



## DoD MANUAL 4100.39

# FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES

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**Purpose:** In accordance with the authority in DoD Directive 5134.12, policy in DoD Instruction (DoDI) 4140.01, guidance in DoD Manual (DoDM) 4140.01, and the July 13, 2018 Deputy Secretary of Defense Memorandum, this issuance:

- Provides procedures for maintaining and using the Federal Catalog System (FCS).
- Assigns responsibilities associated with maintaining and using FCS and FLIS.
- Provides procedures on cataloging supply items.
- Authorizes maintenance of the FLIS technical procedures (previously contained in the volumes of the previous version of this manual) by the Defense Logistics Agency on their website at <http://www.dla.mil/HQ/InformationOperations/Offers/Services/TrainingandReference>.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.** This issuance applies to:

a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

b. Use of the FCS by federal agency organizations participating with the DoD Components in the Federal Catalog Program (FCP), for a uniform system of item identification; but only when and to the extent they adopt the terms of this issuance. The federal agency organizations described in this paragraph are referred to collectively in this issuance as “participating agencies.”

c. Use of the FCS by North Atlantic Treaty Organization (NATO) member nations and other foreign governments and agencies participating with the DoD Components in the FCP pursuant to NATO Standardization Agreement (STANAG) 3150, for a uniform system of item identification; but only when and to the extent they adopt the terms of this issuance. The NATO member nations and other foreign governments and agencies described in this paragraph are referred to collectively in this issuance as “participating countries.”

**1.2. INFORMATION COLLECTIONS.** DD Form 1685, “Data Exchange and/or Proposed Revision of Catalog Data,” referred to in Paragraph 2.3 of this issuance, does not require licensing with a report control number in accordance with Paragraph 10 of Volume 1 of DoD Manual 8910.01.

**1.3. SUMMARY OF CHANGE 3.** This change is administrative and updates references and organizational symbols to reflect the reorganization of the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics, pursuant to the July 13, 2018 Deputy Secretary of Defense Memorandum.

## **SECTION 2: RESPONSIBILITIES**

**2.1. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT (ASD(S)).** Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)), the ASD(S):

- a. Establishes guidance and standards for item identification among the DoD Components.
- b. Develops policy and provides guidance, oversight, and direct implementation of compliance with the FCP.
- c. Designates a FLIS functional manager, who will ensure that related policy and procedures manuals affected by FLIS changes are revised as appropriate.

**2.2. DIRECTOR, DEFENSE LOGISTICS AGENCY (DLA).** Under the authority, direction, and control of the USD(A&S), through the ASD(S), and in addition to the responsibilities in Paragraph 2.4., the Director, DLA:

- a. Functions as the DoD FCP administrator.
- b. Administers and manages the operation of FLIS as the single source of federal cataloging and related logistics management data to support the needs of DoD Components, participating agencies, and participating countries (referred to in this issuance as “participating activities”).
  - (1) Ensures that the FLIS is administered and managed using cybersecurity best practices, in accordance with DoDI 8500.01 and DoDI 8530.01.
  - (2) Ensures that the development, compilation, and publication of FCS tools and publications are done using cybersecurity best practices, as described in DoDI 8500.01 and DoDI 8530.01.
  - (3) Administers the website with the FLIS technical procedures at <http://www.dla.mil/HQ/InformationOperations/Offers/Services/TrainingandReference>, referred to in this issuance as the DLA website.
- c. Establishes and oversees the development, compilation, and publication of FCS tools and publications.
- d. Functions as the single DoD catalog data submitter for Federal Supply Classification (FSC) requests for all assigned supply classes when Category A single submitter criteria applies.
- e. Assigns a definitive order of use code to each item in the interchangeability and substitutability (I&S) family to facilitate I&S determinations.
- f. Manages the annual DoD stock fund price change.

g. Oversees the management of the National Codification Bureau (NCB) for the United States.

h. Establishes and maintains the application of the indicator codes of nuclear weapons-related material.

**2.3. DIRECTOR, DEFENSE THREAT REDUCTION AGENCY (DTRA).** Under the authority, direction, and control of the USD(A&S), through the Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs, and in addition to the responsibilities in Paragraph 2.4., the Director, DTRA:

a. Maintains and oversees the operation of the Nuclear Ordnance Cataloging Office (NOCO) for the management, operation, and logistic support of nuclear ordnance items of supply.

b. Operates and maintains the Nuclear Inventory Management and Cataloging System classified database of record in support of the FCP for the DoD integrated material management of the Department of Energy's special designed and produced nuclear weapons, including:

(1) Items specially designed by the Military Services.

(2) Commercial items controlled by the Military Services.

c. Manages the development of cataloging, standardization, and supply publications applicable solely to the identification of items designed specifically for use in the nuclear ordnance field.

d. Executes cataloging responsibility for nuclear weapons-related material program establishment of national item identification numbers (NIINs) populating the Nuclear Inventory Management and Cataloging System for controlled inventory and accountability in accordance with DoDI 4140.01.

#### **2.4. DOD COMPONENT HEADS AND PARTICIPATING AGENCY**

**ADMINISTRATORS.** The DoD Component heads and participating agency administrators:

a. Ensure that appropriate provisioning and pre-procurement requirements and screening are applied to all items being recommended or considered for procurement and that screening requests are submitted directly to DLA Logistics Information Services.

b. Ensure that the Provisioning Screening Master Address Table (PSMAT) in FLIS is updated and purged in accordance with current contractor access requirements.

c. Provide technical information needed to catalog an item to the DLA Logistics Information Services.

d. When preparing, submitting, processing, and retaining cataloging data and automated inputs and outputs:

(1) Institute quality control programs and establish required quality levels for each inspection step.

(2) Provide training for personnel involved in the FCP. Training courses and other reference material are available through DLA website.

(3) Jointly develop and apply general application standards, edits, and validations for the FCS.

(4) Establish and maintain a jointly developed quality level for the FCS.

(5) Maintain auditability of data changes within the FCS.

(6) Define items of supply in the broadest possible terms:

(a) To ensure identification consistent with logistics requirements.

(b) Considering technical aspects and logistics responsibilities.

e. Designate an official to serve as the integrated materiel manager (IMM) for each item for which the DoD Component or participating agency is assigned wholesale integrated materiel management responsibility in accordance with DoDI 4140.01, DoD 4140.26-M, and DoDM 4140.68.

## **SECTION 3: PROCEDURES**

### **3.1. OVERVIEW.** Participating activities:

- a. Use the procedures in this issuance for collecting, storing, processing, and providing item-related logistics information with FLIS.
- b. Use FLIS in the acquisition, storage, distribution, maintenance, and disposition of military materiel and civilian products for government use.
- c. Use FLIS as an open-ended information management system that can be expanded to accommodate additional logistics data management concepts and applications as needed.
- d. Interface with FLIS to input and extract information in major logistics areas such as:
  - (1) Supply management.
  - (2) Item identification.
  - (3) Tailored data products.
  - (4) DoD I&S family data.
  - (5) Standardization.
  - (6) Commercial and government entity (CAGE) code management.
- e. Use FLIS:
  - (1) As the central repository of logistics management information.
  - (2) To find data for item management.
  - (3) For the information in the central repository needed to manage items.
  - (4) To identify the justifiable requirements of materiel managers at all levels.
  - (5) As 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 participating countries.
  - (6) To research the standard coding of data elements common to FLIS and related logistics programs.

### **3.2. GENERAL PROCEDURES.**

#### **a. Item of Production and Item of Supply.**



(1) **Item of Production.** The submitting activity will appropriately identify an item of production as a part, piece, object, equipment, or material produced by a manufacturer, grouped within a manufacturer's identifying number, and conforming to the same engineering drawing, standard, specification, and inspection.

(2) **Item of Supply.** DoD Components will appropriately identify an item of supply as:

(a) A single item of production.

(b) 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.

(c) An item with more stringent characteristics (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, so that in some particular uses only the more stringent version of the item may be usable but in other uses the normal or the more stringent version may be used interchangeably.

(d) A modification (accomplished by the user or at the request of the user) of a normal item of production.

(3) **Determination.**

(a) Each participating activity will determine and justify its items of supply in terms of technical considerations and logistics responsibilities. In accordance with this principle, an activity will define its items of supply in the broadest possible terms that will assure identification consistent with the requirements of its logistics responsibilities.

