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VOLUME 1

Replaces A291175 and changes 1 through 4, A301318, A301064, A301384 + A306748

FEDERAL LOGISTICS INFORMATION SYSTEM

Volume 1

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FLIS PROCEDURES MANUAL

GENERAL AND ADMINISTRATIVE INFORMATION

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FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 1, DoD 4100.39-M, 1 October 1994, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by ***bold-face italic*** type. Deletions are indicated in the Significant Changes paragraph below.

	REMOVE OLD	INSERT NEW
Glossary	xv and xvi, xxi thru xlv	xv and xvi, xxi thru xlv
Chapter 3	1.3-1 thru 1.3-27	1.3-1 thru 1.3-27
Appendix 1-4-A	1 and 2	1 and 2
Appendix 1-4-D	1 and 2	1 and 2
Chapter 8	1.8-5 thru 1.8-24, 1.8-53 and 1.8-54, 1.8-61 thru 1.8-64,	1.8-5 thru 1.8-24, 1.8-53 and 1.8-54, 1.8-61 thru 1.8-64

II. SIGNIFICANT CHANGES

A. The page changes are effective upon receipt.

B. Changes for the entire manual this quarter and the applicable change number for each affected volume are: Change 1 to volume 1, change 5 to volume 3, change 5 to volume 4, change 4 to volume 5, change 7 to volume 6, change 8 to volume 8, change 8 to volume 9, change 10 to volume 10, change 9 to volume 11, and change 2 to volume 13.

III. This change sheet will be filed in front of volume 1 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:

RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

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FOREWORD

This is one of the volumes (see backside of cover for listing) which comprise the FLIS Procedures Manual. ***It is published under the authority of Department of Defense Directive 4100.39, Federal Logistics Information System (FLIS), and contains information on system concepts and maintenance and an overview of system content and use.***

Volume 2 contains information and procedural guidance for several system features that are used throughout the FLIS and are not limited to any one logistics area.

Volume 3 contains technical and administrative information concerning submittal of data for inclusion in the item naming and classification systems and maintenance of cataloging guidance for input and processing of Item Identification transactions.

Volume 4 contains procedural guidance for the entry and maintenance of an item in the Federal Catalog System, including item classification and reference number review criteria.

Volume 5 provides technical and administrative information for the use of several general and special purpose data extraction features that make item and system data available in various formats.

Volume 6 contains procedures for the submittal and use of data required for inventory control and supply support of items entered into the Federal Catalog System through the Item Identification processes.

Volume 7 contains procedures for collecting administrative data from commercial and Government entities for use in the reference number and Provisioning Screening processes in support of the Item Identification and Supply Management functions.

Volumes 8 and 9 provide element-by-element representations of selected Item Identification, Interrogation/Search, Supply Management, Organizational Entity, Provisioning Screening, and Materiel Management Decision Rule Table segments and input/output transactions.

The data code tables and cross-references contained in volume 10 aid in the preparation of input and analysis of output for all FLIS logistics areas.

Volume 11 lists criteria for the acceptance and processing of transactions by DLSC.

Volume 12 identifies and describes all item-of-supply and management data elements, terms, and acronyms in the FLIS that have been assigned a Data Record Number (DRN). With the exception of the supplementary dictionary pages/partial pages containing the data elements identified by Data Record Numbers (DRNs) 1253-1257, 1282-1287, 1687-1696, 1702-1725, 2631-2634, 2636-2639, 2641-2644, 5100-5728, 5616, 5849-5867, 5869-5933, 5970-5999, 6174-6208, 6291-6458, 7171, 7807, 7869, 8180-8191, 8208-8228.

Volume 13 lists Federal Supply Classification assignments, rules reflecting Item Identification and Supply Management responsibilities and inter-relationships, and criteria for the control and dissemination of such data.

This document supersedes Volume 1, DoD 4100.39-M, October 1994 and changes 1 thru 4.

Volume 14 contains technical and administrative information and sample pages for selected statistical summaries of system operation and conditions in the areas of Item Identification, Supply Management, Organizational Entity, Provisioning Screening, Transaction Processing (DICs), and Materiel Management Decision Rules.

Volume 15 contains technical and administrative information, sample pages, and examples of usage for Classification, Item Identification, Supply Management, and Organizational Entity publications, which reflect the content of the FLIS data base.

Volume 16 is a user's guide to accessing the data base through input/output devices available at participating activities. It currently contains information for Search/Interrogation and will be updated as remote capability is implemented for other FLIS functions.

Volume 17, reserved .

Volume 18 contains information on the Automated Mailing Labels Systems (AMLS).

All interface actions between the Defense Logistics Services Center (DLSC) and the Military Services/Agencies will be submitted in accordance with the procedures contained in chapter 1.4.

Changes to this volume will be provided through FLIS Advance Change Notices (ACNs) and/or quarterly numbered changes in accordance with section 1.1.4.

This volume is prepared and maintained by the Defense Logistics Services Center, Federal Center, Battle Creek, Michigan 49017-3084. Responsible program manager directorates for all narrative are listed in the Table of Contents for Total Manual; program manager directorates for tables are listed in volume 10, section 10.3.1. When a point of contact cannot be determined, technical questions may be directed to the DLSC Customer Service Office in accordance with chapter 1.6, or administrative comments and inquiries may be directed to DLSC-VPH.

Service/Agency distribution is handled through established channels; Defense Logistics Agency publication supply officers may direct inquiries concerning requirements for and/or receipt of volumes and changes to DLSC-VPH.

Content changes appearing in this volume are entered in ***bold-face italic*** type. Deletions will be mentioned in the Foreword/quarterly change sheet or indicated by italic type in the remaining context, if possible. The major change to this volume is the deletion of the System Management Release (SMR) Process. System updates are now done on a weekly basis eliminating the need for the SMR process.

BY ORDER OF THE DIRECTOR



RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

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GLOSSARY
PART I - ACRONYMS

		Volume(s)
AAC	Acquisition Advice Code	6,14,15
ACN	Advance Change Notice, FLIS	1,2
ADC	Air Dimension Code	15
ADP	Automatic Data Processing	1,3,4,7
ADPEC	Automatic Data Processing Equipment Identification Code	6,15
ADPP	Automatic Data Processing Point	15
ADPS	Automatic Data Processing System	1
AEDA	Ammunition, Explosive, and other Dangerous Articles	10
AFFC	Air Force Fund Code	
AFLC	Air Force Logistics Command	6,13
AFM	Air Force Manual	6,13
AIN	Approved Item Name	3,4,6
AINRP	Approved Item Name Reclassification Program	6
AMC	Acquisition Method Code	6,14
AMSC	Acquisition Method Suffix Code	6,14
ANSI	American National Standards Institute, Inc.	2,3,7
APSN	Association Package Sequence Number	
AQL	Acceptable Quality Level	2,14
AR	Army Regulation	2,6,13
ARC	Accounting Requirements Code	15
ASCII	American National Standard Code for Information Interchange	2
ASD	Assistant Secretary of Defense	
ASPR	Armed Services Procurement Regulation	7
CAGE	Commercial and Government Entity Code	1,2,4,5, 6,7,14,15
CAC	Civil Agency Catalog	1,5
CAO	Contract Administration Office	1,15
CIT	Consumable Item Transfer	6
CB	Change Bulletin	15
CCAL	Certified Contractor Access List	15
CDA	Catalog Data Activity	6
CIC	Card Identification Code,	4,6,14
	Item Management Coding	2
	Content Indicator Code	2

		Volume(s)
	Continuation Indicator Code	
CMD	Catalog Management Data	1,2,4,5, 6,7,14,15
COM-RI	Communications Routing Identifier	2, 6
CSS	Cataloging Statistical Series	2,14
DA	Description Available	15
DAAS	Defense Automatic Addressing System	1,2,6
DAASO	Defense Automatic Addressing System Office	1,2,4, 5,6,14
DAC	Document Availability Code	4
DCN	Document Control Number	1,4
DCSC	Defense Construction Supply Center	2,14
DCSN	Document Control Serial Number	6
DD Form	Department of Defense Form	1,2,3, 4,5,7,15
DEMIL	Demilitarization	4,15
DESC	Defense Electronics Supply Center	2,14
DFSC	Defense Fuel Supply Center	2,14
DGSC	Defense General Supply Center	2,14
DHCO	Departmental Headquarters Catalog Office	2,14
DIA	Defense Intelligence Agency	13
DIC	Document Identifier Code	1,2,4,6,7, 13,14,15
DIPEC	Defense Industrial Plant Equipment Center	1,2,6,7,13
DISC	Defense Industrial Supply Center	2,14
DLA	Defense Logistics Agency	1,2,4,5,6, 13,14,15
DLAH	Defense Logistics Agency Handbook	
DLAR	Defense Logistics Agency Regulation	6,13
DLSC	Defense Logistics Services Center	All
DM	Descriptive Method (Item Identification)	2,14
DNA	Defense Nuclear Agency	2, 4, 6, 13, 14
DNACA	Defense Nuclear Agency Cataloging Activity	4
DoD	Department of Defense	All
DoDAAC	Department of Defense Activity Address Code	

		Volume(s)
PSMAT	Provisioning Screening Master Address Table	1,5,7
PSN	Package Sequence Number	1,2,4,5,7
PSOS	Pseudo Source of Supply	6
PVC	Price Validation Code	
Q/R	Query Response, Electronic Data Transmission	
QUP	Quantity Unit Pack	2,6,15
RCS	Reports Control Symbol	2,14
RD	Restricted Data	4
RIC	Routing Identifier Code	1,2,6
RM	Reference Method (Item Identification)	2,4,14
	Retail Manager	6
RNAAC	Reference Number Action Activity Code	1,2,4
RNCC	Reference Number Category Code	2,4,5,6,15
RNFC	Reference Number Format Code	4,5
RNJC	Reference Number Justification Code	1,4
RNSC	Reference Number Status Code	4
RNVC	Reference Number Variation Code	5,6,15
ROFC	Remote Output Format Code	16
RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4
S/A	Military Service/Civil Agency	2,13,14
SAC	Secondary Address Code	3,4
SADC	Service/Agency Designator Code	2,4,15
SAIC	Secondary Address Indicator Code	
SAN	System Advisory Notice (FLIS)	1
SCN	System Control Number	1,4
SCR	System Change Request (FLIS)	1,6,15
SFM	Simplified File Maintenance	1,2
SIC	Statistical Indicator Code	
SICA	Secondary Inventory Control Activity	1, 2, 5, 6, 13, 14
SICC	Service Item Control Center	2,6,13,14
SIN	Submittal Identification Number	
SLC	Shelf Life Code	2,6,15
SMIC	Special Material Identification Code	15

		Volume(s)
SMR	System Management Release, FLIS	1
SNOCA	Service Nuclear Ordnance Cataloging Activity	4
SoS	Source of Supply Code	1,2,4,6, 4,15
SoSM	Source of Supply Modifier Code	
SPSN	Submitted Package Sequence Number	
SR	Standard Requirement	4
SSR	Supply Support Request	1,2,6,13
	System Support Record	1,2,5,6, 7,13,14,15
STDB	Standard Test Data Base	1
TACOM	U.S. Army Tank-Automotive Command	2,6,13,14
TIC	Terminal Identifier Code	
TSN	Terminal Serial Number	
UFC	Uniform Freight Classification (Code)	1,7,15
U/I	Unit of Issue	2,6,15
U/M	Unit of Measure	
U/P	Unit Price	15
USCG	United States Coast Guard	1,2,6

Volume(s)

GLOSSARY
PART II - TERMS

Acceptable Quality Level (AQL). The maximum percent defective that, for purposes of sampling inspection, can be considered satisfactory.	2,4,14
Accounting Requirements Code (ARC). See DRN 2665, volume 12.	15
Acquisition Advice Code (AAC). See DRN 2507, volume 12.	2,6,14,15
Acquisition Method Code (AMC). See DRN 2871, volume 12.	6,14
Acquisition Method Suffix Code (AMSC). See DRN 2876, volume 12.	6,14
Activity Code. A two-character code assigned by DLSC, upon request, for use in the Federal Catalog System to identify an activity for cataloging, standardization, or other management purposes.	2,3,4,5,6
Adopt Coding. Application of the approved IMC criteria by an ICP to items of supply currently managed by a IMM, wherein the ICP or another activity within the same Service is not currently recorded as a user in the FLIS Data Base and desires to add user interest and obtain supply support from the appropriate IMM.	6
Advance Change Notice - See FLIS Advance Change Notice	
Air Commodity/Special Handling Code. See DRN 9215, volume 12.	1,2,15
Air Dimension Code (ADC). See DRN 9220, volume 12.	1,2,15
Air Force Fund Code. See DRN 2695, chapter 12.2.	
American National Standard Code for Information Interchange (ASCII). The bit configuration standard subset requirement for FLIS and all Government computer systems.	2
Applicability Key. The code used to reference the applicability of a requirement to an item name in a FIIG.	3
Approved Item Name (AIN). The name which is selected (approved by the Directorate of Item Identification, DLSC, as the Official designation for an item of supply), and delimited where necessary, to establish a basic concept of the item of supply to which the item belongs and with which it should be compared. It may be a basic name, or a basic name followed by those modifiers necessary to differentiate between item concepts having the same basic name. Approved item names, basic names, and colloquial names are published in Cataloging Handbook H6. When two or more names are applicable to an item, the name which is most commonly used by the Government and industry shall be selected as the item name. The other name(s) shall be cross-indexed to the selected name.	3,4,6,15

	Volume(s)
Approved Item Name Reclassification Program (AINRP). A DoD-directed program designed to (1) identify item names (by five-digit code) which represent large quantities of consumable items originally classified in FSC classes for the next higher assemblies; (2) take action to reclassify such items from the next higher assembly FSC to the "home" FSC class; and, (3) apply IMC procedures to items migrating from weapons system oriented to commodity oriented FSC classes.	6
Association Code. A code number assigned by DLSC, for internal use, to a corporate complex which has two or more divisions, branches, subsidiaries, etc., each of which has been assigned a different Commercial and Government Entity Code (CAGE). This code number is used by DLSC in screening operations for determining duplication and possible duplication when the reference number is the same but the CAGE Code is different.	1,4,5,14
Association Package Sequence Number (APSN). See DRN 8252, volume 12.	
Authorized Item Identification Collaborator Code. See DRN 2533, chapter 12.2.	2,6
Automatic Data Processing Equipment Code (ADPEC). See DRN 0801, volume 12.	8,9,10,15
Cancelled Federal Item Identification. A Federal item identification which is no longer authorized for use to identify an item of supply.	2,4,6
Card Identification Code, Item Management Coding. See DRN 0099, volume 12.	1,2,6,14
Catalog Management Data (CMD). The total range of information compiled and published in Management Data Lists including requisitioning, stock, and financial management and other management control data; and including various referenced relationships to other items, documents, or materiel management conditions.	1,2,4,5, 6,7,14,15
Cataloging Handbook H2. A handbook containing Federal Supply Classification data in various sequences:	3,4,15
This handbook consists of the structure of the Federal Supply Classification showing all groups and classes in the four-digit FSC code numbering system. Where appropriate, the main inclusions and exclusions which delimit the coverage of a particular class are shown.	3,15
Cataloging Handbook H6. Federal Item Name Directory for Supply Cataloging.	3,4,15
Cataloging Statistical Series (CSS). A series of informational type documents which provide statistical data in support of the Federal Cataloging Program.	2,14
Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC, the IMM is the sole submitter of cataloging actions related to items of supply in the applicable class. ***The IMM is the sole submitter of cataloging actions, both new or changed data and new, reinstatement, or revised item identifications, for items managed in the applicable class. This also includes proposals for new or revised cataloging tools related to FSCs under the activity's cognizance.***	2, 4

	Volume(s)
Category B Single Submitter. Where management and cataloging responsibility is established on a by item basis within a given FSC, ***the IMM is the sole submitter of proposed catalog data changes against existing item identifications representing items of supply under the management cognizance of that activity. This includes cataloging action, both new or changed data, and new, reinstatement, or revised item identifications, for items managed under the activity's cognizance.***	2
Central Catalog File. See FLIS Data Bank.	2,4
Certified Contractor Access List. Contains all active and registered private sector entities, which have been designated as eligible to receive export-controlled technical data from the Department of Defense (DoD).	1,15
Change Bulletin. Publications issued following a basic edition for updating purposes. The data content is cumulative. Change bulletin is synonymous with the terms "advance notice" and "supplement".	15
Change Coding. The method of changing data elements previously furnished as a result of IMC. Excluded are changes from Service management to Integrated Materiel Management or vice versa. Such latter changes shall be accomplished under initial, maintenance, retroactive, or return coding as appropriate.	6
Change Indicator. See DRN 0122, volume 12.	
Characteristics Reply. The total reply to a FIIG requirement in MILSTICCS format. It consists of the primary address code and may consist of a secondary indicator code, along with a secondary address code (if applicable), or it may consist of a double dollar symbol ($$) to identify the AND condition or a single dollar symbol ($) to identify the OR condition. These symbols will be used to chain materials and the like which do not govern other requirements. Also included is the mode code and the item characteristics (either clear text or coded or a combination of the two as specified in the FIIG) followed by the record separator symbol.	3,4
Civil Agency Catalog. Provides specially tailored information for interested Civil Agencies and is the means by which the Defense Logistics Agency (DLA) provides information on National Stock Numbers (NSNs) for supply support of the Civil Agencies.	1,15
Codification Project Code. A two-character alphabetic code assigned by the Defense Logistics Services Center (DLSC) to identify catalog data related to a codification project for NATO or other foreign countries.	4
Collaborating Activity. An activity designated by a Military Service or participating agency to review proposed item logistics changes.	2,4
Collaborator Code. See DRN 2533, volume 12.	2,13

Volume(s)

Commercial and Government Entity Code (CAGE). Any reference number entered into the Federal Catalog System will have a CAGE Code assigned to it prior to entering the central catalog file. The CAGE Code is a five character data element assigned to establishments which are manufacturers or have design control of items of supply procured by the Federal Government. The first and last positions of a CAGE Code will be numeric. Under certain conditions revision actions shall be initiated by DLSC: When a CAGE Code is cancelled and replaced by a code assigned to a single manufacturer; or when DLSC cannot determine, without collaboration, which items formerly manufactured by a defunct organization are now manufactured by the acquiring organization(s).

Where the applicable CAGE Code cannot be determined under the conditions cited above, recorded cataloging activities shall initiate appropriate action to update the central catalog file. DLSC will not cancel a CAGE Code until all numbers of that manufacturer have been withdrawn.

Commodity Materiel Management Category Code - DoD. See DRN 2611, volume 12.

Compiler. A term used to denote the activity responsible for the preparation and maintenance of a catalog.

Concept Change. A concept change is determined to exist when the identification characteristics expressed by the proposed revision of a Federal item identification differ in content from those expressed by the Federal item identification, and both item identifications represent possible items of supply. 4

Condition Codes. A condition code is assigned to Approved Item Names to indicate whether the name may be classified in single or multiple FSC(s) as follows:

Code 1 - The AIN may be classified in only one specific FSC.

Code 2 - The AIN may be classified in two or more specific classes of the FSC structure.

Code 3 - The AIN may be classified in any logical class of the FSC structure.

Consumable Item Transfer (CIT). A special project transferring consumable items now managed by military services to DLA or GSA.

Content Indicator Code. The Content Indicator Code (CIC) consists of four alphabetic characters which appear in positions 5 through 8 of an Automatic Digital Network (AUTODIN) message header and End of Transmission (EOT). It is designed primarily for use by the receiving communications terminal as an aid in determining distribution of data messages. All catalog data being transmitted requires a CIC. 2

Continuation Indicator Code (CIC). See DRN 8555, volume 12. 1,4

Contract Administration Office Code (CAO). See DRN 8870, volume 12. 1,15

Controlled Inventory Item Code (CIIC). See DRN 2863, Volume 12. 15

	Volume(s)
Conversion. The transformation of a value to an equal or equivalent value in a different term or scale.	3
Coordinating Activity. An activity having the responsibility for inter-Service/Agency coordination.	
Criticality Code. See DRN 3843, volume 12.	1,4,5,15
Data Chain. A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).	4,5
Data Changes. All revisions of published Federal Item Logistics Data Records (FILDRs); all transfers between the descriptive method and the reference method; all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.	2,4,6
Data Code. A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense Nuclear Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).	1
Data Element. A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).	1,4,5,6, 7,15
Data Element Dictionary (DED). An authoritative reference containing the definition and related features of data elements, data chains, and data use identifiers. See volume 12.	1
Data Element Terminator Code. See DRN 8268, volume 12.	1,4
Data Exchange. The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).	2
Data Item. A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.	
Data Range Criteria. Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.	3
Data Record Number (DRN). See DRN 0950, volume 12.	1,2,4,5, 6,7,15

Volume(s)

Defense Retail Interservice Support (DRIS) Program. A program designed to use inter-service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.

Deletion Reason Code. See DRN 4540, volume 12. 6,14

Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose. 4,15

Department of Defense Activity Address Code (DoDAAC). See DRNs 0395 and 6550, volume 12.

Department of Defense Activity Address Directory (DoDAAD). The file of all Department of Defense customers clear-text addresses, address codes, and billing codes for use in preparation of bills to customers.

Department of Defense Ammunition Code (DoDAC). See DRN 3767, volume 12. 3,15

Department of Defense Interchangeability and Substitutability (I&S) Family. A grouping of items which possess such physical and functional characteristics as to provide comparable functional performance for a given requirement.

Depot Source of Repair (DSOR). An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service cataloging function. 6

Design Control Reference. The primary number used to identify an item of production, or a range of items of production, by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item by means of its engineering drawings, specifications, and inspection requirements. 2,4

Document Availability Code (DAC). See DRN 2640, volume 12.

Document Control Serial Number. See DRN 1000, volume 12. 1,5,6

Document Control Number. See DRNs 1015 and 3920, volume 12. 4,5,6,15

Document Identifier Code (DIC). See DRN 3920, volume 12. 1,2,4, 5,6,7, 13,14,15

DoD/Federal Functional Manager. The organizational element responsible for specific functions such as the Federal Catalog Program (DLA-SC), Item Management Coding (DLA-OP), Freight Classification Data (MTMC). 1

	Volume(s)
DOE Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through DNA and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE 87991.	4
DOE Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense Nuclear Agency (DNA) and may be categorized as "war reserve quality", "training quality", or "single quality".	4
Drop Table. Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.	1
Economic Feasibility. The determination of the cost effectiveness of a data system change. Design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the value of the automated data system change under development.	1
Effective Date (ED). The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.	2,5,6,13
Electronic Data Transmission. This is a world-wide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and-forward (message switching) basis and subscriber (circuit switching) basis. (Formerly, Automatic Digital Network (AUTODIN)).	1,2,4,5,6,7
Electronic Data Transmission Message Control. A procedure that may be used by interested users to identify and verify receipt of FLIS data transmitted electronically for a fixed time period. See volume 8, DIC KWA.	*2*
Electrostatic Discharge Code. A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic inteference damage.	8,9,10,15
End of Transmission (EOT). An ADP term indicating the conclusion of a transmission.	

Volume(s)

Equivalency Criteria. Criteria contained in section II of the FIIG consisting of data range conversion formulas and decision rules criteria used to determine characteristic equivalency and substitutability. Replies are equivalent when they are identical or become equivalent through the application of section II criteria. Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be considered equivalent with respect to other definitive replies to a specific input requirement. Equivalent items are always "offered" to the processing activity requesting NSN assignment from DLSC for review and possible acceptance. 3

Estimated Demand. See DRN 0727, volume 12.

Estimated or Actual Price. See DRN 0731, volume 12.

Expendability, Recoverability-Reparability Code (ERRC). See DRN 2655, volume 12.

Extra Long Characteristics Description (ELCD). Characteristics description data which consists of 5,000 characters or more. 2,3,4

Extra Long Reference Number (ELRN). A reference which exceeds the allowed field of 32 positions and must be carried forward to additional cards. 2,3,4

Federal Catalog System. A Federal program administered by DoD in conjunction with GSA. It shall name, describe, classify, and number each item repetitively used, bought, stocked, or distributed by the Federal Government so that only one distinctive combination of letters or numerals (or both) identifies the same item throughout the Federal Government. 1,3,4,6, 14,15

Federal Cataloging Program Statistical Series. A series of statistics required to reflect information pertaining to all Federal Cataloging Program transactions recorded in FLIS files against items which are managed by DoD activities, Civil Agencies, or foreign countries participating in the Federal Cataloging Program. 14

Federal Item Identification (FII). A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Catalog System, and required related management data. 2,4,6

Federal Item Identification Guide (FIIG). A guide prescribing standard requirements, formats, and machine oriented coding structure for the collection of item characteristics and other item-related logistics data. 1,2,3,4, 5,7,14,15

Federal Item Name Director (FIND). Published as Cataloging Handbook H6 Series; provides item name data to Services/Agencies for use in development of item identifications. 4,15

Federal Logistics Data on Compact Disc. FED LOG utilizes a Personal Computer to access data stored on a Compact Disc - Read Only Memory (CD-ROM) providing a fast and efficient tool to research items currently in the supply system. Designed to replace microfiche, the information contained on this product is equal to seven major microfiche publications (MCRL, ML-C, DoD I&S, FILDR, H4/H8, H2, and selected portions of the H6). In addition to the FLIS data, FED LOG contains service unique data from the Army, Navy and Air Force. 17

	Volume(s)
Federal Logistics Information System (FLIS). An ADP system designed to provide a centralized data bank in support of the Department of Defense, Federal Civil Agencies, and foreign countries participating in the integrated logistics support program.	All
Federal Supply Classification (FSC). Permits the classification of all items of personal property used by participating activities. Groups and classes have been established for the universe of commodities with emphasis on the items known to be in the supply systems of participating activities. This classification system with its present structure of groups and classes represents those groupings and relationships which are based on current, as well as anticipated, management needs. The Federal Supply Classification structure is modified, as the needs of management change, by the addition of newly developed groups and classes, the subdivision of existing classes, and the revision of definitions of classes. The uniform Federal Supply Classification is governed by daily management requirements and provides uniform management categories throughout military activities and Civil Agency organizations, functions, operations, and supply pipelines. It permits greater uniformity within and between Military Services and Civil Agencies in the operations of reporting, accounting, financial management, inventory control, and budgeting.	1,2,3,4, 5,6,13, 14,15
Federal Supply Classification Group 11, Nuclear Ordnance. A Federal Supply Classification group which includes those nuclear ordnance items which are not specifically commodity classified elsewhere.	4
Federal Supply Group (FSG). See DRNs 3994 and 3996, volume 12.	1,5,6, 13,14,15
File Maintenance Sequence Number (FMSN). See DRN 1515, volume 12.	4,6
Financial Inventory Accounting (FIA). Establishment and maintenance of inventory accounts in monetary terms and the rendition of reports thereon. Covers materiel in storage, in process, on hand, in transit, and on consignment.	
FLIS Advance Change Notice. A notification, to users of DoD 4100.39-M, of changes that must be implemented in the period between quarterly publication of changes and revisions.	1
FLIS Data Bank. A totally integrated logistics information repository, including graphics, necessary to support the various logistics functions. The central data bank is organized in two segments, the FLIS Data Base segment and the System Support Record segment.	1,2,3,4, 5,6,15
FLIS Data Base. The segment of the FLIS data bank containing the sum total of information (words, codes, and numbers) on an item required for identification and related data necessary to support various logistics functions. The FLIS data base is comprised of the following files: NIIN, Characteristics, Reference Number, and Graphics.	1,2,3,4, 5,6,7, 13,14,15
Foreign Countries (FC). (Changed from: Friendly Foreign Governments). A non-NATO nation participating in the Federal Cataloging Program through an agreement which provides for the furnishing of Federal catalog data and cataloging services by the United States on a reimbursable basis.	1,2,4,5, 6,7,15

Volume(s)

Freight Classification. The division of articles into groups according to physical characteristics for the purpose of transportation. 1,2,4,5, 6,15

Full Descriptive Method of Item Identification. The descriptive method of item identification establishes and delimits the concept of an item of supply by the delineation of the essential characteristics of the item which give the item its unique character and serve to differentiate it from every other item of supply. It may contain other characteristic data not used in the assignment of an NSN as specified in section III of the specific FIIG. The Full Descriptive Method (FDM) technique of item identification is a type 1 item identification which contains all essential characteristics of an item and differentiates it from every other item of supply. 2,4,14

Functional Description (FD). The FLIS FD provides: 1,8,9

a. The system requirements to be satisfied which will serve as a basis for mutual understanding between the user and the developer.

b. Information on performance requirements, preliminary design, and user impacts including fixed and continuing costs.

c. A basis for the development of systems tests.

Functional Manager, DoD/Federal. See DoD/Federal Functional Manager.

Functional/Operational Index (F/O). An index in grid form designed to assist the user in relating the item identification characteristics with the various logistic functions for data output products. 3,5,15

Gaining Inventory Manager (GIM). The inventory manager responsible for assuming wholesale materiel management functions. 2,6

Guide Number, Federal Item Identification Guide (FIIG). See DRN 4065, volume 12. 2,4

Hazardous Materiel Code (HMC). See DRN 2720, volume 12. 1,6,15

Hazardous Material Indicator Code. A code instructing the user on the type of hazardous material(s) used. 8,9,10,15

Immediate Response. The time elapsed from the point at which DLSC receives the last character of input data until DLSC transmits the first character of output data will not exceed one minute. 16

Industrial Plant Equipment (IPE). IPE is that part of DoD-owned plant equipment with an acquisition cost of $1000 or more; used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations. IPE is further identified by noun name in joint DoD Handbooks, DLAH 4215 series.

	Volume(s)
Initial Coding. Application of the established IMC criteria by the ICPs to all National Stock Numbered items existing in FSC classes newly designated as commodity oriented.	6
Initiating Activity. An activity assigned the responsibility for the development, coordination, reconciliation, and submittal to DLSC of a completed FIIG and follow-up maintenance.	3
Integrated Materiel Manager (IMM). ***The DoD activity or agency that has been assigned wholesale integrated materiel management responsibility for the DoD and participating Civil Agencies. Integrated materiel management responsibilities include cataloging, requirements determination, procurement, distribution, overhaul repair and disposal of materiel. The terms Integrated Materiel Manager (IMM), Inventory Control Point (ICP) and Materiel Manager are synonymous.***	1,2,4,6, 13
Interchangeability and Substitutability (I&S). Conditions which permit the exchange of one item for another without affecting design or performance beyond acceptable limits.	1,5,6,14
Inventory Account Code - Coast Guard. See DRN 0708, volume 12.	1
Inventory Control Point (ICP). An organizational unit within the supply system of a Military Service/Defense Logistics Agency which is assigned the primary responsibility for the management of a group of items, either within a particular Military Service or for the DoD as a whole. Responsibilities include computation of quantitative requirements; the authority to require procurement, repair materiel, or initiate disposal; development of world-wide quantitative and monetary inventory data; and the positioning and repositioning of materiel.	6,13,14
Item Characteristics. Physical, performance, and other item-related logistics data required to describe, differentiate, and manage items of supply.	3,4,
Item Identification (II). A collection and compilation of data to describe an item. The minimum data to develop an item identification are a combination of the item name, FSCM, manufacturers' identifying part/reference number, Reference Number Category Code (RNCC), and Reference Number Variation Code (RNVC). The maximum data required are the item name, all of the physical and performance characteristics data prescribed by a specific FIIG, and the manufacturers' identifying part/reference number. It may also include additional related reference numbers.	1,2,3,4, 5,6,13, 14,15
Item Intelligence. The sum total of data for a given item.	4
Item Intelligence Maintenance (IIM). A function in FLIS which provides for the processing of adjustments/revisions to established item identifications and characteristics in the FLIS Data Base.	
Item Logistics Data Transmittal (ILDT). The medium used for formatting data required to be transmitted to the data bank.	4

	Volume(s)
Item Management Coding (IMC). The process of determining whether items of supply in ***Federal Supply Classes assigned for Integrated Materiel Management qualify for management by the individual DoD components other than DLA or GSA. Coding is accomplished in accordance with DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items.***	1,2,6, 13,14
Item Management Coding Activity (IMCA). See DRN 2748, volume 12.	2,6,13,14
Item Management Statistical Series (IMSS). A series of informational type documents providing statistical data in support of the Federal Catalog System.	6,14
Item Name. See DRNs 5010 and 5020, volume 12.	1,3,4, 5,6,15
Item Name Code (INC). See DRN 4080, volume 12.	1,3,4, 5,6,14,15
Item of Production. Consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection.	4
Item of Supply. 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 that are comparable in terms of use. It is more meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, or may be a modification (accomplished by the user or at request of the user) of a normal item of production.	2,3,4, 5,6,7, 14,15
Item Standardization Code (ISC). See DRN 2650, volume 12.	1,4,5, 6,14,15
Key Data Element(s). Data element(s) submitted to obtain the desired interrogation/search output as specified by the Output Data Request Code.	5
Language Media Format (LMF). A code used for AUTODIN transmission to the FLIS data bank. The code indicates source media and preferred output media.	2
Less Than Carload Rating Code (LCL). See DRN 2760, volume 12.	1,2,15
Less Than Truckload Rating Code (LTL). See DRN 2770, volume 12.	1,2,15
List. One of the types of catalogs within a series of publications (e.g., Identification List).	4,15
Losing Inventory Manager (LIM). The inventory manager responsible classes subject to IMC after initial IMC has been accomplished.	2, 6
Maintenance Action Code (MAC). See DRN 0137, volume 12.	6
Maintenance Coding. Application of the approved IMC criteria by the ICPs to all new or existing National Stock Numbered items which enter FSC classes subject to IMC after initial IMC has been accomplished.	6

	Volume(s)
Major Organizational Entity (MOE). The principal subdivision of Government organization under which component organizational entities are identified (e.g., Army, Navy, Air Force, Marine Corps, DLA, GSA, etc.).	1,2,3,4, 5,6,13, 14,15
Management Cognizance. The duties and responsibilities of a DSC, a Military Service activity, other DoD activity(ies), FAA, or GSA for management of an item of supply to the extent indicated by the MOE Rule.	2,6
Manufacturer (Mfr). A manufacturer may be an individual, company, firm, corporation, or Government activity that controls the design and production of an item, or produces an item from crude or fabricated materials or components, with or without modification, into more complex items.	4,7
Mass Change Processing. Mass change processing falls into two categories. Preprogrammed mass change is initiated by an SSR transaction which triggers or permits subsequent multiple actions to the DLSC and/or Service/Agency files. Special project mass change will require that original analysis and programming be accomplished to accommodate the requested actions.	1,2,6
Mass Data Retrieval. Mass data retrieval is designed to extract segment data from the FLIS Data Base or partial or complete files from the SSR based on the input of key data element(s). The content of the segments from the FLIS Data Base and the content of data elements from the SSR will be controlled through input of the appropriate Output Data Request Code DRN as indicated in volume 10, table 28 (Output Data Request Code/Access Key(s)).	1,5
Master Requirement Code (MRC). See DRN 3445, volume 12.	1,3,4,5,15
Master Requirements Directory (MRD). A publication containing the requirements, reply tables, Military Standard Item Characteristics Coding Structure (MILSTICCS), Master Requirement Codes (MRCs), and mode codes contained in published Federal Item Identification Guides (FIIGs).	1,3,5
Materiel Category Codes (MCC). See DRNs 2680 and 9256, volume 12.	
Materiel Condition Codes (MCC). See DRN 2835, volume 12.	
Materiel Management. Direction and control of those aspects of logistics which deal with materiel, including the functions of identification, cataloging, standardization, requirements determination, procurement, inspections, quality control, packaging, storage, distribution, disposal, maintenance, mobilization planning. Encompasses materiel control, inventory control, inventory management, and supply management.	2,6
Materiel Management Aggregation Code - AF (MMAC). See DRN 2836, volume 12.	1,13
Materiel Manager (MM). The director or organizational component responsible for performing the materiel management functions for assigned items.	1

	Volume(s)
Mechanization of Warehousing and Shipment Processing (MOWASP). A uniform data system designed to maintain consolidated freight location data and shipment handling information.	6
Military Engineering Data Asset Locator System. An automated system designed to quickly locate sources of engineering drawings stored in Military Engineering Data Asset Locator System. An automated system designed to quickly locate sources of engineering drawings stored in technical data repositories of DoD activities nationwide.	16
Military Service-Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which, due to the nuclear weapons reliability concept, require special testing or control for quality assurance. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will reflect a reference number coded with CAGE Code 57991, 67991, or 77991.	4
Military Service Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment), designed or manufactured by a Military Service or design controlled by a Military Service, for use specifically in the nuclear ordnance field. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality", "training quality", or "single quality". They may be security classified or nonsecurity classified and are not necessarily classified in FSC group 11.	4
Military Specification (MILSPEC). A procurement specification in the military series promulgated by one or more of the military agencies and used for the procurement of military supplies, equipment, or services.	3
Military Standard (MILSTD). An established or accepted level of performance in the military used as a yardstick in evaluating actual progress.	2,3,4,7
Military Standard Contract Administration Procedure (MILSCAP). MILSCAP will provide uniform procedures, rules, formats, time standards, and standard data elements for the interchange of contract-related information between and among DoD components and contractors. The provisions of the Armed Services Procurement Regulation are to be implemented in machine processable form, where feasible, in MILSCAP. The system administrator and the chairman of the ASPR Committee will assure compatibility between the two procedures.	1,7,15
Military Standard Item Characteristics Code Structures (MILSTICCS). The coding structure used to code characteristics data for item identifications, transmission, storage, and processing.	3,15

