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FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 3, DoD 4100.39-M, 1 January 1995, 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.

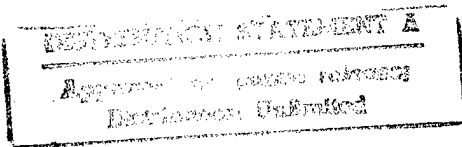
	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Table of Contents	1 and 2	1 and 2
Chapter 4	3.4-1 thru 3.4-9	3.4-1 thru 3.4-8
Chapter 6	3.6-1 thru 3.6-5	3.6-1 thru 3.6-5

II. SIGNIFICANT CHANGES

- A. The page changes are effective upon receipt.
- B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for volume 1.

BY ORDER OF THE DIRECTOR:

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



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III. This change sheet will be filed in front of Volume 3 for reference purposes after changes have been made.

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DEVELOPMENT AND MAINTENANCE
OF ITEM LOGISTICS DATA TOOLS

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CHAPTER 4 THE FEDERAL SUPPLY CLASSIFICATION SYSTEM

3.4.1 Purpose. This chapter will describe the structure and organization of the Federal Supply Classification System and the procedures for its modification. This chapter also provides procedural guidance covering the management, control, and maintenance of the Federal Supply Classification System.

3.4.2 Use. The Federal Supply Classification System is sufficiently comprehensive to permit the classification of all items used by participating activities. A FSC is selected for every item of supply and forms the first four digits of the National Stock Number (NSN). The Federal Supply Classification system, with its structure of groups and classes, represents those groupings and relationships which are based on current as well as anticipated management needs. As these needs change, the structure is modified by the addition of newly developed groups and classes, the subdivision of existing classes, and the revision of definitions for classes.

3.4.3 Structure. The Federal Supply Classification System is composed of commodity classes organized within broad groups. The system permits a total of 99 Federal Supply Groups (FSGs), each of which may be subdivided into FSCs. The classes within any group are considered to be closely related. Each class covers a relatively homogenous area of commodities with respect to their physical or performance characteristics, their relationship to a next higher assembly, or because they are usually procured or issued together.

a. Code Numbering system. Each class of items is assigned a four digit code. The first two digits represent the FSG and the last two digits specify the class within each group.

b. Expansion of the present number of groups and classes has been provided for by the gaps in sequence left between the code numbers assigned to groups and within groups to adjacent classes. Such

expansions may be required by technological advances or by the need for other desirable additions and changes.

c. For many classes the phrase "and components" is shown as a part of the class title, indicating that assemblies, subassemblies, and component parts which are specially designed for items in the class are to be included. In those instances where the phrase "and components" does not appear as part of the class title, the inclusion of assemblies, subassemblies, and component parts specially designed for the end items in the class is to be understood, unless otherwise provided for in the classification structure. (For Example, Group 25 Vehicular Equipment Components was established for items which otherwise might have been classified in Group 23, Ground Effect Vehicles, Trailer, and Cycles.)

d. Condition Codes. A single digit indicating the type of classification for an item in the Numeric Index of the Cataloging Handbook H2-2 and the Alphabetic and Numeric Indexes of the Cataloging Handbook H6.

(1) Condition Code (1). The Approved Item Name (AIN) which may be classified in one and only one specific FSC.

(2) Condition Code (2). The AIN which may be classified in two or more FSCs, as specifically indicated.

e. Explanation of Condition Code (2). The Condition Code is included with the AINs in the Cataloging Handbooks H2-2 and H6. Those AINs with Condition Code 2 specifically are entered in the Cataloging Handbook H6 with the FSC and the class modifier which applies. Example of proper application of condition codes are as follows:

Example 1. The AIN "TAPE, SOUND, RECORDING" is classified only in FSCs 5835 and

7450. The two specific H6 entries for this AIN both include Condition Code (2) following the class modifiers ("except office type" for FSC 5835, and "office type" for FSC 7450). However, the mandatory classification for each category of sound-recording tape is indicated in the "Class" column on the right-hand side of that particular entry in the Handbook. That is, office-type recording tape is classified only in FSC 7450, and all other types (applications) are classified without exception on FSC 5835.