(b) Because of the item of supply principle, item of supply concepts covering closely related items may exist at different levels of detail and tolerance, according to the number and nature of the characteristics included in the concepts. In this situation the broader item of supply may overlap the narrower item of supply in terms of the range of the pieces or objects covered by each. Each different item of supply, the broader and the narrower, is assigned a separate national stock number (NSN) in the FCS.

(4) **Basis for Identification.**

(a) The identification and differentiation of an item of supply rests on the characteristics inherent in the concept of the item. The particular characteristics appropriate to a particular concept can be disclosed only by technical research, which therefore serves as the foundation for the process of item identification.

(b) The characteristics of an item of supply are of two basic kinds:

1. Physical characteristics, consisting of everything that enters into the make-up of the item, such as its material content, chemical composition, electrical data, dimensions and the formation or arrangement of its parts, and the principles of operation.

2. Performance characteristics, consisting of the special or peculiar kind of action or service provided by and expected of the item by virtue of its physical characteristics.

**b. Item Identification.** The submitting activity will:

(1) Establish each item of supply with item identification that includes the minimum data required to identify the unique characteristics of the item and differentiates it from any other item.

(2) Use the procedures for item identification found on DLA website.

**c. Item Naming Conventions.** The submitting activity will:

(1) Use a standard item name for the preparation of item identification to:

(a) Provide a consistent comparative structure for item entry control (IEC).

(b) Preclude the addition of duplicate items into the supply system.

(2) Select or develop a single name that provides a common language for materiel management operations.

(3) Use a basic name or a name followed by modifiers for item names necessary to:

(a) Form the basis of the FSC structure for item identification.

(b) Differentiate between other items that have the same basic name.

(4) Delimit the selected basic name where necessary to:

(a) Establish a basic concept of the item of supply to which the item belongs and with which it should be compared.

(b) Distinguish between different items with the same name or between similar items of supply with different names:

(c) Answer the question “What is it?” in the most specific fashion.

(d) Establish a single concept of an item.

(e) Represent the specific name rather than a general name of an item.

(f) Clearly define the distinct functionality expressed by the item name.

(g) Incorporate new, emerging technology in a timely manner.

(5) Select the item name that is most commonly used by government and industry and cross-index the other names to the selected name when two or more names are applicable to an item.

(6) Use the procedures for item name development, usage, and maintenance on the DLA website.

**d. FSC.** The FCP administrator will:

(1) Design the FSC structure in accordance with the FLIS procedures on the DLA website to:

(a) Permit the classification of all items of supply used by participating activities in the FCP.

(b) Group like items together for management and item identification purposes.

(c) Represent the current universe of commodities known to be in the federal supply system with the flexibility for expansion to accommodate anticipated management needs and technological growth.

(d) Provide uniform management categories throughout the DoD Components and participating agencies.

(2) Establish effective inventory controls to prevent unneeded items from entering into the supply system.

(3) Review FCS data for originated and submitted items and correct invalid and incompatible data including the elimination of duplicate NSNs.

**e. NSNs.** DLA Logistics Information Services will:

(1) Identify each item of supply by a unique control number or NSN, to differentiate each individual item of supply from all other items of supply.

(2) Assign a distinct NSN to every proposed new item of supply that is not a duplicate of an existing item identification after IEC review.

(3) Assign an existing NSN to a proposed new item of supply only in the event of duplication after an IEC review.

(4) Retain the NSN with the assigned item throughout the life of the item; it cannot be reused or reassigned to another item of supply.

(5) Retain the NSN when the item identification is changed or upgraded due to previously unavailable technical data.

(6) Assign a new NSN if the item identification is combined with or changed to a different item of supply.

(7) Allow the NOCO to establish NSNs in the FLIS database upon providing the FSC, CAGE code, demilitarization code, controlled item inventory code, reference number, and pseudo data elements.

**f. Stock Numbering Criteria.**

(1) For items of supply that are recurrently used, bought, stocked, or distributed, DLA Logistics Information Services will ensure that the NSN assigned is the only one distinct combination of numerals used to identify the same item throughout the federal supply system. In NSN assignment, DLA Logistics Information Services will include:

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

(b) Items stocked in the main or consolidated supply component of a consumer installation to provide supply support for area requisitioners.

(c) Items for which two or more material demands or requisitions are recorded within a 180-day period, without regard to the participating activity from which the demands were received. The criteria also apply to items procured directly from a commercial source for immediate use.

(d) Items provided through the Foreign Military Sales (FMS) Program, NATO agreements, and other bilateral government agreements.

(e) Other items that, at the option of the participating activity, are required to comply with logistics programs where identification by NSN is essential.

(f) The FLIS item unique identification indicator when required in accordance with DoDI 8320.04.

(2) In NSN assignment, DLA Logistics Information Services will exclude:

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

(b) Items provided by contractors to fulfill service contracts that may provide for overhaul and repair of specified equipment, if such items are consumed in the overhaul cycle and do not enter the logistics system.

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

(d) Printed forms, manuals, books, or other printed materials subject to central administrative numbering controls within a bureau, service, or command.

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

(f) Items procured with non-appropriated funds.

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

(h) Medical items that are:

1. Without an investigational new drug approval or new drug application when such is required and enforced by the Food and Drug Administration.
2. Unique to a single patient or require special fitting, such as orthopedic appliances.
3. Animal blood products, such as sheep cells.

(i) Subsistence items supplied to the commissary resale system.

**3.3. DATA RECORDING AND MAINTENANCE.** The FCP administrator will ensure that data recording and maintenance in the FCS will conform to a fixed set of responsibilities and actions based on IMM responsibilities and relationships in accordance with DoD materiel management guidance in DoDI 4140.01.

**a. Data Recorded and Maintained.** Participating activities will:

- (1) Determine the content of data in accordance with FCP standards.
- (2) Ensure that data conforms to jointly determined standard data format requirements.

**b. Data Input and Output.** DLA Logistics Information Services will:

- (1) Accept data input to and output from the FCS for processing from data submitters.
- (2) Distribute the output to data receivers authorized by joint agreement between the participating activities in the FCP.

**c. IMMs.** Throughout the life cycle of an item of supply, the IMM or the IMM's cataloging agent will:

- (1) Serve as the authorized data submitter to the FCS, unless a separate cataloging support agreement is negotiated by the IMM.
- (2) Establish, record, and maintain management responsibility, as well as current cataloging, supply, and other logistics data in the FCS for those items within the IMM's responsibility.
- (3) Receive and process proposed data revisions from other participating activities using centrally procured items; revise and update the FCS for those items when necessary.
- (4) Delete appropriate item management data and remove user access from the FCS when it is determined by agreements or collaboration efforts that an item within their management responsibility is no longer required by all registered users and all assets were depleted.

(5) Receive supply support requests for and reactivate assigned NSNs, as needed.

(6) Develop and maintain catalog management data (CMD) standard data elements and component peculiar data in FCS, and ensure that the IMM CMD record is present in FLIS until all supported participating activities have either withdrawn from the item or the item was logistically assigned to another IMM, excluding:

(a) **Nuclear Ordnance Items.** The NOCO is the single submitter for all Department of Energy and Service-designed and controlled nuclear ordnance items, irrespective of FSC. Items under such control will be submitted to the NOCO in accordance with procedures for processing nuclear ordnance cataloging requirements.

(b) **Cryptomaterial.** Items that are unique to cryptologic application and are within the design control of the National Security Agency (NSA), regardless of FSC, will be submitted to NSA for submittal to the FCS.

(7) Propose FLIS database changes for decentralized (e.g., locally procured) items to the cognizant inventory manager, retail manager, or service item control center activity.

(8) Review and collaborate on DoD Components' new and proposed revisions for the cataloging tools with other interested DoD Components before submittal to DLA Logistics Information Services.

(9) Establish controls to prevent security compromise when internal distribution of nuclear ordnance and classified data is required.

(10) Collaborate with the using participating activities on all new or revised I&S family structures before the entry of the I&S families into FLIS, except those relationships coordinated through the DoD Standardization Program's item reduction study process.

**d. Data Revisions and Updates.** The IMM will revise or update their assigned item data for:

(1) **Centrally Procured Items.** The responsible IMM will revise and update the FCS when needed. Participating activities that are recorded users on the item will propose data revisions to the IMM when errors are discovered or data is otherwise not current for items of supply.

(2) **Decentralized (Locally Procured) Items.** When procuring items, originating activities will ensure that changes to the FCS are proposed to the responsible IMM, as required.

