFRTS) for a closed-circuit television network (that is, unit cost is under \$3,000).
    - (16) Components of end items, if the sole basis of issue of the component as a separate item is restricted to DA-approved schools, training centers, laboratories, maintenance activities, and other selected activities, provided the item does not support an Army standard adopted item.
    - (17) Additional exclusions approved by the LOGSA.

## **2–5. Provisioning and other preprocurement screening**

Provisioning and other preprocurement screening against the FLIS TIR will be applied to all items that are being recommended or considered for procurement. This will determine the availability of existing NSNs and additional DOD logistics information, including the availability of assets in the DOD supply system. Commands or activities will not routinely prepare and submit provisioning screening requests to the FLIS, or arrange for their preparation and submission by contractors, for items not selected by DOD components or recommended by

the contractor as support items through the provisioning process. This restriction is not intended to deny the use of the provisioning screening process for routine inquiries or for updating and validation.

## **2-6. Cataloging functions**

Policies and procedures for cataloging functions are in DOD 4100.39-M. Other cataloging publications, such as cataloging handbooks, are prepared jointly by the military Services, Defense Logistics Agency (DLA), and GSA. They are issued as supply bulletins (SBs) and will be used by cataloging personnel in preparing or processing item identification and item related logistics data for Army items of supply.

## **2-7. Registration by major organizational entity rules**

a. A DA activity responsible for cataloging or otherwise requiring file data for an item of supply on a continuing basis will be recorded in the FLIS TIR, according to DOD 4100.39-M.

b. Only one Army activity will be designated in an Army major organizational entity (MOE) rule as the authorized item identification data collaborating activity. The collaborating responsibility of the designated activity is inherent for all NSNs in the FLIS TIR on which the MOE rule is registered.

c. An Army activity that is not included in an MOE rule as a submitter, collaborator, or data receiver and that requires continual file data for an NSN will be recorded in the FLIS TIR as a supplementary data receiver. This will be accomplished as follows:

(1) When supply support responsibility for a new Army item is accepted, DLA, GSA, or another military Service will register the correct Army MOE rule number on the NSN and automatically record the requesting activity as a supplementary data receiver in the TIR.

(2) When an adoption request is received for an NSN, the activity recorded as the Army lead service or integrated materiel manager (IMM) on the NSN will complete the necessary processing actions. This will ensure that the activity requesting adoption is recorded on the NSN as a supplementary data receiver in the FLIS TIR.

(3) When an activity desires to be recorded as a supplementary data receiver on an NSN managed by DLA/GSA under Primary Inventory Control Activity (PICA) level of authority 01, 02, 23, the activity will submit the proposal directly to FLIS when an Army MOE rule is recorded.

## **2-8. Proposed Federal cataloging data changes**

In addition to the collaboration requirements defined in DOD 4100.39-M, a DA activity responsible for logistics file data for an item of supply will coordinate the proposed Federal cataloging data changes with each DOD activity recorded in the FLIS TIR as a supplementary data receiver on the NSN.

## **2-9. Timely responses**

a. Internal DA collaborating requests will be answered within 45 days of receipt.

b. The DA agent assigned by the DLIS is responsible for cataloging (submitting and/or collaborating) and will take final action within 15 days after receiving replies from DA activities.

c. If a possible duplicate NSN or substitute item is found during collaboration or offered by DLIS or another reviewing or processing activity, the responsible DA cataloging activity will further collaborate the acceptance of the item with recorded Army using activities regarding acceptance of the item.

## **2-10. Collaborating national stock numbers under standardization review**

a. The DA agent receiving data under item reduction projects or standardization on an item-by-item basis will ensure that—

(1) Coordination includes cataloging collaboration with all DA activities recorded in the FLIS TIR as data receivers to ensure that all special applications and uses of the item are considered.

(2) Direct contact with these activities will be made to expedite collecting replies.

b. DA activities receiving such requests for review will ensure that—

(1) Collaboration is accomplished within internal elements of the activity (supply, maintenance, and/or engineering).

(2) A direct reply is made to the requesting activity.

