

**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  
5 June 2006**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 708-1

Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment

This major revision, dated 5 June 2006--

- o Changes the term "wholesale level" to "national level" (throughout regulation).
- o Changes United States Army Force Integration Support Agency to United States Army Force Management Agency.
- o Adds the requirement to utilize automatic identification technology (AIT).
- o Identifies the Web-Based Logistics Integrated Database as the information source for end item to spare/repair part now that Supply Bulletin 38-101 is no longer being published.
- o Makes administrative changes throughout.
- o Rescinds DA Form 1988-R, dated July 1993; DA Form 3163-R, dated September 1986; and DA Form 3163-1-R, dated September 1986.


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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General, United States Army  
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Official:

  
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**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 U.S. Army. This regulation implements DOD 4100.39-M and DOD 4140.26-M.

**Applicability.** This regulation applies to all units and organizations of the Active Army, the Army National Guard/Army National Guard of the United States, and

the United States Army Reserve, unless otherwise stated.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, G-4. The Deputy Chief of Staff, G-4 has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The Deputy Chief of Staff, G-4 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 management control process.**

This regulation contains management control provisions in accordance with AR 11-2 and contains checklists for conducting management control reviews.

**Supplementation.** Supplementation of

this regulation and the establishment of command or local forms are prohibited without prior approval from the Office of the Deputy Chief of Staff, G-4, HQDA (DALO-SMP), Washington, DC 20310-0500.

**Suggested improvements.** Users may send comments and suggested improvements through the Internet site of the Army Publishing Directorate, <http://usapa.army.mil>. Anyone without Internet access should submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Executive Director, U.S. Army Materiel Command Logistics Support Activity, ATTN: AMXLS-R, Redstone Arsenal, AL 35898-7466.

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

**Contents** (Listed by paragraph and page number)

**Chapter 1**

**Introduction**, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Responsibilities • 1-4, page 1

Policy • 1-5, page 1

Cataloging concept • 1-6, page 2

\*This publication supersedes AR 708-1, dated 21 July 2000.

## **Contents—Continued**

### **Chapter 2**

#### **Army Participation in the Federal Catalog System, page 3**

Overview • 2-1, page 3

Program objectives • 2-2, page 3

Stock numbering criteria • 2-3, page 3

Stock numbering policy • 2-4, page 4

Provisioning and other preprocurement screening • 2-5, page 5

Cataloging functions • 2-6, page 5

Registration by major organizational entity rules • 2-7, page 5

Proposed Federal cataloging data changes • 2-8, page 6

Timely responses • 2-9, page 6

Collaborating national stock numbers under standardization review • 2-10, page 6

File data extracts • 2-11, page 6

Reports and statistics • 2-12, page 6

Public requests for FCS data • 2-13, page 6

### **Chapter 3**

#### **Management Control Numbers, page 6**

Overview • 3-1, page 6

Program objectives • 3-2, page 7

Criteria for developing and assigning MCNs • 3-3, page 7

Allotment of management control numbers • 3-4, page 8

### **Chapter 4**

#### **Federal Supply Class Assignments, page 8**

Overview • 4-1, page 8

Exceptions • 4-2, page 8

Policy • 4-3, page 8

### **Chapter 5**

#### **Logistic Reassignments, page 9**

Overview • 5-1, page 9

Program objectives • 5-2, page 9

Policy • 5-3, page 9

### **Chapter 6**

#### **Army Master Data File, page 10**

Policy • 6-1, page 10

Use of DA Form 4511 • 6-2, page 11

### **Chapter 7**

#### **Army Adopted Items of Materiel and List of Reportable Items, page 11**

Overview • 7-1, page 11

Policy • 7-2, page 11

### **Chapter 8**

#### **Army Unique Data, page 12**

Overview • 8-1, page 12

Policy • 8-2, page 13

### **Chapter 9**

#### **Defense Inactive Item Program, page 13**

Overview • 9-1, page 13

Policy • 9-2, page 13

## **Contents—Continued**

### **Chapter 10**

#### **Item Management Coding, *page 13***

Overview • 10-1, *page 13*

Program objectives • 10-2, *page 13*

Policy • 10-3, *page 14*

### **Appendixes**

**A.** References, *page 15*

**B.** Management Control Evaluation Checklist, *page 16*

### **Table List**

Table 8-1: Quarterly AUD processing schedule, *page 13*

### **Glossary**

## **Chapter 1 Introduction**

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

This regulation provides policy and defines responsibilities for the cataloging of supplies and equipment and related logistics data management functions. Detailed procedural guidance will be contained in Department of the Army (DA) Pamphlet (Pam) 708-1, DA Pam 708-2, and DA Pam 708-3.

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

Required and related publications and prescribed and referenced forms are listed in appendix A.

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

Abbreviations and special terms used in this regulation are explained in the glossary.