**e. Logistics Reference Numbers.**

(1) Submitting activities will configure and format reference numbers to be included in the FCS exactly as provided by the manufacturer or design control activity (DCA), using the technical documentation on DLA website.

(2) For the assignment of an NSN, the submitting activity will:

(a) Record the original equipment manufacturer, original component manufacturer, DCA, or the commercial or government entity that holds the design control of the item.

(b) Record a manufacturer's or DCA's CAGE code and associated logistics reference number for the item of production as a manufacturing source.

(c) Record a distributor as the design control entity of an item in cases where the distributor owns the design control rights to the item.

(d) Refer to additional procedures for logistics reference numbers on DLA website.

**f. IEC.** Originating and submitting activities will:

(1) Apply effective controls for cataloging data to promote the use of standard and preferred items and prevent the entry of duplicate and substandard items of supply into inventory.

(2) Compare new item candidates with established stock numbered items in FLIS to control items entering the system.

(3) Conduct provisioning and pre-procurement screening against all known reference numbers associated with an item of supply and data maintained in FLIS before procurement or initiation of item introduction actions, to avoid unnecessary procurements.

(4) Follow IEC requirements specific to total item record (TIR) processing on DLA website.

(5) Review all proposed new and existing items when originating or submitting items in the FCS:

(a) Isolate and recommend the use of duplicate or replacement items.

(b) Promote the use of preferred items.

(6) Ensure that an accurate identification is established and maintained for each originated and submitted item in the FCS and that all new data entering in the FCS is technically accurate.

**g. Technical Data Requirements.** Participating activities will ensure that technical data supporting supply and logistics life-cycle requirements are available in the FCP to ensure the proper performance of cataloging, item identification, and other logistics data management tasks.

**h. CMD.** The IMM will:

(1) Develop CMD and registered users will use CMD to maintain their materiel management system.

(2) Record and store CMD, which consists of standard data elements and component peculiar data, in the FCS.

(3) Develop the standard data elements, and the using participating activity will develop the peculiar data entries.

(4) Maintain the IMM CMD record in FLIS until the applicable participating activities either withdraw interest from the item or it is logistically assigned to another IMM.

(5) Maintain CMD using the technical documentation on DLA website.

**i. FCS Change Collaboration.** Participating activities will collaborate if they share an interest in an item when changes are being made or proposed to common interest items using the procedures in this issuance and Volume 8 of DoDM 4140.01. Participating activities will collaborate by using DD Form 1685, "Data Exchange and/or Proposed Revision of Catalog Data," before submittal to DLA Logistics Information Services.

(1) **Non-collaboration.** Participating activities do not need to collaborate:

(a) When the originating activity is the only recorded user and the FSC is not subject to single submitter procedures.

(b) When the action results from a previously performed formal coordination, including:

1. An item reduction study coordinated in accordance with DoD 4140.26-M.

2. The review of non-stocked items without demands in accordance with the inactive item review procedures in Volume 3 and Volume 9 of DoDM 4140.01.

3. A DLA request for engineering support coordinated in accordance with AR 715-13/DLAR 3200.1/NAVSUPINST 4120.30/AFR 400-40/MCO 4000.18C.

4. Nonconsumable item materiel support request worksheet in accordance with DoD 4120.24-M.

5. DoD family collaboration request in accordance with DLAR 4140.66/AFMCI 20-101/AMC-R 700-30/NAVSUPINST 4410.57/ MCO 4410.24A.

(c) When no change is made in the reference number portion of the cataloging record and the reference number it is identifying.

(d) When an FSC change is proposed that does not result in a change in the primary inventory control activity (PICA) or secondary inventory control activity (SICA).

(e) If the change is initiated to correct an obvious error, e.g., an item identification that does not agree with technical documentation.

(f) When the manufacturer changes part numbering and there is no change made to the item of production.



(g) When the manufacturer is no longer in business or no longer manufactures the item. Reference numbers may be re-coded as a secondary reference without collaboration. However, the last reference number on file may not be changed.

**(2) Collaboration.** Participating activities will collaborate:

(a) Before revision, transfer, reinstatement, cancellation, or change of data elements on an item for which one or more data collaborator is recorded.

(b) When revision to the characteristics data of an item identification changes the item of supply.

(c) For proposed additions, deletions, or changes to reference numbers related to source controlled items.

(d) For proposed addition or deletion of a reference number that controls the design of an item of production or an item of supply.

(e) For proposed cancellation actions.

(f) For all proposed actions that result in the non-stocking, standardization, consolidation, or termination of the U.S. Navy (USN) Nuclear Reactor Program or USN strategic weapon systems repair parts managed by DLA.

(g) With the participating agencies that share an interest in an item when changes are being made or proposed to common interest items.

(h) Using the procedures in this enclosure and the procedures on DLA website <http://www.dla.mil/HQ/InformationOperations/Offers/Services/TrainingandReference>.

**(3) Documentation Requirements for Collaboration.**

(a) Submitting activities will retain DD Form 1685 as evidence of collaboration for a minimum of 1 year after approval of the proposal and produce this evidence on a supply support upon request.

(b) Participating activities will forward all supporting technical documentation required to review the proposal when forwarding a proposal for collaboration to the submitting activity.

**(4) Non-concurrence in Proposed Actions.**

(a) When a participating activity is unable to complete a proposed action, the initiating participating activity will notify all participating activities involved in collaboration of the uncompleted action and provide a brief explanation of the non-concurrence.

(b) When disagreement on a proposal cannot be resolved between the originating activity and non-concurring participating activities, the originating activity may submit for

resolution a copy of the collaboration letter or action, technical justification, and all replies to the Federal Cataloging Committee (FCC) and DLA Logistics Information Services in accordance with the procedures in DoDM 4140.01.

**(5) Time Frames.**

**(a) DLA Logistics Information Services will:**

**1.** Return responses to collaboration proposals to the proposing originating activity within 60 days after initiation and include a statement of concurrence, non-concurrence with justification, or no applicability. If the originating activity does not receive a response within 60 days and receipt of the proposal was confirmed, the originating activity may assume a reply of no applicability.

**2.** Respond within 120 days after the date of initiation when DLA Logistics Information Services is required to collaborate with NATO.

**(b)** Participating activities responsible for effecting collaboration will forward collaboration supply support requests to receiving activities within 15 days after receipt from the originating activity.

**(c)** The originating activity will forward the cataloging transaction request to FLIS within 20 days of receipt of concurrence by all interested participating activities.

**3.4. DATA DISSEMINATION.** DLA Logistics Information Services will make FCS data and publications available to the public in accordance with Section 552 of Title 5, United States Code. DLA Logistics Information Services will not make FCS data available to the public when it contains:

- a. Business sensitive data, that could reasonably be considered as being competitively harmful if released to a third party.
- b. Technical data, commercial software, or computer software documentation for which the government does not have a license enabling disclosure to third parties.
- c. Official use only information where it would not be in the best interest of the government.
- d. Classified information.

**3.5. DTRA DATA DISSEMINATION TO DLA.**

a. DTRA will provide DLA Logistics Information Services with the following unclassified cataloging data elements twice monthly:

- (1) FSC.
- (2) NIIN.

- (3) Controlled item inventory code.
- (4) Demilitarization code.
- (5) Unit price.
- (6) Quantity unit pack.
- (7) Unit of issue.

b. DLA Logistics Information Services will provide this data to the Defense Standards System.

### **3.6. CATALOGING TOOLS AND PUBLICATIONS.**

a. DLA Logistics Information Services will:

(1) Develop, compile, and publish FCS tools to develop FCP item identification data and publications to satisfy the needs of all users of the cataloging, supply support, and other logistics data contained in the FCS.

(2) Ensure adherence to requirements to publish separate cataloging tools and publications in the interest of national security.

(3) Maintain and distribute FCS tools and publications via the most current technological media that satisfies the needs of its customers.

b. Participating activities may issue publications to support their basic missions in accordance with guidance published by DLA Logistics Information Services.

c. The NOCO will develop and maintain all cataloging tools and publications that are applicable solely to items designed specifically for use in the nuclear ordnance field.

d. Participating activities will coordinate their effort to develop new and revised cataloging tools and publications with all interested participating activities before submitting proposals to DLA.

### **3.7. QUALITY ASSURANCE AND QUALITY CONTROL.**

**a. Quality Control.** The FCP administrator will ensure that all materiel, supplies, services, and data obtained for and used by the FCP will:

(1) Conform to FCP guidance, FCS and FLIS requirements, and procedures in this issuance.

(2) Provide practical and enforceable requirements.