	Volume(s)
Military Standard Requisitioning and Issue Procedures (MILSTRIP). MILSTRIP will prescribe uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information for all materiel commodities (unless specifically exempted by the ASD (MRA&L)) between requisitioners and supply control/ distribution systems in DoD and other participating agencies. MILSTRIP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).	6
Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP). MILSTRAP will prescribe uniform procedures, data elements, documents, and time standards for the flow of inventory accounting information pertaining to receipt, issue, and adjustment actions between inventory control points, stock control activities, storage sites/depots, and posts, camps or bases (unless specifically exempted by the ASD (MRA&L)). Card formats and data elements employed in MILSTRAP will be designed to complement the techniques prescribed in MILSTRIP and to provide the means for generating financial inventory data required for management and transaction reports and financial reports.	
Military Standard Transportation and Movement Procedure (MILSTAMP). The MILSTAMP DoD Regulation will contain all necessary forms, formats, codes, procedures, rules, and methods required by DoD components in the movement of materiel. It is a complete reference for policy and procedures governing data elements, documentation and information flow. Supplementing procedures are authorized only to the extent of assuring more detailed operating instruction required by action offices or to cover variances in capabilities.	6
Prescribed address-marking data elements, formats, and requirements are contained in MILSTAMP and will be reflected in MIL-STD-129, Military Standard Marking for Shipment and Storage, which is maintained by the Department of the Army. MILSTAMP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).	
Military Traffic Management Command (MTMC). A command under the Department of the Army responsible for procurement, use, cost, and control of commercial transportation services required in the movement of cargo and passengers for the DoD components.	1,2,4,6,15
MINIMIZE. A condition wherein normal message and telephone traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed.	2,4
MOE Rule Related Data. Consists of Item Management Status Data and the NIMSC Code, AF Materiel Management Aggregation Code, supplementary data collaborators/receivers, Item Management Code, the IMCA, and effective date.	2,4,6
National Codification Bureau (NCB) Code. See DRN 4130, volume 12.	4

	Volume(s)
National Item Identification Number (NIIN). See DRN 4000, volume 12.	All
National Motor Freight Classification Code (NMFC). See DRN 2850, volume 12.	1,2,6,15
National Stock Number (NSN). See DRNs 3960, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.	1,2,3,4, 5,6,13, 14,15
NATO Stock Number (NSN). An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.	1,4,6
NATO Supply Code for Manufacturers (NSCM). See DRN 4140, volume 12.	1,4,5, 7,15
Navy Cognizance Code. See DRN 2608, volume 12.	1,13
Next Higher Classifiable Assembly. This term is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. Also, the classification of the higher assembly is indicated specifically in Groups and Classes of the Federal Supply Classification (Cataloging Handbook H2-1) or is listed specifically as an entry in the Numeric Index (Cataloging Handbook H2-2). The term "higher assembly" is used for brevity and may actually include components, sub-assemblies, assemblies, and end items or systems.	4
Nominal Value. A value, excluding tolerance, used for the purpose of general identification usually expressed as a fraction, size number or letter, code number, gage number, or decimal number.	
Non-Approved Item Name (NAIN). See DRN 5020, volume 12.	3
Non-Duplicate (NDUP). When the item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing Federal item identification and there are no matching reference numbers.	4
Normal Source of Procurement. See DRN 0721, volume 12.	
Nuclear Hardness Critical Item (NHCI). As defined in DoD-STD-100C. A hardware item at any assembly that is mission critical and could be designed, repaired, manufactured, installed or maintained for normal operation, and yet degrade system survivability in a nuclear environment if hardness were not considered.	
On Hand/Due In. See DRN 0722, volume 12.	
Operational Feasibility. The determination of whether a data system change will operate properly and be properly used once developed and implemented.	1

	Volume(s)
Operational Need Date. See DRN 0726, volume 12.	
Optical Character Recognition (Reader) (OCR). A data processing technique (device) which converts, by optical means, the characters placed on paper into a code suitable for input to a computer.	1,2,7
Organizational Entity (O.E.). An organizational element, segment, or entity for cataloging; DoDAAC, bidders, manufacturing, or nonmanufacturing activity or establishment, etc.; and attribute data ascribed in the entity for the purpose of intensifying its meaning, characteristics, responsibility, eligibility, and area(s) of authority.	1,3,4, 5,6,7, 14,15
Original Federal Item Identification. An item identification which has been approved by the Defense Logistics Services Center and assigned a National Stock Number, but which has not been revised, transferred, or cancelled.	4
Originating Activity. Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency), the originating activity assumes the status also of a submitting activity.	2,4,5,6
Originating Activity Code. See DRN 4210, volume 12.	1,4,5, 6,15
Output Data Request Code (ODRC). See DRN 4690, volume 12.	1,2,4,5,6
Package Sequence Number (PSN). See DRN 1070, volume 12.	1,2,4, 5,7,14
Partial Descriptive Method Item Identification (PDM). A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.	2,4,14
Permanent System Control Number (PSCN). See DRN 4250, volume 12.	1,2,4, 5,6,15

	Volume(s)
Possible Duplicate Item-of-Supply Concepts. An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).	4
Precious Metal Indicator Code (PMIC). A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).	8,9,10,15
Price Validation Code, Air Force (PVC). See DRN 0858, volume 12.	
Primary Inventory Control Activity (PICA). See DRN 2866, volume 12.	1,2,4,5, 6,13,14
Primary Reference Number. The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the "design control reference".	4
Priority Indicator Code (PIC). See DRN 2867, volume 12.	2,4,5,14
Production Lead Time. See DRN 0730, volume 12.	
Proposed Original Item Identification. An item identification for an item in or entering a supply system which has not yet been approved by the Defense Logistics Services Center (DLSC) as a Federal item identification assigned a National Stock Number.	2,4
Provisioning Screening Master Address Table (PSMAT). See DRN 0232, volume 12.	1,5,7
Provisioning Supply Support Request. Indicated by Card Identification Code P to show that a Supply Support Request received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	2,6
Qualitative Value. The portion of a reply that expresses quality such as color, shape, material, condition, etc.	3
Quantitative Value. The portion of a reply which expresses a numeric value for such characteristics as dimensions, measure, magnitude, electrical rating, etc.	3
Quantity Unit Pack (QUP). See DRN 6106, volume 12.	6,15
Rail Variation Code. See DRN 4760, volume 12.	1,2,6,15

Volume(s)

Reactivation Coding. Application of the approved IMC criteria by the ICPs to inactivated NSNs for which an IMM was the last manager, and the ICP is not currently recorded as a user. 6

Receiver Code. See DRN 2534, volume 12.

Record Separator. The symbol used to indicate the completion of a characteristic reply or to indicate end of record. 16

Reference Drawing. Reference Drawing Groups (RDG) appear in Appendix B of the Federal Item Identification Guide (FIIG). The drawings will be isometric when possible, and will be configured with dimensional requirements necessary to describe basic item features.

Reference Method of Item Identification (RM). The reference method of item identification establishes and delimits the concept of an item of supply by reference(s) to the item-identifying number(s) of one or more manufacturers denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not delineated in the item identification but are ascertainable by research of the data represented by the manufacturers item-identifying number(s). 2,4,6,14

Reference Number. A reference number is any number, other than an activity stock number, used to identify an item of production or, either by itself or in conjunction with other reference numbers, to identify an item of supply. Reference numbers include manufacturers part, drawing, model, type, source-controlling, or specification-controlling numbers and 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. The submittal of all known reference numbers related to an item of production or an item of supply, with the applicable Reference Number Category Code, the applicable Document Availability Code, and the applicable Reference Number Variation Code, is mandatory. 2,4,5,14,15

Reference Number Action Activity Code (RNAAC). See DRN 2900, chapter 12.2. 1,4

Reference Number Category Code (RNCC). See DRN 2910, chapter 12.2. 2,4,5,6, 15

Reference Number Category Code Combination. Consists of the Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) as expressed in volume 10, table 8.

Reference Number Format Code (RNFC). See DRN 2920, chapter 12.2. 4,5

Reference Number Justification Code (RNJC). See DRN 2750, chapter 12.2. 1,4

Reference Number Status Code (RNSC). See DRN 2923, chapter 12.2.

Reference Number Variation Code (RNVC). See DRN 4780, chapter 12.2. 2,4,5,15

	Volume(s)
Reference/Partial Descriptive Method Reason Code (RPDMRC). See DRN 4765, chapter 12.2.	1,2,4
Reinstated Federal Item Identification. A Federal item identification which has been cancelled but which has subsequently been reauthorized for use to identify an item of supply.	4,6
Remote Ouput Format Code. See DRN 0841, chapter 12.2.	16
Reparability Code - Coast Guard. See DRN 0709, chapter 12.2.	1
Reply. A reply (data item) is the answer to a specific requirement.	3,4
Reply Code. A code that represents an established reply to an approved requirement.	3,4
Reply Table. A listing of replies (data items) applicable to a requirement or group of requirements derived from a single data element. Each reply in the table is assigned a different reply code.	3,4
Report Control Symbol (RCS). Set of letters and numbers which identifies an approved report and authorizes its initiation and preparation.	2,14
Reports Generator. Designed to produce one-time listings or reports from the FLIS files.	1,5
Requirement. A definition of a required characteristic.	3,4
Requirement, Lead-In. A general requirement identifying and providing guidance for reply to a specific range of following requirements. A lead-in requirement is never assigned a PAC/MRC, nor does it ever require a reply.	3
Requirement, Major. A requirement which, in addition to requiring a reply, may necessitate replies to succeeding subordinate requirements (subrequirements) dependent upon the specific reply given to the major requirement (see definition of Requirement, Lead-In and Requirement, Subordinate).	3
Requirement, Subordinate. A requirement for which the reply is dependent on a lead-in requirement or major requirement (also termed "subrequirement").	3
Retail Manager (RM). A materiel manager or another designated activity within a Military Service/Agency having retail responsibility for an item of supply where the wholesale materiel management functions are performed by an IMM, including DNA, NSA, and TACOM.	6
Retroactive Coding. Scheduled application of the approved IMC criteria by the ICPs to item(s) in FSC classes designated as commodity oriented which were previously coded for Service retention.	6
Return Coding. A request to effect the return of an item currently coded for Integrated Materiel Management to Service management by the application of IMC criteria.	6

	Volume(s)
Routine Reclassification Action. Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied.	6
Routing Identifier Code (RIC). A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks.	1,2,6
Secondary Address Code (SAC). See DRN 8990, chapter 12.2.	1,3,4
Secondary Address Indicator Code (SAIC). See DRN 9485, chapter 12.2.	3
Secondary Inventory Control Activity (SICA). See DRN 2938, chapter 12.2.	1,2,6, 13,14
Service/Agency Designator Code (SADC). See DRN 4672, chapter 12.2.	2,4,15
Service Item Control Center (SICC). An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.	2,6,13,14
Shelf Life Code (SLC). See DRN 2943, chapter 12.2.	6,15
Simplified File Maintenance (SFM). FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.	1,2
Single Quality Items. Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.	4
Single Submitting Activity. See DRN 9255, chapter 12.2.	2,4
Source Controlled Federal Item Identification. A type 1, 1B, 2, 4, or 4B Federal Item Identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.	4
Source of Supply Code (SOS). See DRN 3690, chapter 12.2.	4,5,6, 14,15
Source of Supply Modifier Code (SOSM). See DRN 2948, chapter 12.2.	6

	Volume(s)
Specially Designed Item. The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment" as used in the notes in Cataloging Handbooks H2-1 and H2-2. In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.	4
Special Packaging Requirement. See DRN 0725, volume 12.	
Standard Requirement. A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.	4
Standard Test Data Base (STDB). Maintained at DLSC with data input by Services/Agencies participating in the interface test program.	1
Statistical Indicator Code. See DRN 3708, volume 12.	
Submitted Package Sequence Number (SPSN). See DRN 8328, volume 12.	
Submitter Code. See DRN 2535, volume 12.	
Submitting Activity. Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency) through which the originating activity is required to submit its proposals to DLSC.	1,2,3,4, 5,6,7
Submitting Activity Code. See DRN 3720, volume 12.	1,4,5,15
Supply Management Data. Item data which do not affect NSN assignment but are necessary to support logistics functions.	3,6
Supply Support and Cataloging Action Request. Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
Supply Support Request (SSR). A request submitted by the activity responsible for supporting an end item being provisioned to a Commodity Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2,6
Suspense File. The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.	1,4,5
System Advisory Notice (SAN). Notification to Services/Agencies of the SCRs scheduled for implementation in a given SMR. The SAN will be published approximately 300 days prior to a scheduled implementation date.	1
System Change Request (SCR). A formal request for modification of the FLIS.	1,6,15

	Volume(s)
System Control Number (SCN). See DRN 3735, volume 12.	4,6
System Management Release (SMR). Notification to Services/Agencies of a scheduled change that will be implemented. The SMR will be published approximately 240 days prior to a scheduled implementation date.	1
System Support Record (SSR). The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-Up, Graphics, Process Control, Mass Changes to FLIS Data Base, Mass Data Retrieval, and Tailored Data Interrogations.	1, 2, 5, 6, 7, 13, 14, 15
Technical Feasibility. The determination of whether the development of a data system change is possible within the limits of available technology.	1
Training Quality Items. Items designated for use on or with training nuclear weapons or on nuclear ordnance test and handling equipment but not authorized for use on war-reserve nuclear weapons.	4
Type of Cargo Code. See DRN 9260, volume 12.	1,2,15
Type of Financial Management Control. See DRN 0729, volume 12.	
Uniform Freight Classification Code (UFC). See DRN 3040, volume 12.	1,2,6,15
Unit of Issue (U/I). See DRN 3050, volume 12.	2,6,14,15
Unit of Issue Conversion Factor. See DRN 3053, volume 12.	6
Unprocessable Transaction. Transactions which did not contain the minimum essential control elements required for processing. These transactions are not queued for further processing and are not retained in the FLIS files.	1,2,4,6
Using Service Code. See DRN 0745, volume 12.	
Voluntary Standard. A product standard developed under procedures published by the Department of Commerce. Its adoption by a particular industry, company, or organization is voluntary. It is used as a standard for the procurement and production of a product.	6
War-Reserve Quality Items. Items authorized for use on or with war-reserve nuclear weapons but not designated for use on training nuclear weapons or test and handling equipment.	4
Water Commodity Code. See DRN 9275, volume 12.	1,2,15
Withdraw. The word "withdraw" in these procedures refers specifically to activity action to remove existing data from DLSC files.	2,6

CHAPTER 1
INTRODUCTION TO FLIS

1.1.1 Scope

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

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

Supply Management
Item Identification
Mass and Tailored Interrogations
DoD Interchangeability and Substitutability (I&S) Family Data
Standardization

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

1.1.2 FLIS Objectives

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

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

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

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

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

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

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

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

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

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

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

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

1.1.3 Frequency and Media of Changes

a. Additions/changes/deletions to this manual resulting from actions taken in accordance with chapter 1.3 are disseminated by one of the following methods:

(1) Revisions:

(a) Represent a reprint of a volume of the manual. This is done when quarterly change page substitutions, in relation to the total page count for a given volume, reach:

50 percent in one quarter, or
125 percent in less than two years, or
40 percent (25 percent for volume 13) in not less than two years.

(b) Include the content of the previous revisions, quarterly numbered changes, changes announced by FLIS Advance Change Notices, additions/changes/deletions that occur as a result of system changes, and/or other applicable changes that occur in the time period. Supersede the previous basic/revision, quarterly changes, and FLIS Advance Change Notices. This supersession is clearly noted at the bottom of the Foreword.

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

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

(e) Published and distributed in the same manner as the initial publication. The only identification is the DoD number, date, and supersession notice at the bottom of the Foreword.

(2) Quarterly Numbered Changes:

(a) Published every 90 days in accordance with schedules reflected in appendix 1-4-F and include the changes announced by FLIS Advance Change Notices, additions/changes/deletions that occur as a result of system changes, and/or other applicable changes that occur in the covered time period.

(b) Prepared as page substitutions. Line entry(s)/paragraph changes are not permitted.

(c) Forwarded under cover of a change sheet which indicates the significant changes and/or deletions, provides a cross-reference of replacement pages, and cites the effective date(s) for all changes. Any page(s) having an effective date different from the basic date cited for the change will be noted using special symbols and footnotes.

(d) Disseminated in accordance with distribution requirements furnished by the S/As in re-

sponse to DLSC solicitation. S/A distribution is reflected on the change sheet if requested by the S/A.

(e) Issued as single changes (not cumulative). Quarterly numbered changes will include changes published in the FLIS Advance Change Notices; superseded advance change notices will be identified at the bottom of the change sheet.

(f) Sequentially numbered at the top of each page just above the DoD number:

CH 1
DoD 4100.39-M
Volume 1

(g) Prepared by volume, with change numbers for each volume assigned sequentially. (Since a quarterly change will be issued only for volumes that are affected, the latest change number may vary from volume to volume.)

(h) Remain in effect until superseded by subsequent quarterly change, revision, or advance change notice.

(3) FLIS Advance Change Notices (ACNs):

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

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

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

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

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

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

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

(3.) Page replacements will be furnished for all changes in the next scheduled quarterly change or revision.

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

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

(f) Distributed to selected addressees who are recipients of FLIS ACNs. Requests for changes to addresses/copies of the FLIS ACN distribution lists will be directed to DLSC-VPH.

b. Changes on replacement pages are indicated by bold-face italic type, or the special characters listed below. Significant deletions will also be mentioned in the Foreword or quarterly change sheet.

(1) Replacement pages for advance change notices to volume 13 will use the following indicators for Major Organizational Entity (MOE) Rule/

Federal Supply Classification (FSC) changes (see volume 10, table 166, or volume 13, paragraph 13.1.3.d):

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

1.1.4 Numbering System

a. Volumes are numbered and subdivided as follows:

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

b. Pages are numbered consecutively for each chapter. When changes require the addition of pages within a chapter, a point (.) and number will be added to the preceding even page number.

Example:	1.1-2.1
Volume	1
Chapter	1.1
Page	2
Page added	.1

NOTE: Exceptions to this numbering system occur in volumes 8 through 11; each input/output Document Identifier Code (DIC), data code table, and edit/validation begins with page number 1. Pages may be added within volume 10 data code tables only.

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

CHAPTER 3
FLIS CONCEPT AND PRINCIPLES

1.3.1 DIC Concept and Principles

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

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

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

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

*Input DICs only

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

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

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

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

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

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

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

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

(2) The last segment record will contain the

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

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

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

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

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

(See volume 8, chapter 8.3 or volume 9, chapter 9.3 for segment definitions and formats.)

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

g. Multiple NSNs will be used within a transaction when two or more NSNs are required to be processed simultaneously as an entity to assure that predetermined concepts are retained. This condition will be identified in the input header by showing a Primary DIC of LMX. Additional DICs will be included in the package (same DCN) indicating specific actions required.

h. All variable length input/output packages will consist of a header record containing a DIC followed by additional segments when applicable, each identified by a segment code. Refer to section 1.3.3 and volume 8, chapter 8.3 for fixed record formats.

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

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

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

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

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

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

1.3.2 Provisioning and other Preprocurement Screening. Provisioning and other Preprocurement Screening is the requirement to screen all known reference numbers associated with an item of supply against the FLIS database to reveal their association with existing NSNs. It is designed to:

a. Limit the entry of new items in the DoD supply system to those necessary to support logistics requirements.

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

c. Execute the mandatory requirement to screen reference numbers for all support items recommended or being considered for procurement.

d. Facilitate the requirement on the contractor or government activity to furnish all known reference numbers for each item to be screened prior to procurement or cataloging action.

e. Provide for the screening of data files on releasable stocks, transferable retention stocks and DoD potential excess stocks for materiel utilization purposes.

1.3.3 Types of Output Distribution. Catalog Output Data will be distributed to data receivers authorized by the S/As. FLIS output generated by DLSC is either file maintenance or notifications. FLIS data base file maintenance is any add, change, or delete action reflecting data related to a National Item Identification Number/Permanent System Control Number (NIIN/PSCN) or establishment of a new National Stock Number (NSN). Notification data is output to inform designated recipients that the data has been received and processed. Information concerning mechanized file maintenance of SSR tables and files is contained in paragraph 1.3.3.f.(14) and section 1.3.11.

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

Commander
Defense Logsitics Services Center (DLSC)
ATTN: DLSC-SB
Federal Center
Battle Creek, Michigan 49017-3084

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

(2) Media and format will be as specified by the S/A for each data recipient. Format choice is either variable length or fixed length. Media choices include magnetic tape, Electronic Data Transmission

(message data), or Federal Item Logistics Data Records. Exceptions are that SSR output will be in fixed format only, and Simplified File Maintenance will be in a specific format and will be available only on magnetic tape.

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

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

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

b. The sequence of FLIS data base file maintenance output transactions is NIIN/PSCN primary, File Maintenance Sequence Number secondary; SSR maintenance from DLSC will be output in Document Control Serial Number sequence. FLIS data base notification will be in Document Control Serial Number sequence; provisioning screening results will be in Submitter Control Number sequence. Simplified File Maintenance will be in NSN or NIIN sequence. (Simplified File Maintenance is distributed as an alternative to regular FLIS data base file maintenance only by special request. See volume 2, chapter 2.11 for additional information.)

c. Tables are used to store information concerning S/A/activity distribution decisions. Some of the tables are multi-use, such as the MOE Rule Table and the Standard Federal Supply Classification (FSC) Table which are used to edit input as well as to determine output recipients. Other tables have been developed solely for use in the output process:

(1) Drop tables are used by DLSC to eliminate distribution of file maintenance/notification data when an activity has specified that such data is not desired. The File Maintenance Drop Table will drop segments, DICs, and segments within DICs. The File Notification Drop Table will not drop segments individually but will drop DICs and segments within DICs (see volume 10, table 104, part 3).

(a) The undesired data must be predetermined by the activity and registered in the DLSC drop table. Elimination (dropping) of data cannot be on an item-by-item basis, but must be applied either to all output, certain DICs, or other recognizable category. DLSC will suppress data element oriented (segment R) output maintenance data related to other segments that are dropped in accordance with the drop table.

(b) For example, if an activity requested that segment G be dropped from its file maintenance data, it would not receive KAF, KCF, or KDF freight classification transactions. Any activity having a drop table request must provide the information in accordance with paragraph 1.3.3.a and table 104.

(2) The Output Control Participating Activity Code Table consists of the following information:

(a) Media prescribed for type of data being output.

(b) Format required, variable or fixed.

(c) Activity drop requirements.

(d) The alternate media for electronic data transmission under MINIMIZE conditions.

(e) Magnetic tape (mail output) configuration (density, blocking factor, etc.). (See volume 2, section 2.3.2.)

(f) Any other conditions which will influence

output data distribution to a particular activity.

(3) Provisioning screening output is determined by the Provisioning Screening Master Address Table (volume 10, table 23) and DoD 4100.38-M, Provisioning and Other Preprocurement Screening.

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

d. File Compatibility.

(1) At intervals of three months, a random sample of items within prescribed FSCs will be selected (DLSC will select for the Services; the DSCs will do their own selecting). Output will be to selected S/As which have been designed as participants in file compatibility checking. This data will be provided/received in NSN sequence, on magnetic tape or via electronically. Two basic categories of data have been designated for compatibility checking: Item Intelligence Data and Catalog Management Data (segment H). (See Volume 2, Chapter 2.10.)

(2) Quality Assurance of the Defense Automatic Addressing System (DAAS) Source of Supply (SoS) Code and FLIS TBJ Records. At intervals of 120 days, DLSC will select a random sample of 2,000 NIINs to be used for comparison. These NIINs are to be provided to the DAAS on magnetic tape. Comparison of data is used to reveal discrepancies/differences and to initiate corrective action. (See Volume 2, Chapter 2.13.)

e. Data Recipients.

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

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

(b) Central control points as specified by the S/As. These central control points can be in lieu of II data receivers or in addition to II data receivers.

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

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

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

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

(a) The originating activity of the input transaction.

(b) The submitting activity of the input transaction.

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

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

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

(KIE) will be output only as a result of FSC changes.

f. Description by Function.

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

(a) File Maintenance Update.

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

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

(3.) Actions which cancel existing records.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) Notifications:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(c) Frequency of Distribution:

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

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

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

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

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

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

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

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

(a) File Maintenance Update - Updated file data will be provided to Freight receives identified in volume 10, chapter 4, table 115.

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

(8) DoD Interchangeability and Substitutabil-

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

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

(b) Notifications:

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

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

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

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

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

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

(10) Search by Characteristics.

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

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

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

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

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

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

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

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

(13) Supply Support Record (SSR) Tailored

Interrogation - An extract of SSR data based on the submitted key data element, such as CAGE Code, NATO Supply Code for Manufacturers (NSCM), Cataloging Activity Code, item name or INC, FSC, or FIIG number. The content of the output will be designated by the submitters ODRC. All output will be a form of notification.

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

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

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

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

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

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

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

(15) SSR. DLSC will provide mechanized file maintenance of three SSR files to S/As:

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

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

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

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

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

1.3.4 Record Formats

a. Fixed length record formats have been designed primarily for use in the interchange of data. They allow a physical record to be maintained in a master file. Fixed length records used in FLIS are restricted to eighty (80) characters per record. Every effort has been made to standardize data positioning to minimize error, as well as to assure that each record contains enough control information for identification and/or filing purposes. Volume 8, Chapter 3 contains the fixed length formats

for each of the headers (Input and Output) and Segments which have been established for FLIS input/output data exchange.

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

** Positions 1-3 DIC*

** Positions 4-6 Package Sequence Number (PSN)*

Position 7 Priority Indicator Code (PIC)

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

Positions 27-30 Federal Supply Class (FSC)

Positions 31-39 National Item Identification Number (NIIN) or Permanent System Control Number (PSCN)

** Position 40 Segment Code*

Position 41-79 Applicable Segment Data

Position 80 Continuation Indicator Code (CIC)

(a) Definitions for the Instructional Notes, associated with each RN in the DIC layout, can be found in Volume 8, Chapter 4. These notes provide information regarding such things as whether a data element is mandatory or optional for submittal (notes 0 and 02), how to format the PSN (note DA), etc.

(b) Volume 10, Chapter 3, Section 10.3.5 contains instructions for submittal of the CIC in position 80.

(2) Volume 8, Chapter 2 contains the fixed length output formats in DIC order. In addition to those data elements listed in paragraph 1.3.3(1) the File Maintenance Sequence Number (FMSN)/ NATO File Maintenance Sequence Number (NFMSN) is output in positions 24-26 when applicable.

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

b. Fixed Length Packages. Circumstances exist when all data for a given segment cannot be shown on a single 80-column record. When multiple records are required, they must contain PSNs assigned consecutively and in sequence. A one-position Continuation Indicator Code (CIC), in column 80, identifies the specific format of a segment and/or signals that another record follows. This is required either to complete a lengthy data element value (e.g., segment V) or to accommodate segment data which cannot be contained on one record due to space limitations (as in segments B, C, G, H, and W). There are some Segments that can always be completed on one record, therefore, the CIC is not submitted (e.g., segment 3, 5, E, S, and T).

(1) Volume 10, Chapter 3, Section 10.3.5 contains detailed instructions, by Segment Code, for submittal of the CIC in position 80.

(2) Criteria and Examples (see also volume 2, section 2.3.2 and volume 10, section 10.3.5):

(a) Screening by reference number (Segment 2) can normally be requested by submission of a single record. Two records will be required only when the DIC requires inclusion of the Item

Name Code or Item Name, Non-Approved, as part of requests submitted by NATO and foreign countries.

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

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

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

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

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

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

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

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

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

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

(2.) The Data Element Terminator Code

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

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

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

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

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

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

1.3.5 Sequence of Processing

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

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

(2) Fixed Interval Scheduling.

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

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

cessed deletions first, followed by adds, followed by changes.

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

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

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

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

1.3.7 Unprocessable Transactions

a. Unprocessable transactions are those which did not contain the minimum essential control elements required for processing. These transactions are not queued for processing but are retained on the FLIS transaction history file for processing as specified in paragraph 1.3.6.b.

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

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

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

The submitter and the routing identifier codes conflict.
The originator and/or submitters are invalid or blank.
The controlling document number contains errors or blanks.
Invalid Document Identifier Codes.

Conflicts between DICs in an LMD transaction.
Conflicts between DIC and mandatory/allowable segments; invalid segment codes.
Invalid Package Sequence Numbers.
Segment counters do not agree with data submitted.
Established lengths/occurrences exceed allowable limitations.

1.3.8 Error Processing.

a. The FLIS concept of returning conditions which fail to pass the established edit/validation criteria (volume 11) involves the use of either a segment P or Q. If the value of the data element(s) is to be included with the return code, segment Q is used; otherwise segment P is used. See volume 10, chapter 10.2 for return codes.

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

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

(1) When a system error is encountered during processing, DLSC will output notification by use of DIC KRE, segment P, return code TP, and any other errors that occur up to the point of system error. Return code TP is also defined in volume 10, chapter 10.2.

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

1.3.9 Processing Malfunction

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

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

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

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

1.3.10 Segment Z Availability

a. Segment Z (Future Data) contains data which will be effective on a date in the future. This segment will be output by DLSC (when it is avail-

able) in conjunction with the following DICs:

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

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

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

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

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

Segment	Effective Dated Data
B	Add or change a MOE Rule.
H	Add, change, or delete Catalog Management Data (CMD) (and/or DoD I&S family data).
1/M	Add, change, or delete descriptive characteristics input through segment V.
R	Change FSC.

1/R	Change data elements such as type of II, Federal Item Identification Guide Number, FIIG Criticality Code, INC and/or item name (segment A data).
R	Add, change, or delete segment H (CMD) data elements.
T	Deletion of a MOE Rule.
T	Cancellation of an item identification.
2/V	Coded characteristics.

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

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

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

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

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

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

(4) When an interrogation (DIC LTI) requires segment V output, the current segment V will be output; a segment V with imbedded effective dated characteristics will also be output in the segment Z convention described in paragraph 1.3.10.c.

1.3.11 System Support Record (SSR) Processes

a. The SSRs are the tables, indexes, guides, files, etc., that interface with the FLIS data base in the processing of FLIS input transactions. These SSRs are maintained by specific DICs; content and vehicles for their update are set forth in the following paragraphs:

MOE Rule File Maintenance	1.3.11.c
Standard FSC Table	1.3.11.d
SSR Organizational Entity (OE) File	1.3.11.e
SSR Master Freight File Maintenance	1.3.11.f

b. Input/Output Formats. The fixed length designs stated in section 1.3.4 for the FLIS data base apply, except for those that are unique to the OE SSR. Data chains have been constructed into segments for SSR processing as follows:

(1) SSR Input Segment 800 (DRN 0231). This is a control data segment for input transactions to the FLIS SSRs.

(2) Segment Code, Supplemental 801 - SSR MOE Rule Maintenance Segment (DRN 0331). An input/output data chain required to control the processing of maintenance actions for SSR MOE Rule data based on input DIC.

(3) Segment Code, Supplemental 802 - SSR MOE Rule Data Element Segment (DRN 0330). A data chain consisting of homogeneous data elements pertinent to the SSR MOE Rule.

(4) Segment Code, Supplemental 803 - SSR MOE Rule Management Exception Rule Segment (DRN 0228). A data chain consisting of homogeneous data elements pertinent to the notes applicable to a given SSR MOE Rule and a card identification number.

(5) Segment Code, Supplemental 804 - SSR MOE Rule Cancel with Replacement Segment (DRN 0229). A data chain consisting of homogeneous data elements pertinent to the replacement SSR MOE Rule.

(6) Segment Code, Supplemental 805 - SSR Standard FSC Management Maintenance Segment (DRN 0241). An input/output data chain required to control the processing of maintenance actions for SSR Standard FSC Table in volume 13 based on input DIC.

(7) Segment Code, Supplemental 807 - SSR Master Freight Table Maintenance Segment (DRN 0240). An input data chain required to effect maintenance actions, other than deletes, to the SSR Master Freight Table.

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

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

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

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

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

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

Segment Code, Supplemental, Input.

c. MOE Rule File Maintenance.

(1) All proposed file maintenance actions will be submitted by the DLSC program manager only. No provision for direct file access from external sources will be made. Procedures for manually requesting changes are outlined in volume 13.

(2) All proposed file maintenance actions will be subjected to machine edit/validation to assure completeness and accuracy. Printed listings will be routed to the DLSC program manager reflecting results (rejected inputs) of processing.

(3) A mechanized data distribution system will be used for S/A file maintenance. Specific data receivers for such updates will be determined by each requiring S/A. The following FLIS output DICs/data will be used to update S/A files:

DIC	Title
KUA	Add SSR MOE Rule Record (Total rule record due to new MOE Rule or reinstatement.)
KUB	Cancel SSR MOE Rule with Replacement (Rule status code update with replacement, segment 803.)
KUC	Change SSR MOE Rule Record (Total rule record will be replaced.)
KUD	Cancel without Replacement or Delete SSR MOE Rule Record (Delete rule record or status code update.)

(4) Effective date controls will be used and maintained against future effective dated transactions. Add MOE Rule record with future effective date must cite a status code of 4. Future dated cancel/delete actions will cause the retention of the current record/image along with the forthcoming futures record.

d. The Standard FSC Table contains the FSCs listed in Cataloging Handbook H2-1, Federal Supply Classification, Groups and Classes. This part consists of the structure of the FSC, showing groups and classes in the four-digit FSC code numbering system. Arrangement of the FSCs in the table is in numerical order from the lowest to the highest. (See volume 13.)

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

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

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

e. SSR OE Master File.

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

(2) Types of Organizational Entities:

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

Canada and Handbooks H8-1/H8-2, Non- Government Organization Codes for Military Standard Contract Administration Procedures (MILSCAP).

(b) North Atlantic Treaty Organization (NATO) Supply Code for Manufacturers (NSCM). A five-position alphanumeric code (e.g., (2345B) assigned to organizations located in NATO member nations (excluding U.S. and Canada) and other foreign countries which manufacture and/or control the design of items supplied to a Government military activity or Civil Agency. The NSCM file provides the data base for Cataloging Handbook H4-3, Commercial and Government Entity Code excluding U.S. and Canada.

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

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

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

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

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

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

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

(7) A mechanized data distribution system will notify submitting activities of DLSC approval or return (rejection) of proposed input transactions. Specific data receivers of OE file maintenance data and NIIN file maintenance update will be determined by each requiring S/A. The following FLIS output DICs will be used to forward output data to activities/agencies: (The procedures governing OE outputs are set forth in volume 7, section 7.1.9.)

DIC	Title
KHS	Notification of Unprocessable SSR Transaction Package (Forwarded to submitter as a result of proposed input failing initial input control edit/ validation processing; e.g., input DIC garbled, etc.)
KHN	SSR OE File Maintenance Data KDR/ NIIN File Maintenance Update

DIC	Title
KAR	(Forwarded to applicable receiving activities/agencies as a result of DLSC processing an approved input transaction in which one or more reference numbers were transferred from a cancelled OE code to a replacement OE code.)

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

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

f. SSR Master Freight Table Maintenance.

(1) All input transactions for maintenance of the SSR Master Freight Table must contain XZ activity code, both as originator and submitter. Processing this transaction through the SSR update procedure will include replacing the submitting activity with a DLSC activity code to indicate mass change as a result of SSR processing. This will also preclude the possibility of any rejects or notifications of approval through FLIS data base processing.

(2) Under no conditions will the SSR file(s) or the FLIS data base file be updated until the program manager reviews the impact of the mass change and forwards a notification to the mass-change process to proceed with applying all changes and notifications. Under this concept incompatibilities will not exist between the SSR Master Freight Table, and the FLIS data base.

(3) If a National Motor Freight Classification (NMFC) Sub-Item Number/Uniform Freight Classification (UFC) is to be added to the SSR Master Freight File, input DIC LUT (Add New SSR Freight Classification Record) will be submitted.

(4) If an NMFC/NMFC Sub-Item Number/UFC is to be replaced by an existing NMFC/NMFC Sub-Item Number/UFC, input DIC LUV (Replace SSR Freight Classification Record) will be submitted. This input will identify the NMFC/NMFC Sub-Item Number/UFC combinations involved and will identify the NIINs involved for a mass change. Upon approval by program manager, all actions will be applied and NIIN-oriented KCF output will be provided to all S/As receivers as applicable.