## **2-11. File data extracts**

All requests for data extracts from DLIS (mass retrieval of data) will be sent to AMC LOGSA for further processing. The letter should include appropriate data requirements from DOD 4100.39-M. Transactions directly pertaining to the Army segments of the system support record at DLIS will be submitted to AMC LOGSA.

## 2-12. Reports and statistics

Specific information concerning Federal cataloging reports and statistics is in DOD 4100.39-M. Requests to be placed on distribution for any of these reports (along with required annual justification) will be submitted to AMC LOGSA.

## 2-13. Public requests for Federal Catalog System data

FCS data will be made available to the public under DOD 4100.39-M, Volume 1, which is supplemented as follows:

a. Members of the public requesting FCS data will have access to publications according to the release procedures outlined in AR 25-55.

b. The following FCS information cannot be distributed:

- (1) Federal catalog listings containing security or classified information.
- (2) Data on Department of Energy (DOE) specially-designed items.
- (3) Data on DA-designed and quality-controlled nuclear ordnance items.
- (4) Data on DOE quality-controlled commercial items.
- (5) National Security Agency specially-designed and controlled items.
- (6) Publications designated "for official use only," such as the proprietary item identification list.

c. The DA activity may opt to provide a limited amount of Federal logistics data (for example, Federal logistics data on compact disc-read only memory (CD-ROM) to commercial activities or individuals supplying selected items under DA contracts). Information releases must comply with the requirements of AR 25-55.

## Chapter 3

### Managed Control Numbers

#### 3-1. Overview

a. This chapter provides the policy for assigning, using, and controlling managed control numbers (MCNs) for items that are not cataloged within the FCS. It also provides for the assignment of blocks of MCNs. Excluded from the scope of this chapter are—

(1) *Medical items.* Medical activities and centers will follow the guidance outlined in this regulation, AR 40-61, and ACOM supplements and regulations in assignment of nonstandard stock numbers and MCNs. The Office of The Surgeon General (DASG-HCL), 5109 Leesburg Pike, Falls Church, VA 22041-3528, will be contacted regarding the policy and procedures governing medical materiel.

(2) *Brand name and no brand name resale items.* Defense Logistics Agency Troop Support, 2800 South 20<sup>th</sup> St., Philadelphia, PA 19101-8419, will be contacted regarding the policy and procedures governing brand name and no brand name resale items.

(3) *Communications security (COMSEC).* The Commander, U.S. Army Communications-Electronics Command Communications Security Logistics Activity (SELCL-LO-C), Fort Huachuca, AZ 85613-7090, will be contacted regarding the policy and procedures governing COMSEC items. Examples consist of keying materiel, codes, authentication systems, nonmachine ciphers, and telecommunication security devices.

(4) *Athletic clothing and footwear.*

(5) *Commercial nontype classified clothing items authorized for local purchase in CTA 50-900.*

(6) *Regulated items in FSC 8345 (Flags).*

(7) *Television/Audio support activity items.* The AFRTS will screen DLIS monthly for cross-referencing reference numbers to NSNs.

b. As an exception, MCNs assigned by the U.S. Army Test and Evaluation Command will be used to permanently identify experimental munitions and related items regardless of the installation or activity where stored or used. The assigned MCN will remain valid until one of the following occurs: all stocks are expended or demilitarized or an NSN is assigned to the item.

c. ACOMs, ASCCs, and DRUs are not authorized to create local MCNs. ACOMs, ASCCs, and DRUs must request new MCNs or changes to existing MCN through the Army Enterprise System Integration Program (AESIP).

#### 3-2. Program objectives

To reduce the use of MCNs and ensure NSNs are assigned to items that require stockage, all part numbers will be screened for stocked items assigned MCNs, and those that match will be converted to existing NSNs.

The reference number includes the five-position commercial and government entity code and the manufacturer's item identifying number. This combination is referred to as the part number throughout this regulation. The requests for NSN assignment for part numbered items will be submitted according to chapter 4.