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

- a.* The Deputy Chief of Staff, G-4 (DCS, G-4) will exercise staff supervision for—
  - (1) Establishing and maintaining the cataloging system in the Army.
  - (2) Army participation in the Army Master Data File (AMDF) system.
  - (3) For all additions, changes, and deletions to Supply Bulletin (SB) 700-20.
  - (4) Ensuring that automatic identification technology is used in the tracking and transfer of cataloging data.
  - (5) Dissemination of Federal cataloging policy throughout the Army.
- b.* The Surgeon General (TSG) will set objectives and issue policy and guidance on cataloging matters relating to medical materiel.
- c.* The Commander, U.S. Army Force Management Support Agency (USAFMSA) will staff and approve all line item number (LIN) changes to SB 700-20 at Headquarters (HQ), Department of the Army (DA) and will—
  - (1) Serve as the DCS, G-4 delegated authority for the overview of Army logistics data management requirements, set objectives, and issue policy, and guidance on the Army portion of the Federal cataloging process.
  - (2) Ensure Army participation in the development and management of the AMDF system.
  - (3) Ensure compliance with this regulation, to include communicating directly with other commands for adherence to policy.
- d.* All other major commanders, agency heads, and recipients of the AMDF will comply with the policies and procedures covered by this regulation.
- e.* The Commander, U.S. Army Material Command (AMC) Logistics Support Activity (LOGSA) will—
  - (1) Develop policy for the Army participation in the Federal Catalog System (FCS).
  - (2) Collect, compile, and issue nonquantitative logistics management data, which includes the AMDF worldwide.
  - (3) Represent HQDA and HQ AMC in administering Army participation in the Defense Inactive Item Program (DIIP) and coordinate Army-wide compliance with established policies, procedures and schedules.
  - (4) Develop, manage, and operate the AMDF.
  - (5) Manage the compact disc-read only memory development and production for the Army Logistics Data Management Program, including development and maintenance of HQDA and HQ AMC regulatory documents and systems operating instructions for the AMDF.
  - (6) Develop policy and procedures to connect the AMDF with Army supply systems and the Federal Logistics Information System (FLIS).
  - (7) Compile selected SB 700-20 data not later than 15 November and May 15.
- f.* Commanders and Directors of AMC major subordinate commands (MSCs) and activities will—
  - (1) Provide continuous support to develop and maintain the FCS and Army data management operations.
  - (2) Perform necessary functions related to developing and using cataloging process.
  - (3) Review and validate the data elements in the FLIS and Army Central Logistics Data Bank (ACLDB), logistics management data transactions developed by Defense Logistics Information Service (DLIS) cataloging.
  - (4) Prepare and maintain locally developed publications.
  - (5) Ensure AMC MSCs and activity are recorded in the FLIS Total Item Record (TIR) and the appropriate national stock numbers (NSNs) are reflected in authorization document and related publications. DLIS will act as the cataloging agent for the Army transactions, using established Federal Cataloging Program guidelines.

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

*a.* The FCS 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 FCS and to collect and issue all logistics management data.

*b.* The Army will take part in maintaining the FCS, including the FLIS. It will use data in the FLIS central data bank 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 DA publications. However, for essentiality codes (ECs), the AMDF shows only the highest code assigned of all support items to end-item applications. The EC for a support item by end item application is available via the Web-Based Logistics Integrated Database in the Support Items Requirements section (formerly SB 38-101).

*d.* LOGSA will extract and compile catalog management data from the ACLDB and external data sources and reformat into an output Configuration acceptable to North Atlantic Treaty Organization (NATO) Common User Item List requirements. The purpose of the Common User List is to identify essential component items and technical information pertinent to weapon system and end items interchanged between participating NATO members.

*e.* Logistics data elements pertaining to all hazardous materials will be 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 FCS, 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 FCS and the FLIS Procedures Manual.
- (3) New or revised FCS tools, including item names, reference drawings, Federal item identification guides (FIIGs), the Federal supply classification (FSC) structures, and the Military Standard Item Characteristics Coding Structure.

*b.* Federal cataloging transactions will be prepared according to FCS policy and procedures and Army requirements, which include—

- (1) Acquiring applicable technical data.
- (2) Validating applicable tech 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 new 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.* Detailed instructions and guidance will be prepared for developing functional logic and prepare system change requests for establishing and maintaining automated capabilities to process, store, retrieve, and use cataloging data.

*d.* Proposed actions will be collected, reviewed, coordinated, and prepared on catalog management data (CMD) and Army unique and peculiar logistics management data for input to logistics data systems.

*e.* Proposed action will be collected, reviewed, coordinated, and prepared on Army unique logistics management data for input to logistics data systems.

*f.* Special data element processing and problem solving involving multiple materiel management functions will be centralized.