(5) If an NMFC/NMFC Sub-Item Number/UFC is to be deleted from the SSR Master Freight File, input DIC LUX (Delete Total SSR Freight Classification Record) will be submitted. This input will identify the NMFC/NMFC Sub-Item Number/UFC combination involved and will identify the NIINs involved for a mass change. Upon approval by program manager, all actions will be applied and NIIN-oriented KCF output will be provided to all S/A receivers as applicable.

(6) All changes of data elements relating to an established NMFC/NMFC Sub-Item Number/UFC will, after program manager approval, effect a NIIN-oriented output (KCF) to all S/A receivers.

(7) If a transaction is suspended awaiting DLSC program manager notification, no subsequent input transaction will be authorized. Transaction will be rejected using return code 5F.

(8) All input transactions to maintain the SSR Master Freight Table are provided for MTMC use

only.

DIC	Title
LUT	Add New SSR Freight Table Record (add total new record)
LUV	Replace SSR Freight Table Record (delete old from file, replacement must exist on file)
LUX	Delete Total SSR Freight Table Record (eliminate complete record)
*LUW	Change Data Element(s) on an SSR Freight Table Record

*May not change NMFC, NMFC Sub-Item Number or UFC using this DIC.

(9) A mechanized data distribution system will be used for S/A file maintenance update. Specific data receivers for such updates will be determined by each requiring S/A. The following FLIS output DICs will be used to update S/A files.

DIC	Title
KAF	Add Freight Data
KCF	Change Freight Data
KDF	Delete Freight Data

(10) The following FLIS output DICs will be used as notification of approval or reject to MTMC.

DIC	Title
KHP	Notification of Approval
KHR	Notification of Reject (includes output header, input DIC, input PSN, input supplemental segment, DRN in error, and return code)

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

a. Two methods of mass change are used by DLSC: The pre-programmed mass change and the special project. In all cases the change criteria must be furnished by the S/A/DLSC program manager that requires the change. A pre-programmed mass change is one for which an established program exists at DLSC and no additional programming is required. A transaction that triggers a pre- programmed mass change as indicated in paragraph 1.3.12.c will cause the following actions to occur:

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

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

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

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

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

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

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

b. Functional Areas/Data Elements:

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

c. Procedures and Formats.

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

(2) NMFC/NMFC Sub-Item Number/UFC Mass-Change Processing:

See volume 6, paragraph 6.4.8.a for NMFC/NMFC Sub-Item Number/UFC mass-change processing against the SSR Master Freight File. See volume 8, chapter 8.1, DICs LUT, LUV and LUX for input formats.

(3) Freight Data Element Mass-Change Processing: See volume 6, paragraph 6.4.8.a for the mass-change processing of the freight data elements listed in paragraph 1.3.12.b. Freight data element mass-change processing updates freight classification records previously established in the SSR Master Freight File. See volume 8, chapter 8.1, DICs LUW, and for input formats.

(4) FSC Mass-Change Processing:

(a) The change of MOE Rules and related data elements that becomes necessary as a result of

a forthcoming FSC mass change will be accomplished by the DLSC Directorate of Logistics Information Management on a special-project basis or input by the affected Departments/Agencies on a by-item basis. See volume 3, paragraph 3.6.1.b for information relative to FSC/MOE Rule processing.

(5) FIIG Mass-Change Processing: Characteristic mass change will occur as a function of the FIIG revision process or as a result of a FIIG page change. Characteristic mass change is initiated by the DLSC Directorate of Logistics Information Management through the use of internal transactions. The mass-change actions will be internal and will act upon the FLIS data base characteristic records. A change to the technical content of the characteristic description will result in the output of updated FLIS data base data (DIC KTD).

(a) See volume 4, chapter 4.12 for information on FIIG revision.

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

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

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

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

b. The DLSC program manager will input the FLIS data base mass data retrieval transaction through the use of internal DIC LTM. The DCN will be constructed as follows: The activity code of the requester as the Originating Activity Code; the DLSC program manager code as the Submitting Activity Code; the induction date as the Date, Transaction; the requester's three-position project number; and a sequentially assigned four-position number. If the requester did not provide a project number, the last seven digits will be sequentially assigned for each different mass data retrieval input transaction.

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

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

e. On mass data retrieval by FSG (DRN 3994) and FSC (DRN 3990) only, output of segment K for cancelled items will be optional at the request of the

submitter. All other mass data retrievals will not include cancelled items.

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

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

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

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

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

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

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

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

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

c. To use the reports generator, requests for special data extracts, including justification, shall be submitted to the program manager (DLSC-V). HQ DLA will exercise final approval authority for all special requests (Reports Generator) requiring in excess of 100 man-hours. Input is made to the Reports Generator by DLSC; the product is generated, examined for quality, and mailed to the customer.

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

1.3.15 Simplified File Maintenance (SFM). This type of data is furnished to selected customers who desire to receive maintenance data on a periodic basis in lieu of regular file maintenance. Those SFM recipients who elect to receive notification data will receive such data as it is processed. It is developed and distributed in accordance with volume 2, chapter 2.11.

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

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

(1) Determine the transaction for the logistics function.

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

(4) Prepare data in accordance with prescribed formats.

(5) Submit data to FLIS data bank.

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

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

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

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

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

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

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

(4) Verify proper submittal mode selection.

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

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

(2) Are all the related segments included?

(3) Do the segments reflect the proper DICs?

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

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

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

(7) Is the PSN properly applied?

1.3.17 Emergency Cataloging Support. The FLIS is designed to ensure effectiveness, reliability and survivability in time of war or emergencies. Regardless of emergency conditions the following Federal Catalog processes will continue on a noninterruptable basis:

a. NSN assignment by use of the CAGE Code, logistics reference numbers, RNCC and RNVC.

b. Provisioning and preprocurement screening basically by use of the same data.

1.3.18 Automated Design Guidance. The FLIS data bank is composed of two basic sectors: FLIS data base and the SSRs. The FLIS data base contains item oriented logistics management data; e.g., stock numbers, item characteristics, reference numbers, user recordation, standardization data, freight data, catalog management data. The SSR contains system oriented data; that is, data that is used in support of the FLIS data base. This sector includes tables or indexes of FSC Codes, MOE Rules, activity addresses, edit/validation tables, etc., and can be accessed to support FLIS data base processing. In addition, its content is updated directly by SSR

maintenance transactions, or by automatic interface of DLSC/FLIS programs.

CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS

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

Commander, Cataloging & Standardization Center
ATTN: POM
Federal Center
74 Washington Ave N
Battle Creek, MI 49017-3094

Headquarters
HQMC (LPP-2)
2 Navy Annex
Washington, DC 20380-1775
DSN 226-1051/1052

GSA
Logistics Data Management Division
ATTN: FCSP
Washington, DC 20406

Federal Aviation Administration
Material Management Division
ATTN: ALM-300
800 Independence Ave., S.W.
Washington, D.C. 20591

Director, Defense Logistics Agency
ATTN: MMSLS, Room 4146
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

JLSC MM*F*
1864 Fourth Street STE 1
Wright-Patterson AFB, OH 45433-7131

Defense Medical Logistics Standard Support AIS
Program Office
5109 Leesburg Pike
Skyline 6 Suite 502
Falls Church, VA 22041

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

Commander
U.S. Naval Supply Systems Command
ATTN: SUP41242A
PO Box 2020
Mechanicsburg, PA 17055-0788

Commander, Field Command
Defense Nuclear Agency
ATTN: FCDNA/FCPNF
1680 Texas Street S.E.
Kirtland AFB, NM 87117-5669

Director, National Security Agency
ATTN: L11*4, SAB #4*
9705 Stanford Road
Fort George G. Meade, MD 20755-6000

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

Commanding Officer
Naval Inventory Control Point
Code M0418
PO Box 2020
Mechanicsburg, PA 17055-0788

CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS

Chief, Int'l Codification Div
ATTN: DLSC-SD
74 Washington Ave N
Battle Creek, MI 49017-3084

HQ Defense Mapping Agency
Operations Directorate
Distribution Division
8613 Lee Highway
Mail Stop A12
Fairfax, VA 22031-2137

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

FOR PASSTHROUGH:

DLA Systems Automation Center
ATTN: DSAC-OLA
P.O. Box 1605
Columbus, OH 43216-5002

Defense Automated Add Sys Cmd
ATTN: Steve Norman
1080 Franklin Street
Dayton, OH 45444-5320

CASC/POM
ATTN: Mike Eddy
74 Washington Ave N
Battle Creek, MI 49017-3094

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

CHAPTER 4
APPENDIX 1-4-D
ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs *AND* SANs

Commander
U.S. Army Materiel Command
ATTN: AMCIO-TS
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Commander
USAMC Systems Integration and Management Activity
ATTN: AMXAL-H
P.O. Box 1578
St. Louis, MO 63188-1578

Commander (Code 851)
Marine Corps Logistics Base
814 Radford Blvd
Albany, GA 31704-1128

Commander of DLA Systems Automation Center
ATTN: DSAC-OL
P.O. Box 1605
Columbus, OH 43216-5002

Defense Logistics Agency
MMSLP, Room 4240
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

Commanding Officer
Naval Inventory Control Point
Code 0424
P.O. Box 2020
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788

Commanding Officer
Naval Inventory Control Point
Code 0421
700 Robbins Avenue
Philadelphia, PA 19111-5096

Commander, DLA Systems Automation Center
ATTN: DSAC-OFL
P.O. Box 1605
Columbus, OH 43216-5002

Director
Strategic Systems Programs
ATTN: SP206
1931 Jefferson Davis Highway
Arlington, VA 22241-5362

Director
Strategic Systems Programs
c/o Vitro Corporation
ATTN: Code MSD
45 West Gude Drive
Rockville, MD 20850-1160

Commander
Defense Electronics Supply Center
ATTN: DESC-EIST
1507 Wilmington Pike
Dayton, OH 45444-0001

Commander
Defense Supply Center Columbus
ATTN: ***DSCC-RPS***
Columbus, OH 43215-5000

Commander
Defense Supply Center Richmond
ATTN: ***DSCR-RPM***
Richmond, VA 23297-5000

Commander
Defense Industrial Supply Center
ATTN: DISC-LR
700 Robbins Avenue
Philadelphia, PA 19111-5096

CHAPTER 4
APPENDIX 1-4-D
ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs *AND SANs*

Commander
Defense Personnel Support Center
ATTN: DPSC-ZS
2800 South 20th Street
Philadelphia, PA 19101-8419

Defense Nuclear Agency
ATTN: DNA/LELD
6801 Telegraph Road
Alexandria, VA 22310-3398

NASA Headquarters
Logistics Management Office
Code JLG
Washington, DC 20546-0001

Commander
HQ Air Force Materiel Command
ATTN: LGIM
Wright-Patterson Air Force Base, OH 45433-5006

Commanding Officer
U.S. Coast Guard Supply Center, Baltimore
ATTN: Code 320
707 East Ordnance Road
Baltimore, MD 21226-1791

Commanding Officer
U.S. Coast Guard Supply Center, Curtis Bay
ATTN: Code 4220
2401 Hawkins Point Road
Baltimore, MD 21226-1792

Commanding Officer
U.S. Coast Guard Aircraft
Repair and Supply Center
ATTN: ARSCDM
Elizabeth City, NC 27909-5001

Mike Monroney Aeronautical Center
ATTN: AAC-400
P.O. Box 25082
Oklahoma City, OK 73125-0082

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

Commanding Officer
Navy Fleet Material Spt Ofc
ATTN: FMSO 9651
5450 Carlisle Pike
P.O. Box 2010
Mechanicsburg, PA 17055-0787

DLA Systems Design Center
DAASC
ATTN: DSDC-SSL
Gentile Station
1080 Franklin Street
Dayton, OH 45444-5320

TITLE	VOLUME	PAGE	OTHER REFERENCES
Change in Logistics Management			
IMM to Military Service	6		vols 8/9, DICs LCU/LAM/LCM
IMM to IMM (without FSC Change)	6		vols 8/9, DICs LCU/LAM/LCM
Wholesale Manager to Wholesale Manager (and FSC)	6		6-2-B vols 8/9, DICs LCU/ LAD/ LAM/LCG
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Concurrent Submittal with Item Status	6		6-2-B vols 8/9, DIC LMD
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Reactivation of DoD Wholesale Manager Interest	6		vols 8/9, DIC LAU/LAM
Reinstate CMD	6		vols 8/9, DICs LAM, KAM
Segment H	1.3.4.*b(2)(f)*	1.3-*12*	vols 8/9
Service Request to Delete MOE Rule	6		vols 8/9, DIC LDU

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LAM Add Catalog Management Data	4,6		vols 8/9/11
LAR Add Reference Number and Related Codes	4		vols 8/9/11
LAS Add Standardization Relationship	6		vols 8/9/11
LAU Add MOE Rule Number and Related Data	4,6		vols 8/9/11
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LBKReinstate Reference Method II	4,6		vols 8/9/11
LBR Reinstate Full Descriptive Method II with Reference Number	4,6		vols 8/9/11
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LCC Change Characteristics Data	1.3.1.n 4	1.3-3	vols 8/9/11
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LCF Change Freight Data	6		vols 8/9/11
LCG Change FSC, Item Name, Type of Item Identification, or RPDMRC	1.3.1.k 4,6	1.3-2	vols 8/9/11
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LCI Change NIIN/PSCN Status Code (DLSC only)	4		vols 8/11
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LRI Remote Terminal (Category 1) Interrogation by NIIN/PSCN	16		vol 9
LRN Resubmittal to Correct Error of Suspended	4		vols 8/9/11

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LSA Request for Codification and Registration of User	4		vols 8/11
LSB Request for Codification and Request Registration on Non-U.S. Manufactured Items	4		vols 8/9/11
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LUW Change Data Elements on an SSR Master Freight Table Record	1.3.11.f,6	1.3-21	vols 8/11

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LUX Delete Total SSR Master Freight Table Record	1.3.11.f,6	1.3-21	vols 8/11
LVA IMC Data	6		vols 8/9/11
LVE Extract and Edit Coded Item Characteristics	5		vols 8/9/11
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KAM Add Catalog Management Data	6		vols 8/9
KAR Add Reference Number and Related Codes	1.3.11.e,4	1.3-19	vols 8/9
KAS Add Standardization Relationship	4,6		vols 8/9
KAT Add FLIS Data Base Data	4,6		vols 8/9
KAU Add MOE Rule Number and Related Data	6		vols 8/9
KCD Change Data Element(s)	4,6		vols 8/9
KCF Change Freight Data	1.3.11.f,6	1.3-21	vols 8/9
KCG Change FSC	4		vols 8/9
KCI Change NIIN/PSCN Status Code	4		vol 8
KCM Change Catalog Management Data	6		vols 8/9
KCP Change PSCN to NIIN	4		vols 8/9
KCR Change Reference Number Related Codes	4		vols 8/9
KCS Change Standardization Decision Data in a Standardization Relationship	4,6		vols 8/9
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Volume 1

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DoD 4100.39-M

ERRATAS

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FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 1, DoD 4100.39-M, 1 October 1994, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by ***bold-face italic*** type. Deletions are indicated in the Significant Changes paragraph below.

	REMOVE OLD	INSERT NEW
Appendix 1-4-A	1 and 2	1 and 2
Appendix 1-4-C	1 and 2	1 and 2
Appendix 1-4-D	1 and 2	1 and 2
Appendix 1-4-E	1 and 2	1 and 2
Chapter 7	1.7-5 and 1.7-6	1.7-5 and 1.7-6

II. SIGNIFICANT CHANGES

A. The page changes are effective upon receipt.

B. Changes for the entire manual this quarter and the applicable change number for each affected volume are: Change 2 to volume 1, change 6 to volume 4, change 8 to volume 6, change 9 to volume 8, change 9 to volume 9, and change 10 to volume 11. New basics have been provided for volumes 2, 10 and 13.

III. This change sheet will be filed in front of volume 1 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:

RANDALL B. HAGLUND
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CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS

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

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

Federal Aviation Administration
Material Management Division
ATTN: ALM-300
800 Independence Ave., S.W.
Washington, D.C. 20591

Director, Defense Logistics Agency
ATTN: ***MMLZS,*** Room 4146
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

JLSC MMF
1864 Fourth Street STE 1
Wright-Patterson AFB, OH 45433-7131

Defense Medical Logistics Standard Support AIS
Program Office
5109 Leesburg Pike
Skyline 6 Suite 502
Falls Church, VA 22041

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

Commander
U.S. Naval Supply Systems Command
ATTN: SUP41242A
PO Box ***2050***
Mechanicsburg, PA 17055-***0791***

Field Command
Defense ***Special Weapons*** Agency
ATTN: ***DSWA***/FCPNF
1680 Texas Street S.E.
Kirtland AFB, NM 87117-5669

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

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

Commanding Officer
Naval Inventory Control Point
Code M0418
PO Box 2020
Mechanicsburg, PA 17055-0788

CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS

Chief, Int'l Codification Div
ATTN: DLSC-SD
74 Washington Ave N
Battle Creek, MI 49017-3084

HQ Defense Mapping Agency
Operations Directorate
Distribution Division
8613 Lee Highway
Mail Stop A12
Fairfax, VA 22031-2137

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

FOR PASSTHROUGH:

DLA Systems ***Design*** Center
ATTN: ***DSDC-MM***
P.O. Box 1605
Columbus, OH 43216-5002

Defense Automated Add Sys Cmd
ATTN: Steve Norman
1080 Franklin Street
Dayton, OH 45444-5320

CASC/POM
ATTN: Mike Eddy
74 Washington Ave N
Battle Creek, MI 49017-3094

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

CHAPTER 4
APPENDIX 1-4-C
GUIDANCE FOR PREPARING DD FORMS 2021 AND 2021-1

1. **General.** All requests for system modification will be documented on DD Form 2021 and DD Form 2021-1. If the space provided is inadequate, continue on plain bond paper beginning with the title and control number on each additional page.

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

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

XX	XXXXX	XX
Activity	Julian Date	Serial Number

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

Code	Activity
CA	National Weather Service
DA	Army
DF	Air Force
DG	National Security Agency
DH	Defense Nuclear Agency
DM	Marine Corps
DN	Navy
DP	Defense Mapping Agency
DS	Defense Logistics Agency (DLA-CAN/MM)
GE	Federal Aviation Administration
GP	Coast Guard
TG	General Services Administration
VA	Veterans Administration
ZA	DLA-*MMLX* - Federal Catalog Program
ZB	Military Traffic Management Command - Freight Classification
ZC	DLA-*MMLX* - Interchangeability and Substitutability
ZD	DLA-*MMLDC* - Item Management Coding/Logistics Reassignments/ Supply Support Requests
ZE	Defense Reutilization and Marketing Service (DRMS)
ZF	DLSC (Logistics Information Distribution Directorate)
ZG	DLSC (Logistics Information Distribution Directorate)
ZH	DLSC (all other directorates)
ZI	DLA-CANM - Defense Automatic Addressing System
ZJ	Demil
ZZ	Other activities not assigned a Major Organizational Entity (MOE) Code or functional manager Z-code

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

First two positions will represent the last two digits of the year. Positions 3, 4, and 5 will represent the numeric day of the year. For example, 1 December 1994, would be represented by the code 94335.

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

4. **Part I. Routing and Approval/Disapproval.** This part of the form will be used to expedite the routing of the proposal and to indicate approval/disapproval action. All approval/disapproval actions must be signed by an individual authorized to represent the requesting/evaluating activity. Final approval/disapproval action for implementation must be signed by the Federal Logistics Information

CHAPTER 4
APPENDIX 1-4-C
GUIDANCE FOR PREPARING DD FORMS 2021 AND 2021-1

System (FLIS) administrator or designated agent. Electronic signature and transmission is also acceptable. Letters of transmittal are not required for processing of SCRs.

5. **Part II. Requested FLIS Modifications.**

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

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

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

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

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

(3) Expedite. An SCR requiring at most 60 calendar days for S/A coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation. An expedite SCR requires a **minimum** of 198 days from date of submission of the SCR to final implementation.

(4) Emergency. An SCR required to maintain the operational status of FLIS. (See paragraph 1.4.3.a.(5).)

d. **Block 4. Justification.** Provide detailed justification for assignment of an expedite or emergency priority.

e. **Block 5. Recommended Description of Change.** The following paragraphs indicate the level of detail to be provided:

(1) General Objectives. Establishes in narrative form a description of the overall system objectives to be accomplished by the system change for the function being served. Establishes what is to be done without stating specific criteria to be met in accomplishing the automatic data processing (ADP) needs of the function.

(2) Specific objectives should include, as a minimum, functional statements that delineate what shall be accomplished to ensure that the general objectives are met to the satisfaction of the functional manager. The following elements of detail will be included as specific functional requirements:

(a) Input. Cite who the data shall be received from and what elements of data shall be input to FLIS to satisfy the objective. When constrained by other functions or systems, the configuration of the data element may be identified (new Data Record

CHAPTER 4
APPENDIX 1-4-D
ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs AND SANs

Commander
U.S. Army Materiel Command
ATTN: AMCIO-TS
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Commander
USAMC Systems Integration and Management Activity
ATTN: AMXAL-H
P.O. Box 1578
St. Louis, MO 63188-1578

Commander (Code 851)
Marine Corps Logistics Base
814 Radford Blvd
Albany, GA 31704-1128

Commander of DLA Systems ***Design*** Center
ATTN: ***DSDC-MMO***
P.O. Box 1605
Columbus, OH 43216-5002

Defense Logistics Agency
MMLXC
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

Commanding Officer
Naval Inventory Control Point
Code 0424
P.O. Box 2020
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788

Commanding Officer
Naval Inventory Control Point
Code 0421
700 Robbins Avenue
Philadelphia, PA 19111-5098

Commander, DLA Systems ***Design*** Center
ATTN: ***DSDC-RD***
P.O. Box 1605
Columbus, OH 43216-5002

Director
Strategic Systems Programs
ATTN: SP206
1931 Jefferson Davis Highway
Arlington, VA 22241-5362

Director
Strategic Systems Programs
c/o Vitro Corporation
ATTN: Code MSD
45 West Gude Drive
Rockville, MD 20850-1160

Commander
Defense ***Supply Center Columbus***
ATTN: ***DSCC-EIST***
Columbus, OH 43216-5000

Commander
Defense Supply Center Columbus
ATTN: DSCC-RPS
Columbus, OH 43215-5000

Commander
Defense Supply Center Richmond
ATTN: DSCR-RPM
Richmond, VA 23297-5000

Commander
Defense Industrial Supply Center
ATTN: DISC-LR
700 Robbins Avenue
Philadelphia, PA 19111-5096

CHAPTER 4
APPENDIX 1-4-D
ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs AND SANs

Commander
Defense Personnel Support Center
ATTN: DPSC-ZS
2800 South 20th Street
Philadelphia, PA 19101-8419

Defense ***Special Weapons*** Agency
ATTN: ***DSWA***/LELD
6801 Telegraph Road
Alexandria, VA 22310-3398

NASA Headquarters
Logistics Management Office
Code JLG
Washington, DC 20546-0001

Commander
HQ Air Force Materiel Command
ATTN: LGIM
Wright-Patterson Air Force Base, OH 45433-5006

Commanding Officer
U.S. Coast Guard Supply Center, Baltimore
ATTN: Code 320
707 East Ordnance Road
Baltimore, MD 21226-1791

Commanding Officer
U.S. Coast Guard Supply Center, Curtis Bay
ATTN: Code 4220
2401 Hawkins Point Road
Baltimore, MD 21226-1797

Commanding Officer
U.S. Coast Guard Aircraft
Repair and Supply Center
ATTN: ARSCDM
Elizabeth City, NC 27909-5001

Mike Monroney Aeronautical Center
ATTN: AAC-400
P.O. Box 25082
Oklahoma City, OK 73125-0082

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

Commanding Officer
Navy Fleet Material Spt Ofc
ATTN: FMSO ***9612***
5450 Carlisle Pike
P.O. Box 2010
Mechanicsburg, PA 17055-0787

DLA Systems Design Center
DAASC
ATTN: DSDC-SSL
Gentile Station
1080 Franklin Street
Dayton, OH 45444-5320

CHAPTER 4
APPENDIX 1-4-E
FLIS FUNCTIONAL MANAGERS

FUNCTION	FUNCTIONAL MANAGER	ADDRESS
Federal Logistics Information System	***Assistant Executive Director, Engineering, Quality and Standardization***	Director Defense Logistics Agency ***MMLX*** 8725 John J. Kingman Rd. Fort Belvoir, VA 22060-6221
Item Management Coding and Logistics Reassignments	***Assistant Executive Director, Migration Programs, CIT Team***	Director Defense Logistics Agency ***MMLOC*** 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221
DoD DEMIL	***Assistant*** Executive Director, ***Disposal Program***	Director Defense Logistics Agency ***MMLC*** 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221
Source of Supply (SoS)	Executive Director, Defense Automatic Addressing System Center	Defense Automatic Addressing Systems Center 1080 Franklin St. Dayton, OH 45444-5320
DoD Interchangeability and Substitutability (I&S) Family Data	***Assistant Executive Director, Engineering Quality and Standardization***	Director Defense Logistics Agency ***MMLX*** 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221

CHAPTER 4
APPENDIX 1-4-E
FLIS FUNCTIONAL MANAGERS

FUNCTION	FUNCTIONAL MANAGER	ADDRESS
Personal Property Reutilization	***Assistant Executive Director, Logistics Systems Development, Supply Service Center and Federal Systems Team***	Director Defense Logistics Agency ***MMLZS*** 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221
Freight Classification	Chief, Tender and Classification Branch, Negotiations Division, Directorate of Inland Traffic, Military Traffic Management Command	Commander Military Traffic Management Command ATTN: MT-INN-T5611 5611 Columbia Pike Falls Church, VA 22041
Packaging	*Assistant* Executive Director, ***Policy Systems and Engineering, Logistics Policy (Logistics Management), Distribution Management Team***	Director Defense Logistics Agency ***MMLSD*** 8725 John J. Kingman Rd, Fort Belvoir, VA 22060-6221
MEDALS	Chief, On-Line Logistics Systems Management Division, Directorate of Logistics Information Distribution	Commander Defense Logistics Services Center ATTN: DLSC-V 74 Washington Ave N Battle Creek MI 49017-3084

of the input and mode and media desired for the output.

(5) Benefits expected from the test.

(6) If the test is requested as the result of a problem, is the problem major, critical, or routine in accordance with volume 2, chapter 6.

c. It should be noted that a request for a mini interface test to pinpoint a problem, will not be made in lieu of reporting a problem in accordance with volume 2, chapter 6, but may supplement the problem report.

d. DLSC will process the test transactions against the STDB as time permits, however, turnaround time will not exceed one week. The test will be processed using current DLSC production programs and support files.

1.7.10 Reporting of Interface Test Effectiveness

a. Following the conclusion of each interface test, each participant is requested to forward a letter to DLA, ATTN: DLA-E, referencing the test and evaluating its effectiveness in terms of benefits derived, problems encountered, and lessons learned that will assist DLA-E and DLSC in evaluating the interface test capability and possible enhancing its effectiveness in the future.

b. DLSC will also provide evaluations of the interface test to DLA-ZS to assist in the overall evaluation.

1.7.11 Interface Test Coordinators

AGENCY	MAILING ADDRESS	COORDINATOR
DLSC	Commander Defense Logistics Services Center ATTN: DLSC-BB Federal Center Battle Creek, MI 49017-3084	Mr. Joe Domenico DSN 932-4085
DLA Centers	Commander Data System Automation Center ATTN: DSAC-MLC P.O. Box P1605 Columbus, OH 43216	Mr. Will Feil DSN 850-4122
Army	Executive Director Logistics Support Activity ATTN: AMXLS-RWD Redstone Arsenal, AL 35898-7466	Ms. Beverly L. Van Brakle DSN 645-0784

AGENCY	MAILING ADDRESS	COORDINATOR
Navy	Commander Navy Fleet Material Support Office ATTN: Code 9612 5450 Carlysle Pike Mechanicsburg, PA 17055	Ms. Shelia Godfrey DSN 430-6513
Air Force	Commander HG Air Force Logistics Command ATTN: MMIPC Wright-Patterson Air Force Base, OH 45433-5001	Mr. Joe Welsh DSN 787-5553
Marine Corps	Commander Marine Corps Logistics Base Code 851-1 814 Radford Boulevard Albany, GA 31704-1128	Zelda Collins DSN 567-6414/5
DNA	Commander Field Command Defense Nuclear Agency Kirkland AFB, NM 87115	Mr. Fernado Alvarado DSN 246-8421
GSA	GSA/FSS Cataloging Branch ATTN: FCRL Washington, DC 20406	***Mr. Charles Long*** DSN 305-7528
Coast Guard	U.S. Coast Guard Headquarters 2100 Second St., S.W. ATTN: COMDT (G-ELM) Washington, DC 20593-0001	Ms. Cathy Pastore FTS 267-0656 (202)267-0656

DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SERVICES CENTER
74 WASHINGTON AVE N
BATTLE CREEK MI 49017-3084

CHANGE NO. 3
DoD 4100.39-M

ERRATA

CH 3
DoD 4100.39-M
Volume 1

DLSC-VPH
1 January 1997

AD-A309 941

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 1, DoD 4100.39-M, 1 October 1994, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by ***bold-face italic*** type. Deletions are indicated in the Significant Changes paragraph below.

	REMOVE OLD	**INSERT NEW**
Table of Contents	v and vi, ix thru xii	v and vi, ix thru xii
Glossary	xv thru xx, xxvii thru xliv	xv thru xx, xxvii thru xliv
Chapter 3	1.3-9 thru 1.3-27	1.3-9 thru 1.3-26
Appendix 1-4-A	1 and 2	1 and 2
Appendix 1-4-C	1 and 2	1 and 2
Appendix 1-4-D	1 and 2	1 and 2
Chapter 7	1.7-5 and 1.7-6	1.7-5 and 1.7-6
Chapter 8	1.8-1 thru 1.8-71	1.8-1 thru 1.8-71

II. SIGNIFICANT CHANGES

A. The page changes are effective upon receipt.

B. Changes for the entire manual this quarter and the applicable change number for each affected volume are: Change 3 to volume 1, change 1 to volume 2, change 6 to volume 3, change 7 to volume 4, change 5 to volume 5, change 9 to volume 6, change 3 to volume 7, change 10 to volume 8, change 10 to volume 9, change 1 to volume 10, change 11 to volume 11, change 1 to volume 13, change 3 to volume 15, and change 4 to volume 16. New basics have been provided for volume 12.

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[redacted]

III. This change sheet will be filed in front of volume 1 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:

RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

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18.4	Inquiry Subsystem Processing Reference Guide	V
18.5	Update Address and Distribution Subsystem Processing Reference Guide	V
18.6	Label Request Subsystem Processing Reference Guide	V
18.7	Report Request Subsystem Processing Reference Guide	V
18.8	AMLS DLSC Program Management Subsystem Processing Reference Guide	V
18.9	Batch Processing Subsystem Processing Reference Guide	V

GLOSSARY
PART I - ACRONYMS

		Volume(s)
AAC	Acquisition Advice Code	6,14,15
ACN	Advance Change Notice, FLIS	1,2
ADC	Air Dimension Code	15
ADP	Automatic Data Processing	1,3,4,7
ADPEC	Automatic Data Processing Equipment Identification Code	6,15
ADPP	Automatic Data Processing Point	15
ADPS	Automatic Data Processing System	1
AEDA	Ammunition, Explosive, and other Dangerous Articles	10
AFFC	Air Force Fund Code	
AFLC	Air Force Logistics Command	6,13
AFM	Air Force Manual	6,13
AIN	Approved Item Name	3,4,6
AINRP	Approved Item Name Reclassification Program	6
AMC	Acquisition Method Code	6,14
AMSC	Acquisition Method Suffix Code	6,14
ANSI	American National Standards Institute, Inc.	2,3,7
APSN	Association Package Sequence Number	
AQL	Acceptable Quality Level	2,14
AR	Army Regulation	2,6,13
ARC	Accounting Requirements Code	15
ASCII	American National Standard Code for Information Interchange	2
ASD	Assistant Secretary of Defense	
ASPR	Armed Services Procurement Regulation	7
CAGE	Commercial and Government Entity Code	1,2,4,5, 6,7,14,15
CAC	Civil Agency Catalog	1,5
CAO	Contract Administration Office	1,15
CIT	Consumable Item Transfer	6
CB	Change Bulletin	15
CCAL	Certified Contractor Access List	15
CDA	Catalog Data Activity	6
CIC	Card Identification Code,	4,6,14
	Item Management Coding	2
	Content Indicator Code	2

		Volume(s)
	Continuation Indicator Code	
CMD	Catalog Management Data	1,2,4,5, 6,7,14,15
COM-RI	Communications Routing Identifier	2, 6
CSS	Cataloging Statistical Series	2,14
DA	Description Available	15
DAAS	Defense Automatic Addressing System	1,2,6
DAASO	Defense Automatic Addressing System Office	1,2,4, 5,6,14
DAC	Document Availability Code	4
DCN	Document Control Number	1,4
DCSN	Document Control Serial Number	6
DD Form	Department of Defense Form	1,2,3, 4,5,7,15
DEMIL	Demilitarization	4,15
DESC	Defense Electronics Supply Center	2,14
DFSC	Defense Fuel Supply Center	2,14
DGSC	Defense General Supply Center	2,14
DHCO	Departmental Headquarters Catalog Office	2,14
DIA	Defense Intelligence Agency	13
DIC	Document Identifier Code	1,2,4,6,7, 13,14,15
DIPEC	Defense Industrial Plant Equipment Center	1,2,6,7,13
DISC	Defense Industrial Supply Center	2,14
DLA	Defense Logistics Agency	1,2,4,5,6, 13,14,15
DLAH	Defense Logistics Agency Handbook	
DLAR	Defense Logistics Agency Regulation	6,13
DLSC	Defense Logistics Services Center	All
DM	Descriptive Method (Item Identification)	2,14
DoD	Department of Defense	All
DoDAAC	Department of Defense Activity Address Code	
DoDAAD	Department of Defense Activity Address Dictionary	
DoDAC	Department of Defense Ammunition Code	3
DoDD	Department of Defense Directive	1
DoDI	Department of Defense Instruction	6,14

		Volume(s)
DOE	Department of Energy	2,4
DRMS	Defense Reutilization and Marketing Service	1,15
DPSC	Defense Personnel Support Center	2,13,14
DRIS	Defense Retail Interservice Support	
DRN	Data Record Number	1,2,4, 5,6,7,13
DSC	Defense Supply Center	1,2,4,6
DSCC	***Defense Supply Center Columbus***	***2,14***
DSCR	***Defense Supply Center Richmond***	***2,14***
DSN	Defense Switched Network (formerly: AUTOVON, Automatic Voice Network)	1,2,3,4,5
DSOR	Depot Source of Repair	6
DSWA	***Defense Special Weapons Agency***	***2,4,6,13,14***
DSWACA	***Defense Special Weapons Agency Cataloging Activity***	***4***
EAM	Electronic Accounting Machine	1,2,4, 6,7,13
ED	Effective Date	2,6,13
ELCD	Extra Long Characteristic Description	2,3,4
ELRN	Extra Long Reference Number	2,3,4
EOJ	End of Job	
EOT	End of Transmission	2
ERRC	Expendability, Recoverability-Reparability Code	
ESDC	Electrostatic Discharge Codes	8,9,10,15
FAA	Federal Aviation Administration	1,2,4,6,13
FC	Foreign Countries	2,4,6
FD	Functional Description	1
FDM	Full Descriptive Method (Item Identification)	2
FED LOG	Federal Logistics Data on Compact Disc	17
FG	Foreign Government	4
FII	Federal Item Identification	2,4,6
FIIG	Federal Item Identification Guide	1,2,3,4, 5,7,14,15
FIND	Federal Item Name Directory	4,15
FLIS	Federal Logistics Information System	All
FLIS Data Base	Federal Logistics Information System Data Base	1, 2, 3, 4, 5, 6, 7, 13, 14

		Volume(s)
FMS	Foreign Military Sales	2,13
FMSN	File Maintenance Sequence Number	2,4,6
FMSO	Fleet Material Support Office	6,13
FRD	Formerly Restricted Data	4
FSC	Federal Supply Classification	1,2,3,4, 5,6,13, 14,15
FSG	Federal Supply Group	1,5,6, 13,14,15
GIM	Gaining Inventory Manager	2,6
GIMM	Gaining Inventory Materiel Manager	2,6
GIRDER	Government/Industry Reference Data Edit and Review	4
GSA	General Services Ad- ministration	1, 2, 3, 4, 6,7,13,14
HMC	Hazardous Materiel Code	15
HMIC	Hazardous Material Indicator Code	8,9,10,15
I&S	Interchangeability and Substitutability	1,5,6,14
ICP	Inventory Control Point	6,13,14
II	Item Identification	1,2,3,4, 5,6,13
IIM	Item Intelligence Maintenance	2
ILDT	Item Logistics Data Transmittal	4
IMC	Item Management Coding	1,2,6,13,14
IMCA	Item Management Classification Activity	2,6
	Item Management Coding Activity	13,14
IMM	Integrated Materiel Manager	1,2,4, 6,13,14
IMMC	Integrated Materiel Management Committee	6
IMSS	Item Management Statistical Series	6,14
INC	Item Name Code	1,3,4, 5,6,14,15
IOS	International Organization for Standardization	6
IRRC	Issue, Repair and/or Requisitioning Restriction Code	
ISAC	Identified Secondary Address Coding	
ISC	Item Standardization Code	4,5,6,15
JAIEG	Joint Atomic Information Exchange Group	4
JAN	Joint Army-Navy	2