### **3–3. Criteria for developing and assigning managed control numbers**

a. The MCN is a 13-character number similar to the NSN except for the alpha code in the seventh position, which represents the ACOM or activity that requested the assignment. Characters 8 through 13 will be assigned in ascending serial sequence independent of the FSC. Activities requesting MCNs should ensure that the proper FSC is used for each item. An example of an MCN is 2840–01–K32–1234. Authorized alpha codes are in DA Pam 708–1.

b. MCNs are also used in the NSLIN program for accountability of nonstandard materials. They are managed by LOGSA. Class IX items assigned an MCN will not be assigned an NSLIN.

c. Materials that may be assigned an MCN for proper control of material records within automated systems include:

- (1) An item for which an NSN has been requested but has not been received.
  - (2) An item that contains neither an NSN nor a part number.
  - (3) Items that are excluded from the FCS.
  - (4) Experimental munitions and related items that do not qualify for NSNs and are not assigned manufacturers' part numbers.
  - (5) Materials purchased locally or using government purchase cards.
  - (6) Materials assigned an MCN instead of a standard LIN.
- d. LOGSA's NSLIN representative and activities listed in DA Pam 708–1 will—
- (1) Manage MCN assignment to NSLIN program, ensuring compliance with ERP business rules for NSLINS.
  - (2) Create a file or table of MCN assignments to NSLINS.
  - (3) Maintain historical files of MCN assignment.
- e. HQ, AMC national depots will—
- (1) Keep a register of MCNs assigned.
  - (2) Review and determine disposition of assigned MCNs.
  - (3) Report unidentified field returns to appropriate national inventory control point (NICP).

### **3–4. Allotment of managed control numbers**

a. The LCMCs and activities are listed in DA Pam 708–1 and cross-referenced to an applicable seventh position code.

b. Army public works centers will be assigned or allotted MCNs by their parent commands using the authorized alpha code cross-referenced in DA Pam 708–1.

c. The LOGSA will assign MCNs to nonstandard materials requiring an NSLIN assignment using DA Pam 708–1 and may utilize other characters in support the NSLIN mission.

## **Chapter 4**

### **Federal Supply Classification Assignments**

#### **4–1. Overview**

The policies in this chapter will be followed to implement the materiel management assignment in designated FSCs under a class manager or end item manager concept. This chapter also covers materiel management assignments within the DA and will be used to—

- a. Determine the proper Army activity for assignment of the materiel management processing.
- b. Identify an initial contact point for resolving logistics problems when the Army manager cannot be determined through available documentation or data sources (DA Pam 708–1).

#### **4–2. Exceptions**

Excluded from the scope of this chapter is the logistic support of items required for—

- a. Construction materials and installed equipment required for military construction by a contractor. However, if Government-furnished property is specified for use by contract, the property will be acquired from the recorded manager or as noted in this chapter.



b. Materials (not normally procured for the Army supply system) that are used for research or by industrial activities to manufacture end items. However, Government-furnished property items are subject to assignment when they are used on supply contracts.

c. Special services supplies and equipment procured with appropriated funds for off-duty recreation programs. The Commander, U.S. Army Community and Family Support Center, will determine requirements and provide appropriated funds for off-duty recreation programs. Items for which there is a designated item manager will be procured through that designated item manager.

d. Logistics support of nonappropriated fund activities that is limited to that authorized by law and regulations.

#### **4-3. Policy**

a. Army Secondary Inventory Control Activity (SICA) materiel management of IMM items will be determined on an FSC basis to be consistent with assigned missions within HQ, AMC.

b. TSG will not be recorded as an Army manager for nonmedical items.

c. Each item used by the Army, and managed by the DLA or GSA, will be under the Army activity listed in DA Pam 708-1. Retail management authority for items managed by other services and used by the Army is determined item by item by DOD 4140.26-M.

d. Army materiel management of nonconsumable items will be assigned item by item to the activity entering the item into the Army supply system.

e. Activities requiring supply support for an item will send their requests directly to the proper IMM.

f. Items in the Army supply system will have only one Army manager.