*g.* Prepare and update SC 9999-01-SKO, found in EM 0074, which contains all Army component lists for sets, kits, and outfits.

*h.* FCS reference and historical records will be maintained and used.

*i.* Proper quality control and quality assurance techniques will be applied to achieve technical accuracy and data reliability in Federal and Army cataloging processes and in all other cataloging products and services.

*j.* Cataloging support will be provided 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 (NIMSRs).

## **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 characteristics 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 DOD for use in materiel management functions.

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

The Army program objectives are to—

- a. Support the overall objectives of the FCS within the Department of Defense (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 (STANAGs) 3150 and 3151.
- f. Fully support the development and use approved item names, full description of item identification, and recording 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, volume 1. 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 requisitioners.
  - (3) Items, including local stock numbered items, except medical for which two or more materiel demands or requisitions are recorded within a 6-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 other Federal agency.
  - (4) Medical materiel meeting the criteria cited in Army Regulation (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 Program, STANAGs, 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 to assign stock numbers to items (DOD 4100.39-M, volume 1) 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. Attention will be given 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 if the item falls within the excluded category). This includes field level generated demands reported under the Part Number Conversion Program.
  - (3) Hazardous in nature and as such require material safety data sheets as prescribed in
  - (4) Determined to be essential for stock at any level to include prescribed load lists, authorized stockage lists, war reserve stocks, or other inventories at the retail or national level.
  - (5) Determined by the national inventory control point (NICP) 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 Electronic Type Designation System Process.
  - (8) End Items for tables of distribution and allowances excluded from Army-type classification.
  - (9) End items will be assigned new NSNs whenever the following criteria exists:
    - (a) The item of supply concept has changed.
    - (b) Form, fit, and/or function has changed.
    - (c) A new model designator is assigned.
    - (d) End item is being furnished by a different manufacturer.
  - (10) Based on field requirements under part numbered requisitions.
  - (11) Listed in section II of component list.
  - (12) Qualified for stockage at the direct support general support or organizational maintenance level and items that are included in support list allowance computation 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) Foreign military sales (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, volume 1, DA policy for not assigning NSNs is as follows:
  - (1) Items obtained through overseas procurement and intended solely for overseas use, subject to the NATO stock numbering system and two demands in 180 days criteria.
  - (2) Items manufactured locally for use solely by the local manufacturing activity subject to two demands in 180 days or source coding.
  - (3) Medical materiel outlined in AR 40-61 and subject to control by TSG and the Defense Medical Materiel Board.
  - (4) Parts for nonstandard training equipment.
  - (5) Locally fabricated training aids unless DA anticipates that they will be adopted as standard items.
  - (6) Parts and supplies incidental to roadside repair of Army vehicles and equipment.
  - (7) Courtesy card purchases, toll and tunnel tickets, and tokens.
  - (8) Materiel normally subject to two demands in 180 days that is required to meet bona fide emergencies, when delivery from the national source will not meet emergency requirements.

(9) Items that the Deputy Chief of Staff, G-1 must approve (such as military decorations, medals, heraldic flags, badges, and insignia).

(10) Commercial construction material (that is, sod, fill dirt, and bricks), excluding mechanical, electromechanical, electrical, and electronic items.

(11) Nonadopted, military intelligence and Criminal Investigation Command special investigative and covert equipment that is not anticipated to be supported through central channels.

(12) Items procured for operation and support only by contractors (that is, items not used by the Army in the field and not requiring Army logistic support).

(13) 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.

(14) Items leased under the provisions of AR 25-1 (that is, automatic data processing equipment (ADPE)) unless DA plans to procure the item and to provide support through a DOD logistics system within the current time period.

(15) Unique military items exempted from standard procedures to include nuclear items and specially controlled cryptologic items.

(16) Nonmilitary items authorized by common table of allowances but not essential to combat operations (such as recreational equipment and materiel) and subject to two demands in 180 days.

(17) Parts for nonstandard equipment or materiel such as base-level commercial equipment and other items in SB 700-20, chapter 6, that are exempt from type classification.

(18) Commercial equipment used in support of American Forces Radio and Television Service (AFRTS) for closed-circuit television network (that is, unit cost under \$3,000).

(19) 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.

(20) Additional exclusions approved by the DCS, G-4 (DALO-SMP).

## **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 contained 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 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 4100.39M.

*b.* Only one Army activity will be designated in an Army 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 material 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 (DLIS) responsible for cataloging (submitting and/or collaborating) 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.* 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, table 28, volume 10. 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 provided in DOD 4100.39-M , volume 14. Requests to be placed on distribution for any of these reports (along with required annual justification) will be submitted to the AMC LOGSA.

## **2-13. Public requests for FCS 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 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 (PIIL).
- c.* The DA activity, at its option, may provide a limited amount of Federal logistics data (for example, Federal logistics data on compact disc-read only memory to commercial activities or individuals supplying selected items under DA contracts.