		Volume(s)
JANAP	Joint Army-Navy-Air Force Publication	2,7
LCL	Less Than Carload Rating Code	15
LIM	Losing Inventory Manager	6
LMF	Language Media Format	2
LOA	Level of Authority	2,6,13,14
LR	Logistics Reassignment	4,6
LS	Lead Service	6
LTL	Less Than Truckload Rating Code	15
MAC	Maintenance Action Code	6
MC	Marine Corps	1,2
MCC	Materiel Category Code Materiel Condition Code	
MCLB	Marine Corps Logistics Base	13
MCO	Marine Corps Order	13
MCSA	Marine Corps Supply Activity	
MEC	(Marine Corps) Management Echelon Code	13,15
MEDALS	Military Engineering Data Asset Locator System	16
MFR	Manufacturer	4
MIC	Material Identification Code	8,9,10
MIL-RI	Military Routing Identifier	6
MILSCAP	Military Standard Contract Administration Procedure	1,7,15
MILSPEC	Military Specification	3
MILSTAAD	Military Standard Activity Address Directory	
MILSTAMP	Military Standard Transportation and Movement Procedure	6
MILSTD	Military Standard	2,3,4,7
MILSTICCS	Military Standard Item Characteristics Code Structures	3,15
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedure	15
MILSTRIP	Military Standard Requisitioning and Issue Procedure	6
MIM	Military Inventory Manager	14
MILT MMC	Military Material Management Code	13
MM	Materiel Manager	
MMAC	Materiel Management Aggregation Code-AF	1,13

		Volume(s)
MMC	Materiel Management Category Code-DoD (Commodity)	13
MOE	Major Organizational Entity	1, 2, 3, 4, 5, 6, 13, 14
MOWASP	Mechanization of Warehousing and Shipment Processing	6
MRC	Master Requirement Code	1,3,4,5,15
MRD	Master Requirement Directory	3,15
MRM	Military Retail Manager	14
MTMC	Military Traffic Management Command	1,2,4,6,15
NADEX	NATO Data Exchange	1
NAIN	Non-Approved Item Name	
NATO	North Atlantic Treaty Organization	1, 2, 4, 5, 6, 7, 13, 15
NCAGE	***NATO Commercial and Government Entity***	***1,4,5,7,15***
NCB	National Codification Bureau	2,4
NDUP	Non-Duplicate	4
NHCI	Nuclear Hardness Critical Item	2,4
NIDS	Nuclear Integrated Data System	4
NIIN	National Item Identification Number	All
NIMSC	Nonconsumable Item Material Support Code	2,6
NMFC	National Motor Freight Classification (Code)	1,2,6,15
NOCA	Nuclear Ordnance Cataloging Activity	2,4
NOCO	Nuclear Ordnance Cataloging Office	2,4
NSA	National Security Agency	1,2,4,6, 13,14
NSN	National Stock Number	1,2,3,4
OCR	Optical Character Recognition (Reader)	1,2,7
ODRC	Output Data Request Code	1,2,4,5,6
OE	Organizational Entity	1,4,5,7,15
PDM	Partial Descriptive Method (Item Identification)	2,4
PIC	Priority Indicator Code	1,2,4,5,14
PICA	Primary Inventory Control Activity	1,2,4,5, 6,13,14
PMIC	Precious Metals Indicator Code	6,15
PORM	Plus or Minus	2,3
PSCN	Permanent System Control Number	1,2,4, 5,6,15

	Volume(s)
Conversion. The transformation of a value to an equal or equivalent value in a different term or scale.	3
Coordinating Activity. An activity having the responsibility for inter-Service/Agency coordination.	
Criticality Code. See DRN 3843, volume 12.	1,4,5,15
Data Chain. A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).	4,5
Data Changes. All revisions of published Federal Item Logistics Data Records (FILDRs); all transfers between the descriptive method and the reference method; all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.	2,4,6
Data Code. A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense ***Special Weapons*** Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).	1
Data Element. A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).	1,4,5,6, 7,15
Data Element Dictionary (DED). An authoritative reference containing the definition and related features of data elements, data chains, and data use identifiers. See volume 12.	1
Data Element Terminator Code. See DRN 8268, volume 12.	1,4
Data Exchange. The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).	2
Data Item. A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.	
Data Range Criteria. Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.	3
Data Record Number (DRN). See DRN 0950, volume 12.	1,2,4,5, 6,7,15

	Volume(s)
Defense Retail Interservice Support (DRIS) Program. A program designed to use inter-service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.	
Deletion Reason Code. See DRN 4540, volume 12.	6,14
Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose.	4,15
Department of Defense Activity Address Code (DoDAAC). See DRNs 0395 and 6550, volume 12.	
Department of Defense Activity Address Directory (DoDAAD). The file of all Department of Defense customers clear-text addresses, address codes, and billing codes for use in preparation of bills to customers.	
Department of Defense Ammunition Code (DoDAC). See DRN 3767, volume 12.	3,15
Department of Defense Interchangeability and Substitutability (I&S) Family. A grouping of items which possess such physical and functional characteristics as to provide comparable functional performance for a given requirement.	
Depot Source of Repair (DSOR). An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service cataloging function.	6
Design Control Reference. The primary number used to identify an item of production, or a range of items of production, by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item by means of its engineering drawings, specifications, and inspection requirements.	2,4
Document Availability Code (DAC). See DRN 2640, volume 12.	
Document Control Serial Number. See DRN 1000, volume 12.	1,5,6
Document Control Number. See DRNs 1015 and 3920, volume 12.	4,5,6,15
Document Identifier Code (DIC). See DRN 3920, volume 12.	1,2,4, 5,6,7, 13,14,15
DoD/Federal Functional Manager. The organizational element responsible for specific functions such as the Federal Catalog Program (DLA-SC), Item Management Coding (DLA-OP), Freight Classification Data (MTMC).	1

	Volume(s)
DOE Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through ***DSWA*** and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE 87991.	4
DOE Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense ***Special Weapons*** Agency ***(DSWA)*** and may be categorized as "war reserve quality", "training quality", or "single quality".	4
Drop Table. Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.	1
Economic Feasibility. The determination of the cost effectiveness of a data system change. Design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the value of the automated data system change under development.	1
Effective Date (ED). The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.	2,5,6,13
Electronic Data Transmission. This is a world-wide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and-forward (message switching) basis and subscriber (circuit switching) basis. (Formerly, Automatic Digital Network (AUTODIN)).	1,2,4,5,6,7
Electronic Data Transmission Message Control. A procedure that may be used by interested users to identify and verify receipt of FLIS data transmitted electronically for a fixed time period. See volume 8, DIC KWA.	2
Electrostatic Discharge Code. A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic inteference damage.	8,9,10,15
End of Transmission (EOT). An ADP term indicating the conclusion of a transmission.	

	Volume(s)
Equivalency Criteria. Criteria contained in section II of the FIIG consisting of data range conversion formulas and decision rules criteria used to determine characteristic equivalency and substitutability. Replies are equivalent when they are identical or become equivalent through the application of section II criteria. Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be considered equivalent with respect to other definitive replies to a specific input requirement. Equivalent items are always "offered" to the processing activity requesting NSN assignment from DLSC for review and possible acceptance.	3
Estimated Demand. See DRN 0727, volume 12.	
Estimated or Actual Price. See DRN 0731, volume 12.	
Expendability, Recoverability-Reparability Code (ERRC). See DRN 2655, volume 12.	
Extra Long Characteristics Description (ELCD). Characteristics description data which consists of 5,000 characters or more.	2,3,4
Extra Long Reference Number (ELRN). A reference which exceeds the allowed field of 32 positions and must be carried forward to additional cards.	2,3,4
Federal Catalog System. A Federal program administered by DoD in conjunction with GSA. It shall name, describe, classify, and number each item repetitively used, bought, stocked, or distributed by the Federal Government so that only one distinctive combination of letters or numerals (or both) identifies the same item throughout the Federal Government.	1,3,4,6, 14,15
Federal Cataloging Program Statistical Series. A series of statistics required to reflect information pertaining to all Federal Cataloging Program transactions recorded in FLIS files against items which are managed by DoD activities, Civil Agencies, or foreign countries participating in the Federal Cataloging Program.	14
Federal Item Identification (FII). A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Catalog System, and required related management data.	2,4,6
Federal Item Identification Guide (FIIG). A guide prescribing standard requirements, formats, and machine oriented coding structure for the collection of item characteristics and other item-related logistics data.	1,2,3,4, 5,7,14,15
Federal Item Name Director (FIND). Published as Cataloging Handbook H6 Series; provides item name data to Services/Agencies for use in development of item identifications.	4,15
Federal Logistics Data on Compact Disc. FED LOG utilizes a Personal Computer to access data stored on a Compact Disc - Read Only Memory (CD-ROM) providing a fast and efficient tool to research items currently in the supply system. Designed to replace microfiche, the information contained on this product is equal to seven major microfiche publications (MCRL, ML-C, DoD I&S, FILDR, H4/H8, H2, and selected portions of the H6). In addition to the FLIS data, FED LOG contains service unique data from the Army, Navy and Air Force.	17

	Volume(s)
Military Standard Requisitioning and Issue Procedures (MILSTRIP). MILSTRIP will prescribe uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information for all materiel commodities (unless specifically exempted by the ASD (MRA&L)) between requisitioners and supply control/ distribution systems in DoD and other participating agencies. MILSTRIP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).	6
Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP). MILSTRAP will prescribe uniform procedures, data elements, documents, and time standards for the flow of inventory accounting information pertaining to receipt, issue, and adjustment actions between inventory control points, stock control activities, storage sites/depots, and posts, camps or bases (unless specifically exempted by the ASD (MRA&L)). Card formats and data elements employed in MILSTRAP will be designed to complement the techniques prescribed in MILSTRIP and to provide the means for generating financial inventory data required for management and transaction reports and financial reports.	
Military Standard Transportation and Movement Procedure (MILSTAMP). The MILSTAMP DoD Regulation will contain all necessary forms, formats, codes, procedures, rules, and methods required by DoD components in the movement of materiel. It is a complete reference for policy and procedures governing data elements, documentation and information flow. Supplementing procedures are authorized only to the extent of assuring more detailed operating instruction required by action offices or to cover variances in capabilities.	6
Prescribed address-marking data elements, formats, and requirements are contained in MILSTAMP and will be reflected in MIL-STD-129, Military Standard Marking for Shipment and Storage, which is maintained by the Department of the Army. MILSTAMP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).	
Military Traffic Management Command (MTMC). A command under the Department of the Army responsible for procurement, use, cost, and control of commercial transportation services required in the movement of cargo and passengers for the DoD components.	1,2,4,6,15
MINIMIZE. A condition wherein normal message and telephone traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed.	2,4
MOE Rule Related Data. Consists of Item Management Status Data and the NIMSC Code, AF Materiel Management Aggregation Code, supplementary data collaborators/receivers, Item Management Code, the IMCA, and effective date.	2,4,6
National Codification Bureau (NCB) Code. See DRN 4130, volume 12.	4

	Volume(s)
National Item Identification Number (NIIN). See DRN 4000, volume 12.	All
National Motor Freight Classification Code (NMFC). See DRN 2850, volume 12.	1,2,6,15
National Stock Number (NSN). See DRNs 3960, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.	1,2,3,4, 5,6,13, 14,15
NATO *Commercial and Government Entity (NCAGE).* See DRN 4140, volume 12.	1,4,5, 7,15
NATO Stock Number (NSN). An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.	1,4,6
Navy Cognizance Code. See DRN 2608, volume 12.	1,13
Next Higher Classifiable Assembly. This term is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. Also, the classification of the higher assembly is indicated specifically in Groups and Classes of the Federal Supply Classification (Cataloging Handbook H2-1) or is listed specifically as an entry in the Numeric Index (Cataloging Handbook H2-2). The term "higher assembly" is used for brevity and may actually include components, sub-assemblies, assemblies, and end items or systems.	4
Nominal Value. A value, excluding tolerance, used for the purpose of general identification usually expressed as a fraction, size number or letter, code number, gage number, or decimal number.	
Non-Approved Item Name (NAIN). See DRN 5020, volume 12.	3
Non-Duplicate (NDUP). When the item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing Federal item identification and there are no matching reference numbers.	4
Normal Source of Procurement. See DRN 0721, volume 12.	
Nuclear Hardness Critical Item (NHCI). As defined in DoD-STD-100C. A hardware item at any assembly that is mission critical and could be designed, repaired, manufactured, installed or maintained for normal operation, and yet degrade system survivability in a nuclear environment if hardness were not considered.	
On Hand/Due In. See DRN 0722, volume 12.	
Operational Feasibility. The determination of whether a data system change will operate properly and be properly used once developed and implemented.	1

	Volume(s)
Operational Need Date. See DRN 0726, volume 12.	
Optical Character Recognition (Reader) (OCR). A data processing technique (device) which converts, by optical means, the characters placed on paper into a code suitable for input to a computer.	1,2,7
Organizational Entity (O.E.). An organizational element, segment, or entity for cataloging; DoDAAC, bidders, manufacturing, or nonmanufacturing activity or establishment, etc.; and attribute data ascribed in the entity for the purpose of intensifying its meaning, characteristics, responsibility, eligibility, and area(s) of authority.	1,3,4, 5,6,7, 14,15
Original Federal Item Identification. An item identification which has been approved by the Defense Logistics Services Center and assigned a National Stock Number, but which has not been revised, transferred, or cancelled.	4
Originating Activity. Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense ***Special Weapons*** Agency), the originating activity assumes the status also of a submitting activity.	2,4,5,6
Originating Activity Code. See DRN 4210, volume 12.	1,4,5, 6,15
Output Data Request Code (ODRC). See DRN 4690, volume 12.	1,2,4,5,6
Package Sequence Number (PSN). See DRN 1070, volume 12.	1,2,4, 5,7,14
Partial Descriptive Method Item Identification (PDM). A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.	2,4,14
Permanent System Control Number (PSCN). See DRN 4250, volume 12.	1,2,4, 5,6,15

	Volume(s)
Possible Duplicate Item-of-Supply Concepts. An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).	4
Precious Metal Indicator Code (PMIC). A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).	8,9,10,15
Price Validation Code, Air Force (PVC). See DRN 0858, volume 12.	
Primary Inventory Control Activity (PICA). See DRN 2866, volume 12.	1,2,4,5, 6,13,14
Primary Reference Number. The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the "design control reference".	4
Priority Indicator Code (PIC). See DRN 2867, volume 12.	2,4,5,14
Production Lead Time. See DRN 0730, volume 12.	
Proposed Original Item Identification. An item identification for an item in or entering a supply system which has not yet been approved by the Defense Logistics Services Center (DLSC) as a Federal item identification assigned a National Stock Number.	2,4
Provisioning Screening Master Address Table (PSMAT). See DRN 0232, volume 12.	1,5,7
Provisioning Supply Support Request. Indicated by Card Identification Code P to show that a Supply Support Request received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	2,6
Qualitative Value. The portion of a reply that expresses quality such as color, shape, material, condition, etc.	3
Quantitative Value. The portion of a reply which expresses a numeric value for such characteristics as dimensions, measure, magnitude, electrical rating, etc.	3
Quantity Unit Pack (QUP). See DRN 6106, volume 12.	6,15
Rail Variation Code. See DRN 4760, volume 12.	1,2,6,15

	Volume(s)
Reactivation Coding. Application of the approved IMC criteria by the ICPs to inactivated NSNs for which an IMM was the last manager, and the ICP is not currently recorded as a user.	6
Receiver Code. See DRN 2534, volume 12.	
Record Separator. The symbol used to indicate the completion of a characteristic reply or to indicate end of record.	16
Reference Drawing. Reference Drawing Groups (RDG) appear in Appendix B of the Federal Item Identification Guide (FIIG). The drawings will be isometric when possible, and will be configured with dimensional requirements necessary to describe basic item features.	
Reference Method of Item Identification (RM). The reference method of item identification establishes and delimits the concept of an item of supply by reference(s) to the item-identifying number(s) of one or more manufacturers denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not delineated in the item identification but are ascertainable by research of the data represented by the manufacturers item-identifying number(s).	2,4,6,14
Reference Number. A reference number is any number, other than an activity stock number, used to identify an item of production or, either by itself or in conjunction with other reference numbers, to identify an item of supply. Reference numbers include manufacturers part, drawing, model, type, source-controlling, or specification-controlling numbers and 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. The submittal of all known reference numbers related to an item of production or an item of supply, with the applicable Reference Number Category Code, the applicable Document Availability Code, and the applicable Reference Number Variation Code, is mandatory.	2,4,5,14,15
Reference Number Action Activity Code (RNAAC). See DRN 2900, chapter 12.2.	1,4
Reference Number Category Code (RNCC). See DRN 2910, chapter 12.2.	2,4,5,6, 15
Reference Number Category Code Combination. Consists of the Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) as expressed in volume 10, table 8.	
Reference Number Format Code (RNFC). See DRN 2920, chapter 12.2.	4,5
Reference Number Justification Code (RNJC). See DRN 2750, chapter 12.2.	1,4
Reference Number Status Code (RNSC). See DRN 2923, chapter 12.2.	
Reference Number Variation Code (RNVC). See DRN 4780, chapter 12.2.	2,4,5,15

	Volume(s)
Reference/Partial Descriptive Method Reason Code (RPDMRC). See DRN 4765, chapter 12.2.	1,2,4
Reinstated Federal Item Identification. A Federal item identification which has been cancelled but which has subsequently been reauthorized for use to identify an item of supply.	4,6
Remote Ouput Format Code. See DRN 0841, chapter 12.2.	16
Reparability Code - Coast Guard. See DRN 0709, chapter 12.2.	1
Reply. A reply (data item) is the answer to a specific requirement.	3,4
Reply Code. A code that represents an established reply to an approved requirement.	3,4
Reply Table. A listing of replies (data items) applicable to a requirement or group of requirements derived from a single data element. Each reply in the table is assigned a different reply code.	3,4
Report Control Symbol (RCS). Set of letters and numbers which identifies an approved report and authorizes its initiation and preparation.	2,14
Reports Generator. Designed to produce one-time listings or reports from the FLIS files.	1,5
Requirement. A definition of a required characteristic.	3,4
Requirement, Lead-In. A general requirement identifying and providing guidance for reply to a specific range of following requirements. A lead-in requirement is never assigned a PAC/MRC, nor does it ever require a reply.	3
Requirement, Major. A requirement which, in addition to requiring a reply, may necessitate replies to succeeding subordinate requirements (subrequirements) dependent upon the specific reply given to the major requirement (see definition of Requirement, Lead-In and Requirement, Subordinate).	3
Requirement, Subordinate. A requirement for which the reply is dependent on a lead-in requirement or major requirement (also termed "subrequirement").	3
Retail Manager (RM). A materiel manager or another designated activity within a Military Service/Agency having retail responsibility for an item of supply where the wholesale materiel management functions are performed by an IMM, including ***DSWA***, NSA, and TACOM.	6
Retroactive Coding. Scheduled application of the approved IMC criteria by the ICPs to item(s) in FSC classes designated as commodity oriented which were previously coded for Service retention.	6
Return Coding. A request to effect the return of an item currently coded for Integrated Materiel Management to Service management by the application of IMC criteria.	6

	Volume(s)
Routine Reclassification Action. Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied.	6
Routing Identifier Code (RIC). A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks.	1,2,6
Secondary Address Code (SAC). See DRN 8990, chapter 12.2.	1,3,4
Secondary Address Indicator Code (SAIC). See DRN 9485, chapter 12.2.	3
Secondary Inventory Control Activity (SICA). See DRN 2938, chapter 12.2.	1,2,6, 13,14
Service/Agency Designator Code (SADC). See DRN 4672, chapter 12.2.	2,4,15
Service Item Control Center (SICC). An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.	2,6,13,14
Shelf Life Code (SLC). See DRN 2943, chapter 12.2.	6,15
Simplified File Maintenance (SFM). FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.	1,2
Single Quality Items. Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.	4
Single Submitting Activity. See DRN 9255, chapter 12.2.	2,4
Source Controlled Federal Item Identification. A type 1, 1B, 2, 4, or 4B Federal Item Identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.	4
Source of Supply Code (SOS). See DRN 3690, chapter 12.2.	4,5,6, 14,15
Source of Supply Modifier Code (SOSM). See DRN 2948, chapter 12.2.	6

	Volume(s)
Specially Designed Item. The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment" as used in the notes in Cataloging Handbooks H2-1 and H2-2. In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.	4
Special Packaging Requirement. See DRN 0725, volume 12.	
Standard Requirement. A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.	4
Standard Test Data Base (STDB). Maintained at DLSC with data input by Services/Agencies participating in the interface test program.	1
Statistical Indicator Code. See DRN 3708, volume 12.	
Submitted Package Sequence Number (SPSN). See DRN 8328, volume 12.	
Submitter Code. See DRN 2535, volume 12.	
Submitting Activity. Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense ***Special Weapons*** Agency) through which the originating activity is required to submit its proposals to DLSC.	1,2,3,4, 5,6,7
Submitting Activity Code. See DRN 3720, volume 12.	1,4,5,15
Supply Management Data. Item data which do not affect NSN assignment but are necessary to support logistics functions.	3,6
Supply Support and Cataloging Action Request. Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
Supply Support Request (SSR). A request submitted by the activity responsible for supporting an end item being provisioned to a Commodity Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2,6
Suspense File. The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.	1,4,5
System Advisory Notice (SAN). Notification to Services/Agencies of the SCRs scheduled for implementation in a given SMR. The SAN will be published approximately 300 days prior to a scheduled implementation date.	1
System Change Request (SCR). A formal request for modification of the FLIS.	1,6,15

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

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

(b) Notifications:

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

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

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

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

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

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

(10) Search by Characteristics.

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

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

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

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

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

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

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

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

(13) Supply Support Record (SSR) Tailored

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

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

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

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

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

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

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

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

(15) SSR. DLSC will provide mechanized file maintenance of three SSR files to S/As:

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

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

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

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

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

1.3.4 Record Formats

a. Fixed length record formats have been designed primarily for use in the interchange of data. They allow a physical record to be maintained in a master file. Fixed length records used in FLIS are restricted to eighty (80) characters per record. Every effort has been made to standardize data positioning to minimize error, as well as to assure that each record contains enough control information for identification and/or filing purposes. Volume 8, Chapter 3 contains the fixed length formats for each of the

headers (Input and Output) and Segments which have been established for FLIS input/output data exchange.

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

* Positions 1-3 DIC

* Positions 4-6 Package Sequence Number (PSN)

Position 7 Priority Indicator Code (PIC)

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

Positions 27-30 Federal Supply Class (FSC)

Positions 31-39 National Item Identification Number (NIIN) or Permanent System Control Number (PSCN)

* Position 40 Segment Code

Position 41-79 Applicable Segment Data

Position 80 Continuation Indicator Code (CIC)

(a) Definitions for the Instructional Notes, associated with each RN in the DIC layout, can be found in Volume 8, Chapter 4. These notes provide information regarding such things as whether a data element is mandatory or optional for submittal (notes 0 and 02), how to format the PSN (note DA), etc.

(b) Volume 10, Chapter 3, Section 10.3.5 contains instructions for submittal of the CIC in position 80.

(2) Volume 8, Chapter 2 contains the fixed length output formats in DIC order. In addition to those data elements listed in paragraph 1.3.3(1) the File Maintenance Sequence Number (FMSN)/ NATO File Maintenance Sequence Number (NFMSN) is output in positions 24-26 when applicable.

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

b. Fixed Length Packages. Circumstances exist when all data for a given segment cannot be shown on a single 80-column record. When multiple records are required, they must contain PSNs assigned consecutively and in sequence. A one-position Continuation Indicator Code (CIC), in column 80, identifies the specific format of a segment and/or signals that another record follows. This is required either to complete a lengthy data element value (e.g., segment V) or to accommodate segment data which cannot be contained on one record due to space limitations (as in segments B, C, G, H, and W). There are some Segments that can always be completed on one record, therefore, the CIC is not submitted (e.g., segment 3, 5, E, S, and T).

(1) Volume 10, Chapter 3, Section 10.3.5 contains detailed instructions, by Segment Code, for submittal of the CIC in position 80.

(2) Criteria and Examples (see also volume 2, section 2.3.2 and volume 10, section 10.3.5):

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

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

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

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

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

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

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

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

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

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

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

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

Segment	DRN	Title

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

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

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

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

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

1.3.5 Sequence of Processing

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

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

(2) Fixed Interval Scheduling.

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

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

b. All transactions input through input control are assigned a processing control number when processed through input control. The control number includes the date (Julian day) that the control number is assigned. Transactions are queued for processing by control number. Queues containing FLIS data

base update transactions are sorted prior to processing to achieve the sequence indicated in preceding paragraph. Electronic data transmission transactions are processed through input control in the order in which they are received. Likewise, mailed transactions are generally processed in the order received, but may be processed out of sequence if so required.

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

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

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

1.3.7 Unprocessable Transactions

a. Unprocessable transactions are those which did not contain the minimum essential control elements required for processing. These transactions are not queued for processing but are retained on the FLIS transaction history file for processing as specified in paragraph 1.3.6.b.

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

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

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

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

1.3.8 Error Processing.

a. The FLIS concept of returning conditions which fail to pass the established edit/validation criteria (volume 11) involves the use of either a segment P or Q. If the value of the data element(s) is to be included with the return code, segment Q is used; otherwise segment P is used. See volume 10, chapter 10.2 for return codes.

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

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

(1) When a system error is encountered during processing, DLSC will output notification by use of DIC KRE, segment P, return code TP, and any other errors that occur up to the point of system error. Return code TP is also defined in volume 10, chapter 10.2.

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

1.3.9 Processing Malfunction

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

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

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

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

1.3.10 Segment Z Availability

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

DIC	Title	Note
KAT	Add FLIS Data Base Data	1
KDZ	Delete Logistics Transfer	3
KFA	Match Through Association	1
KFC	File Data Minus Security Classified Characteristics Data	1

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

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

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

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

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

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

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

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

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

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

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

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

(4) When an interrogation (DIC LTI) requires segment V output, the current segment V will be output; a segment V with imbedded effective dated characteristics will also be output in the segment Z convention described in paragraph 1.3.10.c.

1.3.11 *Catalog Tools Processes*

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

b. Input/Output Formats. The fixed length formats described in section 1.3.4 for the FLIS data base apply, except for those that are unique to the OE. The Catalog Tools processing segments are as follows:

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

(2) Ouptut Segment Code, Supplemental 802

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

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

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

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

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

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

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

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

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

c. MOE Rule File Maintenance.

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

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

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

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

systems:

DIC	Title
KUA	*ADD TOTAL CATALOG TOOLS MOE RULE RECORD (Applies to both new and reinstated MOE Rules)*
KUB	*CANCEL CATALOG TOOLS MOE RULE WITH REPLACEMENT (This represents a MOE Rule status code update with a replacement MOE Rule in the 803 segment)*
KUC	*CHANGE CATALOG TOOLS MOE RULE RECORD (The entire MOE Rule record will be replaced)*
KUD	*CANCEL WITHOUT REPLACEMENT OR DELETE CATALOG TOOLS MOE RULE RECORD (This action updates the MOE Rule Status Code or deletes the MOE Rule record completely)*

d. The Standard FSC Table contains the FSCs listed in Cataloging Handbook H2-1, Federal Supply Classification, Groups and Classes. This part consists of the structure of the FSC, showing groups and classes in the four-digit FSC code numbering system. Arrangement of the FSCs in the table is in numerical order from the lowest to the highest. (See volume 13.)

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

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

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

e. FSC Management Data Maintenance.

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

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

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

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

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

f. SSR OE Master File.

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

(2) Types of Organizational Entities:

(a) Commercial and Government Entity Code (CAGE). A five-position all alphanumeric code (e.g., 2A123) assigned to U.S. and Canadian organizations which manufacture and/or control the design of items supplied to a Government military activity or Civil Agency. The CAGE Code file provides the data base for Cataloging Handbooks H4-2, H4/H8 CAGE Handbook, United States and Canada and Handbooks H8-1/H8-2, Non- Government Organization Codes for Military Standard Contract Administration Procedures (MILSCAP).

(b) North Atlantic Treaty Organization ***(NATO) Commercial and Government Entity (NCAGE)*** . A five-position alphanumeric code (e.g., (2345B) assigned to organizations located in NATO member nations (excluding U.S. and Canada) and other foreign countries which manufacture and/or control the design of items supplied to a Government military activity or Civil Agency. The ***NCAGE*** file provides the data base for Cataloging Handbook H4-3, Commercial and Government Entity Code excluding U.S. and Canada.

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

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

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

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

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

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

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

(7) A mechanized data distribution system will notify submitting activities of DLSC approval or return (rejection) of proposed input transactions.

Specific data receivers of OE file maintenance data and NIIN file maintenance update will be determined by each requiring S/A. The following FLIS output DICs will be used to forward output data to activities/agencies: (The procedures governing OE outputs are set forth in volume 7, section 7.1.9.)

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

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

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

g. Catalog Tools Master Freight Table Maintenance

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

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

a. Two methods of mass change are used by DLSC: The pre-programmed mass change and the special project. In all cases the change criteria must be furnished by the S/A/DLSC program manager that requires the change. A pre-programmed mass change is one for which an established program exists at DLSC and no additional programming is required. A transaction that triggers a pre- programmed mass change as indicated in paragraph 1.3.12.c will cause the following actions to occur:

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

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

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

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

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

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

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

b. Functional Areas/Data Elements:

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

c. Procedures and Formats.

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

(2) Freight Mass Change Processing:

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

(b) Changes to any of the data elements cited above will be reflected on the NIIN and

forwarded to all authorized Freight receivers as KCF output.

(3) Freight Data Element Mass-Change Processing: See volume 6, paragraph 6.4.8.a for the mass-change processing of the freight data elements listed in paragraph 1.3.12.b. Freight data element mass-change processing updates freight classification records previously established in the SSR Master Freight File. See volume 8, chapter 8.1, DICs LUW, and for input formats.

(4) FSC Mass-Change Processing:

(a) The change of MOE Rules and related data elements that becomes necessary as a result of a forthcoming FSC mass change will be accomplished by the DLSC Directorate of Logistics Information Management on a special-project basis or input by the affected Departments/Agencies on a by-item basis. See volume 3, paragraph 3.6.1.b for information relative to FSC/MOE Rule processing.

(5) FIIG Mass-Change Processing: Characteristic mass change will occur as a function of the FIIG revision process or as a result of a FIIG page change. Characteristic mass change is initiated by the DLSC Directorate of Logistics Information Management through the use of internal transactions. The mass-change actions will be internal and will act upon the FLIS data base characteristic records. A change to the technical content of the characteristic description will result in the output of updated FLIS data base data (DIC KTD).

(a) See volume 4, chapter 4.12 for information on FIIG revision.

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

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

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

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

b. The DLSC program manager will input the FLIS data base mass data retrieval transaction through the use of internal DIC LTM. The DCN will be constructed as follows: The activity code of the requester as the Originating Activity Code; the DLSC program manager code as the Submitting Activity Code; the induction date as the Date, Transaction; the requester's three-position project number; and a sequentially assigned four-position number. If the requester did not provide a project number, the last seven digits will be sequentially assigned for each different mass data retrieval input transaction.

c. The mass data retrieval results will be output

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

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

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

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

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

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

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

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

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

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

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

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

c. To use the reports generator, requests for special data extracts, including justification, shall be submitted to the program manager (DLSC-V). HQ DLA will exercise final approval authority for all special requests (Reports Generator) requiring in excess of 100 man-hours. Input is made to the Reports Generator by DLSC; the product is generated, examined for quality, and mailed to the customer.

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

1.3.15 Simplified File Maintenance (SFM). This type of data is furnished to selected customers who desire to receive maintenance data on a periodic basis in lieu of regular file maintenance. Those SFM recipients who elect to receive notification data will receive such data as it is processed. It is developed

and distributed in accordance with volume 2, chapter 2.11.

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

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

(1) Determine the transaction for the logistics function.

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

(4) Prepare data in accordance with prescribed formats.

(5) Submit data to FLIS data bank.

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

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

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

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

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

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

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

(4) Verify proper submittal mode selection.

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

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

(2) Are all the related segments included?

(3) Do the segments reflect the proper DICs?

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

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

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

(7) Is the PSN properly applied?

1.3.17 Emergency Cataloging Support. The FLIS is designed to ensure effectiveness, reliability and survivability in time of war or emergencies. Regardless of emergency conditions the following Federal Catalog processes will continue on a noninterruptable basis:

a. NSN assignment by use of the CAGE Code, logistics reference numbers, RNCC and RNVC.

b. Provisioning and preprocurement screening

basically by use of the same data.

1.3.18 Automated Design Guidance.

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

CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS

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

Commander, Cataloging & Standardization Center
ATTN: PCM
Federal Center
74 Washington Ave N
Battle Creek, MI 49017-3094

Headquarters
HQMC (LPP-2)
2 Navy Annex
Washington, DC 20380-1775
DSN 226-1051/1052

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

Federal Aviation Administration
Material Management Division
ATTN: ALM-300
800 Independence Ave., S.W.
Washington, D.C. 20591

Director, Defense Logistics Agency
ATTN: MMLZS, Room 4146
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

JLSC MMF
1864 Fourth Street STE 1
Wright-Patterson AFB, OH 45433-7131

Defense Medical Logistics Standard Support AIS
Program Office
5109 Leesburg Pike
Skyline 6 Suite 502
Falls Church, VA 22041

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

Commander
U.S. Naval Supply Systems Command
ATTN: SUP41242A
PO Box 2050
Mechanicsburg, PA 17055-0791

Field Command
Defense Special Weapons Agency
ATTN: ***FCDSWA***
1680 Texas Street S.E.
Kirtland AFB, NM 87117-5669

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

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

Commanding Officer
Naval Inventory Control Point
Code M0418
PO Box 2020
Mechanicsburg, PA 17055-0788

CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS

Chief, Int'l Codification Div
ATTN: DLSC-SD
74 Washington Ave N
Battle Creek, MI 49017-3084

HQ Defense Mapping Agency
Operations Directorate
Distribution Division
8613 Lee Highway
Mail Stop A12
Fairfax, VA 22031-2137

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

FOR PASSTHROUGH:

DLA Systems Design Center
ATTN: DSDC-MM
P.O. Box 1605
Columbus, OH 43216-5002

Defense Automated Add Sys Cmd
ATTN: Steve Norman
1080 Franklin Street
Dayton, OH 45444-5320

CASC/POM
ATTN: Mike Eddy
74 Washington Ave N
Battle Creek, MI 49017-3094

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

CHAPTER 4
APPENDIX 1-4-C
GUIDANCE FOR PREPARING DD FORMS 2021 AND 2021-1

1. **General.** All requests for system modification will be documented on DD Form 2021 and DD Form 2021-1. If the space provided is inadequate, continue on plain bond paper beginning with the title and control number on each additional page.

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

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

XX	XXXXX	XX
Activity	Julian Date	Serial Number

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

Code	Activity
CA	National Weather Service
DA	Army
DF	Air Force
DG	National Security Agency
DH	Defense ***Special Weapons*** Agency
DM	Marine Corps
DN	Navy
DP	Defense Mapping Agency
DS	Defense Logistics Agency (DLA-CAN/MM)
GE	Federal Aviation Administration
GP	Coast Guard
TG	General Services Administration
VA	Veterans Administration
ZA	DLA-MMLX - Federal Catalog Program
ZB	Military Traffic Management Command - Freight Classification
ZC	DLA-MMLX - Interchangeability and Substitutability
ZD	DLA-MMLDC - Item Management Coding/Logistics Reassignments/ Supply Support Requests
ZE	Defense Reutilization and Marketing Service (DRMS)
ZF	DLSC (Logistics Information Distribution Directorate)
ZG	DLSC (Logistics Information Distribution Directorate)
ZH	DLSC (all other directorates)
ZI	DLA-CANM - Defense Automatic Addressing System
ZJ	Demil
ZZ	Other activities not assigned a Major Organizational Entity (MOE) Code or functional manager Z-code

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

First two positions will represent the last two digits of the year. Positions 3, 4, and 5 will represent the numeric day of the year. For example, 1 December 1994, would be represented by the code 94335.

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

4. **Part I. Routing and Approval/Disapproval.** This part of the form will be used to expedite the routing of the proposal and to indicate approval/ disapproval action. All approval/disapproval actions must be signed by an individual authorized to represent the requesting/evaluating activity. Final approval/disapproval action for implementation must be signed by the Federal Logistics Information

CHAPTER 4
APPENDIX 1-4-C
GUIDANCE FOR PREPARING DD FORMS 2021 AND 2021-1

System (FLIS) administrator or designated agent. Electronic signature and transmission is also acceptable. Letters of transmittal are not required for processing of SCRs.