Example 2. The AINs "CIRCUIT BREAKER" and "CIRCUIT BREAKER SUBASSEMBLY" are properly assigned to two different classes based on the voltage and type of current of the item being classified. This is indicated in the H-6 by a series of four entries derived from each AIN, such as "Circuit breakers, above 250 volts DC(2)--6110" and "Circuit breaker subassemblies, 250 volts DC and below (2)---5925". Condition Code (2) does not imply that a given item with the voltage and current shown can be classified in two classes. The modifying phrase in each case governs the classification and restricts the item of supply to one specific class.

3.4.4 General Principles and Rules

a. Unique Classification of Each Item of Supply. Each item of supply shall be classified in one, and only one, 4 digit FSC. The assignment of an FSC code number to an item of supply shall not be influenced by the method and type of item identification used to establish the concept of the item.

b. Classification of Parts Where a Specific Class Exists. Where a specific FSC is applicable to a particular part, that part shall be classified in the specific class and not with its next higher assembly, except as indicated below:

(1) A "Specially Designed Item" shall be

classified with its next higher assembly in the class established for the higher assembly when, and only when, the FSC requires such classification. The term "higher assembly" is used for brevity of "next higher classifiable assembly" and is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. In order to be accepted as specifically designed, an item does not have to be designed specifically for use in 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 or all kinds of diesel engines. The requirement that a "specially designed item" be classified with the equipment for which it is specially designed is indicated in the FSC by:

(a) A Note. A note at the head of the class or group in Cataloging Handbooks H2-1 or H2-2 directing that "specially designed item" are to be classified with their next higher assemblies. 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 the Cataloging Handbooks H2-1 and H2-2.

(b) A Modifier. The modifier "multiapplication" added to the name of the item indexed in Cataloging Handbook H2-2 and H6, indicating that the specially designed items are to be classified with their next higher assemblies.

(c) An Exclusion. An exclusion to the class published in Cataloging Handbook H2-1 indicating that the item is not to be classified therein.

(d) An Exception. A term of exception applied to an entry in Cataloging Handbook H2-2 or H6 excluding the item.

(2) When an item of supply has been classified as a "specially designed item" with its next

higher classifiable assembly, the FSC class code number originally assigned shall not be changed to that of a multiapplication class until evidence becomes available that the item does have multiple applications.

c. **Classification of Parts Where No Specific Class Exists.** Where no specific FSC is applicable to a particular part, that part shall be classified with its next higher classifiable assembly in the class established therefor.

d. **Classification of Parts Having Multiple Applications.** The FSC for an item which is to be classified with its next higher assembly but which is used on or with different assemblies classified in two or more classes of the FSC, shall be assigned in accordance with the following:

(1) When a variety of applications to assemblies classified in different classes is known to exist at the time the subassembly, part, attachment, or accessory is initially classified, the FSC code number assigned shall be that which will be most useful in supply management, selected on the basis of:

(a) The most significant application of the item.

(b) The code number least likely to be obsolete.

(c) The greatest number of application of the item.

(2) When a code number is assigned to a multiple application item after a consideration of the known applications and the application(s) within the class assigned become obsolete, a new class code number shall be selected in accordance with subparagraph 3.4.4.d(1).

(3) When a subassembly, part, attachment, or accessory is assigned an FSC on the basis of its

relationship to a higher assembly, and it is later discovered that the item is used on additional assemblies which are not in the same class as the assembly initially considered, the FSC originally assigned shall be used for all other applications of the item.

c. **Auxiliary Subdivisions of Federal Supply Classification Classes.** Where greater commodity classification detail required by a participating service or activity than is provided for in the basic 4-digit FSC structure, auxiliary subdivisions of classes (commonly referred to as "Auxiliary Classifications" or "Subclasses") may become necessary. These Auxiliary subdivisions of classes may be developed by the participants for their own use. If a universal requirement is found to exist for a particular auxiliary subdivision, consideration will be given to the establishment of additional FSC classes corresponding to the auxiliary subdivision. When used in conjunction with the NSN, any auxiliary subdivision of a class found necessary by a participant shall be signified by augmentation of the NSN and not by change to the 4-digit FSC. In no event shall any of the 13 digits of the NSN be changed or digits or other symbols be inserted within the 13-digit structure.

f. **Classification of Sets, Kits and Outfits.** The following rules shall govern the classification of Sets, Kits, and Outfits:

(1) Sets, Kits and Outfits consisting of variations (such as size or color) of an item shall be classified in the same class as the individual items.