# **Chapter 3 Management Control Numbers**

## **3-1. Overview**

*a.* This chapter provides the policy for assigning, using, and controlling management 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 major Army command (MACOM) 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 nonbrand name resale items. The Defense Personnel Support Center, 2800 South 20th St., Philadelphia, PA 19101–8419, will be contacted regarding the policy and procedures governing brand name and nonbrand name resale items.

(3) Communications security (COMSEC) keys. The Commander, U.S. Army CECOM Communications Security Logistics Activity, ATTN: SELCL–LO–C, Fort Huachuca, AZ 85613–7090, will be contacted regarding the policy and procedures governing communications security 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 the Common Table of Allowances (CTA) 50–900.

(6) Regulated items in Federal Supply Class 8345 (Flags).

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

*b.* An MCN is authorized for internal use only and will not be used for item identification purposes in official publications or documents. An MCN may be used in any local document as an aid in identification if the document does not leave the local activity assigning the MCN, except for authorized exceptions provided for in this regulation.

*c.* 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.

*d.* MSCs under enterprise resource planning solution are not authorized to use MCNs.

### **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 in accordance with chapter 4.

### **3–3. Criteria for developing and assigning MCNs**

*a.* The MCN is a 13-character number similar to the NSN except for the alpha code in the seventh position, which represents the MACOM or activity that made the assignment. Characters 8 through 13 will be assigned in ascending serial sequence independent of the FSC. Activities assigning 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 shown in DA Pam 708–1.

*b.* An MCN will not be assigned to any item that can be traced to an assigned NSN through cross-referencing documents.

*c.* Items that may be assigned an MCN for proper control of item records within manual or 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) An item in which the manufacturer's part number exceeds the number of positions available for systems processing.

(4) Items that are excluded from the FCS.

(5) Experimental munitions and related items that do not qualify for NSNs and are not assigned manufacturers' part numbers.

*d.* The senior logistician for the MACOM and activities listed in DA Pam 708–1 will—

(1) Assign and allot blocks of MCNs, as required.

(2) Keep a register of MCNs assigned.

(3) Furnish storage item data change cards, as appropriate, to storage activities for items initially shipped by part number and for which an NSN is later assigned.

(4) Furnish disposition instructions to storage activities for reported unidentified field returns.

(5) Review and determine disposition of assigned MCNs.

*e.* The senior logistician for posts, camps, stations, facilities, and 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 NICP.

### **3-4. Allotment of management control numbers**

*a.* The MACOMs and activities authorized to assign or allot MCNs are listed in DA Pam 708-1 and cross-referenced to an applicable seventh position code.

*b.* The senior logistician for installations or activities requiring MCNs will send a request for a block of numbers to the appropriate command or activity listed in DA Pam 708-1, table 2-1. The first character of each number within the block is the alpha code of the command or activity allotting the blocks of numbers.

*c.* 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, table 2-1.

## **Chapter 4 Federal Supply Class 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 provides 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 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 (I&S) item relationships result from the DOD 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 Army command 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, AMC Logistics Support Activity, ATTN: AMXLS-ML, 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**

*a.* Logistic reassignments (LRs) between Army NICPs result from—

(1) Changes in mission responsibilities of the commodity commands.  
(2) Changes in the degree of interest the manager has in multiple-use items due to reduction or elimination of use of the item.

*b.* The LRs among Army NICPs, DLA, and GSA result from—

(1) Assigning integrated materiel management of Federal Supply Groups or FSC classes to DLA and GSA.  
(2) Reclassifying items from one FSC class to another.  
(3) Item management coding (IMC) action under DOD 4140.26-M.  
(4) Assigning or reassigning items to DLA or GSA when the requirement for IMC is waived.

*c.* The LRs between Army NICPs and other services will result from FSC assignments or reassignments.

*d.* The LRs among Defense Supply Centers or between Defense Supply Centers and GSA result from either of the following: reclassifying items to other FSC classes, or reassigning items from GSA to DLA because of Army interest.

### **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.  
(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 data bases such as—

*(a)* The FLIS TIR.

*(b)* The ACLDB.

*(c)* The Commodity Command Standard System or Logistics Modernization Program.

*(d)* The Army Communications Security (COMSEC) Commodity Logistical and Accounting Information Management System.

*(e)* The Catalog Master Data File-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. The IMC coding problems will be solved according to DOD 4140.26–M, chapter 2.
- d. The LR problems will be forwarded 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 in the interest of economy and efficiency.
- f. National assets produced after 1 year from the ETD (except from open contracts) will be reported as excess.
- g. Physical inventory program requirements for all items through the ETD will be conducted in accordance with Military Standard Transaction Reporting and Accounting Procedures.