5. **Part II. Requested FLIS Modifications.**

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

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

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

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

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

(3) Expedite. An SCR requiring at most 60 calendar days for S/A coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation. An expedite SCR requires a **minimum** of 198 days from date of submission of the SCR to final implementation.

(4) Emergency. An SCR required to maintain the operational status of FLIS. (See paragraph 1.4.3.a.(5).)

d. **Block 4. Justification.** Provide detailed justification for assignment of an expedite or emergency priority.

e. **Block 5. Recommended Description of Change.** The following paragraphs indicate the level of detail to be provided:

(1) General Objectives. Establishes in narrative form a description of the overall system objectives to be accomplished by the system change for the function being served. Establishes what is to be done without stating specific criteria to be met in accomplishing the automatic data processing (ADP) needs of the function.

(2) Specific objectives should include, as a minimum, functional statements that delineate what shall be accomplished to ensure that the general objectives are met to the satisfaction of the functional manager. The following elements of detail will be included as specific functional requirements:

(a) Input. Cite who the data shall be received from and what elements of data shall be input to FLIS to satisfy the objective. When constrained by other functions or systems, the configuration of the data element may be identified (new Data Record

CHAPTER 4
APPENDIX 1-4-D
ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs AND SANs

Commander
U.S. Army Materiel Command
ATTN: AMCIO-TS
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Commander
USAMC Systems Integration and Management Activity
ATTN: AMXAL-H
P.O. Box 1578
St. Louis, MO 63188-1578

Commander (Code 851)
Marine Corps Logistics Base
814 Radford Blvd
Albany, GA 31704-1128

Commander of DLA Systems Design Center
ATTN: DSDC-MMO
P.O. Box 1605
Columbus, OH 43216-5002

Defense Logistics Agency
MMLXC
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

Commanding Officer
Naval Inventory Control Point
Code 0424
P.O. Box 2020
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788

Commanding Officer
Naval Inventory Control Point
Code 0421
700 Robbins Avenue
Philadelphia, PA 19111-5098

Commander, DLA Systems Design Center
ATTN: DSDC-RD
P.O. Box 1605
Columbus, OH 43216-5002

Director
Strategic Systems Programs
ATTN: SP206
1931 Jefferson Davis Highway
Arlington, VA 22241-5362

Director
Strategic Systems Programs
c/o Vitro Corporation
ATTN: Code MSD
1601 Research Boulevard
Rockville, MD 20850-***3173***

Commander
Defense Supply Center Columbus
ATTN: DSCC-***BDL***
Columbus, OH 43216-5000

Commander
Defense Supply Center Columbus
ATTN: DSCC-RPS
Columbus, OH 43215-5000

Commander
Defense Supply Center Richmond
ATTN: DSCR-RPM
Richmond, VA 23297-5000

Commander
Defense Industrial Supply Center
ATTN: DISC-***PLI***
700 Robbins Avenue
Philadelphia, PA 19111-5096

CHAPTER 4
APPENDIX 1-4-D
ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs AND SANs

Commander
Defense Personnel Support Center
ATTN: DPSC-ZS
2800 South 20th Street
Philadelphia, PA 19101-8419

Defense Special Weapons Agency
ATTN: DSWA/LELD
6801 Telegraph Road
Alexandria, VA 22310-3398

NASA Headquarters
Logistics Management Office
Code JLG
Washington, DC 20546-0001

Commander
HQ Air Force Materiel Command
ATTN: LGIM
Wright-Patterson Air Force Base, OH 45433-5006

Commanding Officer
U.S. Coast Guard Supply Center, Baltimore
ATTN: Code 320
707 East Ordnance Road
Baltimore, MD 21226-1791

Commanding Officer
U.S. Coast Guard Supply Center, Curtis Bay
ATTN: Code 4220
2401 Hawkins Point Road
Baltimore, MD 21226-1797

Commanding Officer
U.S. Coast Guard Aircraft
Repair and Supply Center
ATTN: ARSCDM
Elizabeth City, NC 27909-5001

Mike Monroney Aeronautical Center
ATTN: AAC-400
P.O. Box 25082
Oklahoma City, OK 73125-0082

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

Commanding Officer
Navy Fleet Material Spt Ofc
ATTN: FMSO 9612
5450 Carlisle Pike
P.O. Box 2010
Mechanicsburg, PA 17055-0787

DLA Systems Design Center
DAASC
ATTN: DSDC-SSL
Gentile Station
1080 Franklin Street
Dayton, OH 45444-5320

of the input and mode and media desired for the output.

(5) Benefits expected from the test.

(6) If the test is requested as the result of a problem, is the problem major, critical, or routine in accordance with volume 2, chapter 6.

c. It should be noted that a request for a mini interface test to pinpoint a problem, will not be made in lieu of reporting a problem in accordance with volume 2, chapter 6, but may supplement the problem report.

d. DLSC will process the test transactions against the STDB as time permits, however, turnaround time will not exceed one week. The test will be processed using current DLSC production programs and support files.

1.7.10 Reporting of Interface Test Effectiveness

a. Following the conclusion of each interface test, each participant is requested to forward a letter to DLA, ATTN: DLA-E, referencing the test and evaluating its effectiveness in terms of benefits derived, problems encountered, and lessons learned that will assist DLA-E and DLSC in evaluating the interface test capability and possible enhancing its effectiveness in the future.

b. DLSC will also provide evaluations of the interface test to DLA-ZS to assist in the overall evaluation.

1.7.11 Interface Test Coordinators

AGENCY	MAILING ADDRESS	COORDINATOR
DLSC	Commander Defense Logistics Services Center ATTN: DLSC-BB Federal Center Battle Creek, MI 49017-3084	Mr. Joe Domenico DSN 932-4085
DLA Centers	Commander Data System Automation Center ATTN: DSAC-MLC P.O. Box P1605 Columbus, OH 43216	Mr. Will Feil DSN 850-4122
Army	Executive Director Logistics Support Activity ATTN: AMXLS-RWD Redstone Arsenal, AL 35898-7466	Ms. Beverly L. Van Brakle DSN 645-0784

AGENCY	MAILING ADDRESS	COORDINATOR
Navy	Commander Navy Fleet Material Support Office ATTN: Code 9612 5450 Carlysle Pike Mechanicsburg, PA 17055	Ms. Shelia Godfrey DSN 430-6513
Air Force	Commander HG Air Force Logistics Command ATTN: MMIPC Wright-Patterson Air Force Base, OH 45433-5001	Mr. Joe Welsh DSN 787-5553
Marine Corps	Commander Marine Corps Logistics Base Code 851-1 814 Radford Boulevard Albany, GA 31704-1128	Zelda Collins DSN 567-6414/5
DSWA	Commander Field Command Defense ***Special Weapons*** Agency Kirkland AFB, NM 87115	Mr. Fernado Alvarado DSN 246-8421
GSA	GSA/FSS Cataloging Branch ATTN: FCRL Washington, DC 20406	Mr. Charles Long DSN 305-7528
Coast Guard	U.S. Coast Guard Headquarters 2100 Second St., S.W. ATTN: COMDT (G-ELM) Washington, DC 20593-0001	Ms. Cathy Pastore FTS 267-0656 (202)267-0656

CHAPTER 8
ALPHABETIC INDEX FOR TOTAL MANUAL

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ACQUISITION ADVICE CODES			vol 10, table 58
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* Complete narrative references may be found in the alphabetic index of the appropriate volumes.
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17	Reserved
18	Automated Mailing Labels System (AMLS)

Above volumes are available as a complete set or on an individual basis.

DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SERVICES CENTER
74 WASHINGTON AVE N
BATTLE CREEK MI 49017-3084

DoD 4100.39-M
Volume 1

DLSC-VPH

1 April 1996

FOREWORD

Congress enacted Public Law 436 in 1952 to provide for an economical, efficient and effective supply management organization within the Department of Defense through the establishment of a single cataloging system. The law further states that "a single item identification will be utilized for each item repetitively used, purchased, stocked or distributed, for all functions of supply from original purchase to final disposal." Implementation of this portion of the statutory requirements within the Department of Defense, in coordination with the General Services Administration, provide the foundation of the Federal Cataloging System and the Defense Integrated Data System which have evolved into the Federal Logistics Information System (FLIS).

The Department of Defense assigned to the Defense Logistics Agency the responsibility for management and administration of the operations of the FLIS. The operating policies and procedures contained in this manual covering the maintenance of a uniform catalog system have evolved through the joint efforts of the Military Services and the Defense Logistics Agency in coordination with the General Services Administration and are issued under the authority of Chapter 145, Title 10, United States Code, and Section 487, Title 40, United States Code. This manual implements DoD Directive 4140.1, Materiel Management Policy, 4 January 1993. The policies, instructions and procedures contained in this manual are mandatory for use by all participants in the FLIS.

This is one of the volumes (see backside of cover for listing) which comprise the FLIS Procedures Manual. The FLIS policy statements contained in this Volume are published under the authority of Department of Defense Directive 4140.1, Materiel Management Policy.

Volume 2 contains information and procedural guidance for several system features that are used throughout the FLIS and are not limited to any one logistics area.

Volume 3 contains technical and administrative information concerning submittal of data for inclusion in the item naming and classification systems and maintenance of cataloging guidance for input and processing of Item Identification transactions.

Volume 4 contains procedural guidance for the entry and maintenance of an item in the Federal Catalog System, including item classification and reference number review criteria.

Volume 5 provides technical and administrative information for the use of several general and special purpose data extraction features that make item and system data available in various formats.

Volume 6 contains procedures for the submittal and use of data required for inventory control and supply support of items entered into the Federal Catalog System through the Item Identification processes.

Volume 7 contains procedures for collecting administrative data from commercial and Government entities for use in the reference number and Provisioning Screening processes in support of the Item Identification and Supply Management functions.

This document supersedes Volume 1, DoD 4100.39-M, October 1994 and changes 1 thru 4.

Volumes 8 and 9 provide element-by-element representations of selected Item Identification, Interrogation/Search, Supply Management, Organizational Entity, Provisioning Screening, and Materiel Management Decision Rule Table segments and input/output transactions.

The data code tables and cross-references contained in volume 10 aid in the preparation of input and analysis of output for all FLIS logistics areas.

Volume 11 lists criteria for the acceptance and processing of transactions by DLSC.

Volume 12 identifies and describes all item-of-supply and management data elements, terms, and acronyms in the FLIS that have been assigned a Data Record Number (DRN). With the exception of the supplementary dictionary pages/partial pages containing the data elements identified by Data Record Numbers (DRNs) 1253-1257, 1282-1287, 1687-1696, 1702-1725, 2631-2634, 2636-2639, 2641-2644, 5100-5728, 5616, 5849-5867, 5869-5933, 5970-5999, 6174-6208, 6291-6458, 7171, 7807, 7869, 8180-8191, 8208-8228.

Volume 13 lists Federal Supply Classification assignments, rules reflecting Item Identification and Supply Management responsibilities and inter-relationships, and criteria for the control and dissemination of such data.

Volume 14 contains technical and administrative information and sample pages for selected statistical summaries of system operation and conditions in the areas of Item Identification, Supply Management, Organizational Entity, Provisioning Screening, Transaction Processing (DICs), and Materiel Management Decision Rules.

Volume 15 contains technical and administrative information, sample pages, and examples of usage for Classification, Item Identification, Supply Management, and Organizational Entity publications, which reflect the content of the FLIS data base.

Volume 16 is a user's guide to accessing the data base through input/output devices available at participating activities. It currently contains information for Search/Interrogation and will be updated as remote capability is implemented for other FLIS functions.

Volume 17, reserved .

Volume 18 contains information on the Automated Mailing Labels Systems (AMLS).

All interface actions between the Defense Logistics Services Center (DLSC) and the Military Services/Agencies will be submitted in accordance with the procedures contained in chapter 1.4.

Changes to this volume will be provided through FLIS Advance Change Notices (ACNs) and/or quarterly numbered changes in accordance with section 1.1.4.

This volume except the FLIS policy statements is prepared and maintained by the Defense Logistics Services Center, Federal Center, Battle Creek, Michigan 49017-3084. Responsible program manager directorates for all narrative are listed in the Table of Contents for Total Manual; program manager directorates for tables are listed in volume 10, section 10.3.1. When a point of contact cannot be determined, technical questions may be directed to the DLSC Customer Service Office in accordance with chapter 1.6, or administrative comments and inquiries may be directed to DLSC-VPH.

Recommendations for additions, deletions and corrections to the FLIS policy statements contained in Volume 1 should be addressed to Director, Defense Logistics Agency, ATTN: MMSLP, Room 4240, 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221.

Any request for deviations or exceptions to the policies of this manual will be submitted to HQ DLA, ATTN: MMSLP, via Military Service/Agency Headquarters, Cataloging Offices.

The Federal Catalog System Policy Manual, DoD 4130.2-M, is cancelled and superseded by this manual.

Service/Agency distribution is handled through established channels; Defense Logistics Agency publication supply officers may direct inquiries concerning requirements for and/or receipt of volumes and changes to DLSC-VPH.

Content changes appearing in this volume are entered in ***bold-face italic*** type. Deletions will be mentioned in the Foreword/quarterly change sheet or indicated by italic type in the remaining context, if possible. The major change to this volume is the deletion of the System Management Release (SMR) Process. System updates are now done on a weekly basis eliminating the need for the SMR process.

BY ORDER OF THE DIRECTOR

RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

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GLOSSARY
PART I - ACRONYMS

		Volume(s)
AAC	Acquisition Advice Code	6,14,15
ACN	Advance Change Notice, FLIS	1,2
ADC	Air Dimension Code	15
ADP	Automatic Data Processing	1,3,4,7
ADPEC	Automatic Data Processing Equipment Identification Code	6,15
ADPP	Automatic Data Processing Point	15
ADPS	Automatic Data Processing System	1
AEDA	Ammunition, Explosive, and other Dangerous Articles	10
AFFC	Air Force Fund Code	
AFLC	Air Force Logistics Command	6,13
AFM	Air Force Manual	6,13
AIN	Approved Item Name	3,4,6
AINRP	Approved Item Name Reclassification Program	6
AMC	Acquisition Method Code	6,14
AMSC	Acquisition Method Suffix Code	6,14
ANSI	American National Standards Institute, Inc.	2,3,7
APSN	Association Package Sequence Number	
AQL	Acceptable Quality Level	2,14
AR	Army Regulation	2,6,13
ARC	Accounting Requirements Code	15
ASCII	American National Standard Code for Information Interchange	2
ASD	Assistant Secretary of Defense	
ASPR	Armed Services Procurement Regulation	7
CAGE	Commercial and Government Entity Code	1,2,4,5, 6,7,14,15
CAC	Civil Agency Catalog	1,5
CAO	Contract Administration Office	1,15
CIT	Consumable Item Transfer	6
CB	Change Bulletin	15
CCAL	Certified Contractor Access List	15
CDA	Catalog Data Activity	6
CIC	Card Identification Code,	4,6,14
	Item Management Coding	2
	Content Indicator Code	2

		Volume(s)
	Continuation Indicator Code	
CIMM	Commodity Integrated Materiel Manager	1, 2, 5, 6,13,14
CMD	Catalog Management Data	1,2,4,5, 6,7,14,15
COM-RI	Communications Routing Identifier	2, 6
CSS	Cataloging Statistical Series	2,14
DA	Description Available	15
DAAS	Defense Automatic Addressing System	1,2,6
DAASO	Defense Automatic Addressing System Office	1,2,4, 5,6,14
DAC	Document Availability Code	4
DCN	Document Control Number	1,4
DCSC	Defense Construction Supply Center	2,14
DCSN	Document Control Serial Number	6
DD Form	Department of Defense Form	1,2,3, 4,5,7,15
DEMIL	Demilitarization	4,15
DESC	Defense Electronics Supply Center	2,14
DFSC	Defense Fuel Supply Center	2,14
DGSC	Defense General Supply Center	2,14
DHCO	Departmental Headquarters Catalog Office	2,14
DIA	Defense Intelligence Agency	13
DIC	Document Identifier Code	1,2,4,6,7, 13,14,15
DIPEC	Defense Industrial Plant Equipment Center	1,2,6,7,13
DISC	Defense Industrial Supply Center	2,14
DLA	Defense Logistics Agency	1,2,4,5,6, 13,14,15
DLAH	Defense Logistics Agency Handbook	
DLAR	Defense Logistics Agency Regulation	6,13
DLSC	Defense Logistics Services Center	All
DM	Descriptive Method (Item Identification)	2,14
DNA	Defense Nuclear Agency	2, 4, 6, 13, 14
DNACA	Defense Nuclear Agency Cataloging Activity	4
DoD	Department of Defense	All
DoDAAC	Department of Defense Activity Address Code	

		Volume(s)
DoDAAD	Department of Defense Activity Address Dictionary	
DoDAC	Department of Defense Ammunition Code	3
DoDD	Department of Defense Directive	1
DoDI	Department of Defense Instruction	6,14
DOE	Department of Energy	2,4
DRMS	Defense Reutilization and Marketing Service	1,15
DPSC	Defense Personnel Support Center	2,13,14
DRIS	Defense Retail Interservice Support	
DRN	Data Record Number	1,2,4, 5,6,7,13
DSC	Defense Supply Center	1,2,4,6
DSN	Defense Switched Network (formerly: AUTOVON, Automatic Voice Network)	1,2,3,4,5
DSOR	Depot Source of Repair	6
EAM	Electronic Accounting Machine	1,2,4, 6,7,13
ED	Effective Date	2,6,13
ELCD	Extra Long Characteristic Description	2,3,4
ELRN	Extra Long Reference Number	2,3,4
EOJ	End of Job	
EOT	End of Transmission	2
ERRC	Expendability, Recoverability-Reparability Code	
ESDC	Electrostatic Discharge Codes	8,9,10,15
FAA	Federal Aviation Administration	1,2,4,6,13
FC	Foreign Countries	2,4,6
FD	Functional Description	1
FDM	Full Descriptive Method (Item Identification)	2
FED LOG	Federal Logistics Data on Compact Disc	17
FG	Foreign Government	4
FII	Federal Item Identification	2,4,6
FIIG	Federal Item Identification Guide	1,2,3,4, 5,7,14,15
FIND	Federal Item Name Directory	4,15
FLIS	Federal Logistics Information System	All
FLIS Data Base	Federal Logistics Information System Data Base	1, 2, 3, 4, 5, 6, 7, 13, 14

		Volume(s)
FMS	Foreign Military Sales	2,13
FMSN	File Maintenance Sequence Number	2,4,6
FMSO	Fleet Material Support Office	6,13
FRD	Formerly Restricted Data	4
FSC	Federal Supply Classification	1,2,3,4, 5,6,13, 14,15
FSG	Federal Supply Group	1,5,6, 13,14,15
GIM	Gaining Inventory Manager	2,6
GIMM	Gaining Inventory Materiel Manager	2,6
GIRDER	Government/Industry Reference Data Edit and Review	4
GSA	General Services Administration	1, 2, 3, 4, 6,7,13,14
HMC	Hazardous Materiel Code	15
HMIC	Hazardous Material Indicator Code	8,9,10,15
I&S	Interchangeability and Substitutability	1,5,6,14
ICP	Inventory Control Point	6,13,14
II	Item Identification	1,2,3,4, 5,6,13
IIM	Item Intelligence Maintenance	2
ILDT	Item Logistics Data Transmittal	4
IMC	Item Management Coding	1,2,6,13,14
IMCA	Item Management Classification Activity	2,6
	Item Management Coding Activity	13,14
IMM	Integrated Materiel Manager	1,2,4, 6,13,14
IMMC	Integrated Materiel Management Committee	6
IMSS	Item Management Statistical Series	6,14
INC	Item Name Code	1,3,4, 5,6,14,15
IOS	International Organization for Standardization	6
IRRC	Issue, Repair and/or Requisitioning Restriction Code	
ISAC	Identified Secondary Address Coding	
ISC	Item Standardization Code	4,5,6,15
JAIEG	Joint Atomic Information Exchange Group	4
JAN	Joint Army-Navy	2

		Volume(s)
JANAP	Joint Army-Navy-Air Force Publication	2,7
LCL	Less Than Carload Rating Code	15
LIM	Losing Inventory Manager	6
LMF	Language Media Format	2
LOA	Level of Authority	2,6,13,14
LR	Logistics Reassignment	4,6
LS	Lead Service	6
LTL	Less Than Truckload Rating Code	15
MAC	Maintenance Action Code	6
MC	Marine Corps	1,2
MCC	Materiel Category Code Materiel Condition Code	
MCLB	Marine Corps Logistics Base	13
MCO	Marine Corps Order	13
MCSA	Marine Corps Supply Activity	
MEC	(Marine Corps) Management Echelon Code	13,15
MEDALS	Military Engineering Data Asset Locator System	16
MFR	Manufacturer	4
MIC	Material Identification Code	8,9,10
MIL-RI	Military Routing Identifier	6
MILSCAP	Military Standard Contract Administration Procedure	1,7,15
MILSPEC	Military Specification	3
MILSTAAD	Military Standard Activity Address Directory	
MILSTAMP	Military Standard Transportation and Movement Procedure	6
MILSTD	Military Standard	2,3,4,7
MILSTICCS	Military Standard Item Characteristics Code Structures	3,15
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedure	15
MILSTRIP	Military Standard Requisitioning and Issue Procedure	6
MIM	Military Inventory Manager	14
MILT MMC	Military Material Management Code	13
MM	Materiel Manager	
MMAC	Materiel Management Aggregation Code-AF	1,13

		Volume(s)
MMC	Materiel Management Category Code-DoD (Commodity)	13
MOE	Major Organizational Entity	1, 2, 3, 4, 5, 6, 13, 14
MOWASP	Mechanization of Warehousing and Shipment Processing	6
MRC	Master Requirement Code	1,3,4,5,15
MRD	Master Requirement Directory	3,15
MRM	Military Retail Manager	14
MTMC	Military Traffic Management Command	1,2,4,6,15
NADEX	NATO Data Exchange	1
NAIN	Non-Approved Item Name	
NATO	North Atlantic Treaty Organization	1, 2, 4, 5, 6, 7, 13, 15
NCB	National Codification Bureau	2,4
NDUP	Non-Duplicate	4
NHCI	Nuclear Hardness Critical Item	2,4
NIDS	Nuclear Integrated Data System	4
NIIN	National Item Identification Number	All
NIMSC	Nonconsumable Item Material Support Code	2,6
NMFC	National Motor Freight Classification (Code)	1,2,6,15
NOCA	Nuclear Ordnance Cataloging Activity	2,4
NOCO	Nuclear Ordnance Cataloging Office	2,4
NSA	National Security Agency	1,2,4,6, 13,14
NSCM	NATO Supply Code for Manufacturers	1,4,5,7,15
NSN	National Stock Number	1,2,3,4
OCR	Optical Character Recognition (Reader)	1,2,7
ODRC	Output Data Request Code	1,2,4,5,6
OE	Organizational Entity	1,4,5,7,15
PDM	Partial Descriptive Method (Item Identification)	2,4
PIC	Priority Indicator Code	1,2,4,5,14
PICA	Primary Inventory Control Activity	1,2,4,5, 6,13,14
PMIC	Precious Metals Indicator Code	6,15
PORM	Plus or Minus	2,3
PSCN	Permanent System Control Number	1,2,4, 5,6,15

		Volume(s)
PSMAT	Provisioning Screening Master Address Table	1,5,7
PSN	Package Sequence Number	1,2,4,5,7
PSOS	Pseudo Source of Supply	6
PVC	Price Validation Code	
Q/R	Query Response, Electronic Data Transmission	
QUP	Quantity Unit Pack	2,6,15
RCS	Reports Control Symbol	2,14
RD	Restricted Data	4
RIC	Routing Identifier Code	1,2,6
RM	Reference Method (Item Identification)	2,4,14
	Retail Manager	6
RNAAC	Reference Number Action Activity Code	1,2,4
RNCC	Reference Number Category Code	2,4,5,6,15
RNFC	Reference Number Format Code	4,5
RNJC	Reference Number Justification Code	1,4
RNSC	Reference Number Status Code	4
RNVC	Reference Number Variation Code	5,6,15
ROFC	Remote Output Format Code	16
RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4
S/A	Military Service/Civil Agency	2,13,14
SAC	Secondary Address Code	3,4
SADC	Service/Agency Designator Code	2,4,15
SAIC	Secondary Address Indicator Code	
SCN	System Control Number	1,4
SCR	System Change Request (FLIS)	1,6,15
SFM	Simplified File Maintenance	1,2
SIC	Statistical Indicator Code	
SICA	Secondary Inventory Control Activity	1, 2, 5, 6, 13, 14
SICC	Service Item Control Center	2,6,13,14
SIN	Submittal Identification Number	
SLC	Shelf Life Code	2,6,15
SMIC	Special Material Identification Code	15
SNOCA	Service Nuclear Ordnance Cataloging Activity	4

		Volume(s)
SoS	Source of Supply Code	1,2,4,6, 4,15
SoSM	Source of Supply Modifier Code	
SPSN	Submitted Package Sequence Number	
SR	Standard Requirement	4
SSR	Supply Support Request	1,2,6,13
	System Support Record	1,2,5,6, 7,13,14,15
STDB	Standard Test Data Base	1
STIR	Sequential Total Item Record	2,6
TACOM	U.S. Army Tank-Automotive Command	2,6,13,14
TIC	Terminal Identifier Code	
TSN	Terminal Serial Number	
UFC	Uniform Freight Classification (Code)	1,7,15
U/I	Unit of Issue	2,6,15
U/M	Unit of Measure	
U/P	Unit Price	15
USCG	United States Coast Guard	1,2,6
WIMM	Weapons Integrated Materiel Manager	2,4,5,6, 13,14

Volume(s)

GLOSSARY
PART II - TERMS

Acceptable Quality Level (AQL). The maximum percent defective that, for purposes of sampling inspection, can be considered satisfactory.	2,4,14
Accounting Requirements Code (ARC). See DRN 2665, volume 12.	15
Acquisition Advice Code (AAC). See DRN 2507, volume 12.	2,6,14,15
Acquisition Method Code (AMC). See DRN 2871, volume 12.	6,14
Acquisition Method Suffix Code (AMSC). See DRN 2876, volume 12.	6,14
Activity Code. A two-character code assigned by DLSC, upon request, for use in the Federal Catalog System to identify an activity for cataloging, standardization, or other management purposes.	2,3,4,5,6
Adopt Coding. Application of the approved IMC criteria by an ICP to items of supply currently managed by a IMM, wherein the ICP or another activity within the same Service is not currently recorded as a user in the FLIS Data Base and desires to add user interest and obtain supply support from the appropriate IMM.	6
Advance Change Notice - See FLIS Advance Change Notice	
Air Commodity/Special Handling Code. See DRN 9215, volume 12.	1,2,15
Air Dimension Code (ADC). See DRN 9220, volume 12.	1,2,15
Air Force Fund Code. See DRN 2695, chapter 12.2.	
American National Standard Code for Information Interchange (ASCII). The bit configuration standard subset requirement for FLIS and all Government computer systems.	2
Applicability Key. The code used to reference the applicability of a requirement to an item name in a FIIG.	3
Approved Item Name (AIN). The name which is selected (approved by the Directorate of Item Identification, DLSC, as the Official designation for an item of supply), and delimited where necessary, to establish a basic concept of the item of supply to which the item belongs and with which it should be compared. It may be a basic name, or a basic name followed by those modifiers necessary to differentiate between item concepts having the same basic name. Approved item names, basic names, and colloquial names are published in Cataloging Handbook H6. When two or more names are applicable to an item, the name which is most commonly used by the Government and industry shall be selected as the item name. The other name(s) shall be cross-indexed to the selected name.	3,4,6,15

	Volume(s)
Approved Item Name Reclassification Program (AINRP). A DoD-directed program designed to (1) identify item names (by five-digit code) which represent large quantities of consumable items originally classified in FSC classes for the next higher assemblies; (2) take action to reclassify such items from the next higher assembly FSC to the "home" FSC class; and, (3) apply IMC procedures to items migrating from weapons system oriented to commodity oriented FSC classes.	6
Association Code. A code number assigned by DLSC, for internal use, to a corporate complex which has two or more divisions, branches, subsidiaries, etc., each of which has been assigned a different Commercial and Government Entity Code (CAGE). This code number is used by DLSC in screening operations for determining duplication and possible duplication when the reference number is the same but the CAGE Code is different.	1,4,5,14
Association Package Sequence Number (APSN). See DRN 8252, volume 12.	
Authorized Item Identification Collaborator Code. See DRN 2533, chapter 12.2.	2,6
Automatic Data Processing Equipment Code (ADPEC). See DRN 0801, volume 12.	8,9,10,15
Cancelled Federal Item Identification. A Federal item identification which is no longer authorized for use to identify an item of supply.	2,4,6
Card Identification Code, Item Management Coding. See DRN 0099, volume 12.	1,2,6,14
Catalog Management Data (CMD). The total range of information compiled and published in Management Data Lists including requisitioning, stock, and financial management and other management control data; and including various referenced relationships to other items, documents, or materiel management conditions.	1,2,4,5, 6,7,14,15
Cataloging Handbook H2. A handbook containing Federal Supply Classification data in various sequences:	3,4,15
This handbook consists of the structure of the Federal Supply Classification showing all groups and classes in the four-digit FSC code numbering system. Where appropriate, the main inclusions and exclusions which delimit the coverage of a particular class are shown.	3,15
Cataloging Handbook H6. Federal Item Name Directory for Supply Cataloging.	3,4,15
Cataloging Statistical Series (CSS). A series of informational type documents which provide statistical data in support of the Federal Cataloging Program.	2,14
Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC class, the IMM is the sole submitter of cataloging actions related to items of supply in the applicable class. This includes proposals for new or revised cataloging tools; new, reinstatement, or revised item identifications; and new or changed data related to existing item identifications such as add, delete, or change MOE Rule data, changes in item status codes, add or delete references, etc.	2,4

	Volume(s)
Category B Single Submitter. Where management and cataloging responsibility is established on a by item basis within a given FSC class, the IMM is the sole submitter of proposed catalog data changes against existing item identifications representing items of supply under the management cognizance of that activity. This includes add, delete, or change MOE Rule data; changes in item status codes; add or delete references, etc.; but excludes original and reinstatement item identifications and proposed new or revised cataloging tools.	2
Central Catalog File. See FLIS Data Bank.	2,4
Certified Contractor Access List. Contains all active and registered private sector entities, which have been designated as eligible to receive export-controlled technical data from the Department of Defense (DoD).	1,15
Change Bulletin. Publications issued following a basic edition for updating purposes. The data content is cumulative. Change bulletin is synonymous with the terms "advance notice" and "supplement".	15
Change Coding. The method of changing data elements previously furnished as a result of IMC. Excluded are changes from Service management to Integrated Materiel Management or vice versa. Such latter changes shall be accomplished under initial, maintenance, retroactive, or return coding as appropriate.	6
Change Indicator. See DRN 0122, volume 12.	
Characteristics Reply. The total reply to a FIIG requirement in MILSTICCS format. It consists of the primary address code and may consist of a secondary indicator code, along with a secondary address code (if applicable), or it may consist of a double dollar symbol ($$) to identify the AND condition or a single dollar symbol ($) to identify the OR condition. These symbols will be used to chain materials and the like which do not govern other requirements. Also included is the mode code and the item characteristics (either clear text or coded or a combination of the two as specified in the FIIG) followed by the record separator symbol.	3,4
CIMM Assignment on a By-Item Basis. For items of supply classified in those FSC classes included in the CIMM assignment but the management assignment for each individual item of supply is determined on a by-item management coding basis.	1,2,6
Civil Agency Catalog. Provides specially tailored information for interested Civil Agencies and is the means by which the Defense Logistics Agency (DLA) provides information on National Stock Numbers (NSNs) for supply support of the Civil Agencies.	1,15
Codification Project Code. A two-character alphabetic code assigned by the Defense Logistics Services Center (DLSC) to identify catalog data related to a codification project for NATO or other foreign countries.	4

Volume(s)

Collaborating Activity. An activity designated by a Military Service or participating agency to review proposed item logistics changes. 2,4

Collaborator Code. See DRN 2533, volume 12. 2,13

Commercial and Government Entity Code (CAGE). Any reference number entered into the Federal Catalog System will have a CAGE Code assigned to it prior to entering the central catalog file. The CAGE Code is a five character data element assigned to establishments which are manufacturers or have design control of items of supply procured by the Federal Government. The first and last positions of a CAGE Code will be numeric. Under certain conditions revision actions shall be initiated by DLSC: When a CAGE Code is cancelled and replaced by a code assigned to a single manufacturer; or when DLSC cannot determine, without collaboration, which items formerly manufactured by a defunct organization are now manufactured by the acquiring organization(s).

Where the applicable CAGE Code cannot be determined under the conditions cited above, recorded cataloging activities shall initiate appropriate action to update the central catalog file. DLSC will not cancel a CAGE Code until all numbers of that manufacturer have been withdrawn.

Commodity Integrated Materiel Manager (CIMM). The activity/agency designated to exercise integrated materiel management for a commodity oriented Federal Supply Classification group/class, commodity, or item on a DoD and/or Civil Agency basis. 1,2,5,6, 13,14

Commodity Materiel Management Category Code - DoD. See DRN 2611, volume 12.

Compiler. A term used to denote the activity responsible for the preparation and maintenance of a catalog.

Concept Change. A concept change is determined to exist when the identification characteristics expressed by the proposed revision of a Federal item identification differ in content from those expressed by the Federal item identification, and both item identifications represent possible items of supply. 4

Condition Codes. A condition code is assigned to Approved Item Names to indicate whether the name may be classified in single or multiple FSC(s) as follows:

Code 1 - The AIN may be classified in only one specific FSC.

Code 2 - The AIN may be classified in two or more specific classes of the FSC structure.

Code 3 - The AIN may be classified in any logical class of the FSC structure.

Consumable Item Transfer (CIT). A special project transferring consumable items now managed by military services to DLA or GSA.