(2) Sets, Kits and Outfits consisting of several different items classifiable either in a single class or in several classes of the same group, or in classes of more than one group, shall be classified in the "Sets, Kits, and Outfits" class of the group which logically covers the application or functions purpose for which the set, kit, or outfit was assembled.

(3) If no "Sets, Kits, or Outfits" class is established in the appropriate group which covers the application or functional purpose of the set, kit or outfit, then the set, kit or outfit shall be classified in the single class of the appropriate group which logically covers the application or functional purpose for which the set, kit, or outfit was assembled.

(4) If the appropriate 4-digit FSC cannot be determined by the application of the above rules, the set, kit or outfit shall be assigned to the class which is considered most useful for supply management.

(5) If no class is found to be appropriate under any of the above rules, the set, kit, or outfit shall be classified in FSC class 9999, Miscellaneous Items.

3.4.5 Publications. The following handbooks assist users in establishing the appropriate FSC for each item of supply and help minimize inconsistency in the classification of identical items.

a. Cataloging Handbook H2, Federal Supply Classification, is divided into two parts:

(1) Part 1, Groups and Classes, presents the classification structure, showing all the groups and classes listed in the arrangement of the four digit FSC numbering system. Where appropriate, the main commodities included (or excluded) which delimit the coverage of a particular class are shown below the title for the class. In addition, specific notes may be inserted following specific group and class titles which define or delimit the coverage of a particular group or class.

(2) Part 2, Numeric Index of Classes, is arranged by class and lists in alphabetic sequence the names of items included within each class. The index facilitates location of the FSCs in which an item shall be placed and location of a range of items in the classification. In addition, the notes following group and class titles in Part 1 are incorporated in

Part 2 following the corresponding group and class titles.

b. Cataloging Handbook H6, Federal Item Name Directory for Supply Cataloging, includes a reference to the FSC for each Approved Item Name.

3.4.6 Maintenance of the Federal Supply Classification System.

a. Proposals for Revision to the FSC Structure.

(1) Revisions to the FSC structure are those, changes which constitute a significant revision to any of the present groups or classes, such as:

(a) The establishment of a new group or class.

(b) The deletion of an existing group or class.

(c) A revision to the delimitations of an existing group or class which results in a broader or narrower scope.

(d) A revision in a principle or rule for classification.

(2) Submission of Proposals. When applicable, proposals should include corresponding DD Form 180s showing modification to existing item names, and/or any new names which will be developed as a result of the changes.

(a) Submitters.

(1.) Participating Military Service activities and Defense Supply Centers submit proposals to the appropriate Headquarters Catalog Office.

(2.) Participating Civil Agencies other than the Veterans Administration submit proposals to the Federal Supply Service, General Services Administration (GSA).

(3.) The Veterans Administration submits proposals directly to the Directorate of Logistics Information Management, Defense Logistics Services Center (DLSC-S).

(4.) All other activities submit proposals directly to the Directorate of Logistics Information Management, DLSC-S.

(b) Headquarters Catalog Office/Federal Supply Service, GSA:

(1.) Reviews proposals submitted by Military Service activities or Defense Supply Centers/Civil Agencies, conducts internal coordination, and develops unified proposals.

(2.) Submits unified proposals to the Directorate of Logistics Information Management, DLSC-S.

(3) Processing of Proposals.

(a) Responsibilities of the Directorate of Logistics Information Management, DLSC-S.