- (3) Promote FCP, FCS, and FLIS user satisfaction and mission effectiveness.

**b. Quality Assurance.** The FCP administrator will:

- (1) Maintain a quality assurance program and procedures as integral parts of the FCS, including data preparation, entry and retention in the database, and distribution and retention of data from that database.
- (2) Verify the accuracy of the data through various quality assurance techniques.
- (3) Provide quality assurance feedback on the program to the DoD Components.

### **3.8. INTERNATIONAL CATALOGING PROCEDURES.**

a. The United States maintains the NATO Supply Classification System, including right of decision on matters pertaining to it, pursuant to NATO STANAG 3150.

(1) If U.S. participating activities propose revisions to the classification structure, DLA Logistics Information Services will forward these revisions to NATO member nations for review, providing 45 days for individual NATO countries to respond. On completion of coordination, DLA Logistics Information Services will:

- (a) Approve the revision, specifying the implementation dates if coordination is completed or a majority of concurrences are received.
- (b) Consider and incorporate, if acceptable, modifications to proposed revisions, as submitted by the NATO countries.
- (c) Resolve any conflicts of opinion if the NATO countries submit a majority of non-concurrences or major proposals for modifications to the revision.

(2) DLA Logistics Information Services will decide on revisions that a NATO member nation (other than the United States) proposes after the 45-day allotted time for NATO's concurrence actions. DLA Logistics Information Services will forward notice of the final disposition of all proposed revisions to the classification system to all NATO countries, stating, as appropriate, the reasons for non-acceptance of comments.

(3) The NATO member nation that originally proposed the revisions to the classification structure will forward proposed revisions to all signatories of NATO STANAG 3150. Other signatories will forward concurrence or comments to the originating country and to the United States within 45 days. DLA Logistics Information Services will forward notification of approval to all signatories. The United States and all NATO member nations will implement approved revisions on the effective date (ED), which is specified in the notification of approval.

b. To coordinate NATO changes to the FCS, the FCP administrator will follow:

(1) NATO STANAG 3150, which provides a uniform system of supply classification for use by the NATO armed forces, adopting the U.S. FSC as the NATO Supply Classification for use by signatory countries' armed forces assigned to NATO.

(2) NATO STANAG 3151, which provides a uniform system of item identification for use by the NATO armed forces, adopting the U.S. federal system of item identification as a basis for the NATO item identification system for use within the signatory countries' armed forces assigned to NATO.

(3) NATO STANAG 4199, which defines a uniform system to establish and exchange selected management data elements between NATO countries.

(4) NATO STANAG 4177, which defines the procedures for a uniform system of data acquisition for use by the armed forces of NATO countries and by NATO agencies in codification. It includes a sample contract clause that may be added to defense contracts to require the contractor to provide technical data for cataloging purposes.

(5) NATO STANAG 4438, which defines a uniform system for the dissemination of data associated with NATO stock numbers for use by the armed forces of NATO countries. It includes restrictions that specify what data may be disseminated to non-NATO countries.

c. The United States provides a standard form of agreement to the NATO nations and agencies and to other nations for federal catalog data and cataloging services on a reimbursable basis through FMS cases.

(1) Foreign participating activities will submit a request for preparation and issuance of an FMS agreement in accordance with Defense Security Cooperation Agency Manual 5105.38-M.

(2) In accordance with conditions outlined in the FMS agreement and on receipt of a request, the procuring or provisioning participating activity will perform all necessary functions associated with materiel management. DLA Logistics Information Services will provide regular NSN file update notifications in a media suitable to each participating country.

(3) DLA Logistics Information Services will only provide these services and data to foreign participating activities that have concluded agreements with the United States for these services and data. The United States and other NATO member nations will provide some cataloging products and services, such as item identification, to each other free of charge under reciprocal agreements.

(a) The FMS agreement will specify the prices based on the latest cost figures available. The prices will be revised periodically to accommodate changing conditions.

(b) DLA Logistics Information Services will submit requests for reimbursement of services and data in accordance with instructions established in the FMS agreement.

(c) NATO and other member nations will reimburse the U.S. participating activity in U.S. currency for services and data provided, as specified in the FMS agreement.

d. Each participating country will:

(1) Maintain its own internal national catalog files, including files of approved catalog data where another country is registered as a user of the items.

(2) Exchange data with another participating country in accordance with Allied Codification Publication Number 1.

(3) Accept the item-of-supply concept, in the case when a member of the North Atlantic Treaty Organization Codification System (NCS) adopts the NATO stock number of another NATO nation or causes a new NSN to be established on its behalf. The assigning nation will have configuration control responsibility and full catalog maintenance authority for that item, subject to the exceptions on DLA website  
<http://www.dla.mil/HQ/InformationOperations/Offers/Services/TrainingandReference>.

e. For support of procurements by NATO and other participating countries:

(1) DoD Components will apply the same contract clauses and contract administration, when procuring for a participating country as it would use in procuring for itself, except where deviations are authorized in the Defense Federal Acquisition Regulation Supplement.

(2) The participating country with design control authority will provide item identification data and stock numbers to a procuring NATO member nation or agency when provisions of the contract identify the requirement.

(a) When the United States is the country with design control authority of items procured by another NATO member nation, the U.S. submitting activity will codify them.

(b) When a NATO member nation other than the United States produces an item and has design control authority, that country will codify the item. U.S. submitting activities will submit requests for foreign item identification data to the U.S. NCB.

(3) For a list of all the document identifier code (DICs) transaction formats used in FLIS, refer to DLA website  
<http://www.dla.mil/HQ/InformationOperations/Offers/Services/TrainingandReference>.

**3.9. OUTPUT DISTRIBUTION.** DLA Logistics Information Services will distribute output data catalogs to data receivers authorized by the participating activities.

a. The participating activity point of contact (POC) will forward requests for original or revised distribution requirements to DLA Customer Interaction Center via telephone: 877-352-2255, fax: 269-961-7791, or e-mail: [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil).

b. The participating activity will specify:

(1) Distribution to be made to the participating activity's central points or other individual participating activities.

(2) Media, including compact disc, digital video disc, or electronic data transmission.

(3) Format, including either fixed length or jointly determined standardized data exchange TIR output.

(4) The routing identifier code when electronic facilities are not available or an output transmission is restricted from electronic transmissions. Select electronic data transmission and use alternate output media, such as compact disc, digital video disc, or listings.

c. DLA Logistics Information Services will:

(1) Establish controls to ensure that a specific activity does not receive the same output more than once.

(2) Sequence transactions for the FLIS file maintenance output and include:

(a) NIIN as the primary index.

(b) File maintenance sequence number as the secondary index using the technical documentation on DLA website.

(c) Outputs issued in document control serial number sequence.

(d) FLIS notification in document control serial number sequence.

(e) Provisioning screening results in submitter control number sequence.

(f) Simplified file maintenance in NSN or NIIN sequence.

d. For the storage of information concerning participating activity distribution decisions:

(1) DLA Logistics Information Services will:

(a) Use a drop table solely in the output process.

(b) Use a drop table to eliminate distribution of file maintenance and notification data to a participating activity that does not want to receive data.

(c) Select data to drop by DIC, segment code, or both.

1. When only the DIC is identified to be dropped, drop all segments within that DIC.

2. When only the segment code is identified to be dropped, drop that segment regardless of maintenance DIC.

3. When the DIC and segment code are both identified, only drop that combination.

(d) Register the data to be dropped, as predetermined by the participating activity in the drop table.

(2) Participating activities may make inquiries regarding current activity drop status by contacting the DLA Customer Interaction Center; telephone 877-352-2255, FAX 269-961-7791, or email address [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil).

(3) The PSMAT determines provisioning screening output. FLIS maintains PSMAT documentation. A participating activity may obtain the PSMAT by contacting the DLA Customer Interaction Center: telephone 877-352-2255, FAX 269-961-7791, or email address [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil).

e. Participating activities will select data recipients, which are maintained in five categories in FLIS:

(1) Item identification data receivers, as specified in the major organizational entity (MOE) Rule Table, the Standard FSC Table, and supplementary participating activities in segment B on an item-by-item basis.

(2) Central control points specified as needed instead of item identification data receivers or in addition to item identification data receivers.

(3) CMD recipients.

(4) Freight data recipients, for confirmed and unconfirmed data.

(5) TIR data recipients.

f. The participating activity will select notification data recipients, which are maintained in four categories in FLIS:

(1) The originating activity of the input transaction.