	Volume(s)
Content Indicator Code. The Content Indicator Code (CIC) consists of four alphabetic characters which appear in positions 5 through 8 of an Automatic Digital Network (AUTODIN) message header and End of Transmission (EOT). It is designed primarily for use by the receiving communications terminal as an aid in determining distribution of data messages. All catalog data being transmitted requires a CIC.	2
Continuation Indicator Code (CIC). See DRN 8555, volume 12.	1,4
Contract Administration Office Code (CAO). See DRN 8870, volume 12.	1,15
Controlled Inventory Item Code (CIIC). See DRN 2863, Volume 12.	15
Conversion. The transformation of a value to an equal or equivalent value in a different term or scale.	3
Coordinating Activity. An activity having the responsibility for inter-Service/Agency coordination.	
Criticality Code. See DRN 3843, volume 12.	1,4,5,15
Data Chain. A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).	4,5
Data Changes. All revisions of published Federal Item Logistics Data Records (FILDRs); all transfers between the descriptive method and the reference method; all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.	2,4,6
Data Code. A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense Nuclear Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).	1
Data Element. A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).	1,4,5,6, 7,15
Data Element Dictionary (DED). An authoritative reference containing the definition and related features of data elements, data chains, and data use identifiers. See volume 12.	1
Data Element Terminator Code. See DRN 8268, volume 12.	1,4
Data Exchange. The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).	2

	Volume(s)
Data Item. A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.	
Data Range Criteria. Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.	3
Data Record Number (DRN). See DRN 0950, volume 12.	1,2,4,5, 6,7,15
Defense Retail Interservice Support (DRIS) Program. A program designed to use inter-service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.	
Deletion Reason Code. See DRN 4540, volume 12.	6,14
Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose.	4,15
Department of Defense Activity Address Code (DoDAAC). See DRNs 0395 and 6550, volume 12.	
Department of Defense Activity Address Directory (DoDAAD). The file of all Department of Defense customers clear-text addresses, address codes, and billing codes for use in preparation of bills to customers.	
Department of Defense Ammunition Code (DoDAC). See DRN 3767, volume 12.	3,15
Department of Defense Interchangeability and Substitutability (I&S) Family. A grouping of items which possess such physical and functional characteristics as to provide comparable functional performance for a given requirement.	
Depot Source of Repair (DSOR). An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service cataloging function.	6
Design Control Reference. The primary number used to identify an item of production, or a range of items of production, by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item by means of its engineering drawings, specifications, and inspection requirements.	2,4
Document Availability Code (DAC). See DRN 2640, volume 12.	
Document Control Serial Number. See DRN 1000, volume 12.	1,5,6
Document Control Number. See DRNs 1015 and 3920, volume 12.	4,5,6,15

	Volume(s)
Document Identifier Code (DIC). See DRN 3920, volume 12.	1,2,4, 5,6,7, 13,14,15
DoD/Federal Functional Manager. The organizational element responsible for specific functions such as the Federal Catalog Program (DLA-SC), Item Management Coding (DLA-OP), Freight Classification Data (MTMC).	1
DOE Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through DNA and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE 87991.	4
DOE Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense Nuclear Agency (DNA) and may be categorized as "war reserve quality", "training quality", or "single quality".	4
Drop Table. Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.	1
Economic Feasibility. The determination of the cost effectiveness of a data system change. Design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the value of the automated data system change under development.	1
Effective Date (ED). The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.	2,5,6,13
Electronic Data Transmission. This is a world-wide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and-forward (message switching) basis and subscriber (circuit switching) basis. (Formerly, Automatic Digital Network (AUTODIN)).	1,2,4,5,6,7
Electronic Data Transmission Message Control. A procedure that may be used by interested users to identify and verify receipt of FLIS data transmitted electronically for a fixed time period. See volume 8, DIC KWA.	2
Electrostatic Discharge Code. A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic inteference damage.	8,9,10,15

	Volume(s)
End of Transmission (EOT). An ADP term indicating the conclusion of a transmission.	
Equivalency Criteria. Criteria contained in section II of the FIIG consisting of data range conversion formulas and decision rules criteria used to determine characteristic equivalency and substitutability. Replies are equivalent when they are identical or become equivalent through the application of section II criteria. Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be considered equivalent with respect to other definitive replies to a specific input requirement. Equivalent items are always "offered" to the processing activity requesting NSN assignment from DLSC for review and possible acceptance.	3
Estimated Demand. See DRN 0727, volume 12.	
Estimated or Actual Price. See DRN 0731, volume 12.	
Expendability, Recoverability-Reparability Code (ERRC). See DRN 2655, volume 12.	
Extra Long Characteristics Description (ELCD). Characteristics description data which consists of 5,000 characters or more.	2,3,4
Extra Long Reference Number (ELRN). A reference which exceeds the allowed field of 32 positions and must be carried forward to additional cards.	2,3,4
Federal Catalog System. A Federal program administered by DoD in conjunction with GSA. It shall name, describe, classify, and number each item repetitively used, bought, stocked, or distributed by the Federal Government so that only one distinctive combination of letters or numerals (or both) identifies the same item throughout the Federal Government.	1,3,4,6, 14,15
Federal Cataloging Program Statistical Series. A series of statistics required to reflect information pertaining to all Federal Cataloging Program transactions recorded in FLIS files against items which are managed by DoD activities, Civil Agencies, or foreign countries participating in the Federal Cataloging Program.	14
Federal Item Identification (FII). A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Catalog System, and required related management data.	2,4,6
Federal Item Identification Guide (FIIG). A guide prescribing standard requirements, formats, and machine oriented coding structure for the collection of item characteristics and other item-related logistics data.	1,2,3,4, 5,7,14,15
Federal Item Name Director (FIND). Published as Cataloging Handbook H6 Series; provides item name data to Services/Agencies for use in development of item identifications.	4,15

	Volume(s)
Federal Logistics Data on Compact Disc. FED LOG utilizes a Personal Computer to access data stored on a Compact Disc - Read Only Memory (CD-ROM) providing a fast and efficient tool to research items currently in the supply system. Designed to replace microfiche, the information contained on this product is equal to seven major microfiche publications (MCRL, ML-C, DoD I&S, FILDR, H4/H8, H2, and selected portions of the H6). In addition to the FLIS data, FED LOG contains service unique data from the Army, Navy and Air Force.	17
Federal Logistics Information System (FLIS). An ADP system designed to provide a centralized data bank in support of the Department of Defense, Federal Civil Agencies, and foreign countries participating in the integrated logistics support program.	All
Federal Supply Classification (FSC). Permits the classification of all items of personal property used by participating activities. Groups and classes have been established for the universe of commodities with emphasis on the items known to be in the supply systems of participating activities. This classification system with its present structure of groups and classes represents those groupings and relationships which are based on current, as well as anticipated, management needs. The Federal Supply Classification structure is modified, as the needs of management change, by the addition of newly developed groups and classes, the subdivision of existing classes, and the revision of definitions of classes. The uniform Federal Supply Classification is governed by daily management requirements and provides uniform management categories throughout military activities and Civil Agency organizations, functions, operations, and supply pipelines. It permits greater uniformity within and between Military Services and Civil Agencies in the operations of reporting, accounting, financial management, inventory control, and budgeting.	1,2,3,4, 5,6,13, 14,15
Federal Supply Classification Group 11, Nuclear Ordnance. A Federal Supply Classification group which includes those nuclear ordnance items which are not specifically commodity classified elsewhere.	4
Federal Supply Group (FSG). See DRNs 3994 and 3996, volume 12.	1,5,6, 13,14,15
File Maintenance Sequence Number (FMSN). See DRN 1515, volume 12.	4,6
Financial Inventory Accounting (FIA). Establishment and maintenance of inventory accounts in monetary terms and the rendition of reports thereon. Covers materiel in storage, in process, on hand, in transit, and on consignment.	
FLIS Advance Change Notice. A notification, to users of DoD 4100.39-M, of changes that must be implemented in the period between quarterly publication of changes and revisions.	1
FLIS Data Bank. A totally integrated logistics information repository, including graphics, necessary to support the various logistics functions. The central data bank is organized in two segments, the FLIS Data Base segment and the System Support Record segment.	1,2,3,4, 5,6,15

	Volume(s)
FLIS Data Base. The segment of the FLIS data bank containing the sum total of information (words, codes, and numbers) on an item required for identification and related data necessary to support various logistics functions. The FLIS data base is comprised of the following files: NIIN, Characteristics, Reference Number, and Graphics.	1,2,3,4, 5,6,7, 13,14,15
Foreign Countries (FC). (Changed from: Friendly Foreign Governments). A non-NATO nation participating in the Federal Cataloging Program through an agreement which provides for the furnishing of Federal catalog data and cataloging services by the United States on a reimbursable basis.	1,2,4,5, 6,7,15
Freight Classification. The division of articles into groups according to physical characteristics for the purpose of transportation.	1,2,4,5, 6,15
Full Descriptive Method of Item Identification. The descriptive method of item identification establishes and delimits the concept of an item of supply by the delineation of the essential characteristics of the item which give the item its unique character and serve to differentiate it from every other item of supply. It may contain other characteristic data not used in the assignment of an NSN as specified in section III of the specific FIIG. The Full Descriptive Method (FDM) technique of item identification is a type 1 item identification which contains all essential characteristics of an item and differentiates it from every other item of supply.	2,4,14
Functional Description (FD). The FLIS FD provides: a. The system requirements to be satisfied which will serve as a basis for mutual understanding between the user and the developer. b. Information on performance requirements, preliminary design, and user impacts including fixed and continuing costs. c. A basis for the development of systems tests.	1,8,9
Functional Manager, DoD/Federal. See DoD/Federal Functional Manager.	
Functional/Operational Index (F/O). An index in grid form designed to assist the user in relating the item identification characteristics with the various logistic functions for data output products.	3,5,15
Gaining Inventory Manager (GIM). The inventory manager responsible for assuming wholesale materiel management functions.	2,6
Guide Number, Federal Item Identification Guide (FIIG). See DRN 4065, volume 12.	2,4
Hazardous Materiel Code (HMC). See DRN 2720, volume 12.	1,6,15
Hazardous Material Indicator Code. A code instructing the user on the type of hazardous material(s) used.	8,9,10,15

	Volume(s)
Immediate Response. The time elapsed from the point at which DLSC receives the last character of input data until DLSC transmits the first character of output data will not exceed one minute.	16
Industrial Plant Equipment (IPE). IPE is that part of DoD-owned plant equipment with an acquisition cost of $1000 or more; used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations. IPE is further identified by noun name in joint DoD Handbooks, DLAH 4215 series.	
Initial Coding. Application of the established IMC criteria by the ICPs to all National Stock Numbered items existing in FSC classes newly designated as commodity oriented.	6
Initiating Activity. An activity assigned the responsibility for the development, coordination, reconciliation, and submittal to DLSC of a completed FIIG and follow-up maintenance.	3
Integrated Materiel Manager (IMM). See DRN 9090, volume 12.	1,2,4, 6,13
Interchangeability and Substitutability (I&S). Conditions which permit the exchange of one item for another without affecting design or performance beyond acceptable limits.	1,5,6,14
Inventory Account Code - Coast Guard. See DRN 0708, volume 12.	1
Inventory Control Point (ICP). An organizational unit within the supply system of a Military Service/Defense Logistics Agency which is assigned the primary responsibility for the management of a group of items, either within a particular Military Service or for the DoD as a whole. Responsibilities include computation of quantitative requirements; the authority to require procurement, repair materiel, or initiate disposal; development of world-wide quantitative and monetary inventory data; and the positioning and repositioning of materiel.	6,13,14
Item Characteristics. Physical, performance, and other item-related logistics data required to describe, differentiate, and manage items of supply.	3,4,
Item Identification (II). A collection and compilation of data to describe an item. The minimum data to develop an item identification are a combination of the item name, FSCM, manufacturers' identifying part/reference number, Reference Number Category Code (RNCC), and Reference Number Variation Code (RNVC). The maximum data required are the item name, all of the physical and performance characteristics data prescribed by a specific FIIG, and the manufacturers' identifying part/reference number. It may also include additional related reference numbers.	1,2,3,4, 5,6,13, 14,15
Item Intelligence. The sum total of data for a given item.	4

	Volume(s)
Item Intelligence Maintenance (IIM). A function in FLIS which provides for the processing of adjustments/revisions to established item identifications and characteristics in the FLIS Data Base.	
Item Logistics Data Transmittal (ILDT). The medium used for formatting data required to be transmitted to the data bank.	4
Item Management Classification Activity (IMCA). See DRN 4075, volume 12.	2,6
Item Management Coding (IMC). The process of determining whether items of supply in FSC classes assigned for integrated materiel management qualify for management by the individual Miltiary Services or other DoD components. Coding is accomplished in accordance with established IMC criteria contained in DoD 4140.26-M, volume I, Defense Integrated Materiel Management for Commodity Oriented Consumable Items.	1,2,6, 13,14
Item Management Coding Activity (IMCA). See DRN 2748, volume 12.	2,6,13,14
Item Management Statistical Series (IMSS). A series of informational type documents providing statistical data in support of the Federal Catalog System.	6,14
Item Name. See DRNs 5010 and 5020, volume 12.	1,3,4, 5,6,15
Item Name Code (INC). See DRN 4080, volume 12.	1,3,4, 5,6,14,15
Item of Production. Consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection.	4
Item of Supply. 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 that are comparable in terms of use. It is more meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, or may be a modification (accomplished by the user or at request of the user) of a normal item of production.	2,3,4, 5,6,7, 14,15
Item Standardization Code (ISC). See DRN 2650, volume 12.	1,4,5, 6,14,15
Key Data Element(s). Data element(s) submitted to obtain the desired interrogation/search output as specified by the Output Data Request Code.	5
Language Media Format (LMF). A code used for AUTODIN transmission to the FLIS data bank. The code indicates source media and preferred output media.	2
Less Than Carload Rating Code (LCL). See DRN 2760, volume 12.	1,2,15
Less Than Truckload Rating Code (LTL). See DRN 2770, volume 12.	1,2,15
List. One of the types of catalogs within a series of publications (e.g., Identification List).	4,15

	Volume(s)
Losing Inventory Manager (LIM). The inventory manager responsible classes subject to IMC after initial IMC has been accomplished.	2, 6
Maintenance Action Code (MAC). See DRN 0137, volume 12.	6
Maintenance Coding. Application of the approved IMC criteria by the ICPs to all new or existing National Stock Numbered items which enter FSC classes subject to IMC after initial IMC has been accomplished.	6
Major Organizational Entity (MOE). The principal subdivision of Government organization under which component organizational entities are identified (e.g., Army, Navy, Air Force, Marine Corps, DLA, GSA, etc.).	1,2,3,4, 5,6,13, 14,15
Management Cognizance. The duties and responsibilities of a DSC, a Military Service activity, other DoD activity(ies), FAA, or GSA for management of an item of supply to the extent indicated by the MOE Rule.	2,6
Manufacturer (Mfr). A manufacturer may be an individual, company, firm, corporation, or Government activity that controls the design and production of an item, or produces an item from crude or fabricated materials or components, with or without modification, into more complex items.	4,7
Mass Change Processing. Mass change processing falls into two categories. Preprogrammed mass change is initiated by an SSR transaction which triggers or permits subsequent multiple actions to the DLSC and/or Service/Agency files. Special project mass change will require that original analysis and programming be accomplished to accommodate the requested actions.	1,2,6
Mass Data Retrieval. Mass data retrieval is designed to extract segment data from the FLIS Data Base or partial or complete files from the SSR based on the input of key data element(s). The content of the segments from the FLIS Data Base and the content of data elements from the SSR will be controlled through input of the appropriate Output Data Request Code DRN as indicated in volume 10, table 28 (Output Data Request Code/Access Key(s)).	1,5
Master Requirement Code (MRC). See DRN 3445, volume 12.	1,3,4,5,15
Master Requirements Directory (MRD). A publication containing the requirements, reply tables, Military Standard Item Characteristics Coding Structure (MILSTICCS), Master Requirement Codes (MRCs), and mode codes contained in published Federal Item Identification Guides (FIIGs).	1,3,5
Materiel Category Codes (MCC). See DRNs 2680 and 9256, volume 12.	
Materiel Condition Codes (MCC). See DRN 2835, volume 12.	

	Volume(s)
Materiel Management. Direction and control of those aspects of logistics which deal with materiel, including the functions of identification, cataloging, standardization, requirements determination, procurement, inspections, quality control, packaging, storage, distribution, disposal, maintenance, mobilization planning. Encompasses materiel control, inventory control, inventory management, and supply management.	2,6
Materiel Management Aggregation Code - AF (MMAC). See DRN 2836, volume 12.	1,13
Materiel Manager (MM). The director or organizational component responsible for performing the materiel management functions for assigned items.	1
Mechanization of Warehousing and Shipment Processing (MOWASP). A uniform data system designed to maintain consolidated freight location data and shipment handling information.	6
Military Engineering Data Asset Locator System. An automated system designed to quickly locate sources of engineering drawings stored in Military Engineering Data Asset Locator System. An automated system designed to quickly locate sources of engineering drawings stored in technical data repositories of DoD activities nationwide.	16
Military Service-Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which, due to the nuclear weapons reliability concept, require special testing or control for quality assurance. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will reflect a reference number coded with CAGE Code 57991, 67991, or 77991.	4
Military Service Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment), designed or manufactured by a Military Service or design controlled by a Military Service, for use specifically in the nuclear ordnance field. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality", "training quality", or "single quality". They may be security classified or nonsecurity classified and are not necessarily classified in FSC group 11.	4
Military Specification (MILSPEC). A procurement specification in the military series promulgated by one or more of the military agencies and used for the procurement of military supplies, equipment, or services.	3
Military Standard (MILSTD). An established or accepted level of performance in the military used as a yardstick in evaluating actual progress.	2,3,4,7

Volume(s)

Military Standard Contract Administration Procedure (MILSCAP). MILSCAP will provide uniform procedures, rules, formats, time standards, and standard data elements for the interchange of contract-related information between and among DoD components and contractors. The provisions of the Armed Services Procurement Regulation are to be implemented in machine processable form, where feasible, in MILSCAP. The system administrator and the chairman of the ASPR Committee will assure compatibility between the two procedures. 1,7,15

Military Standard Item Characteristics Code Structures (MILSTICCS). The coding structure used to code characteristics data for item identifications, transmission, storage, and processing. 3,15

Military Standard Requisitioning and Issue Procedures (MILSTRIP). MILSTRIP will prescribe uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information for all materiel commodities (unless specifically exempted by the ASD (MRA&L)) between requisitioners and supply control/ distribution systems in DoD and other participating agencies. MILSTRIP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS). 6

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP). MILSTRAP will prescribe uniform procedures, data elements, documents, and time standards for the flow of inventory accounting information pertaining to receipt, issue, and adjustment actions between inventory control points, stock control activities, storage sites/depots, and posts, camps or bases (unless specifically exempted by the ASD (MRA&L)). Card formats and data elements employed in MILSTRAP will be designed to complement the techniques prescribed in MILSTRIP and to provide the means for generating financial inventory data required for management and transaction reports and financial reports.

Military Standard Transportation and Movement Procedure (MILSTAMP). The MILSTAMP DoD Regulation will contain all necessary forms, formats, codes, procedures, rules, and methods required by DoD components in the movement of materiel. It is a complete reference for policy and procedures governing data elements, documentation and information flow. Supplementing procedures are authorized only to the extent of assuring more detailed operating instruction required by action offices or to cover variances in capabilities. 6

Prescribed address-marking data elements, formats, and requirements are contained in MILSTAMP and will be reflected in MIL-STD-129, Military Standard Marking for Shipment and Storage, which is maintained by the Department of the Army. MILSTAMP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).

	Volume(s)
Military Traffic Management Command (MTMC). A command under the Department of the Army responsible for procurement, use, cost, and control of commercial transportation services required in the movement of cargo and passengers for the DoD components.	1,2,4,6,15
MINIMIZE. A condition wherein normal message and telephone traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed.	2,4
MOE Rule Related Data. Consists of Item Management Status Data and the NIMSC Code, AF Materiel Management Aggregation Code, supplementary data collaborators/receivers, Item Management Code, the IMCA, and effective date.	2,4,6
National Codification Bureau (NCB) Code. See DRN 4130, volume 12.	4
National Item Identification Number (NIIN). See DRN 4000, volume 12.	All
National Motor Freight Classification Code (NMFC). See DRN 2850, volume 12.	1,2,6,15
National Stock Number (NSN). See DRNs 3960, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.	1,2,3,4, 5,6,13, 14,15
NATO Stock Number (NSN). An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.	1,4,6
NATO Supply Code for Manufacturers (NSCM). See DRN 4140, volume 12.	1,4,5, 7,15
Navy Cognizance Code. See DRN 2608, volume 12.	1,13
Next Higher Classifiable Assembly. This term is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. Also, the classification of the higher assembly is indicated specifically in Groups and Classes of the Federal Supply Classification (Cataloging Handbook H2-1) or is listed specifically as an entry in the Numeric Index (Cataloging Handbook H2-2). The term "higher assembly" is used for brevity and may actually include components, sub-assemblies, assemblies, and end items or systems.	4
Nominal Value. A value, excluding tolerance, used for the purpose of general identification usually expressed as a fraction, size number or letter, code number, gage number, or decimal number.	
Non-Approved Item Name (NAIN). See DRN 5020, volume 12.	3

	Volume(s)
Non-Duplicate (NDUP). When the item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing Federal item identification and there are no matching reference numbers.	4
Normal Source of Procurement. See DRN 0721, volume 12.	
Nuclear Hardness Critical Item (NHCI). As defined in DoD-STD-100C. A hardware item at any assembly that is mission critical and could be designed, repaired, manufactured, installed or maintained for normal operation, and yet degrade system survivability in a nuclear environment if hardness were not considered.	
On Hand/Due In. See DRN 0722, volume 12.	
Operational Feasibility. The determination of whether a data system change will operate properly and be properly used once developed and implemented.	1
Operational Need Date. See DRN 0726, volume 12.	
Optical Character Recognition (Reader) (OCR). A data processing technique (device) which converts, by optical means, the characters placed on paper into a code suitable for input to a computer.	1,2,7
Organizational Entity (O.E.). An organizational element, segment, or entity for cataloging; DoDAAC, bidders, manufacturing, or nonmanufacturing activity or establishment, etc.; and attribute data ascribed in the entity for the purpose of intensifying its meaning, characteristics, responsibility, eligibility, and area(s) of authority.	1,3,4, 5,6,7, 14,15
Original Federal Item Identification. An item identification which has been approved by the Defense Logistics Services Center and assigned a National Stock Number, but which has not been revised, transferred, or cancelled.	4
Originating Activity. Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency), the originating activity assumes the status also of a submitting activity.	2,4,5,6
Originating Activity Code. See DRN 4210, volume 12.	1,4,5, 6,15
Output Data Request Code (ODRC). See DRN 4690, volume 12.	1,2,4,5,6
Package Sequence Number (PSN). See DRN 1070, volume 12.	1,2,4, 5,7,14

	Volume(s)
Partial Descriptive Method Item Identification (PDM). A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.	2,4,14
Permanent System Control Number (PSCN). See DRN 4250, volume 12.	1,2,4, 5,6,15
Possible Duplicate Item-of-Supply Concepts. An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).	4
Precious Metal Indicator Code (PMIC). A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).	8,9,10,15
Price Validation Code, Air Force (PVC). See DRN 0858, volume 12.	
Primary Inventory Control Activity (PICA). See DRN 2866, volume 12.	1,2,4,5, 6,13,14
Primary Reference Number. The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the "design control reference".	4
Priority Indicator Code (PIC). See DRN 2867, volume 12.	2,4,5,14
Production Lead Time. See DRN 0730, volume 12.	
Proposed Original Item Identification. An item identification for an item in or entering a supply system which has not yet been approved by the Defense Logistics Services Center (DLSC) as a Federal item identification assigned a National Stock Number.	2,4
Provisioning Screening Master Address Table (PSMAT). See DRN 0232, volume 12.	1,5,7
Provisioning Supply Support Request. Indicated by Card Identification Code P to show that a Supply Support Request received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	2,6

	Volume(s)
Qualitative Value. The portion of a reply that expresses quality such as color, shape, material, condition, etc.	3
Quantitative Value. The portion of a reply which expresses a numeric value for such characteristics as dimensions, measure, magnitude, electrical rating, etc.	3
Quantity Unit Pack (QUP). See DRN 6106, volume 12.	6,15
Rail Variation Code. See DRN 4760, volume 12.	1,2,6,15
Reactivation Coding. Application of the approved IMC criteria by the ICPs to inactivated NSNs for which an IMM was the last manager, and the ICP is not currently recorded as a user.	6
Receiver Code. See DRN 2534, volume 12.	
Record Separator. The symbol used to indicate the completion of a characteristic reply or to indicate end of record.	16
Reference Method of Item Identification (RM). The reference method of item identification establishes and delimits the concept of an item of supply by reference(s) to the item-identifying number(s) of one or more manufacturers denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not delineated in the item identification but are ascertainable by research of the data represented by the manufacturers item-identifying number(s).	2,4,6,14
Reference Number. A reference number is any number, other than an activity stock number, used to identify an item of production or, either by itself or in conjunction with other reference numbers, to identify an item of supply. Reference numbers include manufacturers part, drawing, model, type, source-controlling, or specification-controlling numbers and 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. The submittal of all known reference numbers related to an item of production or an item of supply, with the applicable Reference Number Category Code, the applicable Document Availability Code, and the applicable Reference Number Variation Code, is mandatory.	2,4,5,14,15
Reference Number Action Activity Code (RNAAC). See DRN 2900, chapter 12.2.	1,4
Reference Number Category Code (RNCC). See DRN 2910, chapter 12.2.	2,4,5,6, 15
Reference Number Category Code Combination. Consists of the Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) as expressed in volume 10, table 8.	
Reference Number Format Code (RNFC). See DRN 2920, chapter 12.2.	4,5
Reference Number Justification Code (RNJC). See DRN 2750, chapter 12.2.	1,4

	Volume(s)
Reference Number Status Code (RNSC). See DRN 2923, chapter 12.2.	
Reference Number Variation Code (RNVC). See DRN 4780, chapter 12.2.	2,4,5,15
Reference/Partial Descriptive Method Reason Code (RPDMRC). See DRN 4765, chapter 12.2.	1,2,4
Reinstated Federal Item Identification. A Federal item identification which has been cancelled but which has subsequently been reauthorized for use to identify an item of supply.	4,6
Remote Ouput Format Code. See DRN 0841, chapter 12.2.	16
Reparability Code - Coast Guard. See DRN 0709, chapter 12.2.	1
Reply. A reply (data item) is the answer to a specific requirement.	3,4
Reply Code. A code that represents an established reply to an approved requirement.	3,4
Reply Table. A listing of replies (data items) applicable to a requirement or group of requirements derived from a single data element. Each reply in the table is assigned a different reply code.	3,4
Report Control Symbol (RCS). Set of letters and numbers which identifies an approved report and authorizes its initiation and preparation.	2,14
Reports Generator. Designed to produce one-time listings or reports from the FLIS files.	1,5
Requirement. A definition of a required characteristic.	3,4
Requirement, Lead-In. A general requirement identifying and providing guidance for reply to a specific range of following requirements. A lead-in requirement is never assigned a PAC/MRC, nor does it ever require a reply.	3
Requirement, Major. A requirement which, in addition to requiring a reply, may necessitate replies to succeeding subordinate requirements (subrequirements) dependent upon the specific reply given to the major requirement (see definition of Requirement, Lead-In and Requirement, Subordinate).	3
Requirement, Subordinate. A requirement for which the reply is dependent on a lead-in requirement or major requirement (also termed "subrequirement").	3
Retail Manager (RM). A materiel manager or another designated activity within a Military Service/Agency having retail responsibility for an item of supply where the wholesale materiel management functions are performed by an IMM, including DNA, NSA, and TACOM.	6
Retroactive Coding. Scheduled application of the approved IMC criteria by the ICPs to item(s) in FSC classes designated as commodity oriented which were previously coded for Service retention.	6
Return Coding. A request to effect the return of an item currently coded for Integrated Materiel Management to Service management by the application of IMC criteria.	6

	Volume(s)
Routine Reclassification Action. Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied.	6
Routing Identifier Code (RIC). A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks.	1,2,6
Secondary Address Code (SAC). See DRN 8990, chapter 12.2.	1,3,4
Secondary Address Indicator Code (SAIC). See DRN 9485, chapter 12.2.	3
Secondary Inventory Control Activity (SICA). See DRN 2938, chapter 12.2.	1,2,6, 13,14
Service/Agency Designator Code (SADC). See DRN 4672, chapter 12.2.	2,4,15
Service Item Control Center (SICC). An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.	2,6,13,14
Shelf Life Code (SLC). See DRN 2943, chapter 12.2.	6,15
Simplified File Maintenance (SFM). FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.	1,2
Single Quality Items. Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.	4
Single Submitting Activity. See DRN 9255, chapter 12.2.	2,4
Source Controlled Federal Item Identification. A type 1, 1B, 2, 4, or 4B Federal Item Identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.	4
Source of Supply Code (SOS). See DRN 3690, chapter 12.2.	4,5,6, 14,15
Source of Supply Modifier Code (SOSM). See DRN 2948, chapter 12.2.	6

	Volume(s)
Specially Designed Item. The term "specially designed item'' is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment'' as used in the notes in Cataloging Handbooks H2-1 and H2-2. In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.	4
Special Packaging Requirement. See DRN 0725, volume 12.	
Standard Requirement. A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.	4
Standard Test Data Base (STDB). Maintained at DLSC with data input by Services/Agencies participating in the interface test program.	1
Statistical Indicator Code. See DRN 3708, volume 12.	
Submitted Package Sequence Number (SPSN). See DRN 8328, volume 12.	
Submitter Code. See DRN 2535, volume 12.	
Submitting Activity. Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency) through which the originating activity is required to submit its proposals to DLSC.	1,2,3,4, 5,6,7
Submitting Activity Code. See DRN 3720, volume 12.	1,4,5,15
Supply Management Data. Item data which do not affect NSN assignment but are necessary to support logistics functions.	3,6
Supply Support and Cataloging Action Request. Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
Supply Support Request (SSR). A request submitted by the activity responsible for supporting an end item being provisioned to a Commodity Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2,6
Suspense File. The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.	1,4,5
System Change Request (SCR). A formal request for modification of the FLIS.	1,6,15
System Control Number (SCN). See DRN 3735, volume 12.	4,6

	Volume(s)
System Support Record (SSR). The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-Up, Graphics, Process Control, Mass Changes to FLIS Data Base, Mass Data Retrieval, and Tailored Data Interrogations.	1, 2, 5, 6, 7, 13, 14, 15
Technical Feasibility. The determination of whether the development of a data system change is possible within the limits of available technology.	1
Training Quality Items. Items designated for use on or with training nuclear weapons or on nuclear ordnance test and handling equipment but not authorized for use on war-reserve nuclear weapons.	4
Type of Cargo Code. See DRN 9260, volume 12.	1,2,15
Type of Financial Management Control. See DRN 0729, volume 12.	
Uniform Freight Classification Code (UFC). See DRN 3040, volume 12.	1,2,6,15
Unit of Issue (U/I). See DRN 3050, volume 12.	2,6,14,15
Unit of Issue Conversion Factor. See DRN 3053, volume 12.	6
Unprocessable Transaction. Transactions which did not contain the minimum essential control elements required for processing. These transactions are not queued for further processing and are not retained in the FLIS files.	1,2,4,6
Using Service Code. See DRN 0745, volume 12.	
Voluntary Standard. A product standard developed under procedures published by the Department of Commerce. Its adoption by a particular industry, company, or organization is voluntary. It is used as a standard for the procurement and production of a product.	6
War-Reserve Quality Items. Items authorized for use on or with war-reserve nuclear weapons but not designated for use on training nuclear weapons or test and handling equipment.	4
Water Commodity Code. See DRN 9275, volume 12.	1,2,15
Weapons Integrated Materiel Manager (WIMM). The Military Service Inventory Control Point (ICP) which performs the DoD integrated materiel management functions for assigned consumable items.	2,5,6, 13,14
WIMM Assignments on a By-Item Basis. Items of supply classified in those FSC classes included in the WIMM assignment but the management assignment for each individual item of supply is determined on a by-item management coding basis.	2
Withdraw. The word "withdraw" in these procedures refers specifically to activity action to remove existing data from DLSC files.	2,6

CHAPTER 1
INTRODUCTION TO FLIS

1.1.1 Scope

The Federal Logistics Information System (FLIS) is a government-wide program established by law and administered by the Department of Defense (DoD) in conjunction with the Administrator of the General Services Administration. The FLIS is a management system designed to collect, store, process, and provide item-related logistics information. The FLIS is open-ended and capable of being expanded to accommodate additional logistics data management concepts and applications. For the purposes of FLIS, logistics is the science of accomplishing the description, acquisition, storage, distribution, maintenance, and disposition of military materiel and civilian products for Government use.

a. The information in the FLIS data bank relates to military activities, Federal Civil Agencies, participating foreign countries, and private industry. The FLIS Procedures Manual provides operating procedures for processing logistics information in the following major areas:

Supply Management
Item Identification
Mass and Tailored Interrogations
DoD Interchangeability and Substitutability (I&S) Family Data
Standardization

b. This manual contains operating procedures for the establishment and maintenance of the FLIS data base. It provides responsibilities for participants, general concepts and principles, change procedures, and procedures for interfacing with FLIS. Participants may, when required, issue implementing instructions to their activities relative to and consistent with the procedures contained herein; they must also be consistent with the principles and policies established by the Department of Defense (DoD).

c. This manual is designed for practical use by functional personnel. Policies and principles pertaining to logistics functions supported by FLIS are maintained in other DoD documents such as DoD 4140.1-R, DoD Materiel Management Regulation, DoD 4120.3-M, Defense Standardization Manual; and DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items.

1.1.2 FLIS Objectives

a. Provide a uniform system of item identification and nomenclature to describe, classify, and number each item included in the FLIS so that a given item of supply:

(1) Is identified by a single stock number.

(2) Can be distinguished from every other item.

(3) Has appropriate interchangeability and substitutability decisions recorded.

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

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

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

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

(4) Incremental implementation of changes, scheduled in phases to minimize disruption to the logistics support and management operations of

participating Services/Agencies (S/As).

(5) System security for restricting the adding, deleting, or changing of individual data elements to only those activities authorized.

(6) Positive control and surveillance over data contained in the system from tie of receipt to time of ultimate purging to endure integrity, validity, and currency.

c. Ensure that storage techniques used at the Defense Logistics Services Center (DLSC) central repository provide a completely integrated FLIS data base which is:

(1) Structured to provide data responsive to S/A requirements and to avoid the establishment of satelite files and data element redundancy.

(2) Subjected, as required, to strict communications/automatic data processing (ADP) disciplinary edits and controls.

(3) Open-ended in design and can provide for expansion and the advancement of a total system concept.

(4) Capable of monitoring the item range so that DoD components can operate their materiel management systems with the minimum number of items essential to support military operations.

(5) Designed to facilitate intra and interdepartmental logistics support, promote optimum interchange of data between and along all DoD components, Civil Agencies, NATO, and other foreign countries and industry; strengthen Government/industry relationships; and improve materiel management and military effectiveness, efficiency and economy in logistics operations.

d. Ensure the development of a management data reporting and/or information portrayal system based on the intelligence contained in the central repository and the justifiable requirements of materiel managers at all levels. It should:

(1) Provide the visibility needed to evaluate the progress and effectiveness of various logistics management programs and permit managers to pinpoint problem areas requiring immediate corrective action.

(2) Improve the operational readiness of DoD components by providing adequate and timely publication of data to support optimum logistics support.

1.1.3 Frequency and Media of Changes

a. Additions/changes/deletions to this manual resulting from actions taken in accordance with chapter 1.3 are disseminated by one of the following methods:

(1) Revisions:

(a) Represent a reprint of a volume of the manual. This is done when quarterly change page substitutions, in relation to the total page count for a given volume, reach:

50 percent in one quarter, or
125 percent in less than two years, or
40 percent (25 percent for volume 13) in not less than two years.

(b) Include the content of the previous revisions, quarterly numbered changes, changes announced by FLIS Advance Change Notices, additions/changes/deletions that occur as a result of system changes, and/or other applicable changes that occur in the time period. Supersede the previous basic/revision, quarterly changes, and FLIS Advance Change Notices. This supersession is clearly noted at the bottom of the Foreword.

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

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

(e) Published and distributed in the same manner as the initial publication. The only identification is the DoD number, date, and supersession notice at the bottom of the Foreword.

(2) Quarterly Numbered Changes:

(a) Published every 90 days in accordance with schedules reflected in appendix 1-4-F and include the changes announced by FLIS Advance Change Notices, additions/changes/deletions that occur as a result of system changes, and/or other applicable changes that occur in the covered time period.

(b) Prepared as page substitutions. Line entry(s)/paragraph changes are not permitted.

(c) Forwarded under cover of a change sheet which indicates the significant changes and/or deletions, provides a cross-reference of replacement pages, and cites the effective date(s) for all changes. Any page(s) having an effective date different from the basic date cited for the change will be noted using special symbols and footnotes.

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

(e) Issued as single changes (not cumulative). Quarterly numbered changes will include changes published in the FLIS Advance Change Notices; superseded advance change notices will be identified at the bottom of the change sheet.

(f) Sequentially numbered at the top of each page just above the DoD number:

CH 1
DoD 4100.39-M
Volume 1

(g) Prepared by volume, with change numbers for each volume assigned sequentially. (Since a quarterly change will be issued only for volumes that are affected, the latest change number may vary from volume to volume.)

(h) Remain in effect until superseded by subsequent quarterly change, revision, or advance change notice.

(3) FLIS Advance Change Notices (ACNs):

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

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

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

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

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

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

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

(3.) Page replacements will be furnished for all changes in the next scheduled quarterly change or revision.

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

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

(f) Distributed to selected addressees who are recipients of FLIS ACNs. Requests for changes to addresses/copies of the FLIS ACN distribution lists will be directed to DLSC-VPH.

b. Changes on replacement pages are indicated by bold-face italic type, or the special characters listed below. Significant deletions will also be mentioned in the Foreword or quarterly change sheet.

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

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

1.1.4 Numbering System

a. Volumes are numbered and subdivided as follows:

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

b. Pages are numbered consecutively for each chapter. When changes require the addition of pages within a chapter, a point (.) and number will be added to the preceding even page number.

Example:	1.1-2.1
Volume	1
Chapter	1.1
Page	2
Page added	.1

NOTE: Exceptions to this numbering system occur in volumes 8 through 11; each input/output Document Identifier Code (DIC), data code table, and edit/validation begins with page number 1. Pages may be added within volume 10 data code tables only.

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

CHAPTER 2
RESPONSIBILITIES

1.2.1 General. The Director, Defense Logistics Agency, is the Federal Logistics Information System Administrator. In this capacity the Director has designated the Assistant Director, Plans, Program and Systems (DLA-Z) as the Automatic Data Processing (ADP) System Administrator and the Executive Director, Supply Management (DLA-MMS) as the Functional Administrator. Responsibility for the design, programming, and maintenance of the DLSC data system portion of the FLIS has been assigned to the Commander, Defense Logistics Services Center.

1.2.2 Defense Logistics Agency

a. The Assistant Director, Plans, Programs, and Systems, DLA will:

(1) Monitor System Change Requests (SCRs).

(2) Review and approve/disapprove all SCRs which require additional ADP equipment or operational running time.

(3) Provide information to DLSC and the Services/Agencies on system improvement features/goals.

(4) Provide policy and overall direction for the implementation of approved SCRs in the automated data system.

b. The Executive Director, Supply Management, DLA will:

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

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

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

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

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

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

(f) Monitor the FLIS Functional Description.

(2) Participate as a functional manager with responsibilities as outlined in section 1.2.3.

c. The Commander, Defense Logistics Services Center, will:

(1) Receive and control all SCRs.