g. When interchangeable and substitutable item relationships result from the DOD Defense Standardization Program, the Army manager of the master or prime item will also be the manager for the related item.

h. Assignment of a single Army manager is extended to management and control of maintenance float requirements. Individual items of material modified to accommodate any and all specific weapons system requirements will stay under the management control of the original assigned manager. Integration of a major item into a weapons system is not a basis for transfer of management authority.

i. New consumable items entering the Army/DOD supply system will be reviewed by the introducing Army manager, per DOD 4140.26-M, appendix B, for retention or release to the designated IMM. For each Army-used IMM item, the Army manager will be determined as shown in DA Pam 708-1.

j. Materiel management assignments for mission oriented consumable items are as follows:

(1) The ACOM or activity requiring and entering an item into the DOD supply system will become the Army manager regardless of FSC.

(2) New items entering the Army supply system that are currently managed by another military service require the Army activity to furnish supply support requests direct to the IMM (DOD 4140.26-M).

(3) Items entering the DOD supply system through joint provisioning require materiel management assignment and registration. This is determined by mutual agreement among the interested services regardless of the FSC class.

(4) Disagreements over materiel management assignments among Army PICA/SICA activities will be referred for resolution to the Commander, HQ, AMC Logistics Support Activity (AMXLS-SI), Redstone Arsenal, AL 35898-7466.

k. Materiel management assignments for nonconsumable items will be on an item-by-item basis.

l. Army field commands (posts, camps, and stations) requiring a point of contact for reporting logistics problems, for routing of documentation, or for other reasons will submit requests to the manager of the end item of which the item is a component. If the end item is not known, see DA Pam 708-1 to identify the Army activity.

## **Chapter 5**

### **Logistic Reassignments**

#### **5-1. Overview**

Logistic reassignments (LRs) between Army NICPs result from—

(1) Changes in mission responsibilities of the commodity commands.

(2) Changes in multiple-use items due to reduction or elimination of use of the item.

#### **5-2. Program objectives**

The objectives of this chapter are to—

a. Ensure uniform LRs and the timely transfer of—

- (1) Accountability.
- (2) Funds.
- (3) Essential management, cataloging, technical, and acquisition data.
- (4) Acquisition contracts. Acquisition contracts remain at the command until all stock has been received.
- (5) Personnel spaces.
- (6) Facilities and activities.
- (7) Equipment.
  - b. Eliminate duplication in the management of multiple-use items.
  - c. Maintain continuous supply support during change of management.

### 5-3. Policy

The following is the policy guidance for processing LRs:

- a. The effective transfer date (ETD) of the LR must be no fewer than 120 days after the LR agreement is reached between the losing item manager (LIM) and the gaining item manager (GIM). This will provide enough lead time to—
  - (1) Update records in databases, such as—
    - (a) The FLIS TIR.
    - (b) AESIP (portions ACLDB) (functionality was picked up by AESIP as ACLDB has retired).
    - (c) The Commodity Command Standard System or the Logistics Modernization Program.
    - (d) The Army COMSEC Commodity Logistical and Accounting Information Management System.
    - (e) The AMDF—Expanded (for medical materiel).
  - (2) Change appropriate supply publications.
- b. Changes to the AMDF resulting from LRs are processed according to DA Pam 708-2. Changes to SB 700-20 are processed, according to DA Pam 708-3.
- c. Solve problems with item management codes (IMCs) according to DOD 4140.26-M.
- d. Forward LR problems to the Commander, LOGSA, for action. If the problem cannot be solved at LOGSA, it will be referred to HQ, AMC.
- e. Physical relocation of stocks is authorized only when it is in the interest of economy and efficiency.
- f. Report as excess national assets produced after one year from the ETD (except from open contracts).
- g. Conduct physical inventory program requirements for all items through the ETD, in accordance with military standard transaction reporting and accounting procedures.

## Chapter 6 Army Unique Data

### 6-1. Overview

This chapter establishes the policy for processing and handling selected Army unique data (AUD) elements of the AMDF item data record on DLA- and GSA-managed items.