(2) The submitting activity of the input transaction.

(3) The destination activity specified in the PSMAT for the screening destination activity code on DLA website.

(4) CMD activities designated by each participating activity using the technical documentation found on DLA website.

g. FSC distribution will rely on the recorded FSC managers in the Standard FSC Table. The participating activities will forward file maintenance, excluding data suppressed by drop tables, and advance informative notifications to FSC managers in technical documentation on DLA website. If the FSC manager is recorded on the item, they will receive the output as a result of this item recordation and not FSC distribution. FSC will distribute advance informative notification only as a result of FSC changes.



h. DLA Logistics Information Services provides FLIS output that can be requested for distribution.

(1) The submitting activity will submit item identification data to DLA Logistics Information Services for processing. DLA Logistics Information Services will generate output for use by the participating activity:

(a) File maintenance update actions include:

1. Actions requesting stock number assignment or reinstatement are approved and result in records being established in the master file.
2. Maintenance actions that add, change, or delete established data. Maintenance actions may be previously output as advance notifications in the case of actions with an ED.
3. Actions that cancel existing records.
4. Distribution of item identification file maintenance update output to item identification data receivers.

(b) The four types of notifications for item identification that are provided as output include:

1. Notification to the originating or submitting activity that the input transaction was approved.
2. Notification to the originating or submitting activity that the input transaction did not pass specific edit and validation criteria. This can be either a reject or a notification of suspense.
3. Advance notification to the data receiver of a future action with an ED.
4. Notification to the originating or submitting activity that an input transaction has resulted in a match condition in FLIS. For further technical information, participating activities will refer to DLA website.

(2) Transactions with item management coding (IMC) data for NIINs in FSC classes are subject to IMC. The IMM will only submit IMC data if the item is coded for integrated materiel management.

(a) DoD or federal functional managers will verify IMC and logistics reassignments for their assigned areas.

(b) DLA Logistics Information Services will:

1. Notify the submitting activity that the transaction was approved or rejected.
2. Notify the Item Management Classification Agency to provide 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 (ODRC) 0274 data source of supply (SoS).

3. Provide all notification as output at the time the input transaction is processed.

(3) DLA Logistics Information Services will provide output from transactions to add or delete standardization relationships and change standardization decision data in order to:

(a) Provide updated file data for file maintenance to item identification data receivers.

(b) Notify the originating or submitting activity of approvals or rejections.

(4) DLA Logistics Information Services will provide the output as file maintenance updates and notifications for transactions to add, change, or delete MOE rule records with related data elements for individual NIINs.

(a) DLA Logistics Information Services will provide updated file data to item identification data receivers for file maintenance.

(b) The types of notifications provided as output notifications include:

1. Notify the originating or submitting activity that the transaction was approved or rejected.

2. Notify the responsible participating activities that a transaction was approved but caused a conflict condition.

3. Notify the item identification data receivers in advance that a future action with an ED was approved.

4. Notify the responsible participating activity that FLIS did not receive the response to a notification of conflict or a notification of future actions with an ED.

5. Notify all authorized item identification data receivers that FLIS deleted a logistics transfer from the futures file, as authorized by the DLA Logistics Reassignment Monitor.

(c) DLA Logistics Information Services will provide the output the file maintenance update for:

1. Actions with an ED on the ED.

2. Actions without an ED and all notifications at the time the input transaction is processed.

(5) DLA Logistics Information Services will:

(a) Provide the outputs as file maintenance updates and notifications from transactions to add, change, or delete a complete segment H or specific CMD data element for an assigned NSN in accordance with technical documentation on DLA website.

(b) Complete file maintenance updates.

1. Send file updates to Enterprise Business System (EBS) on the processing date for CMD actions initiated by EBS. EBS will not receive maintenance updates when initiated by a retail SICA.

2. Send the USN CMD updates from USN zero CMDs with an ED in accordance with technical documentation on DLA website.

3. Send file updates as a result of zero for CMDs with an ED to the NSA and the Federal Aviation Administration, when functioning as either the wholesale PICA or the retail SICA.

4. Send file updates to the U.S. Marine Corps (USMC) only for those actions submitted by the USMC with a zero date. USMC submitting activity may function as either a PICA or SICA.

5. Send CMD file updates to the U.S. Army in accordance with a data distribution look-up table in technical documentation on DLA website. Identify those U.S. Army activities that will receive or maintain CMD without regard to PICA or SICA level of responsibility in the table.

6. Send CMD file updates for the U.S. Air Force (USAF) to activity code SA in response to USAF zero for CMD submittals with an ED.

7. Send file maintenance updates to NATO on the ED of CMD input for NSNs on which NATO is recorded.

8. Send CMD file updates to the United States Coast Guard based on technical documentation on DLA website.

(c) Provide notifications as output for CMD maintenance actions.

1. Notify the submitting activity that the transaction was approved or rejected.

2. Notify the designated participating activity that a future CMD update action with an ED was approved.

3. Notify recorded SICAs that the lead service IMM updated its segment H record. USAF and USMC recipients of this notification are not required to update their CMD records if the record was updated automatically. USN recipients of this integrated materiel management notification are not required to respond with input, since their Service CMD record is updated automatically by the IMM's input. FLIS does not update USN SICA segment H from lead Service submittals.

4. Notify the USN central cataloging activity, activity code GM, that a non-USN lead Service IMM update was processed by FLIS.

(d) Provide output monthly to the pertinent participating activity, except for zero input with an ED, which will be provided immediately. The ED for approved CMD update actions governs when the file maintenance data will be distributed.

(e) Forward notification of approval or rejection of input transactions and notifications from input of approved future transactions with an ED on the processing date.

(f) Provide output notification to the retail services that the wholesale manager updates were processed 45 days before the ED for input with an ED or on the processing date of zero input with an ED.

(6) For DLA Transaction Services SoS update data:

(a) DLA Transaction Services will be the only recipient of tailored SoS updates for file maintenance update. Other CMD recipients, including the submitting activity, will receive normal file update packages through CMD processing.

(b) DLA Logistics Information Services will not provide notifications resulting from normal CMD update DLA Transaction Services.

(c) DLA Logistics Information Services will provide normal SoS file updates based on EDs to the DLA Transaction Services and will provide critical SoS file updates immediately.

(7) For freight classification data, DLA Logistics Information Services will:

(a) Provide outputs from transactions to add, change, or delete freight classification data by the item managers.

(b) Provide updated file data and notification of file maintenance update to freight receivers identified in technical documentation found on DLA website.

(c) Provide notification to the originating or submitting activity that the transaction was approved or rejected.

(8) For DoD I&S family data, DLA Logistics Information Services will:

(a) Provide updated file data to I&S receivers.

(b) Provide notifications to:

1. The originating or submitting activity that the transaction was approved or rejected.

2. I&S receivers in advance that a future action with an ED was approved.

(9) For search by reference number, DLA Logistics Information Services will:

(a) Provide notification for output from searches made by NSN.

(b) Provide reject notification as output to the participating activity identified by the screening activity code, except for provisioning screening.

(c) Use the PSMAT to determine which participating activities receive search results, the media for distribution, and the data format.

(d) Base notifications and results on the submitting activity code in response to search by reference number transactions using the document control number (DCN) instead of the submitter control number.

(10) Participating agencies will use tailored interrogations to extract data based on the submitted NIIN.

(a) The submitting activity will designate through the ODRC content that 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.

(b) DLA Logistics Information Services will only distribute notifications, either rejections or interrogation results, to the submitting activity.

(11) Mass data retrieval involves a mass extraction of multiple items based on the submitted key data element, such as the item name, item name code (INC), FSC, Federal Supply Group code, CAGE code, NATO commercial and government entity code (NCAGE), or MOE code.

(a) The submitting activity will:

1. Send input through the DLA Logistics Information Services Program Manager, who will control scheduling.

2. Use the ODRC to designate the content of the output data for each individual item extracted.

(b) DLA Logistics Information Services will:

1. Communicate with the submitting activity to clarify information as needed.

2. Provide all outputs in the form of notifications to the submitting activity.

3. Ensure that the sequence of output will be by DCN for the overall package and by NSN within the package.

4. Forward interrogation results to the submitting activity.

5. Forward the output by mail in accordance with the Output Control Participating Activity Code Table in FLIS.

6. Designate the output by the alternate output media code when the originating activity is an electronic data recipient.