(2) Review all SCRs for completeness.

(3) Originate SCRs for DLSC-recommended changes to the FLIS.

(4) Coordinate all SCRs with the DoD/Federal functional manager.

(5) Coordinate SCRs with affected Services/Agencies.

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

(7) Evaluate and assess impact of SCRs.

(8) Perform the ADP design and programming of approved SCRs in accordance with prescribed

SCR implementation schedules furnished by DLA-MMS.

(9) Prepare and maintain the FLIS Procedures Manual (DoD 4100.39-M) and the FLIS Functional Description in accordance with the guidance furnished by HQ DLA.

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

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

(12) Provide monthly status reports of all outstanding SCRs to HQ DLA (DLA-Z and DLA-MMS), functional managers, and S/A contact points.

1.2.3 DoD/Federal Functional Manager. The FLIS is a manifold system requiring multiple functional managers. For example, all policy matters concerning the FLIS are the responsibility of the Federal Catalog Administrator (Chief, Logistics Information, Product Definition, Executive Directorate, Supply Management HQ DLA (DLA-MMSLP)). (See appendix 1-4-E for a list of FLIS functional managers.) The various DoD/Federal functional managers will, for their assigned areas:

a. Prepare SCRs for recommended changes to FLIS.

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

c. Recommend approval/disapproval of SCRs to DLSC.

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

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

1.2.4 Military Services/DoD and Civil Agencies are responsible for:

a. Designating a contact point for functional system requirements and interfaces. The designated contact points are maintained in appendix 1-4-A.

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

c. Preparing SCRs for recommended changes to FLIS.

d. Developing, documenting, and submitting to HQ DLA the S/A position on all system requirement revision proposals, recommended implementation dates, costs, savings and/or benefits (tangible/intangible), and interface test requirements (see section 1.4.3).

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

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

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

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

CHAPTER 3
FLIS CONCEPT AND PRINCIPLES

1.3.1 DIC Concept and Principles

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

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

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

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

*Input DICs only

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

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

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

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

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

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

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

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

(2) The last segment record will contain the

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

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

(4) When data is output from DLSC as notification (except data output from provisioning screening), the last position will be alphabetic, i.e., A0A, A0B, etc.

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

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

(See volume 8, chapter 8.3 or volume 9, chapter 9.3 for segment definitions and formats.)

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

g. Multiple NSNs will be used within a transaction when two or more NSNs are required to be processed simultaneously as an entity to assure that predetermined concepts are retained. This condition will be identified in the input header by showing a Primary DIC of LMX. Additional DICs will be included in the package (same DCN) indicating specific actions required.

h. All variable length input/output packages will consist of a header record containing a DIC followed by additional segments when applicable, each identified by a segment code. Refer to section 1.3.3 and volume 8, chapter 8.3 for fixed record formats.

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

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

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

l. The return/action code is used in conjunction with a DIC to identify precise conditions. Return codes will be applied by DLSC to indicate the reason specific transactions are returned. Action codes will be applied by the submitter to advise DLSC of action to be taken with resubmissions. In

both instances pertinent data elements may be identified by a DRN/MRC.

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

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

1.3.2 Provisioning and other Preprocurement Screening. Provisioning and other Preprocurement Screening is the requirement to screen all known reference numbers associated with an item of supply against the FLIS database to reveal their association with existing NSNs. It is designed to:

a. Limit the entry of new items in the DoD supply system to those necessary to support logistics requirements.

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

c. Execute the mandatory requirement to screen reference numbers for all support items recommended or being considered for procurement.

d. Facilitate the requirement on the contractor or government activity to furnish all known reference numbers for each item to be screened prior to procurement or cataloging action.

e. Provide for the screening of data files on releasable stocks, transferable retention stocks and DoD potential excess stocks for materiel utilization purposes.

1.3.3 Types of Output Distribution. Catalog Output Data will be distributed to data receivers authorized by the S/As. FLIS output generated by DLSC is either file maintenance or notifications. FLIS data base file maintenance is any add, change, or delete action reflecting data related to a National Item Identification Number/Permanent System Control Number (NIIN/PSCN) or establishment of a new National Stock Number (NSN). Notification data is output to inform designated recipients that the data has been received and processed. Information concerning mechanized file maintenance of SSR tables and files is contained in paragraph 1.3.3.f.(14) and section 1.3.11.

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

Commander
Defense Logsitics Services Center (DLSC)
ATTN: DLSC-SB
Federal Center
Battle Creek, Michigan 49017-3084

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

(2) Media and format will be as specified by the S/A for each data recipient. Format choice is

either variable length or fixed length. Media choices include magnetic tape, Electronic Data Transmission (message data), or Federal Item Logistics Data Records. Exceptions are that SSR output will be in fixed format only, and Simplified File Maintenance will be in a specific format and will be available only on magnetic tape.

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

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

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

b. The sequence of FLIS data base file maintenance output transactions is NIIN/PSCN primary, File Maintenance Sequence Number secondary; SSR maintenance from DLSC will be output in Document Control Serial Number sequence. FLIS data base notification will be in Document Control Serial Number sequence; provisioning screening results will be in Submitter Control Number sequence. Simplified File Maintenance will be in NSN or NIIN sequence. (Simplified File Maintenance is distributed as an alternative to regular FLIS data base file maintenance only by special request. See volume 2, chapter 2.11 for additional information.)

c. Tables are used to store information concerning S/A/activity distribution decisions. Some of the tables are multi-use, such as the MOE Rule Table and the Standard Federal Supply Classification (FSC) Table which are used to edit input as well as to determine output recipients. Other tables have been developed solely for use in the output process:

(1) Drop tables are used by DLSC to eliminate distribution of file maintenance/notification data when an activity has specified that such data is not desired. The File Maintenance Drop Table will drop segments, DICs, and segments within DICs. The File Notification Drop Table will not drop segments individually but will drop DICs and segments within DICs (see volume 10, table 104, part 3).

(a) The undesired data must be predetermined by the activity and registered in the DLSC drop table. Elimination (dropping) of data cannot be on an item-by-item basis, but must be applied either to all output, certain DICs, or other recognizable category. DLSC will suppress data element oriented (segment R) output maintenance data related to other segments that are dropped in accordance with the drop table.

(b) For example, if an activity requested that segment G be dropped from its file maintenance data, it would not receive KAF, KCF, or KDF freight classification transactions. Any activity having a drop table request must provide the information in accordance with paragraph 1.3.3.a and table 104.

(2) The Output Control Participating Activity Code Table consists of the following information:

(a) Media prescribed for type of data being output.

(b) Format required, variable or fixed.

(c) Activity drop requirements.

(d) The alternate media for electronic data transmission under MINIMIZE conditions.

(e) Magnetic tape (mail output) configuration (density, blocking factor, etc.). (See volume 2, section 2.3.2.)

(f) Any other conditions which will influence output data distribution to a particular activity.

(3) Provisioning screening output is determined by the Provisioning Screening Master Address Table (volume 10, table 23) and DoD 4100.38-M, Provisioning and Other Preprocurement Screening.

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

d. File Compatibility.

(1) At intervals of three months, a random sample of items within prescribed FSCs will be selected (DLSC will select for the Services; the DSCs will do their own selecting). Output will be to selected S/As which have been designed as participants in file compatibility checking. This data will be provided/received in NSN sequence, on magnetic tape or via electronically. Two basic categories of data have been designated for compatibility checking: Item Intelligence Data and Catalog Management Data (segment H). (See Volume 2, Chapter 2.10.)

(2) Quality Assurance of the Defense Automatic Addressing System (DAAS) Source of Supply (SoS) Code and FLIS TBJ Records. At intervals of 120 days, DLSC will select a random sample of 2,000 NIINs to be used for comparison. These NIINs are to be provided to the DAAS on magnetic tape. Comparison of data is used to reveal discrepancies/differences and to initiate corrective action. (See Volume 2, Chapter 2.13.)

e. Data Recipients.

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

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

(b) Central control points as specified by the S/As. These central control points can be in lieu of II data receivers or in addition to II data receivers.

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

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

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

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

(a) The originating activity of the input transaction.

(b) The submitting activity of the input transaction.

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

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

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

(KIE) will be output only as a result of FSC changes.

f. Description by Function.

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

(a) File Maintenance Update.

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

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

(3.) Actions which cancel existing records.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) Notifications:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(c) Frequency of Distribution:

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

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

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

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

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

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

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

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

(a) File Maintenance Update - Updated file data will be provided to Freight receives identified in volume 10, chapter 4, table 115.

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

(8) DoD Interchangeability and Substitutabil-

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

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

(b) Notifications:

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

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

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

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

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

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

(10) Search by Characteristics.

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

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

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

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

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

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

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

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

(13) Supply Support Record (SSR) Tailored

Interrogation - An extract of SSR data based on the submitted key data element, such as CAGE Code, NATO Supply Code for Manufacturers (NSCM), Cataloging Activity Code, item name or INC, FSC, or FIIG number. The content of the output will be designated by the submitters ODRC. All output will be a form of notification.

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

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

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

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

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

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

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

(15) SSR. DLSC will provide mechanized file maintenance of three SSR files to S/As:

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

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

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

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

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

1.3.4 Record Formats

a. Fixed length card formats have been designed primarily for use in the interchange of data. They allow a physical record to be maintained in a master card file and permit sorting on unit record equipment. (Fixed length records used in FLIS will be restricted to eighty (80) column card systems using the Hollerith codes.) Every effort has been made to standardize data positioning to minimize error, as well as to assure that each record contains enough control information for identification and/or filing

purposes. Volume 8, chapter 8.3 contains the fixed length formats for each of the headers and segments which have been established for FLIS data base input/output transactions.

(1) Except for segment 6 (applicable only to DAAS), the Package Sequence Number (PSN) is contained in card columns 4-6, and the Priority Indicator Code is entered in card column 7 (including continuation cards). All records (except DAAS and SSR related transactions) will show in card columns 8-26 a combination of either the Originating Activity Code, Submitting Activity Code, date, and Document Control Serial Number; or the Activity Code, Screening and Submitter Control Number.

(2) Output records will include, in card columns 24-26, the File Maintenance Sequence Number, when that data applies. The FSC and NIIN/PSCN/SCN (System Control Number), when applicable in accordance with the DIC, will be shown in card columns 27-39 of all header/ segments except segments 2, 4, J, and S. The FLIS Segment Code will be shown in card column 40 on all input/output segments except those which apply only to the DAAS.

b. Fixed Length Packages. Circumstances exist when all data for a given segment cannot be shown on a single 80-column card. When multiple cards are required, they must contain PSNs assigned consecutively and in sequence. As necessary, segments provide for use of a one-position Continuation Indicator Code (CIC) (DRN 8555) in card column 80 to identify the specific format of a segment and/or to signal that another card follows. This is required either to complete a lengthy data element value (e.g., segment V) or to accommodate segment data which cannot be contained on one card due to space limitations (as in segments G and H). (The CIC will never be used in a complete card simply to indicate the presence of additional complete cards in the package containing the same segment code (e.g., segment E).)

(1) When the first card and all subsequent continuation cards are in the same format (as in segment M), the CIC will be a dash (-) (11-punch). The end of a segment will be signaled by a blank in card column 80 of the last card of the segment.

(2) In those segments which have multiple fixed formats (e.g., segment H), a CIC is formed for each different format by adding a 1, 2 or 3-punch to the 11-punch.

(a) For example, in a segment H using three cards, card 1 would show a J (1 and 11-punch), card 2 a K (2 and 11-punch), card 3 a 3. The appearance of a 1, 2, or 3-punch without the 11-punch identifies that card as the last one of that segment. If four or more cards are needed to contain all prescribed segment data (e.g., segment H), card 1 will contain a J, card 2 a K, and the first card 3 an L (3 and 11-punch). Each additional card 3 except the last will contain an L, and the final card 3 will show a 3.

(b) Segment N may consist of multiple cards 1 and 2. When this occurs, each card 1 will contain a J and each card 2, except the last, a K. The final card will show a 2 in card column 80. This exception does not apply to any other FLIS data base segment.

(3) Criteria and Examples (see also volume 2, section 2.3.2 and volume 10, section 10.3.5):

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

(b) Segment 7, to be generated by DLSC as an item management coding advice notification

document, will extend into multiple cards if more than three MOE Rules apply to the NSN involved in the transaction.

(c) The MOE Rule data segment (segment B) can reflect three collaborators and/or receivers on one item without requiring a continuation card. A total of nine (9) collaborators and/or receivers can be accommodated with the submission of only one continuation card.

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

(e) The number of freight classification data records (segment G) necessary for each NSN will be one or two.

(f) The number of segment H records needed to provide complete Catalog Management Data also varies. DIC LDM requires only one card; all other CMD DICs need a minimum of two cards, with the use of additional cards depending on the number of Related NSN/Technical Document Number entries applicable to the prime NSN.

(g) DICs output in response to NATO/foreign country submissions which require an INC or Non-Approved Item Name in segment J will use a continuation card to contain such data.

(h) Variations in data volume will frequently require the use of one or more continuation cards when segments P, Q, R, and V are produced. For example, data returned for corrections (segment P/Q) might involve multiple errors encountered in processing; segment R could contain multiple DRN values whose combined lengths exceed the 80 card column limitation; segment V may easily contain numerous Characteristic Data Groups.

(i) Segments M, N, Q, R, and V contain data elements of unpredictable lengths; therefore, fields that are referred to as "value" or "reply" must, of necessity, be freeflowing. These elements may be continued from one card to the next; i.e., a data element which cannot be completed on a given card will be continued to the next card. Overflow of segments which do not have fixed formats for continuation cards will follow the same formats for control data. Segment data elements, however, which require continuation card(s) for overflow will begin in the following card columns on succeeding card(s).

Segment	Continuation Card(s) Begin in Card Column
7	43
M	46
P & Q	47
N & R	41
V	42

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

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

Segment	DRN	Title
M	0113	Master Requirement Code Clear Text Reply Field
N	3616	Reply Data, Descriptive (Paragraph Identification List)
Q	9979	Submitted DRN/MRC Value/Reply
R	9975	DRN Value
V	3317	Characteristics Data Group

(The Data Element Terminator Code is not required in those segments in which data elements can be predicted and fixed positions have been provided for the maximum data length; e.g., item name (19 positions) in segment G; logistics reference number (32 positions) in segment C (which provides fixed positions in card 1 and overflow to card 2).)

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

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

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

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

1.3.5 Sequence of Processing

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

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

(2) Fixed Interval Scheduling.

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

(b) FLIS data base update transactions, including NIIN assignment other than emergency, fall into the fixed interval category and are normally scheduled for once-a-day processing. Within the FLIS data base update group, item status transac-

tions (i.e., LAU, LCU, LDU) are processed deletes first, followed by changes, followed by adds. All other FLIS data base update transactions are processed deletions first, followed by adds, followed by changes.

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

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

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

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

1.3.7 Unprocessable Transactions

a. Unprocessable transactions are those which did not contain the minimum essential control elements required for processing. These transactions are not queued for processing but are retained on the FLIS transaction history file for processing as specified in paragraph 1.3.6.b.

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

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

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

The submitter and the routing identifier codes conflict.
The originator and/or submitters are invalid or blank.

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

1.3.8 Error Processing.

a. The FLIS concept of returning conditions which fail to pass the established edit/validation criteria (volume 11) involves the use of either a segment P or Q. If the value of the data element(s) is to be included with the return code, segment Q is used; otherwise segment P is used. See volume 10, chapter 10.2 for return codes.

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

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

(1) When a system error is encountered during processing, DLSC will output notification by use of DIC KRE, segment P, return code TP, and any other errors that occur up to the point of system error. Return code TP is also defined in volume 10, chapter 10.2.

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

1.3.9 Processing Malfunction

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

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

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

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

1.3.10 Segment Z Availability

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

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

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

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

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

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

Segment	Effective Dated Data
B	Add or change a MOE Rule.

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

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

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

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

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

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

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

(4) When an interrogation (DIC LTI) requires segment V output, the current segment V will be output; a segment V with imbedded effective dated characteristics will also be output in the segment Z convention described in paragraph 1.3.10.c.

1.3.11 System Support Record (SSR) Processes

a. The SSRs are the tables, indexes, guides, files, etc., that interface with the FLIS data base in the processing of FLIS input transactions. These SSRs are maintained by specific DICs; content and vehicles for their update are set forth in the following paragraphs:

MOE Rule File Maintenance 1.3.11.c

Standard FSC Table	1.3.11.d
SSR Organizational Entity (OE) File	1.3.11.e
SSR Master Freight File Maintenance	1.3.11.f

b. Input/Output Formats. The fixed length designs stated in section 1.3.4 for the FLIS data base apply, except for those that are unique to the OE SSR. Data chains have been constructed into segments for SSR processing as follows:

(1) SSR Input Segment 800 (DRN 0231). This is a control data segment for input transactions to the FLIS SSRs.

(2) Segment Code, Supplemental 801 - SSR MOE Rule Maintenance Segment (DRN 0331). An input/output data chain required to control the processing of maintenance actions for SSR MOE Rule data based on input DIC.

(3) Segment Code, Supplemental 802 - SSR MOE Rule Data Element Segment (DRN 0330). A data chain consisting of homogeneous data elements pertinent to the SSR MOE Rule.

(4) Segment Code, Supplemental 803 - SSR MOE Rule Management Exception Rule Segment (DRN 0228). A data chain consisting of homogeneous data elements pertinent to the notes applicable to a given SSR MOE Rule and a card identification number.

(5) Segment Code, Supplemental 804 - SSR MOE Rule Cancel with Replacement Segment (DRN 0229). A data chain consisting of homogeneous data elements pertinent to the replacement SSR MOE Rule.

(6) Segment Code, Supplemental 805 - SSR Standard FSC Management Maintenance Segment (DRN 0241). An input/output data chain required to control the processing of maintenance actions for SSR Standard FSC Table in volume 13 based on input DIC.

(7) Segment Code, Supplemental 807 - SSR Master Freight Table Maintenance Segment (DRN 0240). An input data chain required to effect maintenance actions, other than deletes, to the SSR Master Freight Table.

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

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

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

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

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

(13) SSR Output Segment 890 (DRN 0242). A dual purpose output data chain consisting of the data

required to return supplemental 800 segment data elements without value. In an abbreviated form it will be used as an output header for other types of SSR output. The abbreviated segment 890 will contain all elements up to and including DRN 0252, Segment Code, Supplemental, Input.

c. MOE Rule File Maintenance.

(1) All proposed file maintenance actions will be submitted by the DLSC program manager only. No provision for direct file access from external sources will be made. Procedures for manually requesting changes are outlined in volume 13.

(2) All proposed file maintenance actions will be subjected to machine edit/validation to assure completeness and accuracy. Printed listings will be routed to the DLSC program manager reflecting results (rejected inputs) of processing.

(3) A mechanized data distribution system will be used for S/A file maintenance. Specific data receivers for such updates will be determined by each requiring S/A. The following FLIS output DICs/data will be used to update S/A files:

DIC	Title
KUA	Add SSR MOE Rule Record (Total rule record due to new MOE Rule or reinstatement.)
KUB	Cancel SSR MOE Rule with Replacement (Rule status code update with replacement, segment 803.)
KUC	Change SSR MOE Rule Record (Total rule record will be replaced.)
KUD	Cancel without Replacement or Delete SSR MOE Rule Record (Delete rule record or status code update.)

(4) Effective date controls will be used and maintained against future effective dated transactions. Add MOE Rule record with future effective date must cite a status code of 4. Future dated cancel/delete actions will cause the retention of the current record/image along with the forthcoming futures record.

d. The Standard FSC Table contains the FSCs listed in Cataloging Handbook H2-1, Federal Supply Classification, Groups and Classes. This part consists of the structure of the FSC, showing groups and classes in the four-digit FSC code numbering system. Arrangement of the FSCs in the table is in numerical order from the lowest to the highest. (See volume 13.)

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

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

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

e. SSR OE Master File.

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

(2) Types of Organizational Entities:

(a) Commercial and Government Entity Code (CAGE). A five-position all alphanumeric code (e.g., 2A123) assigned to U.S. and Canadian

organizations which manufacture and/or control the design of items supplied to a Government military activity or Civil Agency. The CAGE Code file provides the data base for Cataloging Handbooks H4-2, H4/H8 CAGE Handbook, United States and Canada and Handbooks H8-1/H8-2, Non- Government Organization Codes for Military Standard Contract Administration Procedures (MILSCAP).

(b) North Atlantic Treaty Organization (NATO) Supply Code for Manufacturers (NSCM). A five-position alphanumeric code (e.g., (2345B) assigned to organizations located in NATO member nations (excluding U.S. and Canada) and other foreign countries which manufacture and/or control the design of items supplied to a Government military activity or Civil Agency. The NSCM file provides the data base for Cataloging Handbook H4-3, Commercial and Government Entity Code excluding U.S. and Canada.

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

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

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

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

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

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

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

(7) A mechanized data distribution system will notify submitting activities of DLSC approval or return (rejection) of proposed input transactions. Specific data receivers of OE file maintenance data and NIIN file maintenance update will be determined by each requiring S/A. The following FLIS output DICs will be used to forward output data to activities/agencies: (The procedures governing OE outputs are set forth in volume 7, section 7.1.9.)

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

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

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

f. SSR Master Freight Table Maintenance.

(1) All input transactions for maintenance of the SSR Master Freight Table must contain XZ activity code, both as originator and submitter. Processing this transaction through the SSR update procedure will include replacing the submitting activity with a DLSC activity code to indicate mass change as a result of SSR processing. This will also preclude the possibility of any rejects or notifications of approval through FLIS data base processing.

(2) Under no conditions will the SSR file(s) or the FLIS data base file be updated until the program manager reviews the impact of the mass change and forwards a notification to the mass-change process to proceed with applying all changes and notifications. Under this concept incompatibilities will not exist between the SSR Master Freight Table, and the FLIS data base.

(3) If a National Motor Freight Classification (NMFC) Sub-Item Number/Uniform Freight Classification (UFC) is to be added to the SSR Master Freight File, input DIC LUT (Add New SSR Freight Classification Record) will be submitted.

(4) If an NMFC/NMFC Sub-Item Number/ UFC is to be replaced by an existing NMFC/NMFC Sub-Item Number/UFC, input DIC LUV (Replace SSR Freight Classification Record) will be submitted. This input will identify the NMFC/NMFC Sub-Item Number/UFC combinations involved and will identify the NIINs involved for a mass change. Upon approval by program manager, all actions will be applied and NIIN-oriented KCF output will be provided to all S/As receivers as applicable.

(5) If an NMFC/NMFC Sub-Item Number/ UFC is to be deleted from the SSR Master Freight File, input DIC LUX (Delete Total SSR Freight Classification Record) will be submitted. This input will identify the NMFC/NMFC Sub-Item Number/ UFC combination involved and will identify the NIINs involved for a mass change. Upon approval by program manager, all actions will be applied and NIIN-oriented KCF output will be provided to all S/A receivers as applicable.

(6) All changes of data elements relating to an established NMFC/NMFC Sub-Item Number/UFC will, after program manager approval, effect a NIIN-oriented output (KCF) to all S/A receivers.

(7) If a transaction is suspended awaiting DLSC program manager notification, no subsequent input transaction will be authorized. Transaction will be rejected using return code 5F.

(8) All input transactions to maintain the SSR Master Freight Table are provided for MTMC use only.

DIC	Title
LUT	Add New SSR Freight Table Record (add total new record)
LUV	Replace SSR Freight Table Record (delete old from file, replacement must exist on file)
LUX	Delete Total SSR Freight Table Record (eliminate complete record)
*LUW	Change Data Element(s) on an SSR Freight Table Record

*May not change NMFC, NMFC Sub-Item Number or UFC using this DIC.

(9) A mechanized data distribution system will be used for S/A file maintenance update. Specific data receivers for such updates will be determined by each requiring S/A. The following FLIS output DICs will be used to update S/A files.

DIC	Title
KAF	Add Freight Data
KCF	Change Freight Data
KDF	Delete Freight Data

(10) The following FLIS output DICs will be used as notification of approval or reject to MTMC.

DIC	Title
KHP	Notification of Approval
KHR	Notification of Reject (includes output header, input DIC, input PSN, input supplemental segment, DRN in error, and return code)

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

a. Two methods of mass change are used by DLSC: The pre-programmed mass change and the special project. In all cases the change criteria must be furnished by the S/A/DLSC program manager that requires the change. A pre-programmed mass change is one for which an established program exists at DLSC and no additional programming is required. A transaction that triggers a pre- programmed mass change as indicated in paragraph 1.3.12.c will cause the following actions to occur:

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

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

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

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

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

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

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

b. Functional Areas/Data Elements:

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

c. Procedures and Formats.

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

(2) NMFC/NMFC Sub-Item Number/UFC Mass-Change Processing:

See volume 6, paragraph 6.4.8.a for NMFC/NMFC Sub-Item Number/UFC mass-change processing against the SSR Master Freight File. See volume 8, chapter 8.1, DICs LUT, LUV and LUX for input formats.

(3) Freight Data Element Mass-Change Processing: See volume 6, paragraph 6.4.8.a for the

mass-change processing of the freight data elements listed in paragraph 1.3.12.b. Freight data element mass-change processing updates freight classification records previously established in the SSR Master Freight File. See volume 8, chapter 8.1, DICs LUW, and for input formats.

(4) FSC Mass-Change Processing:

(a) The change of MOE Rules and related data elements that becomes necessary as a result of a forthcoming FSC mass change will be accomplished by the DLSC Directorate of Logistics Information Management on a special-project basis or input by the affected Departments/Agencies on a by-item basis. See volume 3, paragraph 3.6.1.b for information relative to FSC/MOE Rule processing.

(5) FIIG Mass-Change Processing: Characteristic mass change will occur as a function of the FIIG revision process or as a result of a FIIG page change. Characteristic mass change is initiated by the DLSC Directorate of Logistics Information Management through the use of internal transactions. The mass-change actions will be internal and will act upon the FLIS data base characteristic records. A change to the technical content of the characteristic description will result in the output of updated FLIS data base data (DIC KTD).

(a) See volume 4, chapter 4.12 for information on FIIG revision.

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

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

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

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

b. The DLSC program manager will input the FLIS data base mass data retrieval transaction through the use of internal DIC LTM. The DCN will be constructed as follows: The activity code of the requester as the Originating Activity Code; the DLSC program manager code as the Submitting Activity Code; the induction date as the Date, Transaction; the requester's three-position project number; and a sequentially assigned four-position number. If the requester did not provide a project number, the last seven digits will be sequentially assigned for each different mass data retrieval input transaction.

c. The mass data retrieval results will be output through DIC KTA which will include a header for each NIIN or PSCN and the requested segments applicable to each item. All headers applicable to a specific mass data retrieval transaction will include

the same DCN. The Package Sequence Number (PSN) will be applied to the records for each NIIN/PSCN as a separate package.

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

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

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

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

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

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

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

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

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

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

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

c. To use the reports generator, requests for special data extracts, including justification, shall be submitted to the program manager (DLSC-V). HQ DLA will exercise final approval authority for all special requests (Reports Generator) requiring in excess of 100 man-hours. Input is made to the Reports Generator by DLSC; the product is generated, examined for quality, and mailed to the customer.

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

1.3.15 Simplified File Maintenance (SFM). This type of data is furnished to selected customers who desire to receive maintenance data on a periodic basis in lieu of regular file maintenance. Those SFM recipients who elect to receive notification data will receive such data as it is processed. It is developed and distributed in accordance with volume 2, chapter 2.11.

1.3.16 Record Establishment and Maintenance

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

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

(1) Determine the transaction for the logistics function.

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

(4) Prepare data in accordance with prescribed formats.

(5) Submit data to FLIS data bank.

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

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

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

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

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

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

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

(4) Verify proper submittal mode selection.

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

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

(2) Are all the related segments included?

(3) Do the segments reflect the proper DICs?

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

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

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

(7) Is the PSN properly applied?

1.3.17 Emergency Cataloging Support. The FLIS is designed to ensure effectiveness, reliability and survivability in time of war or emergencies. Regardless of emergency conditions the following Federal Catalog processes will continue on a noninterruptable basis:

a. NSN assignment by use of the CAGE Code, logistics reference numbers, RNCC and RNVC.

b. Provisioning and preprocurement screening basically by use of the same data.

1.3.18 Automated Design Guidance. The FLIS

data bank is composed of two basic sectors: FLIS data base and the SSRs. The FLIS data base contains item oriented logistics management data; e.g., stock numbers, item characteristics, reference numbers, user recordation, standardization data, freight data, catalog management data. The SSR contains system oriented data; that is, data that is used in support of the FLIS data base. This sector includes tables or indexes of FSC Codes, MOE Rules, activity addresses, edit/validation tables, etc., and can be accessed to support FLIS data base processing. In addition, its content is updated directly by SSR maintenance transactions, or by automatic interface of DLSC/FLIS programs.

CHAPTER 4
FLIS CHANGE PROCEDURES

1.4.1 General

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

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

(1) Proposed changes which are solely of a procedural nature will be processed as outlined in section 1.4.2. Changes to the Service/Agency-controlled data code tables listed in appendix 1-4-B and the MOE Rules outlined in volume 13 will be processed by DLSC without further coordination, following receipt from the responsible Service/ Agency contact point. Changes of this nature do not require a DD Form 2021.

(2) Proposed changes to the FLIS Functional Description will be submitted as a System Change Request (SCR) as outlined in section 1.4.3.

1.4.2 Changes of Procedural Matter

a. Recommendations for additions, deletions, and changes to only this manual (i.e., not in combination with or as a result of a system change) must contain the proposed language for the manual and rationale for the revisions. Recommendations must be forwarded to the appropriate Service/Agency contact point (see appendix 1-4-A) which will forward them to the Commander, DLSC, by mail. Emergency conditions warrant using telephone or other expeditious media. Whenever telephone is used, immediate follow-up by letter/electrical transmission is required to confirm request for changes to the FLIS Procedures Manual.

b. DLSC will review all recommendations received from the Service/Agency contact points for validity and applicability. Those changes agreed to by DLSC (except as discussed in paragraph 1.4.2.f) will be coordinated with the Service/Agency contact points listed in appendix 1-4-A and the DoD Federal functional managers. (The normal coordination time will be 45 days; however, when additional time is required, recipients may request an extension by contacting DLSC-VPH, DSN 932-4594, FTS 552-4594 or commercial 616-961-4594). Following finalization of coordination, the additions, changes, or deletions will be prepared for printing and distribution by DLSC. (The FLIS Automated Data System Manager (DLA-ZS) will be provided an information copy.)

c. DLSC will return changes found to be invalid or without merit to the originating S/A contact point with appropriate justification/ explanation of disapproval, with information copies to Hq DLA (MMSLS and MMSLP). If the originating S/A does not agree with the DLSC justification/explanation, the contact point will forward the recommendation to HQ DLA (DLA-MMSLP), with a copy to DLSC, for resolution with the DoD/Federal functional manager.

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

e. Any change to this manual, except those exclusions provided for in paragraphs 1.4.2.f and 1.4.2.g, will be distributed to activities a minimum of 30 days in advance of the effective date. If the 30-day requirement cannot be met, DLSC will announce the change to impacted activities by telephone or electrical transmission, as appropriate, with

subsequent confirmation by normal revision.

f. Changes to the volume 10 tables listed in appendix 1-4-B may be published by DLSC without further coordination following receipt from the responsible S/A contact point. This assumes that the requested change(s) does not impact any S/A other than the one requesting the change(s). Included in appendix 1-4-B are the applicable table numbers and titles, the responsible S/A, and the responsible DLSC program manager. The minimum time period stated for completing a change begins upon receipt of the proposed change by DLSC.

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

(2) DLSC's acknowledgment will indicate the number of the quarterly change to the FLIS Procedures Manual in which the revised volume 10 table will appear. (Quarterly changes are prepared, printed, and distributed in accordance with the schedules reflected in appendix 1-4-F.)

(3) The S/A-controlled tables are subject to publication by FLIS Advance Change Notice (ACN) only as noted in appendix 1-4-B. Such changes will be announced by ACN only when they cannot be published in a regular revision or quarterly numbered change to reach users sufficiently in advance of the effective date (normally 30 days). (Updates to tables not listed in appendix 1-4-B are subject to publication in ACNs in accordance with paragraph 1.1.3.a.(3).)

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

1.4.3 Preparation and Processing SCRs

a. General.

(1) All Federal Logistics Information System (FLIS) System Change Requests (SCRs) will be documented in accordance with the instructions contained in appendix 1-4-C. Impact to the FLIS, the Services/Agencies (S/As) Systems, and DoD Materiel Management Standard System, here after referred to as the Systems, must be documented.

(2) DLSC National Codification Division will prepare and process NATO Codification Bureau (NCB) initiated NATO Codification SCRs (NCSCR) in accordance with the NATO Manual on Codification, Allied Codification Publication No. 1 (ACodP-1). If a NCSCR impacts the FLIS, DLSC will document the NCSCR in accordance with the instructions contained in appendix 1-4-C.

(3) Design and programming of the input, internal processing, and output of FLIS will be the responsibility of the Central Design Activity (CDA). The design and programming of the FLIS S/A interfacing support systems will be performed by the respective S/As, to include the DoD Materiel Management Standard System.

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

(5) FLIS SCRs that are developed and/or coordinated by joint action of the S/As will require FCC action. Examples of this type of action are the

results of a joint task group formed to study and/or implement an action directed by higher authority or the results of a joint S/A meeting to discuss specific subjects for the purpose of making changes.

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

(7) FLIS procedures changes required as a result of an SCR will be incorporated in a revision or numbered change to DoD 4100.39-M in accordance with Appendix 1-4-F. The revision or numbered change may include changes other than those associated with an SCR.

b. Processing SCRs.

(1) Submitters of SCRs should coordinate requirements with the S/A representatives listed in Appendix 1-4-A and the DoD Federal Functional Manager as listed in Appendix 1-4-E prior to submission of the SCR. This will ensure the SCR is developed compatible with all S/A requirements and will determine an SCRs designation as to minor or major.

(2) All Service/Agency initiated SCRs will be submitted to DLSC by the appropriate S/A contact points listed in Appendix 1-4-A.

(3) Each SCR received by DLSC will be reviewed within 10 calendar days of receipt to determine completeness. The SCR will be returned to the originator if any blocks are left blank .

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

(5) After this review, DLSC will forward the SCR to the DoD FFM as listed in Appendix 1-4-E for policy review, preliminary cost savings benefit evaluation and approval. If the SCR was prepared by the DoD FFM and is submitted to DLSC with FFM approval, DLSC will forward the SCR for S/A coordination as outlined in paragraph 1.4.3.b.(7)(a-c).

(6) Within 35 calendar days of receipt of the SCR, the DoD FFM will provide policy approval/disapproval with justification. In addition, the DoD FFM will determine if the change is warranted in terms of cost/benefits or return on investment, or higher level policy direction. If the DoD FFM determines the SCR is valid, then the approval and a recommendation for S/A coordination will be forwarded to DLSC.

(7) Within 20 calendar days of receipt of the approved SCR from the FFM, DLSC will:

(a) Expand the change description to include, new Data Record Number (DRN) names when required.

(b) Send the SCR and DD Form 2021-1 to the S/A contact points listed in Appendix 1-4-A. S/As listed in Appendix 1-4-D and the FCC will receive information copies of the SCR.

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

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

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

(b) In the event of continued disagreement between the DoD FFM and the originator, the SCR will be forwarded by HQ DLA (MMSLS) to the Office of the Assistant Secretary of Defense DUSD(L)MDM for resolution.

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

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

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

(c) Normal time allowed for this review is no more than 60 calendar days for a routine minor SCR and no more than 120 calendar days for a routine major SCR. To prevent the elapsed time from going over the above prescribed number of days, which in turn lengthens the entire implementation cycle, a suspense is established. This suspense will begin five days after the transmittal date on the SCR and will run for the prescribed number of days. Following expiration of the suspense, DLSC will contact the delinquent S/As telephonically or electronically. Extensions may be granted upon justified request. Upon expiration of the extended suspense, a three workday grace period will be given prior to accepting a non-response as concurrence to the proposed change.

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

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

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

(2.) If DLSC disagrees with the S/A comments, they will reconcile the differences. If reconciliation is not feasible, DLSC will document all facts bearing on the problem and make them known to the DoD FFM for reconciliation. If reconciliation cannot be accomplished within 45 calendar days, DLSC will forward the SCR to DoD FFM for a final decision. The DoD FFM will initiate resolution action within 45 calendar days of receipt of the SCR from DLSC.

(b) Within 30 calendar days after reconciliation of all nonconcurrence/comments, or if S/A replies were all concurrences, DLSC will reassess the FLIS workload/cost estimates for manpower resources, programming required and impact on ADP equipment. Using cost/benefit data provided by the S/As and DLSC, DLSC performs a final cost/benefit analysis and proposes an implementation date. The results of the analysis will be documented on part III of the DD Form 2021-1.