### 6-2. Policy

AUD will include the following:

- a. A quarterly AUD extract will be scheduled during December, March, June, and September of each year. Recorded users of the DLA/GSA items will extract the lowest maintenance repair code (MRC) and the highest EC from their applicable system records that contain this information and will forward the data to LOGSA by DIC (YA) transaction code. LOGSA will accomplish any required AMDF revisions, and the SICA and user's files will be updated using management data distribution (MDD) from LOGSA. The recoverability code will not be extracted from the user's files but will be updated by LOGSA based upon the MRC value.
- b. The constructed records will be electronically transmitted to LOGSA in accordance with the schedule in table 6-1.
- c. The LOGSA will make any required changes in the AMDF and provide output through normal MDD processing. Transactions failing the front-end edits will be forwarded to the AMDF file originator for resolution, along with an image of the AUD records received for the failed NSN. The service item control centers will update their system records from the MDD and process any required changes to the CMD in the FLIS TIR.

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Table 6-1

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Quarterly Army unique data processing schedule		
Month extracted	AMDF effective date	To reach LOGSA not later than
DEC	1 FEB	23 DEC
MAR	1 MAY	25 MAR
JUN	1 AUG	25 JUN
SEP	1 NOV	25 SEP

## Chapter 7 Defense Inactive Item Program—Redesign

### 7–1. Overview

This chapter provides policy for Army participation in the DIIP-R.

### 7–2. Policy

a. Army activities will identify and select potentially inactive Army-managed items of supply and coordinate with supported activities by referring inactive item review notifications (IIRNs), in accordance with DOD 4140.32–M. Inactive items of supply will be removed from the supply system in accordance with DOD 4100.39–M.

b. Army retail managers and authorized inactive items data receivers will respond to IIRNs generated by supporting inventory managers, in accordance with DOD 4140.32–M.

c. The Army managers will coordinate IIRNs with the U.S. Army Security Assistance Command before initiating action to delete the Army MOE rule.

## Chapter 8 Item Management Coding

### 8–1. Overview

This chapter covers using the IMC process that determines whether an item of supply, in FSCs assigned for integrated materiel management, qualifies for management by individual AMC ASCCs and DRUs. It also concerns DA, AMC, LOGSA; U.S. Army Medical Material Agency; and logistics functions that affect the assignment of national materiel management. For medical items, IMC is applied only to FSCs 6630, 6640, 8820, and 9410.

### 8–2. Program objectives

Army program objectives are to—

- a. Support the overall DOD objectives of the DOD IMC program as contained in DOD 4140.26–M.
- b. Assign the appropriate IMC for all NSNs in designated FSCs contained in DA Pam 708–1.
- c. Participate with other DOD components to develop, maintain, and improve system requirements and techniques in support of the DOD IMC program.
- d. Eliminate duplication of effort in national materiel management of items.

### 8–3. Policy

- a. Items entering the DOD supply systems will be IMCed.
- b. ACOMs, ASCCs, and DRUs and activities will coordinate IMC coding decisions with the directorates for maintenance, materiel management, and product assurance before IMC assignment.
- c. The guiding principle of IMC is to bring all consumable items under the control and management of DLA/GSA. All items requiring NSN assignment and new items entering the DOD supply system will be assigned an IMC in designated FSCs contained in DA Pam 708–1.

## Appendix A

### References

#### Section I

##### Required Publications

**AR 25–1**

Army Information Technology (cited in para 2–4b(14)).

**AR 40–61**

Medical Logistics Policies (cited in paras 1–4c(2)).

**AR 70–1**

Army Acquisition Policy (cited in para 1–4d(3)(k)).

**AR 71–32**

Force Development and Documentation (cited in para 1–4a(4)(h)).

**AR 710–3**

Inventory Management Asset and Transaction Reporting System (cited in para 1–4d(3)(l)).

**CTA 50–900**

Clothing and Individual Equipment (cited in para 3–1a(5)).

**DA Pam 708–3**

Cataloging of Supplies and Equipment, Army Adopted Items of Materiel, and List of Reportable Items (SB 700–20) (cited in para 1–1).