## **Chapter 6**

### **Army Master Data File**

#### **6–1. Policy**

- a. Commander, LOGSA, as designated by HQ AMC, will—
  - (1) Operate the worldwide AMDF.
  - (2) Develop complete statistical reports and detailed analyses of various types of management data recorded in the AMDF.
  - (3) Process and validate for the monthly control file update cycle those change notices received from the AMDF originators.
  - (4) Ensure that NSN items added to the AMDF are registered in the FLIS TIR.
  - (5) Furnish guidance on format, data content, use, and rationale to data submitters and users.
  - (6) Provide special services (file extracts, segmented data, data set, and so on) on an as required basis.
  - (7) Return error conditions to the item manager within 7 days after processing.
  - (8) Provide a standard way for activities to interrogate the AMDF to get management data on an automated basis, and reassign a correct document identifier code (DIC) when incoming DIC is incorrect.
  - (9) Send required AMDF change notices in National Stock Number (NIIN) sequence to the MSCs.
- b. Commander, AMC Life Cycle Management Commands will—
  - (1) Ensure that supply management data are submitted to LOGSA in formats according to this system for all items under their jurisdiction.
  - (2) Send AMDF change notices to LOGSA according to the established timeframe and in the formats prescribed in DA Pam 708–1.
  - (3) Reconcile the data recorded in originator files with those recorded in the ACLDB Master Data Record semiannually. These activities establish internal operating procedures and quality controls to ensure validity and accuracy of the technical data sent to LOGSA for worldwide release.
  - (4) Send data to LOGSA in any sequence or combination. Data are sequenced and processed according to the DIC and the effective date.
  - (5) Take appropriate and timely action in response to errors reported by LOGSA and resubmit the data with a new effective date.
  - (6) Respond to queries from recipients about errors found in technical data by recipient. A copy of such action will be sent to LOGSA.
  - (7) Respond to suspect AMDF data element values reported by the AMDF Discrepancy 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.
- c. MACOM commanders 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, ATTN: AMXLS–ML, 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. Submission may be accomplished by letter, message, DA Form 2028 (Recommended Changes to Publications and Blank Forms), or DA Form 4511 (Request for Logistics Catalog Data and/or Information).

## **6-2. Use of DA Form 4511**

a. DA activities may use DA Form 4511 to communicate with LOGSA.

b. DA activities will submit DA Form 4511, in duplicate, to the Commander, AMC Logistics Support Activity, ATTN: AMXLS-ML, Redstone Arsenal, AL 35898-7466.

## **Chapter 7**

### **Army Adopted Items of Materiel and List of Reportable Items**

#### **7-1. Overview**

The SB 700-20 will be updated twice a year and provides a list of Army adopted items and other selected items. The SB 700-20 data base will be updated daily. Cutoff dates will be 28 February and 31 August, with publication effective dates of 1 June and 1 December, respectively. Publication will be distributed worldwide and will be used by recipients for property book accountability and asset reportability.

#### **7-2. Policy**

a. The DCS, G-4 (DALO-SMP) will—

(1) Review and approve all LIN delete actions for SB 700-20, chapters 2, 4, 6, and 8.

(2) Review and approve all maintenance transactions affecting SB 700-20, chapters 2, 4, and 8 LINs.

(3) Ensure that any LIN deleted without replacement is no longer contained in any authorization or requirements document.

b. The USAFMSA (MOFI-TED-E) will—

(1) Coordinate required internal staffing at HQDA and provides final HQDA approval or disapproval to LOGSA.

(2) Provide the Army authorization document system (TAADS) data to LOGSA no later than 1 June.

(3) Maintain CTA data and provides data electronically semiannually to LOGSA for development of chapter 8 data.

(4) Ensure chapter 6 items conform to AR 71-32.

c. The DCS, G-4 (DALO-AMW) provides LOGSA Army preposition stock data no later than 15 November and 15 May.

d. The U.S. Training and Doctrine Command will prepare semiannual consolidated changes to table of organization and equipment (to include SB 700-20 changes).

e. The Commanding General, 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 (DALO-SMP).

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

f. The Commander, AMC LOGSA Materiel Status Office will—

(1) Provide assistance to data originators on matters pertaining to type classification.

(2) Provide data originators with verification of materiel status committee record data.

(3) Revise logistics control code, Army type classification code, and materiel status committee record number data, when required, on SB 700-20, chapters 2 and 8, LIN maintenance transactions.

g. The Commander, AMC LOGSA will—

(1) Ensure that every entry in SB 700-20, chapters 2, 4, 6, 8 and appendixes E and H, is correct, complete, and justified, as prescribed in DA Pam 708-3.

(2) Ensure that the correct unit of issue, unit price, supply category of materiel code, and appropriation and budget activity account code are reflected in the ACLDB item data segment for every NSN included in SB 700-20.

(3) Process all FSC changes and logistical transfers affecting SB 700-20, chapters 2, 4, 6, and 8, through the FLIS and ACLDB.