(12) For a TIR tailored interrogation that extracts TIR data based on the submitted key data element, such as CAGE code, NCAGE, cataloging activity code, item name, INC, FSC, or item identification guide (IIG):

(a) The submitting activity will designate through the ODRC the content of the output.

(b) DLA Logistics Information System will:

1. Provide all output in the form of a notification to the submitting activity.
2. Communicate with the submitter to clarify information as needed.
3. Ensure that the sequence of the output will be by DCN for the overall package, if designated in the ODRC.
4. Ensure that the sequence of the output will be designated by the sequence of the input key data elements, if not designated in the ODRC.
5. Forward the interrogation results to the submitting activity.
6. Specify the media as magnetic tape or electronic data transmission.

(13) Participating agencies will use mass data retrieval in FLIS to complete a mass extraction of data for multiple records, such as all approved item names, colloquial names, basic names, or index entry codes from the item name, FSC sector or related item name data applicable to an IIG. The key data element on input is the type of item name or the IIG number, respectively.

(a) The submitting activity will:

1. Send input through the DLA Logistics Information Services Program Manager, who will control scheduling.
2. Designate the content of the output data through the ODRC.

(b) DLA Logistics Information Services will:

1. Provide all output in the form of notification to the submitting activity.
2. Communicate with the submitting activity to clarify information as needed.
3. Ensure the sequence of the output will be by DCN for the overall package if designated in the ODRC.

4. Ensure that the sequence of the output will be designated by the sequence of the input key data elements if not designated in the ODRC.

5. Forward interrogation results to the submitting activity.

6. Specify the media as magnetic tape, electronic data transmission, or machine listing.

(14) For TIR, participating activities will receive automated file maintenance of three files from FLIS: CAGE (organizational entity (OE) master file), MOE Rule Table, and Standard FSC Table. When there are additions, deletions, or changes to these files within FLIS, DLA Logistics Information Services will:

(a) Distribute external output to the participating activities.

(b) Provide TIR file maintenance to the participating activities recorded as file maintenance recipients.

(c) Distribute FLIS database file maintenance updates that occur as a result of changes to the TIR to the participating activities in accordance with the rules in FLIS for item identification file maintenance.

(d) Forward notifications of rejections or approvals to the participating activities.

### **3.10. FIXED LENGTH RECORD FORMATS**

a. DLA Logistics Information Services will conform to jointly determined standard data format requirements.

b. Submitting activities will:

(1) Comply with formatting procedures approved by DLA Logistics Information Services for use in the exchange of data.

(2) Refer to technical documentation for the standard data formats for each of the headers and segments established for FLIS data exchange on DLA website.

**3.11. SEQUENCE PROCESSING.** The FCP administrator will queue input transactions after processing through input control in logical processing groups so that an operation or string of operations may be initiated to process the data contained in a queue.

**a. Dynamic Scheduling.** The FCP administrator will maintain a file that will reflect the contents of the queues and their related response requirements priority, e.g., emergency NSN requests, interrogations, search, and provisioning screening. Based on this queue status information and various processing optimization 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.

**b. Fixed Interval Scheduling.**

(1) FCP administrator will:

(a) Assign all transactions through input control a processing control number, which will include the Julian date that the control number is assigned.

(b) Queue transactions for processing by control number.

(c) Sort queues containing FLIS update transactions before processing to achieve the necessary sequence.

(2) The system controller will:

(a) Recognize the need for the scheduling of operations, as required, and determine if a specified condition was reached.

(b) Process FLIS update transactions, including:

1. NIIN assignment, as soon as conveniently possible.

2. Item status transactions with deletions first, then changes and additions.

3. Other FLIS database update transactions deletions first, followed by additions, and last by changes.

(c) Process electronic data transmissions through input control number in the order in which they are received.

(d) Process mail transactions as required by operational considerations.

**3.12. SUSPENSE FILE.**

a. The suspense files maintain a temporary record of all FLIS “L” and “K” transactions for 60 days after processing completion. The participating activity will send follow-up inquiries concerning the status of a submitted transaction to FLIS using DIC “LFU” when final disposition was not received. FLIS provides information on output DIC “KFU,” which allows the request or to determine what subsequent action must be initiated to implement the intent of the original transaction.

b. The suspense files maintain a temporary record of conflict conditions for selected data pertaining to approved transactions. Periodically, these records in FLIS generate follow-up notifications to the responsible participating activities. The DIC “KFP” transactions will reflect the need to correct the file inconsistencies. The participating activity will send corrective data to FLIS on transactions to add, change, or delete the applicable data causing the conflict condition.



### 3.13. UNPROCESSABLE TRANSACTIONS.

a. DLA Logistics Information Services will:

(1) Retain transactions that are not queued for processing in the FLIS transaction history file for processing.

(2) Return transactions that cannot be processed though FLIS with DIC “KRU” to the submitting activity if it is automatically identifiable.

(3) Manually review the transaction for further resolution before returning to the submitting activity when it is not automatically identifiable.

(4) Provide DIC KRU to give quick visibility to the submitting activity that the transaction was terminated without being subjected to all system edits, screens, and other processes, as the system cannot determine which decisions the transaction should be subjected to or processed against.

b. The submitting activity will:

(1) Correct the original transaction and resubmit it to DLA Logistics Information Services in its entirety when errors occur.

(2) Include the minimum essential control elements for all transactions, or else the transaction will not be processed or queued for processing.

(3) Refer to the common types of errors that cause transactions that cannot be processed, which are listed in Table 1.

**Table 1. Common Causes of Unprocessable Transactions**

#	Common Cause of Unprocessable Transaction
1.	The submitter and the routing identifier codes conflict.
2.	The originator or submitters are invalid or blank.
3.	The controlling document number contains errors or blanks.
4.	Invalid DICs.
5.	Conflicts between DICs in a DIC “LMD” transaction.
6.	Conflicts between DIC and mandatory or allowable segments; invalid segment codes.
7.	Invalid package sequence numbers.
8.	Segment counters do not agree with data submitted.
9.	Established lengths or occurrences exceed allowable limitations.

### 3.14. ERROR PROCESSING.

a. FLIS responds to certain conditions during error processing, including:

- (1) Use of a segment Q if the returning conditions fail to pass the established edit and validation criteria and the value of the data elements is to be included with the return code.
  - (2) Use of a segment P if the returning conditions fail to pass established edit and validation criteria and the data elements are not to be included with the return code.
  - (3) Termination of any further processing of the input and suppress output notification to data receivers of the specific transaction if system error is encountered.
  - (4) Production of a system error if the conditions include FLIS imbalances, requirement voids, and computer operation errors.
    - (a) When a system error is encountered during processing, FLIS outputs notification with DIC “KRE,” segment P, return code TP, and any other errors that occur up to the point of system error.
    - (b) Normally, when return code TP is received, a participating activity should not generate DIC “LFU;” however, if DIC “LFU” is generated to FLIS, FLIS outputs notification with DIC “KFU,” follow-up status code BX, segment P, return code TP.
- b. Participating activities refer to technical documentation for defining return codes found on DLA website.

### **3.15. FLIS PROCESSING MALFUNCTION.**

- a. DLA Logistics Information Services will:
  - (1) Isolate the problem area and determine when the FLIS malfunction began and how far back in time the input image file must be searched to reestablish appropriate input transactions.
  - (2) Complete the recovery of FLIS transaction volumes from a processing malfunction using the DIC “KPM” process within 8 days, a method within FLIS that notifies participating activities that a malfunction was discovered and reprocessing has occurred after corrective action was taken. KPM processing is limited to a maximum of 8 days.
  - (3) Reprocess the file maintenance actions to restore the item to its correct state.
  - (4) Provide the resulting output of a DIC “KPM” with a total file generated on a transaction-by-transaction basis.
  - (5) Forward file data to all normal data recipients after reprocessing has occurred.
- b. When recorded as data recipients, participating activities will:
  - (1) Continue receiving file maintenance data on an item when the participating activities receive file data on the item during the malfunction, but are not recorded as recipients after reprocessing.

(2) Review the DIC “KPM” transaction, take action to add their activity as a user, and then resubmit supply management data if an interest in the item exists.

(3) Take action based on the DIC “KPM” transaction if the item is recorded in the recipient’s files for which an interest does not exist and the participating activity wishes to remove the item from its files.

**3.16. CATALOG TOOLS PROCESS.**

**a. MOE Rule File Maintenance.**

(1) Participating and submitting activities will follow procedures for requesting update actions through DLA Logistics Information Services outlined in technical documentation found on DLA website.