**DOD 4100.39–M**

Federal Logistics Information System (FLIS) Procedures Manual (cited in para 2–3a).

**DOD 4140.26–M**

DOD Integrated Materiel Management (IMM) for Consumable Items: Item Management Coding (IMC) Criteria (cited in para 4–3c).

**DOD 4140.32–M**

Defense Inactive Item Program (cited in para 7–2a).

**SB 700–20**

Army Adopted/Other Items Selected for Authorization/List of Reportable Items (cited in para 1–4a).

#### Section II

##### Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation.

**AR 11–2**

Managers' Internal Control Program

**AR 25–30**

Army Publishing Program

**AR 25–55**

The Department of the Army Freedom of Information Act Program

**DA Pam 708–1**

Cataloging of Supplies and Equipment Management Control Numbers

**DA Pam 708–2**

Cataloging and Supply Management Data Procedures for the Army Enterprise Material Master

**Standardization Agreement 3150**

Codification: Uniform System of Supply Classification. (Available at <http://quicksearch.dla.mil/>)

**Standardization Agreement 3151**

Codification: Uniform System of Item Identification. (Available at <http://quicksearch.dla.mil/>)

**Section III****Prescribed Forms**

The form listed below is available on the Army Publications Directorate Web site, [www.apd.army.mil](http://www.apd.army.mil).

**DA Form 4511**

Request for Logistics Catalog Data and/or Information. (Prescribed in para 1–4e(8).)

**Section IV****Referenced Forms****DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Appendix B**

### **Internal Control Evaluation**

#### **B-1. Function**

The function covered by this evaluation is to catalog supplies, equipment, and logistics management data.

#### **B-2. Purpose**

The purpose of this evaluation is to assist assessable unit personnel in evaluating the key internal controls outlined below. The specific personnel responsible for using this evaluation will be designated by the cognizant HQs' staff functional principal (for example, at applicable field operating activity, ACOM, special information operations, and table of operation and equipment division HQs). The principal and mandatory schedule for using the evaluation will be shown in the annually updated internal control plan. It is not intended to cover all controls.

#### **B-3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification Statement).

#### **B-4. Test questions**

- a. Are all Federal/Army cataloging handbooks and Federal Item Identification Guides available to assure accurate cataloging actions?
- b. Were follow-up actions taken on responses that were overdue?
- c. Was a review or an update conducted on assigned MCNs to determine which MCNs should be retained, cancelled, or replaced with an NSN?
- d. Have the LIM/GIM developed and maintained suspense files to ensure logistics or technical data are received and transmitted to meet the electronic file transmission?
- e. Are timely actions taken to correct errors in the AMDF, FLIS, and local database? Are initial transactions and corrective actions quality controlled?
- f. Were all necessary actions and coordination conducted and reviewed to verify correct interchangeable and substitutable? Have data been established in the FLIS and the AMDF?
- g. Were the procedures in DA Pam 708-2 followed to initiate AMDF changes or were deviations approved?
- h. Were all transactions relating to SB 700-20 properly coordinated and edited on a timely basis for inclusion in the SB?

#### **B-5. Supersession**

This evaluation supersedes the checklist previously published in AR 708-1, dated 21 July 2000. For assistance in responding to questions, contact the functional proponent.

#### **B-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to HQDA, DCS, G-4, Supply Policy Division (DALO-SUE), 500 Pentagon, Washington, DC 20310-0500.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACLDB**