(1.) Performs non-technical review of the proposals and forwards, by certified mail, with comments as necessary to the following Headquarters Catalog Offices (whichever did not submit the proposal) for concurrence and/or comments:

Army
Navy
Air Force
Marine Corps
Defense Logistics Agency
General Services Administration
Veterans Administration

(2.) Coordinates with the following agencies when proposals affect their area of interest:

Defense *Special Weapons* Agency
National Security Agency
Federal Aviation Agency
National Weather Service

(3.) Forwards proposals to NATO for simultaneous coordination with U.S. activities. NATO will have 60 days to reply.

(4.) Reviews comments on the proposals received from the Headquarters Catalog Offices and/or the Federal Supply Service and NATO. A written reply must be received from the HCOs and/or the Federal Supply Service. If a counterproposal is received, the coordination process will start over with a copy going to the submitting activity.

(5.) When a nonconcurrence is received:

(a.) Contacts by telephone the originating U.S. activity with the name and telephone number of the nonconcurring activity.

(b.) Allows 5 workdays for resolution of differences.

(c.) Resolves disagreements and negotiates coordinated proposals.

(6.) Submits proposals to Hq DLA (MMSLP/LI) for resolution, if Directorate of Logistics Information Management, DLSC-S is unable to obtain resolution.

(7.) Rejects or revises proposals as necessary to obtain concurrence, as a result of recommendations made by Hq DLA-(MMSLP/LI) resolution efforts.

(8.) Notifies Headquarters Catalog Offices, DLA, Veteran Administration, the Federal Supply Service, GSA, and NATO of approved new FSCs or revisions.

(9.) Incorporates the approved new FSCs or revisions into the Cataloging Handbooks H2 and H6.

(10.) Notifies managing activities responsible for revision of FLIS data base six months prior to changing the FLIS System.

(11.) Issues Letters for C/F Distribution to maintain the Federal Supply Classification in accordance with the requirements stated in the H2-1. These letters are distributed in limited number only to users of the classification engaged in identifying and classifying items of supply in accordance with the criteria established in this manual. These letters promulgate the changes made after the proposed changes have been coordinated and approved. A completely revised Cataloging Handbook H2-1 (Part 1 of The Federal Supply Classification) is issued as required.

(b) Responsibilities of the Headquarters Catalog Office:

(1.) Performs technical review of proposals forwarded by the Directorate of Logistics Information Management, DLSC-S, and contacts Military Service activities and Defense Supply Centers, as necessary.

(2.) Forwards concurrence and/or comments on proposals to the Directorate of Logistics Information Management, DLSC-S, within 45 days.

(3.) Informs Military Service activities and DLA Centers as necessary, after DLSC approval.

(c) Responsibilities of the Federal Supply Service, GSA:

(1.) Performs technical review of proposals forwarded by the Directorate of Logistics Infor-

mation Management, DLSC-S, contacting Civil Agencies, as necessary.

(2.) Forwards concurrence and/or comments on proposals to the Directorate of Logistics Information Management, DLSC-S, within 45 days.

(3.) Informs Civil Agencies, as necessary, after DLSC approval.

(d) Responsibilities of the Veterans Administration:

(1.) Performs technical review of proposals forwarded by the Directorate of Logistics Information Management, DLSC-S.

(2.) Forwards concurrence and/or comments on proposals to the Directorate of Logistics Information Management, DLSC-S within 45 days.

(e) Responsibilities of Headquarters DLA:

(1.) Performs technical review of proposals forwarded by the Directorate of Logistics Information Management, DLSC-S.

(2.) Forwards concurrence and/or comments on proposals to the Directorate of Logistics Information Management, DLSC-S within 45 days.

(3.) Takes further appropriate action to obtain resolution. If reasonable efforts are not successful, makes final decision in the best interests of the majority of the S/As and the overall FLIS.

(4.) Notifies the Directorate of Logistics Information Management, DLSC-S of the results and provides appropriate disposition instructions.

b. Proposals for Revision to the FSC Indexes.