(4) Prepare and submit the automated SB 700-20 file maintenance transactions required by this chapter for additions, deletions, and changes to SB 700-20. Cutoff dates will be 28 February and 31 August for publication dates of 1 June and 1 December, respectively.



(5) Ensure that a newly assigned NSN resulting from modifying an item is included in SB 700–20 and the logistics information data base 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.

(6) Ensure that no NSN is listed in SB 700–20, chapters 2, 4, 6, and 8, under more than one LIN.

(7) Obtain NSNs from DLIS. Furnish the NSNs and applicable descriptions for items proposed for initial type classification according to AR 70–1.

(8) Review type classified items to determine the need to retain them in the inventory or to propose reclassification.

(9) Furnish data according to AR 70–1 to support the proposed reclassification of items.

(10) Prepare special asset reporting instructions under AR 710–3 for publication in the SB 700–20 database, chapter 1. Send these instructions, plus any changes, to the Commander, AMC Logistics Support Activity, ATTN: AMXLS–ML, Redstone Arsenal, AL 35898–7466. Send the instructions 95 days before the effective date of the SB 700–20 in which they will be updated.

(11) Designate Reportable Item Control Code 2 items.

(12) Prepare and submit major item (class of supply 7) and medical equipment (class of supply 8) LIN substitution data. Authorized class 7 and 8 LIN substitute data will be furnished to LOGSA for input to the SB 700–20 database, Appendix H. Appendix H data will be furnished to LOGSA by 28 February and 31 August for publication in the 1 June and 1 December, effective dated publications, respectively.

*h.* The LOGSA will—

(1) Maintain the SB 700–20 data base, utilizing transaction data input by authorized data originators.

(2) Receive and process daily input from the authorized SB 700–20 data originators.

(3) Assign LIN for items in SB 700–20, chapters 2, 4, 6, and 8.

(4) Ensure 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 data base.

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

(6) Create suspense and audits records of transactions requiring further approval by USAFMSA and/or MSO.

(7) Identify and forward transactions requiring further approval to the appropriate approval activity through the automated SB 700–20 Distributive Processing System.

(8) Update SB 700–20 suspense and master files upon notification of approval or disapproval from the appropriate approving activity.

(9) Provide results of SB 700–20 file maintenance transaction processing to data originators.

(10) Maintain SB 700–20, appendix E, deletions and replacement of LIN or NSN based on receipt of approved delete action from HQDA or USAFMSA.

(11) Establish and maintain SB 700–20 historical records for all—

(a) Inactive NSNs that have been in appendix E for 1 year.

(b) Inactive LINs that have been in appendix E for 3 years.

(12) Provide a magnetic tape of the SB 700–20 data history file to USAFMSA (MOFI–TED–E) no later than 45 days before the effective date of each SB 700–20 publication. These data are not to be used to update TAADS records until 15 June and 15 December.

(13) Provide a monthly update of the special generic transactions to receipts indicated. These data will consist of all changes affecting SB 700–20, chapters 2, 4, 6, and 8 LIN, LIN deletion actions, and early release LIN. The data will not be released to other document proponents before SB 700–20 effective dates.

(14) Provide SB 700–20 data to other requesters as directed by HQ AMC. 15) Provides SB 700–20 data to other requesters as directed by HQ AMC.

*i.* The Surgeon General (DASG–HCL) will—

(1) Determine Class 8 substitution policy as published in AR 40–61.

(2) Have the approval authority for all Class 8 substitutions published in SB 700–20 database, appendix H.

## **Chapter 8**

### **Army Unique Data**

#### **8–1. 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.

## 8-2. Policy

The Army policy for handling 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 forward the data to LOGSA by DIC CYA transaction. LOGSA will accomplish any required AMDF revisions and the SICA and user's files will be updated using the 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 written to a tape and transmitted to LOGSA in accordance with the schedule in table 8-1.

*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.

**Table 8-1**  
**Quarterly AUD 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 9

### Defense Inactive Item Program

#### 9-1. Overview

This chapter provides policy for Army participation in the DIIP.

#### 9-2. Policy

*a.* Army activities will identify and select potentially inactive Army managed items of supply and coordinate with supported activities through referral of 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 II 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 10

### Item Management Coding

#### 10-1. Overview

This chapter covers the use of the IMC process that determines whether an item of supply, in FSCs assigned for integrated materiel management, qualifies for management by individual AMC MSCs. It also concerns DA, HQ AMC, LOGSA, AMC MSCs or activities, 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.

#### 10-2. 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, chapters 2 and 3.

*b.* Assign the appropriate IMC code for all NSNs in designated FSCs contained in DA Pam 708-1, table 2-2.

*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.

**10-3. Policy**

*a.* Items entering the DOD supply systems will be IMC coded.