Army Central Logistics Data Bank

**ACOM**

Army command

**AEMM**

Army Enterprise Materiel Master

**AESIP**

Army Enterprise System Integration Program

**AFRTS**

American Forces Radio and Television Service

**AMC**

Army Materiel Command

**AMDF**

Army master data file

**AR**

Army regulation

**ASCC**

Army service component command

**AUD**

Army unique data

**CD-ROM**

compact disc-read only memory

**CMD**

catalog management data

**COMSEC**

communications security

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DCS**

Deputy Chief of Staff

**DIC**

document identifier code

**DIIP-R**

Defense Inactive Item Program-Redesign

**DIREP**

direct reporting

**DLA**

Defense Logistics Agency

**DLIS**

Defense Logistics Information Service

**DOD**  
Department of Defense

**DODI**  
Department of Defense Instruction

**DOE**  
Department of Energy

**DRU**  
direct reporting unit

**EC**  
essential code

**ERP**  
enterprise resource planning

**ETD**  
effective transfer date

**FCS**  
Federal Catalog System

**FII**  
Federal item identification

**FLIS**  
Federal Logistics Information System

**FMS**  
foreign military sales

**FSC**  
Federal supply classification

**GIM**  
gaining item manager

**GSA**  
General Services Administration

**HQ**  
headquarters

**HQDA**  
Headquarters, Department of the Army

**IIRN**  
inactive item review notification

**IMC**  
item management code

**IMM**  
integrated materiel manager

**LCMC**  
life cycle management command

**LIM**  
losing item manager

**LIN**  
line item number

**LOGSA**  
logistics support activity



**LR**  
logistic reassignment

**MCN**  
managed control number

**MDD**  
management data distribution

**MOE**  
major organizational entity

**MRC**  
maintenance repair code

**NATO**  
North Atlantic Treaty Organization

**NICP**  
national inventory control point

**NSLIN**  
nonstandard line item number

**NSN**  
national stock number

**PEC**  
plant equipment code

**PICA**  
Primary Inventory Control Activity

**SB**  
Supply Bulletin

**SICA**  
Secondary Inventory Control Activity

**SKO**  
sets, kits, and outfits

**TAADS**  
The Army Authorization Documents System

**TIR**  
total item record

**TSG**  
The Surgeon General

**USAFMSA**  
U.S. Army Force Management Support Agency

## **Section II**

### **Terms**

#### **Army cataloging**

The method by which materiel is uniformly and systematically identified and the data recorded, maintained, and disseminated. The method used to establish, collect, and record nonquantitative logistics management data for Army items of supply in command or activity data record systems and the AMDF and the release of this data worldwide. It includes preparing supply catalogs and developing new Army cataloging procedures and techniques, as required.

**Army recorded user**

A PICA or a SICA recorded in the FLIS TIR under an appropriate MOE rule for an NSN; an Army activity NIPC or Service Item Control Center having interest in an item and recorded in the DLIS TIR as supplementary data received. Army recorded users receive catalog data and changes distributed by DLIS.

**Class manager**

The inventory control point designated to do assigned materiel management functions on an FSC basis.

**Commercial and government entity code**

The CAGE code is a five-character, data-element number assigned to establishments that are manufacturers or that control design of items of supply procured by the Government.

**Document identifier code (DIC)**

A three-digit code that identifies the type of action to specific fields in the alignment of the AMDF.

**Federal Catalog System (FCS)**

A catalog system that provides a single item identification and stock number for each item that is repeatedly used, purchased, stocked, or distributed.

**Federal item identification (FII)**

The physical and performance characteristics of an item that are collected in a prescribed format according to Federal cataloging policy and procedures. These data identify and separate an item from all similar items in the supply system. Also, included are the item's name, NSN, reference number, and manufacturer's code.

**Federal Logistics Information System (FLIS)**

An automated data processing system that provides a centralized databank to support DOD, Federal civil agencies, and foreign countries taking part in the integrated logistics support program.

**FLIS total item record (TIR)**

One of two FLIS sectors that contains item-oriented logistics management data, for example, stock numbers, item characteristics, reference numbers, user records standardization data, freight data, and CMD. The other FLIS sector contains system records of system-oriented data used to support the TIR. The system-support record sector includes tables or indexes of FSCs, MOE rules, activity addresses, edit tables, and validation tables. Its content is updated directly by system-support record maintenance transactions, or by automatic interface of FLIS/DLIS programs.

**Gaining item manager (GIM)**

The item manager to whom an item is transferred.