(2) DLA Logistics Information Services will:

(a) Subject all proposed file maintenance actions to machine edit and validation procedures to ensure completeness and accuracy.

(b) Use an automated data distribution system to provide updates to the participating activity systems.

(c) Include with current data receivers for catalog tools MOE rule output activity codes “AJ,” “AN,” “AZ,” “CL,” “CT,” “HD,” “KE,” “PA,” “SA,” “TR,” and “XF” as listed in the technical documentation found on DLA website.

(d) Provide the MOE rule output DICs from Table 2 and related data to the participating activity systems.

**Table 2. MOE Rule Output DICs**

<b>DIC</b>	<b>Title</b>
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(s) 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.

**b. FSC Table.** DLA Logistics Information Services will use the Standard FSC Table, which contains the FSC groups and classes listed in DLA’s Cataloging Handbook H2, to validate functional assignments and codes by FSC, and determine which participating activities will receive output distribution on an FSC basis.

**c. FSC Management Data Maintenance.**

(1) To add information to the FLIS for a new FSC, the participating activity completes and forwards the request to DLA Logistics Information Services using the technical documentation on DLA website.

(2) DLA Logistics Information Services will:

(a) Subject all proposed file maintenance actions to automated validation procedures to ensure completeness and accuracy.

(b) Use an automated data distribution system to provide updates to the participating activity systems.

(c) Include in current data receivers for catalog tools FSC management output activity codes “AJ,” “AN,” “AZ,” “BD,” “BF,” “CL,” “CT,” “KE,” “PA,” “SA,” “TR,” and “XG” as listed in technical documentation found on DLA website.

(d) Provide the FSC management output DICs from Table 3 and related data to the participating activity systems.

**Table 3. FSC Management Output DICs**

<b>DIC</b>	<b>Title</b>
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.)

**d. TIR OE Master File.**

(1) Any U.S. or foreign participating activity may request new CAGE and NCAGE code assignments or updates to existing CAGE and NCAGE codes.

(2) The participating activity will submit requests for new CAGE and NCAGE or updates to existing CAGE and NCAGE data.

(3) DLA Logistics Information Services will:

(a) Subject all input transactions to automated validation processing and then suspend the input transactions for DLA Logistics Information Services process owner review and approval or rejection.

(b) Provide the receivers appropriate file maintenance data for their NIIN records if the processed transaction involves a CAGE code or an NCAGE code with one or more reference numbers.

(c) Use automated DIC KDR and KAR transactions to update actions to delete cancelled OE codes and add replacement OE codes.

(d) Forward data to the specific data receivers with DIC “KHN” for OE file maintenance data and DIC “KDR” when the NIIN file maintenance data is determined.

(e) Use the output DICs from Table 4 to forward output data to other participating activities.

(f) Refer to the procedures governing OE outputs contained in technical documentation found on DLA website.

**Table 4. FLIS Output DICs**

<b>DIC</b>	<b>Title</b>
KHN	TIR OE File Maintenance Data
KDR	NIIN File Maintenance Update
KAR	Reference Number OE Transfer (Forwarded to applicable receiving activities as a result of FLIS processing an approved input transaction in which one or more reference numbers were transferred from a cancelled OE code to a replacement OE code.)

**e. Catalog Tools Master Freight Table Maintenance.** DLA Logistics Information Services will:

(1) Complete all updates to the Master Freight Table using the FLIS Online Master Freight System.

(2) Provide new additions, reinstatements, changes to the class rating and freight descriptions, cancellations, and cancel with replacement actions using the FLIS Online Master Freight System.

**3.17. FLIS MASS CHANGE PROCESS.** The participating activity will submit each FLIS mass change request (CR) through DLA Logistics Information Services process owner or the process owner will initiate the request. DLA Logistics Information Services will:

a. Use preprogrammed FLIS mass change with their established programs and when no additional programming is required.

- (1) A transaction that executes mass change will cause:
  - (a) Identification of the affected file items in FLIS.
  - (b) Completion of the maintenance actions required on the items.
  - (c) Generation of the appropriate output.

- (2) The participating activity or DLA Logistics Information Services process owner will:
  - (a) Provide the change criteria that require the mass change.
  - (b) Trigger preprogrammed mass changes by transactions input or requests to update or revise a TIR.

(3) An example of a special project mass change is the item management change from one IMM to another IMM for all the items within a specific FSC. The losing IMM is obligated to coordinate the management change with the gaining IMM. DLA Logistics Information Services will require the gaining IMM to provide the criteria necessary to generate DIC “LCU” transactions to change all the affected MOE rules on those items for which the losing IMM is recorded as manager. In normal operating conditions, DLA Logistics Information Services will require 90 days to program this example.

(a) DLA Logistics Information Services will require certain criteria to initiate special project mass change, including:

1. The identity or identifying characteristics of the items to be changed, e.g., all items within a specific FSC.
2. The superseding MOE rule.
3. The action required on the supplemental collaborators and receivers.

(b) DLA Logistics Information Services will not change the item status codes and CMD recorded against affected items. The responsible participating activity will input the required maintenance on a by item basis.

- b. Functional areas or data elements for mass changes are listed in Table 5 and Table 6.

**Table 5. Data Elements for Mass Changes in FLIS**

<b>Freight Data Elements:</b>
Class Rating
Freight Description
Assigned FSC
<b>IIG Data Elements:</b>
Characteristics Data Group
Master Requirement Code
Coded Reply
Clear Text Characteristic Reply
Mode Code, Permissible
And Symbol
Or Symbol
Secondary Address Code
Guide Number, IIG
Item Name Code

**Table 6. Functional Areas for Mass Changes in FLIS**

<b>Functional Areas</b>
CAGE Code
NCAGE Code
National Motor Freight Classification (NMFC) Code
NMFC Sub-Item Number
Uniform Freight Classification Code (UFC)

c. The following procedures and formats are used for mass changes.

(1) **CAGE or NCAGE Mass Change Processing.** Participating activities will refer to technical documentation for CAGE or NCAGE mass change processing found on DLA website.

(2) **Freight Mass Change Processing.** DLA Logistics Information Services freight process owners will:

(a) Execute freight mass change processing as a result of changes to the NMFC code, NMFC sub-item number, or UFC code using the technical documentation on DLA website.

(b) Show changes to any of the data elements on the NIIN and forward those changes to all authorized freight receivers as DIC “KCF” output.

(3) **Freight Data Element Mass Change Processing.** Participating activities will:

(a) Refer to technical documentation for the mass change processing of the freight data elements on DLA website. Freight data element mass change processing updates freight classification records previously established in the master freight file.

(b) Follow the guidelines for input formats contained in technical documentation on DLA website.

#### (4) FSC Mass Change Processing

(a) On a special project basis or input by the affected departments or agencies on an item-per-item basis, DLA Logistics Information Services will execute the change of MOE rules and related data elements that are necessary because of a FSC mass change.

(b) Participating activities will refer to technical documentation for information relative to FSC and MOE rule processing on DLA website.

(5) **Characteristic Mass Change Processing.** Characteristic mass change may occur as a function of the development of a new IIG document or as part of a change to an existing IIG.

(a) DLA Logistics Information Services will:

1. Initiate the characteristic mass change process using internal transactions.
2. Use the mass change process will update IIG, INC, item identification type, and characteristic data using DICs “LGG,” “LGO,” and “LGT.”
3. Send updated NSNs to authorized receivers when technical changes result in updating FLIS data.
4. Ensure that the mass change process will run after the ED of an IIG action.

(b) Participating activities will refer to technical documentation on DLA website for:

1. The requirements in item name submittals.
2. IIG page changes for IIG characteristic mass change.

d. The participating activity or DLA Logistics Information Services process owner will:

(1) Send all requests for special project mass change processing of data elements to DLA Logistics Information Services.

(2) Prepare the requests in a letter citing all criteria necessary to create the mass change.

**3.18. FLIS MASS DATA RETRIEVAL.** Mass data retrieval is designed to extract segment data from FLIS or partial or complete files from the TIR based on the input of key data elements.

a. Participating activities will:



(1) Submit all requests for mass retrieval of FLIS data to the DLA Logistics Information Services.

(2) Include in the request the key data elements and values to be interrogated and an ODRC to designate the FLIS database segments required.

(3) Use the procedures for selecting the appropriate ODRC data record number (DRN) and key data elements found on DLA website.

b. The DLA Logistics Information Services will:

(1) Input the FLIS mass data retrieval transaction through the use of internal DIC “LTM.”