(11) DLSC will add the SCR to the agenda for the next FCC meeting, for FCC approval/disapproval. The FCC representatives must be prepared to address/discuss technical and operational aspects, concept and proposed implementation dates, as they pertain to the Systems.

(12) The FCC will review the SCR and determine approval/disapproval. FCC approved SCRs with implementation dates will be forwarded to the Administrator of the Federal Catalog System (FCS) or designated agent for signature.

(13) FCC action will be noted in the FCC

minutes which will be attached to the SCR.

(a) Rationale for disapproval of an SCR will be noted in the FCC minutes along with instruction for disposition of the SCR.

(b) If the SCR is cancelled, DLSC will return the SCR with rationale to the originator, and notify S/As listed in Appendix 1-4-A.

(c) If the SCR is to be revised, DLSC will return the SCR with rationale to the originator, and notify S/As listed in Appendix 1-4-A.

(d) If the SCR is deferred, DLSC will notify the originator and S/As listed in Appendix 1-4-A, and place on hold until further action is deemed necessary.

(14) DLSC will send a copy of the final approved SCR to the S/As listed in Appendices 1-4-A and 1-4-D and the FCC. The final copy will have all the newly assigned DRNs and new/revised return codes, when required.

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

(1) Add, change, or delete information from S/A controlled tables listed in appendix 1-4-B. This applies only to changes which do not impact more than one S/A.

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

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

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

1.4.4 Status Reports. DLSC will provide a status of SCRs, monthly, to the S/A contact points listed in Appendix 1-4-A and quarterly to the S/As listed in Appendix 1-4-D. The report will be segregated as follows:

a. Open SCRs. A list of SCRs in process. Included as a minimum will be:

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

b. SCRs implemented/cancelled since the last report.

CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS

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

Commander, Cataloging & Standardization Center
ATTN: POM
Federal Center
74 Washington Ave N
Battle Creek, MI 49017-3094

Headquarters
HQMC (LPP-2)
2 Navy Annex
Washington, DC 20380-1775
DSN 226-1051/1052

GSA
Logistics Data Management Division
ATTN: FCSP
Washington, DC 20406

Federal Aviation Administration
Material Management Division
ATTN: ALM-300
800 Independence Ave., S.W.
Washington, D.C. 20591

Director, Defense Logistics Agency
ATTN: MMSLS, Room 4146
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

JLSC MMP
1864 Fourth Street STE 1
Wright-Patterson AFB, OH 45433-7131

Defense Medical Logistics Standard Support AIS
Program Office
5109 Leesburg Pike
Skyline 6 Suite 502
Falls Church, VA 22041

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

Commander
U.S. Naval Supply Systems Command
ATTN: SUP41242A
PO Box 2020
Mechanicsburg, PA 17055-0788

Commander, Field Command
Defense Nuclear Agency
ATTN: FCDNA/FCPNF
1680 Texas Street S.E.
Kirtland AFB, NM 87117-5669

Director, National Security Agency
ATTN: L1112
Fort George G. Meade, MD 20755-6000

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

Commanding Officer
Naval Inventory Control Point
Code M0418
PO Box 2020
Mechanicsburg, PA 17055-0788

CHAPTER 4
APPENDIX 1-4-A
SERVICE/AGENCY CONTACT POINTS

Chief, Int'l Codification Div
ATTN: DLSC-SD
74 Washington Ave N
Battle Creek, MI 49017-3084

HQ Defense Mapping Agency
Operations Directorate
Distribution Division
8613 Lee Highway
Mail Stop A12
Fairfax, VA 22031-2137

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

FOR PASSTHROUGH:

DLA Systems Automation Center
ATTN: DSAC-OLA
P.O. Box 1605
Columbus, OH 43216-5002

Defense Automated Add Sys Cmd
ATTN: Steve Norman
1080 Franklin Street
Dayton, OH 45444-5320

CASC/POM
ATTN: Mike Eddy
74 Washington Ave N
Battle Creek, MI 49017-3094

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

CHAPTER 4
APPENDIX 1-4-B
SERVICE/AGENCY-CONTROLLED TABLES

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

CHAPTER 4
APPENDIX 1-4-B
SERVICE/AGENCY-CONTROLLED TABLES

VOL 10 TABLE NUMBER	TITLE	RESPON-SIBLE S/A	DLSC PROGRAM MANAGER
104	Activity Codes and Addresses for Authorized Originators, Submitters, RNAAC, and DICs Authorized for Submitting Activities	S/A (parts 1 and 4)	DLSC-S
111	Navy Source of Supply Code	Navy	DLSC-S
115	Authorized Nonconfirmed/Confirmed Freight Data Submitter/Receiver	S/A	DLSC-S
117	Depot Source of Repair Code	S/A	DLSC-S
119*	Army Source of Supply Conversion	Army	DLSC-S
121	Edit Criteria for Service-Peculiar CMD	S/A	DLSC-S
123	Marine Corps Operational Test Code	MC	DLSC-S
124	Marine Corps Physical Category Code	MC	DLSC-S
126	Depot Source of Repair Code to Nonconsumable Item Management Support Code Compatibility	S/A	DLSC-S
127	Coast Guard Inventory Account Code	CG	DLSC-S
128	Coast Guard Reparability Code	CG	DLSC-S
129	Navy Cognizance Code Bypass	Navy	DLSC-S
147	Quality Control Plan for Sampled Units	DLSC	DLSC-S
148	FSC Schedule for File Compatibility Checks	DLSC	DLSC-S
150	Coast Guard Serial Number Control Code	CG	DLSC-S
156	MOE Rules for DoD Service-Managed CRYPTOLOGIC ITEMS	NSA	DLSC-S
157	Navy Issue, Repair and/or Requisition Restriction Code Error Table	Navy	DLSC-S
158	Acquisition Advice Code Processing for Army Maintenance Action Code MS CMD	Army	DLSC-S
177	Price Validation Code	AF	DLSC-S
184	Reserved for Future Use	DLSC	DLSC-S
185	Item Name/FIIG/RPDMRC Correlation	DLSC	DLSC-S
186	PICA/SICA CMD Compatibility	DLSC	DLSC-S
187	Valid MOE Rule Combinations	DLSC	DLSC-S
188	Valid MOE/MAC/LOA Combinations	DLSC	DLSC-S

NOTES:

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

CHAPTER 4
APPENDIX 1-4-B
SERVICE/AGENCY-CONTROLLED TABLES

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

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

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

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

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APPENDIX 1-4-C
GUIDANCE FOR PREPARING DD FORMS 2021 AND 2021-1

1. **General.** All requests for system modification will be documented on DD Form 2021 and DD Form 2021-1. If the space provided is inadequate, continue on plain bond paper beginning with the title and control number on each additional page.

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

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

XX	XXXXX	XX
Activity	Julian Date	Serial Number

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

Code	Activity
CA	National Weather Service
DA	Army
DF	Air Force
DG	National Security Agency
DH	Defense Nuclear Agency
DM	Marine Corps
DN	Navy
DP	Defense Mapping Agency
DS	Defense Logistics Agency (DLA-CAN/MM)
GE	Federal Aviation Administration
GP	Coast Guard
TG	General Services Administration
VA	Veterans Administration
ZA	DLA-MMSPL - Federal Catalog Program
ZB	Military Traffic Management Command - Freight Classification
ZC	DLA-MMSLP - Interchangeability and Substitutability
ZD	DLA-MMSLS - Item Management Coding/Logistics Reassignments/ Supply Support Requests
ZE	Defense Reutilization and Marketing Service (DRMS)
ZF	DLSC (Logistics Information Distribution Directorate)
ZG	DLSC (Logistics Information Distribution Directorate)
ZH	DLSC (all other directorates)
ZI	DLA-CANM - Defense Automatic Addressing System
ZJ	Demil
ZZ	Other activities not assigned a Major Organizational Entity (MOE) Code or functional manager Z-code

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

First two positions will represent the last two digits of the year. Positions 3, 4, and 5 will represent the numeric day of the year. For example, 1 December 1994, would be represented by the code 94335.

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

4. **Part I. Routing and Approval/Disapproval.** This part of the form will be used to expedite the routing of the proposal and to indicate approval/disapproval action. All approval/disapproval actions must be signed by an individual authorized to represent the requesting/evaluating activity. Final approval/disapproval action for implementation must be signed by the Federal Logistics Information

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System (FLIS) administrator or designated agent. Electronic signature and transmission is also acceptable. Letters of transmittal are not required for processing of SCRs.

5. **Part II. Requested FLIS Modifications.**

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

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

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

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

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

(3) Expedite. An SCR requiring at most 60 calendar days for S/A coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation. An expedite SCR requires a **minimum** of 198 days from date of submission of the SCR to final implementation.

(4) Emergency. An SCR required to maintain the operational status of FLIS. (See paragraph 1.4.3.a.(5).)

d. **Block 4. Justification.** Provide detailed justification for assignment of an expedite or emergency priority.

e. **Block 5. Recommended Description of Change.** The following paragraphs indicate the level of detail to be provided:

(1) General Objectives. Establishes in narrative form a description of the overall system objectives to be accomplished by the system change for the function being served. Establishes what is to be done without stating specific criteria to be met in accomplishing the automatic data processing (ADP) needs of the function.

(2) Specific objectives should include, as a minimum, functional statements that delineate what shall be accomplished to ensure that the general objectives are met to the satisfaction of the functional manager. The following elements of detail will be included as specific functional requirements:

(a) Input. Cite who the data shall be received from and what elements of data shall be input to FLIS to satisfy the objective. When constrained by other functions or systems, the configuration of the data element may be identified (new Data Record

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Numbers will be assigned after approval). When new Document Identifier Code input formats are proposed, they should be reflected as: establish DIC L-- (to be assigned), entitled __, which will contain segment(s) __. (New DIC and segment codes will be assigned after approval.) Volumes involved in changes should be projected by initiator when applicable.

(b) Edit/Validation. Cite the checks and balances for the function being performed. These shall consist of rules, tables, comparisons, relationships of input data elements and, in accordance with prescribed criteria, comparison or validation of data retained in the FLIS file.

(c) Data Retention Requirements. This paragraph should state the functional requirements to store (retain) data elements in the system. It should cite what data elements will be retained in the FLIS file, what conditions, if necessary, shall be met in terms of how long to retain the data, what data elements will be effective dated and futures filed, or other similar constraints necessary to retain the data and establish and protect its integrity while in the file.

(d) Output. Cite who the data shall be output to, media modes, and what elements of data shall be output from FLIS to satisfy the objective. When constrained by other functions or systems, the configuration of the data element may be identified (new Data Record Numbers will be assigned after approval). When new DIC output formats are proposed, they should be reflected as: establish DIC K-- (to be assigned), entitled __, which will contain segment(s) __. (New DIC and segment codes will be assigned after approval.) Volumes involved in changes should be projected by initiator when applicable.

(e) Publications. Cite the requirement for a new or revised publication, including frequency of publication, publication format, distribution, etc.

(f) Statistics. Cite the requirement for new or revised statistical information. Include source of data, what is to be counted, how it is to be counted, and how the data is to be displayed.

(g) Interrogate/Search/Data Retrieval/Pass-through. Cite the requirement to extract data from the FLIS data bases through interrogation, search, or mass data retrieval. Cite media mode when required.

f. **Block 6. Cost Savings/Benefits.** Include all attributable cost savings/benefits/return on investment that can be realized if SCR is implemented. Provide detailed information which indicates why this SCR provides a more efficient or responsive system. Indicate if savings and/or benefits are one-time or recurring. Intangible benefits may be included when appropriate, but they must be identified by type and/or kind (e.g., quicker response, easier to read, etc.). Include cost/impact for when disapproval would create an adverse impact.

g. **Block 7. Project Officer.** Enter the name, office symbol, and telephone number of the individual to be contacted if any questions arise concerning the SCR.

6. **DD Form 2021-1. Continuation, Part III, Impacts.** This form will be completed in conjunction with data entered on Block 6, part II of the DD Form 2021.

a. Enter the title and control number from the basic SCR.

b. **Block 1. Man Resources.** Study the proposed changes and determine the manpower resources required to accomplish the total change.

c. **Block 2. Time Required to Complete.** State the elapsed time in the number of man-weeks,

CHAPTER 4
APPENDIX 1-4-C
GUIDANCE FOR PREPARING DD FORMS 2021 AND 2021-1

man-months, or man-hours that it will take to complete the change.

d. **Block 3. ADP System Cost Estimates.** Enter the estimated man-hours and dollar costs associated with analysis, programming, preparation of ADP documentation, and testing. Include one-time costs related to developments that are incurred after implementation, such as follow-on documentation and post implementation review. Also, include what the impact will be if not implemented.

e. **Block 4. Documentation Cost Estimates.** Enter the estimated man-hours and dollar costs associated with the preparation of external documentation. DLSC will complete lines (1) and (2).

f. **Block 5. ADP Equipment Costs Estimates.** State the type of ADPE and estimated machine hours and dollar costs associated with any additional operational running time required to implement the SCR.

g. **Block 6. Future ADP Equipment Estimates.** State the type of ADPE and estimated machine hours and dollar costs associated with any additional operational running time required to implement the SCR.

h. **Block 7. Recommended Target Date for Implementation.** Based on the impact of this SCR, state a recommended target date, taking into consideration the functional manager's recommended implementation date.

i. **Block 8. Cost/Benefit Assessment.** Provide an estimate of the benefits/savings that can be realized by implementation of the proposal. Provide any information which indicates how the change will produce a more efficient product or system design; improve maintenance or control of the system, eliminate redundant or overlapping systems. Such information should be quantifiable, i.e., capable of being measured. If the benefits/savings cannot be determined by the evaluator, he should include a statement to that effect. Intangible benefits should be included if appropriate. Also indicate if the savings recur monthly, semiannually, annually or if they are one-time savings.

j. **Block 9. Remarks.** Cite whatever details are necessary to convey the thoughts and facts that will be needed to make a sound decision in relation to the change being proposed. Enter explanation of estimates for ADP systems cost estimates and documentation cost estimates. Also include file conversion costs or organizational change costs.

k. **Block 10. Signature and Date.** The signature block will be completed by an individual authorized to represent the activity evaluating the SCR.

CHAPTER 4
APPENDIX 1-4-D
ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs *AND* SANs

Commander
U.S. Army Materiel Command
ATTN: AMCIO-TS
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Commander
USAMC Systems Integration and Management Activity
ATTN: AMXAL-H
P.O. Box 1578
St. Louis, MO 63188-1578

Commander (Code 851)
Marine Corps Logistics Base
814 Radford Blvd
Albany, GA 31704-1128

Commander of DLA Systems Automation Center
ATTN: DSAC-OL
P.O. Box 1605
Columbus, OH 43216-5002

Defense Logistics Agency
MMSLP, Room 4240
8725 John J. Kingman Road, Suite 2533
Fort Belvoir, VA 22060-6221

Commanding Officer
Naval Inventory Control Point
Code 0424
P.O. Box 2020
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788

Commanding Officer
Naval Inventory Control Point
Code 0421
700 Robbins Avenue
Philadelphia, PA 19111-5096

Commander, DLA Systems Automation Center
ATTN: DSAC-OFL
P.O. Box 1605
Columbus, OH 43216-5002

Director
Strategic Systems Programs
ATTN: SP206
1931 Jefferson Davis Highway
Arlington, VA 22241-5362

Director
Strategic Systems Programs
c/o Vitro Corporation
ATTN: Code MSD
45 West Gude Drive
Rockville, MD 20850-1160

Commander
Defense Electronics Supply Center
ATTN: DESC-EIST
1507 Wilmington Pike
Dayton, OH 45444-0001

Commander
Defense Supply Center Columbus
ATTN: DCSC-RPS
Columbus, OH 43215-5000

Commander
Defense Supply Center Richmond
ATTN: DGSC-RPM
Richmond, VA 23297-5000

Commander
Defense Industrial Supply Center
ATTN: DISC-LR
700 Robbins Avenue
Philadelphia, PA 19111-5096

CHAPTER 4
APPENDIX 1-4-D
ACTIVITIES TO RECEIVE INFORMATION COPIES OF SCRs *AND SANs*

Commander
Defense Personnel Support Center
ATTN: DPSC-ZS
2800 South 20th Street
Philadelphia, PA 19101-8419

Defense Nuclear Agency
ATTN: DNA/LELD
6801 Telegraph Road
Alexandria, VA 22310-3398

NASA Headquarters
Logistics Management Office
Code JLG
Washington, DC 20546-0001

Commander
HQ Air Force Materiel Command
ATTN: LGIM
Wright-Patterson Air Force Base, OH 45433-5006

Commanding Officer
U.S. Coast Guard Supply Center, Baltimore
ATTN: Code 320
707 East Ordnance Road
Baltimore, MD 21226-1791

Commanding Officer
U.S. Coast Guard Supply Center, Curtis Bay
ATTN: Code 4220
2401 Hawkins Point Road
Baltimore, MD 21226-1792

Commanding Officer
U.S. Coast Guard Aircraft
Repair and Supply Center
ATTN: ARSCDM
Elizabeth City, NC 27909-5001

Mike Monroney Aeronautical Center
ATTN: AAC-400
P.O. Box 25082
Oklahoma City, OK 73125-0082

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

Commanding Officer
Navy Fleet Material Spt Ofc
ATTN: FMSO 9651
5450 Carlisle Pike
P.O. Box 2010
Mechanicsburg, PA 17055-0787

DLA Systems Design Center
DAASC
ATTN: DSDC-SSL
Gentile Station
1080 Franklin Street
Dayton, OH 45444-5320

CHAPTER 4
APPENDIX 1-4-E
FLIS FUNCTIONAL MANAGERS

FUNCTION	FUNCTIONAL MANAGER	ADDRESS
Federal Logistics Information System	Federal Logistics Information System Administrator, (Chief Product Definition Team, Executive Directorate, Supply Management HQ DLA)	Director Defense Logistics Agency MMSLP, Room 4240 8725 John J. Kingman Rd, Suite 2533 Fort Belvoir, VA 22060-6221
Item Management Coding and Logistics Reassignments	Chief, Supply Management Program Group, Executive Directorate, Supply Management	Director Defense Logistics Agency MMSP-CIMO, Room 4121 8725 John J. Kingman Rd, Suite 2533 Fort Belvoir, VA 22060-6221
DoD DEMIL	Asst Executive Director, Supply Management Policy Group, Defense Materiel Disposal Team	Director Defense Logistics Agency MMSC, Room 4121 8725 John J. Kingman Rd, Suite 2533 Fort Belvoir, VA 22060-6221
Source of Supply (SoS)	Executive Director, Defense Automatic Addressing System Center	Defense Automatic Addressing Systems Center 1080 Franklin St. Dayton, OH 45444-5320
DoD Interchangeability and Substitutability (I&S) Family Data	Chief, Executive Directorate, Supply Management, Hq DLA Product Definition Logistics Information Team	Director Defense Logistics Agency MMSLP, Room 4246 8725 John J. Kingman Rd, Suite 2533 Fort Belvoir, VA 22060-6221

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APPENDIX 1-4-E
FLIS FUNCTIONAL MANAGERS

FUNCTION	FUNCTIONAL MANAGER	ADDRESS
Personal Property Reutilization	Chief, Defense Materiel Disposition Team Executive Directorate, Supply Management HQ DLA	Director Defense Logistics Agency MMSLS, Room 4146 8725 John J. Kingman Rd, Suite 2533 Fort Belvoir, VA 22060-6221
Freight Classification	Chief, Tender and Classification Branch, Negotiations Division, Directorate of Inland Traffic, Military Traffic Management Command	Commander Military Traffic Management Command ATTN: MT-INN-T5611 5611 Columbia Pike Falls Church, VA 22041
Packaging	Asst Executive Director, Operations Policy Group, Storage Policy Team, Directorate of Distribution	Director Defense Logistics Agency DDSC, Room 4630 8725 John J. Kingman Rd, Suite 2533 Fort Belvoir, VA 22060-6221
MEDALS	Chief, On-Line Logistics Systems Manage- ment Division, Directorate of Logistics Information Distribution	Commander Defense Logistics Services Center ATTN: DLSC-V 74 Washington Ave N Battle Creek MI 49017-3084

CHAPTER 4
APPENDIX 1-4-F
QUARTERLY CHANGE PUBLICATION SCHEDULES

INPUT PERIOD COVERED TO	INPUT DEADLINE DLSC-S/V*	INPUT DEADLINE TO DLSC-VPH	DISTRI-BUTION DATE	IN USERS HANDS*
15 Dec - 15 Mar	1 Mar	15 Mar	15 Jun	1 Jul
15 Mar - 15 Jun	1 Jun	15 Jun	15 Sep	1 Oct
15 Jun - 15 Sep	1 Sep	15 Sep	15 Dec	1 Jan
15 Sep - 15 Dec	1 Dec	15 Dec	15 Mar	1 Apr

* For Service/Agency-controlled table changes discussed in paragraph 1.4.2.f. Allows two weeks processing time between DLSC-V/S and procedures manual control office (DLSC-VPH). Changes other than Scheduled Releases may be effective upon receipt or reflect another specified date.

NOTES:

1. When qualifying changes with a specific date of implementation cannot reach users 30 days in advance of the effective date through quarterly page changes, the FLIS Advance Change Notice (ACN) publication system will be used.

2. Schedules are applicable under normal conditions, but must remain flexible. There are circumstances, such as large volumes of page changes and/or effective dates which may cause procedure changes to be processed more or less frequently.

3. When dates fall on weekends, the next scheduled workday will apply.

4. A report of published changes is furnished quarterly on DLSC Form 1146, History, Status, and Projection of Changes. This form is distributed in limited quantities within the Defense Logistics Services Center and to Service/Agency contact points.

CHAPTER 5
REIMBURSEMENT PROCEDURES

1.5.1 Policy. Reimbursement for stated services or Fee-For-Service (FFS) is a goal of the Defense Logistics Agency (DLA) and the Defense Logistics Services Center (DLSC). All services will not be reimbursable, an example is the management and execution of the Federal Catalog System (FCS) which in turn assures an accurate and complete Federal Logistics Information System (FLIS). Distribution of logistics information, including the FLIS, will be reimbursable.

1.5.2 Services. Types of services included within the reimbursable policy:

a. Reimbursement for cataloging services furnished North Atlantic Treaty Organization (NATO) and other countries by DLSC will be based on reciprocal agreements, bilateral agreements and Foreign Military Sales (FMS) cases, as appropriate.

b. Activities including the Department of Defense (DoD), Federal, Civil and State Agencies and DLA are included in information distribution reimbursement.

(1) DLSC is currently receiving reimbursements for the distribution of logistics information services via the use of a subscription policy. This subscription policy is in effect for CD-ROM and hardcopy (book-type) products. In the future additional information distribution services will be included.

(2) Defense Reutilization and Marketing Service (DRMS), Disposal Proceeds Account (DPA), will be billed in accordance with DLAM 7001.1, Accounting and Finance Manual, and any Memorandum of Understanding executed to provide for special services.

c. Services provided non-Governmental agencies (private industry) which are not a part of a Government contractual agreement shall be fully reimbursable to include user's charges unless furnishing of such services is of benefit to the government.

CHAPTER 6
CUSTOMER SERVICE OFFICE

1.6.1 General. An office has been designated as the focal point for questions pertaining to the FLIS . It is for use when the individual has no previously established contact within the system. This office will either answer the caller's question or determine who should provide the specific information. If referral is necessary, it will furnish office, phone number and, when possible, an individual name for direct contact.

1.6.2 Procedure for Inquiries. Inquiries by Government Services/Agencies to the Customer Service Office will be through the following numbers: DSN subscribers: 932-4725; FTS subscribers: 552-4725; commercial calls: 616-961-4725. These phones will be staffed from 0700 to 1630, eastern standard time, Monday through Friday. Inquiries by private contractors will be directed to commercial 616 961-4961. These phones will be staffed from 0700-1600, eastern standard time, Monday through Friday.

1.6.3 Limitations. This office is to provide information for those having no contacts established at the Defense Logistics Services Center. It is not to replace existing problem reporting procedures or established contacts for specific problems; e.g., Organizational Entity (OE) codes, Federal Item Identification Guide (FIIG) edits, Catalog Management Data (CMD), etc.

CHAPTER 7
STANDARD INTERFACE TEST CAPABILITY

1.7.1 Purpose and Scope. The Standard Interface Test Capability is a service provided by the Defense Logistics Services Center (DLSC) that allows all FLIS users to test their interface with FLIS as well as their interfaces with other systems. It provides the capability for users to test FLIS System Change Requests (SCRs) or to test their own SCRs as they interface with FLIS. It also provides the capability to track and analyze problems in a test environment to pinpoint their origin.

1.7.2 Concepts and Principles. The following concepts and principles apply to the standard interface test capability:

a. Each Military Service/Civil Agency (S/A) participating in the interface test capability will assign an Interface Test Coordinator who will coordinate all interface testing and maintenance to the Standard Test Data Base (STDB) for that S/A with DLSC.

b. A Standard Test Data Base (STDB) will be maintained at DLSC with data input by the Services/ Agencies participating in the interface test program. The data base will be built and maintained with FLIS transactions processed in a production-like environment. Production programs and support files will be used to maintain the integrity of the data on file. National Item Identification Numbers (NIINs) will be within the range of 010000001 to 010010000. Permanent System Control Numbers (PSCNs) and North Atlantic Treaty Organization (NATO) NIINs may also be assigned.

c. The STDB will be furnished to each activity which has indicated a desire to be an interface test participant in machine sensible and/or printed form in the mode/media specified by the participant.

d. The maintenance of the STDB will be primarily the responsibility of the activities which originally established the NIINs/PSCNs on the STDB, except for those items designated as "common items" for interactive testing between all participants. One S/A will not be permitted to submit changes to another's item(s). Changes to "common items" must be collaborated with all affected participants. The activity submitting additions or changes to the STDB will always be identified by its activity code in the first two positions of changes to "common items" will be identified with a "C" in the third position of DRN 1000. Document Control Serial Number, Data Record Number (DRN) 1000.

e. Participants will be afforded four maintenance cycles each year, consisting of four weekly runs each. The quarterly cycles will begin the first full week of the months of January, April, July and October.

f. Requests for new NIIN/PSCN assignment, or maintenance to those already assigned, will be submitted during the specified maintenance periods, using the applicable FLIS transactions. Transactions will be submitted in accordance with instructions contained in section 1.7.5.

g. Whenever SCRs are written at DLSC for special projects to be conducted by DLSC to change the FLIS data base or output to the S/As obsolete conditions, the SCR will require the same action to be taken against the STDB. SCRs originated by the S/As should include the same requirement. Such projects include, but are not limited to the following:

(1) Internal DLSC changes to the file structure, for optimization purposes and which do not alter data output to participating activities.

(2) Clean-up projects performed on the FLIS data base for a specific Service/Agency or on the entire file, which if not performed would lock out future changes or cause rejects or system errors during processing of test transactions, will also be performed against the STDB.

(3) Special projects which only identify erroneous conditions on the FLIS data base and forward them to the proper activities for corrective action with errors output to the affected participants.

h. Special maintenance cycles may be required just prior to an interface test to establish certain conditions on the file. When this requirement exists, it will be included in the test plan.

i. Interface testing will be conducted in accordance with approved interface test plans when such plans are required for specific FLIS or other system changes. Testing by DLSC, other than that required by an approved interface test plan, will be conducted only upon mutual agreement between DLSC and the activity(ies) requiring the test. Agreements will be based on available resources at DLSC and priority assigned according to the project to be tested.

1.7.3 Procedures for STDB Participants

a. The STDB is available on magnetic tape upon request. Requests for the file by new participants must be by letter forwarded through the Defense Logistics Agency, ATTN: DLA-ZA, Ft. Belvoir, VA 22060-6221 to the Defense Logistics Services Center, ATTN: DLSC-B, Federal Center, Battle Creek, MI 49017-3084. The letter should include the reason for the request and the name, address and telephone numbers of the person who will be the Interface Test Coordinator. Requests for a duplicate file by current participants may be forwarded directly to DLSC, ATTN: DLSC-B.

b. Request letters must also specify tape characteristics and whether fixed or variable format is desired. Data is output only in Document Identifier Code KIR format. The first position of the DIC is changed to the letter T to preclude it from being mistaken for regular KIR interrogation output from the FLIS data base. No drop table is applied, resulting in output of all segments resident on the STDB.

1.7.4 Maintenance of the STDB

a. The quarterly maintenance cycles will be performed in January, April, July and October of each year with four runs for each cycle. The first run will be the first full week of the month. Data for each run must be received prior to 12 midnight Monday of the week the data is to be run.

b. Special maintenance cycles required for a particular interface test will be in accordance with agreements made during interface test conferences and included in the interface test plan or letter of agreement.

c. Obsolete conditions on the STDB requiring maintenance, for which programs already exist at DLSC, will be output to the participating activities 30 days prior to each maintenance cycle.

d. Maintenance cycles will be identified by the year and the number of the cycle for that year; e.g., the first cycle in 1985 will be 85-1.

e. The revised STDB will be furnished to each participating activity on the 15th of the month following the last run of the cycle.

1.7.5 Preparation and Transmittal of Input Data for STDB Maintenance

a. All maintenance to present items and requests for NIIN/PSCN assignment will be submitted in normal FLIS transactions.

b. The Originating and Submitting Activity Codes will be those required by the Major Organizational Entity (MOE) Rule or Federal Supply Classification (FSC). The Cataloging Activity Code of the activity actually submitting the transaction will be placed in the first two positions of the

Document Control Serial Number (DRN 1000). If the maintenance is on a "Common item," a "C" will be placed in the third position of DRN 1000. The date placed in the Document Control Number will be used as the date for processing; e.g., 85010 for run 1, 85017 for run 2. This allows the originator to control the processing of transactions when two or more successive transactions are required to produce the desired condition. Future effective dates should be calculated from the date placed in the Document Control Number since it will be used as the date of processing.

c. Transmittal may be by tape or electronic data transfer. If transmitted electronically, the first position of the Content Indicator Code must be T. Transactions forwarded on tape must be accompanied by a transmittal letter addressed to the attention of DLSC-B. The letter should include tape characteristics (identified by one of the Output Mode/Media Codes contained in volume 10, table 10), number of records, number of transactions, and any special instructions such as sequence of processing multiple tapes or a requirement to have future effective dated records remain on the file. Transactions for successive runs must be submitted in separate electronic messages or on separate tapes.

d. Future effective dated transactions which must be processed to their completion prior to the next run should be controlled by backing up the date in the Document Control Number so that the effective date will be prior to the Document Control Number date for processing the next run. For transactions submitted with this effective date, effective date triggers will be processed prior to the next run.

e. For all transactions submitted with an effective date equal to or greater than the fourth run, the triggers will be processed following run 4 unless there is a specific request to retain future effective dated records on the file. In the latter case, such future effective dated records would remain on the file until just prior to the next maintenance cycle. The triggers would then be processed and the file updated.

f. Any activity which is not currently a participant, but plans to request NIIN/PSCN assignments during a quarterly or special cycle, should advise DLSC-B not later than the first week of the month prior to the cycle. The following information is required so that special input and output tables can be changed:

(1) Activity code of participating activity.

(2) Media/mode for transmittal of input transactions (must be in accordance with volume 10, table 10).

(3) Media/mode for output of notifications and file maintenance from transaction processing (must be in accordance with volume 10, table 10).

(4) Anticipated volume of transactions.

(5) Tape characteristics and mailing address for transmittal of revised STDB (must be a valid mode/media code in accordance with volume 10, table 10). STDB cannot be transmitted electronically.

1.7.6 Transmittal of Output Data and STDB

a. All normal output resulting from input transactions, other than "common items," will be distributed to the activity corresponding to the first two positions of the Document Control Serial Number in the LTI built by DLSC at the time the NIIN/PSCN was requested, in the mode/media previously requested. The mode/media must be in accordance with volume 10, table 10.

b. Output notifications from maintenance of "common items" will be wrapped up and distributed at the end of each maintenance cycle. Any

required actions will be submitted in the next maintenance cycle.

c. The revised STDB will be output in DIC KIR format with the letter K converted to a T to preclude input to any activity's production system. Significant file names will be assigned to each revised STDB; i.e., LDSB8501 will be assigned to the STDB to coincide with cycle number 85-1. The fifth and sixth positions of the file name will indicate the calendar year, and the seventh and eighth positions identify the maintenance cycle during that year.

1.7.7 Requirements for Interface Testing

a. Requirements for interface testing should be established at the time requirements are determined for a new or revised system, subsystem, or application. The SCR, or other requirements document, should contain a statement to the effect that either interface testing is required or interface testing is not required. Immediately, upon approval of the SCR, or other requirements document, action should be initiated to start the procedure to request an interface test if it is required. This will allow DLSC, and other participants, to schedule resources for the test for the required timeframe.

b. If an interface test is required to resolve an immediate problem, actions should be initiated immediately to request a mini interface test.

1.7.8 Procedures for Requesting a Full Scale Interface Test

a. Whenever a S/A wishes to request an interface that will affect other S/As, or will involve more than 25 test transactions, a letter from the Interface Test Coordinator for that S/A requesting the interface test, will be forwarded through DLA-ZS, to DLSC, ATTN: DLSC-B. The letter should specify the SCR to be tested and the proposed dates for the test. The letter should also provide proposed date and place of meeting with DLA, DLSC, and other participants, to discuss the conduct of the test and to develop the test plan.

b. The test plan, when finalized, will include any special requirements for STDB maintenance or temporary conditioning; detailed procedures for input and output of test data and the conduct of the test; whether an on-site review at DLSC is required; and a schedule of events.

1.7.9 Procedures for Requesting a Mini Interface Test

a. Whenever a S/A wishes to request a mini interface test to test a specific problem or a change to their system that could cause a problem in their interface with FLIS, a request may be made by the Interface Test Coordinator via telephone to DLSC-B (DSN 932-4085) followed by a letter to DLSC, ATTN: DLSC-B, with an information copy to DLA, ATTN: DLA-ZS, confirming the request.

b. A mini interface test cannot involve input from more than one S/A; is limited to 25 test transactions; and must be submitted through the Interface Test Coordinator for that S/A. The S/A requesting the test will be responsible for advising any other activities that are to receive output from the test. The telephone request, and the confirmation letter, must include the following information:

(1) Name, address and Cataloging Activity Code of activity requesting the test.

(2) Name and telephone number of the Interface Test Coordinator.

(3) The number and title of the SCR, problem report or other document that provides justification for the test.

(4) The date, mode and media for transmittal

of the input and mode and media desired for the output.

(5) Benefits expected from the test.

(6) If the test is requested as the result of a problem, is the problem major, critical, or routine in accordance with volume 2, chapter 6.

c. It should be noted that a request for a mini interface test to pinpoint a problem, will not be made in lieu of reporting a problem in accordance with volume 2, chapter 6, but may supplement the problem report.

d. DLSC will process the test transactions against the STDB as time permits, however, turnaround time will not exceed one week. The test will be processed using current DLSC production programs and support files.

1.7.10 Reporting of Interface Test Effectiveness

a. Following the conclusion of each interface test, each participant is requested to forward a letter to DLA, ATTN: DLA-E, referencing the test and evaluating its effectiveness in terms of benefits derived, problems encountered, and lessons learned that will assist DLA-E and DLSC in evaluating the interface test capability and possible enhancing its effectiveness in the future.

b. DLSC will also provide evaluations of the interface test to DLA-ZS to assist in the overall evaluation.

1.7.11 Interface Test Coordinators

AGENCY	MAILING ADDRESS	COORDINATOR
DLSC	Commander Defense Logistics Services Center ATTN: DLSC-BB Federal Center Battle Creek, MI 49017-3084	Mr. Joe Domenico DSN 932-4085
DLA Centers	Commander Data System Automation Center ATTN: DSAC-MLC P.O. Box P1605 Columbus, OH 43216	Mr. Will Feil DSN 850-4122
Army	Executive Director Logistics Support Activity ATTN: AMXLS-RWD Redstone Arsenal, AL 35898-7466	Ms. Beverly L. Van Brakle DSN 645-0784

AGENCY	MAILING ADDRESS	COORDINATOR
Navy	Commander Navy Fleet Material Support Office ATTN: Code 9612 5450 Carlysle Pike Mechanicsburg, PA 17055	Ms. Shelia Godfrey DSN 430-6513
Air Force	Commander HG Air Force Logistics Command ATTN: MMIPC Wright-Patterson Air Force Base, OH 45433-5001	Mr. Joe Welsh DSN 787-5553
Marine Corps	Commander Marine Corps Logistics Base Code 851-1 814 Radford Boulevard Albany, GA 31704-1128	Zelda Collins DSN 567-6414/5
DNA	Commander Field Command Defense Nuclear Agency Kirkland AFB, NM 87115	Mr. Fernado Alvarado DSN 246-8421
GSA	GSA/FSS Cataloging Branch ATTN: FCRL Washington, DC 20406	Ms. Faye Altman DSN 305-7528
Coast Guard	U.S. Coast Guard Headquarters 2100 Second St., S.W. ATTN: COMDT (G-ELM) Washington, DC 20593-0001	Ms. Cathy Pastore FTS 267-0656 (202)267-0656

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