**Integrated materiel manager (IMM)**

The materiel manager responsible for carrying out assigned materiel management functions for selected items or selected FSC classes.

**Interchangeable and substitutable group**

Two or more items that have an interchangeable and substitutable relationship. A group consists of one or more subgroups.

**Item manager**

See integrated materiel manager.

**Item of supply**

Any material, part, component, subassembly, set, equipment, equipment accessory or attachment, or end item for the equipping, maintenance, operation or support of military or civil activities and organizations. An item of supply may be a single item of production or two or more items of production that are functionally interchangeable or that may be substituted for the same purpose and are equal in use. It may be more refined (of closer tolerance, finer quality, or with specific characteristics) than the normal item of production. It may also be a modification (done by the user or by request of the user) of a normal item of production.

**Logistic reassignments**

The transfer of materiel management responsibility for an item from one item manager to another.

**Logistics management data**

A group of no-identity, no-quantifying data elements. These data elements consist of CMD, such as prices and units of issue, and Army unique and peculiar data, such as ECs and recoverability codes, that are assigned to each item of supply according to the FCS and ARs.

**Losing item manager (LIM)**

The item manager that an item is transferred from because of a change in management responsibility.

**Major item**

A final combination of component parts or materials that is ready for its intended use. It is important enough to be subject to continuing, centralized, individual item authorization and management throughout all command support echelons.

**Materiel management**

Direction and control of those aspects of logistics that deal with materiel including the functions of identification, cataloging standardization, requirements determination, procurement, inspections, quality control, packaging, storage, distribution, disposal, and maintenance mobilization planning. It covers materiel control, inventory control, inventory management, and supply management.

**Medical materiel**

Items approved by the Defense Medical Materiel Board and managed by the Defense Personnel Support Center regardless of the item's FSC class.

**Mission assignee**

An organizational element within DA assigned materiel management responsibility for an FSC class and selected items.

**NATO supply code for manufacturers**

A five-digit, alphanumeric code that identifies manufacturers located in NATO and other friendly countries. Codes are assigned by the central cataloging offices of the different countries. The prefix of the suffix can be an alpha and the remaining positions numeric.

**Originator (for example, AMDF)**

An Army activity having national or retail materiel management responsibilities that prepares and submits AMDF change notices to LOGSA.

**Primary inventory control activity (PICA)**

A single activity responsible for procuring, establishing, and controlling stock item accountability, cataloging, depot maintenance, and item disposal.

**Reference number**

A number, except an activity stock number, used to identify an item of production or a number used with other identifying numbers to identify an item of supply. Reference numbers include the manufacturer's part drawing, model, type, source-controlling, and specification-controlling numbers; the manufacturer's trade name, when the manufacturer identifies the item by trade name only; NATO stock numbers; and specification or standard part, drawing, or type numbers.

**Retail manager**

A materiel manager or other designated activity within a military service or agency having retail responsibility for an item of supply where the national materiel management functions are performed by an IMM, including Defense Nuclear Agency, National Security Agency, and U.S. Army Tank-Automotive Command.

**Secondary inventory control activity (SICA)**

A supply control activity responsible for controlling stock levels and maintaining item accountability when supply support is furnished by a different service or agency.

**Supervisory command or activity**

The command or activity designated by the mission assignee (TSG, HQ AMC) as the managing command or activity for each assigned FSC class.

**Unique communications security items**

Items under the design control of the National Security Agency, other service cryptologic agencies, or U.S. Army Communications—Electronics Command that are used solely for communications security purposes.

Army design-controlled items will not include items identified in commercial catalogs, items available off the shelf from vendors, items covered by approved Federal or military specifications or standards, items covered by industry specifications or standards, or items managed by other Army materiel class managers.

**Unique cryptologic items**

Items that are design controlled by either the National Security Agency or the U.S. Army Intelligence and Security Command that are used solely for cryptologic purposes. Army design-controlled items do not include items identified in commercial catalogs, items available off-the-shelf from vendors, items covered by approved Federal or military specifications or standards, items covered by industry specifications or standards, or items managed by other Army materiel class managers.

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