(1) Revisions to the FSC indexes are those changes which affect the individual classification of

specific items of supply. (See Volume 4, Chapter 2). These revisions are brought about by conditions such as:

- (a) The addition of a new item name.
- (b) A revised interpretation of an existing item name.
- (c) A revision of an item name which substantially changes the concept of the item.
- (d) A revision of the definition of an item name which substantially changes the concept of the item.
- (e) A new design for an item of supply.
- (f) A determination of the desirability of a revised classification for an item of supply, within the delimitations of the present FSC structure.
- (g) Improper initial classification of an item name.
- (h) Change to a condition code.

(2) Submission of Proposals. All proposals for revision to the FSC indexes (except those associated with a proposed revision to the FSC structure) are submitted to the Directorate of Logistics Information Management, DLSC-S. (See Appendix 3-4-A thru B.) The submissions will contain the following information:

- (a) Specific revision, reclassification, and/or addition requested.
- (b) Justification for the action proposed.
- (c) National Stock Numbers, if available, for items for which the proposed action is sought.

(3) Processing of Proposals.

(a) Directorate of Logistics Information Management, DLSC-S, reviews proposals within five working days and:

(1.) Accepts those which are adequately justified as to the need and desirability for the proposed actions.

(2.) Returns those which require a structure change to the FSC or are incompatible with the Federal Supply Classification system as established.

(3.) Collaborates change of an AIN from one FSC to another with interested activities as shown by the Major Organizational Entity (MOE) Rules on NSNs presently in the FLIS data base for this item name.

(4.) After approval and prior to implementation, ensures that necessary coordination has been accomplished between gaining and losing activities when the change includes a transfer of item management responsibility. (See Volume 13 for FSC, MOE Rules, and Management Exception Rule Notes as applicable.)

(5.) Incorporates accepted revisions, reclassifications, and/or additions in supplements to the FSC indexes.

(6.) Notifies the submitter of the approval or rejection of the proposal. Notification of rejection will include the reasons for disapproval.

(b.) Submitters may resubmit a rejected proposal in accordance with paragraph 3.4.6.a above, if the proposal was returned because a change to the FSC Structure was involved.

3.4.7 International Use of the Federal Supply Classification System.

a. NATO Use. In February 1956, the Air Board, Military Agency for Standardization, NATO, con-

vened a Working Party in London which prepared and recommended the adoption of the second draft standardization agreement STANAG 3150. This agreement provided for the adoption of the United States Federal Supply Classification system as the NATO Supply Classification System, with the United States having responsibility for maintenance of the system, including right of decision on all matters pertaining thereto. This agreement was subsequently ratified by fourteen NATO members, including the United States.

b. Revision to the Classification Structure Under STANAG 3150.

(1) Revisions Proposed by the United States. Revisions to the classification structure which are proposed by the United States shall be forwarded to the NATO member nations prior to approval. A period of 60 days is provided for concurrence and/or comment by individual NATO countries. Upon completion of this coordination, the following actions shall be taken, as appropriate.

(a) The United States (DLA/DLSC) approves the revision, specifying the implementation dates, if complete or majority concurrences are received.

(b) The United States considers and incorporates, if acceptable, modifications to proposed revisions, as submitted by the NATO countries.

(c) The United States resolves any conflicts of opinion if a majority of nonconcurrences, or major proposals for modifications of proposed revisions, are submitted by the NATO countries.

NOTE: Revisions which are proposed by a NATO member nation other than the United States are decided by the United States within a 30-day period, following the 60-day period provided for NATO concurrence actions. Notice of the final disposition

of all proposed revisions to the classification system is forwarded by the United States to all NATO countries, stating, as appropriate, the reasons for nonacceptance of comments.

(2) Revisions Proposed by NATO Member Nations. Revisions to the classification structure proposed by any one of the NATO member nations, are forwarded to all signatories of STANAG 3150 by the originating country. Concurrence and/or comment is forwarded by other signatories to the originating country and to the United States within a period of 60 days. Approved revisions are implemented on the effective date specified in the notification of approval forwarded to all signatories by the United States.

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