*b.* MSCs and activities will coordinate IMC coding decisions with the Directorate for Maintenance, Directorate for Materiel Management, and Directorate for 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 , table 2-2.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 25-1**

Army Knowledge Management and Information Technology. (Cited in para 2-4b(14).)

#### **AR 40-61**

Medical Logistics Policies and Procedures. (Cited in paras 2-4b(3), 3-1a(1), 7-2i(1).)

#### **AR 70-1**

Army Acquisition Policy. (Cited in paras 7-2g(7), 7-2g(9).)

#### **AR 71-32**

Force Development and Documentation-Consolidated Policies. (Cited in para 7-2i(1).)

#### **AR 710-3**

Asset and Transaction Reporting System. (Cited in para 7-2g(10).)

#### **CTA 50-900**

Clothing and Individual Equipment. (Cited in para 3-1a(5).)

#### **DA Pam 708-1**

Cataloging of Supplies And Equipment, Management Control Numbers. (Cited in paras 1-1, 3-3a, 3-3d, 3-4a, 3-4b, 3-4c, 4-1b, 4-3c, 4-3d, 4-3j, 4-3m, 6-1a(2), 10-2b, 10-3c.)

#### **DA Pam 708-2**

Cataloging and Supply Management Data Procedures for the Army Central Logistics Data Bank (ACLDB). (Cited in paras 1-1, 5-3b.)

#### **DA Pam 708-3**

Cataloging Supplies and Equipment, Army Adopted Items of Materiel and List of Reportable Items (SB 700-20). (Cited in paras 1-1, 5-3b, 7-2g.)

#### **SB 700-20**

Army Adopted/Other Items Selected for Authorization/List of Reportable Items. (Cited in paras 1-4a(3), 2-4b(17), 5-3, 7-1, 7-2..) (Restricted distribution; available on AKO or <https://www.ilap.army.mil>.)

#### **DOD 4100.39-M**

Federal Logistics Information System (FLIS) Procedures Manual. (Cited in paras 2-3, 2-4a, 2-7, 2-8a, 2-9, 2-12, 2-13, 2-14, 9-2a.)

#### **DOD 4140.32-M**

Defense Inactive Item Program. (Cited in paras 4-3k(2), 4-3c, 5-1c, 5-1b(3), 9-2b, 9-2a, 10-2a.)

#### **DOD 4140.26-M**

Defense Integrated Materiel Management Manual for Consumable Items. (Cited in paras 4-3k(2), 4-3j, 5-1b(3), 5-3c, 10-2a.)

#### **EM 0074**

Consolidated Publication of Component Lists. (Cited in para 1-6g.) (Restricted distribution; available at <https://www.ilap.army.mil>.)

#### **SB 700-20**

Army Adopted/Other Items Selected for Authorization/List of Reportable Items. (Cited in paras 1-4a(3), 1-4b(1), 1-4d(7), 2-4b(17), 5-36, chap7..)

## **Section II Related Publications**

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

**AR 11-2**  
Management Control

**AR 25-55**  
The Department of the Army Freedom of Information Act Program

**AR 700-82**  
Joint Regulation Governing the Use and Application of Uniform Source Maintenance and Recoverability Codes.

**AR 700-141**  
Hazardous Materials Information Resource System

**STANAG 3150**  
Uniform System of Supply Classification. (Available at <http://assist.daps.dla.mil/online/start>.)

**STANAG 3151**  
Uniform System of Item Identification. (Available at <http://assist.daps.dla.mil/online/start>.)

## **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 paras 6-2b, 6-2a.)

## **Section IV Referenced Forms**

**DA Form 11-2-R**  
Management Control Evaluation Certification Statement

**DA Form 1669**  
Request for National Stock Number and Department of Defense Identification Code for Ammunition and Explosive Supplies

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

## **Appendix B Management Control Evaluation Checklist**

**B-1. Function**  
The function covered by this checklist is cataloging of supplies and equipment, logistics management data.

**B-2. Purpose**  
The purpose of this checklist is to assist assessable unit managers in evaluating the key management controls outlined below. The specific managers responsible for using this checklist will be designated by the cognizant headquarters' staff functional principal (for example, at applicable field operating activity, MACOM, special information operations, and table of operation and equipment division headquarters). The principal and mandatory schedule for using the checklist will be shown in the annually updated management control plan. It is not intended to cover all controls.

**B-3. Instructions**  
Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action

indicated in supporting documentation. These key management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R.

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

- a.* Are all Federal/Army cataloging handbooks and FIIGS available to assure accurate cataloging actions?
- b.* Are followup actions taken on responses that are overdue?
- c.* Is a semiannual review/update conducted on assigned MCNs to determine which MCNs should be retained, cancelled, or replaced with a NSN?
- d.* Have the LIM/GIM developed and maintained suspense files to ensure logistics/technical data are received and transmitted to meet the effective transfer date?
- e.* Are timely actions taken to correct errors in the AMDF, FLIS, and local data base? Are initial transactions and corrective actions quality controlled?
- f.* Are all necessary actions and coordinations conducted and reviewed to verify correct I&S? Have data been established in the FLIS and the AMDF?
- g.* Are the procedures in DA Pam 708-2 followed to initiate AMDF changes or are deviations approved?
- h.* Are all transactions relating to SB 700-20 properly coordinated and edited on a timely basis for inclusion in the SB?

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

This checklist 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 management controls. Submit comments to Headquarters, Office of the Deputy Chief of Staff, G-4, Supply Policy Division, ATTN: DALO-SMP, Washington, DC 20310-0500.

## **Glossary**

### **Section I Abbreviations**

#### **ACLDB**

Army Central Logistics Data Bank

#### **AFRTS**

American Forces Radio and Television Service

#### **AMC**

Army Materiel Command

#### **AMDF**

Army Master Data File

#### **AR**

Army regulation

#### **AUD**

Army unique data

#### **CMD**

catalog management data

#### **COMSEC**

communications security

#### **CTA**

common table of allowances

#### **DA**

Department of the Army

#### **DCS, G-4**

Deputy Chief of Staff, G-4

#### **DIC**

document identifier code

#### **DIIP**

Defense Inactive Item Program

#### **DIREP**

discrepancy reporting

#### **DLA**

Defense Logistics Agency

#### **DLIS**

Defense Logistics Information Services

#### **DOD**

Department of Defense

#### **DOE**

Department of Energy

#### **EC**

essentiality code

**ETD**

effective transfer date

**FCS**

Federal Catalog System

**FII**

Federal item identification

**FIG**

Federal item identification guide

**FLIS**

Federal Logistics Information System

**FMS**

foreign military sales

**FSC**

Federal supply classification

**GIM**

gaining item manager

**GSA**

General Services Administration

**HQ**

headquarters

**I&S**

interchangeable and substitutable

**IIRN**

inactive item review notification

**IMC**

item management coding

**IMM**

integrated materiel manager

**LIM**

losing item manager

**LIN**

line item number

**LOGSA**

U.S Army Logistics Support Activity

**LR**

logistic reassignment

**MACOM**

major Army command

**MCN**

management control number



**MDD**

management data distribution

**MOE**

major organizational entity

**MRC**

maintenance repair code

**MSC**

major subordinate command

**NATO**

North Atlantic Treaty Organization

**NICP**

national inventory control point

**NIMSR**

nonconsumable item materiel support request

**NSN**

national stock number

**PEC**

plant equipment code

**PICA**

primary inventory control activity

**SB**

supply bulletin

**SICA**

secondary inventory control activity

**STANAG**

NATO Standardization Agreement

**TIR**

total item record

**TSG**

The Surgeon General

**USAFMSA**

U.S. Army Force Integration 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 primary inventory control activity or a secondary inventory control activity recorded in the FLIS TIR under an appropriate major organizational entity rule for an NSN; an Army activity national inventory control point 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 Defense Logistics Information Service.

**Class manager**

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

**Commercial and government entity code (CAGE)**

The CAGE code is a 5 character data element number assigned to establishments that are manufacturers or have design control of items of supply procured by the Federal Government.

**Document identifier code DIC)**

A 3-digit code that identifies the type of action to specific fields in the alignment of the AMDF.

**Federal Logistics Information System (FLIS)**

An ADP system designed to provide a centralized data bank 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 recordation, standardization data, freight data, and catalog management data. The other FLIS sector contains system support records of system oriented data used in support of the TIR. The system support record sector includes tables or indexes of FSCs, MOE rules, activity addresses, edit/validation tables. Its content is updated directly by system support record maintenance transactions, or by automatic interface of FLIS/DLIS programs.

**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 manufacturers' code.

**Federal Catalog System (FCS)**

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

**Gaining item manager (GIM)**

The item manager to whom an item is transferred.

**Interchangeable and substitutable group (I&S)**

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

**Integrated materiel manager (IMM)**

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

**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.

**Logistics management data**

A group of nonidentifying, nonquantifying data elements. These data elements consist of catalog management data, such as price and unit of issue, and Army unique and peculiar data, such as essentiality code and recoverability code, that are assigned to each item of supply according to the FCS and Army regulations.

**Logistic reassignments**

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

**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 5-digit, alpha-numeric 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 (AMDF)**

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

**Primary inventory control activity**

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 manufacturers' part drawing, model, type, source-controlling, and specification-controlling numbers; the manufacturers trade name, when the manufacturer identifies the item by trade name only; NATO stock numbers, 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, NSA, 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 NSA, 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 designed controlled by either the National Security Agency or the USA Intelligence and Security Command that are used solely for cryptologic purposes. Army designed 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.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

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