(2) Construct the DCN with the activity code of the requester as the originating activity code; the DLA Logistics Information Services code as the submitting activity code; the induction date as the transaction date; the requester’s three-position project number; and a sequentially assigned four-position number.

(3) Sequentially assign the last seven digits for each different mass data retrieval input transaction, if the requester did not provide a project number.

(4) Output the mass data retrieval results through DIC “KTA,” which will include a header for each NIIN 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 will be applied to the records for each NIIN as a separate package.

(5) Sequence the output data by NIIN within the DCN package.

(6) Output segment K for cancelled items on mass data retrieval by Federal Supply Group and FSC only at the request of the submitting activity. All other mass data retrievals will not include cancelled items.

c. Forward all mass data retrieval results to the interrogating participating activity by mail in a manner designated by the distribution table in FLIS or as prescribed by the requester.

**3.19. REPORTS GENERATOR.** The reports generator is designed to produce one-time listings or reports from FLIS.

a. DLA Logistics Information Services will:

(1) Provide processing available to the customer through the reports generator, which consists of:

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

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

(c) Mathematical treatment of counts of data by DRN, i.e., add, subtract, multiply, or divide, including summaries and vertical or horizontal totaling.

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

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

(2) Input to the reports generator for the responsible participating activity.

(3) Examine the generated product for quality and mail it the participating activity.

b. Participating activities will:

(1) Ensure the proper use of the reports generator capabilities to minimize requests that require special projects and programming, with their attendant delays.

(2) Submit requests for special data extracts, including justification, through the DLA Logistics Information Services process owner.

(3) Use the reports generator only for one-time output products, not for data that can be supplied by any other FLIS product.

**3.20. RECORD ESTABLISHMENT AND MAINTENANCE ACTIONS.** The participating activities will forward data required to establish or maintain item intelligence for their logistics functions to DLA Logistics Information Services to be processed, distributed, and maintained by the FLIS.

a. Participating activities will:

(1) Determine the transaction for the logistics function.

(2) Refer to the applicable DIC in technical documentation on DLA website.

(3) Prepare data in accordance with prescribed formats.

(4) Submit data to FLIS.

b. Originating and submitting activities will:

(1) Prepare data in fixed length format or variable length format as determined by activity capability.

(2) Perform collaborations before submittal to FLIS using the technical documentation on DLA website.

- (3) Accurately prepare data to avoid errors that may cause the return of transactions.
- (4) Refer to these guidelines to prepare acceptable data:
  - (a) Include all item intelligence data required in the transaction.
  - (b) Format the data properly.
  - (c) Verify completeness and correctness of data element values.
  - (d) Verify proper submittal mode selection.
- (5) Apply manual quality control measures before submittal of worksheet for automation by referring to these questions:
  - (a) Is the transaction in accordance with the latest logistics data tools?
  - (b) Are all the related segments included?
  - (c) Do the segments reflect the proper DICs?
  - (d) Is an input header included with the transaction?
  - (e) Is the data prepared in the appropriate mode, i.e., fixed or variable length input?
  - (f) Is the data required for fixed fields in all segments properly positioned?
  - (g) Is the package sequence number properly applied?

**3.21. FLIS CRS.** When there is a new release or change of General Services Administration directives, DoD Component procedures or policy, or a recommendation for a change from a DoD Component, participating agency, NATO, or participating country:

**a. Assigned Areas.** DoD or federal functional managers will, for their assigned areas:

- (1) Prepare and submit a CR for recommended changes to FLIS functional description through the DLA Logistics Information Services.
- (2) Review CRs provided by DLA Logistics Information Services.
- (3) Ensure CRs are complete in accordance with this issuance.

**b. Procedural Changes.**

- (1) The participating activity will:
  - (a) Forward recommendations for additions, deletions, and changes to FLIS procedures.

(b) Use a telephone or other expeditious forms of communications for recommendations during emergency conditions only.

(c) Send immediate follow-up by letter or electronic transmission to confirm request for changes to the FLIS procedures when telephone is used.

(2) DLA Logistics Information Services will:

(a) Review all recommendations received from the participating activity for validity and applicability.

(b) Coordinate approved changes with the participating activity through FCC in accordance with the procedures in Volume 8 of DoDM 4140.01.

(c) Prepare the additions, changes, or deletions for distribution when coordination is finalized.

(3) The participating activity will include a recommended ED in all submitted changes, which DLA Logistics Information Services will acknowledge and either agree with or propose another acceptable to all parties concerned.

(4) DLA Logistics Information Services will:

(a) Distribute changes to the FLIS procedures to participating activities a minimum of 30 days in advance of the ED.

(b) Announce the change to impacted participating activities as appropriate through the FCC Chair, with subsequent confirmation by normal revision, if the 30-day requirement cannot be met.

(c) Publish changes to the participating activity-specific data maintained by the functional managers.

(d) Provide, in advance of the ED, notification of receipt of changes and confirmation of the date when the program changes to ensure the submitting participating activity has adequate time to change its internal automatic data processing code (ADP) system. If necessary, the participating activity can receive such notification by telephone and be confirmed by letter.

(5) DLA Logistics Information Services will not subject the participating activity specific data tables to publication by FLIS advance change notice except for:

(a) Activity codes and message address for FLIS users.

(b) Activity codes and addresses for authorized originators, submitters, reference number activity code, and DICs authorized for submitting activities.

### **c. Preparation and Processing of CRs**

(1) For all FLIS CRs:

(a) The participating activity will document the CR with the impact to FLIS and the participating activity systems.

(b) DLA Logistics Information Services will:

1. Prepare and process all CRs that NATO NCB initiated as NCS CRs using the technical documentation on DLA website.

2. Coordinate with the participating activity by the most expedient methods available in the case of emergency corrections that may alter any aspect of expected or published input to or output from FLIS, even if such changes are required to conform to existing requirements.

3. Normally implement CRs on Sundays, unless it is an emergency change that is needed before the scheduled Sunday implementation.

(2) Submitters of CRs should coordinate requirements with their participating activity functional managers to ensure the CR is compatible with all participating activity requirements.

(3) The appropriate participating activity functional manager will submit all participating activity initiated CRs to the FCC Chair.

(4) The FCC Chair will coordinate and collaborate with the FCC representatives to gain consensus on the CR.

(5) After consensus is obtained from the FCC, DLA Logistics Information Services will:

(a) Initiate a technical review of the proposed change as submitted, which will reveal the cost, manpower resources, programming required, and impact on ADP equipment.

(b) Complete the technical review within 35 calendar days.

(c) Send the CR to the NATO NCBs and Secretariat when the NCS is affected, using the technical documentation on DLA website.

(6) If the CR is denied by the FCC, DLA Logistics Information Services will:

(a) Advise the originating activity of the CR disapproval. The originating activity may submit a rebuttal of the rejection with appropriate justification to the FCC Chair.

(b) Forward CR to HQ DLA, DLA Logistics Information Services liaison or staff proponent who will work to provide resolution. If no resolution can be determined, the HQ DLA, DLA Logistics Information Services liaison or staff proponent will forward issue to the ASD(S) for resolution.

(7) Each participating activity will staff the CR for review of technical and operational feasibility or concept as it pertains to their systems.

(8) Within 30 calendar days after reconciliation of all non-concurrences and comments, or if participating activities replies were all concurrences, DLA Logistics Information Services will propose an implementation schedule and coordinate the schedule with impacted participating activities.

(9) The impacted participating activities will:

(a) Review the proposed implementation schedule and determine if they can implement into their systems in the same timeframe.

(b) Document their concurrence or non-concurrence with the schedule and respond to DLA Logistics Information Services.

(c) Include an implementation schedule they can accommodate, if they non-concur.

(10) After coordinating with the impacted participating activities, DLA Logistics Information Services will:

(a) Coordinate with FCC members to resolve implementation schedule issues.

(b) Initiate and establish the CR into the DLA Logistics Information Services Configuration Management System for system development when an impacted participating activity agreement to implementation schedule is derived or if no participating activity systems are impacted by the CR.

(c) Send a copy of the final approved CR to the participating activity functional managers, which will include, when required, all the newly assigned DRNs and new or revised return codes.

**d. Status Reports.** DLA Logistics Information Services will provide status of CRs to the participating activity functional managers at regularly scheduled FCC meetings.

**e. Guidance for Preparing CRs.**

(1) DLA Logistics Information Services will consider the initial submission of a CR a concept CR. Participating activities submitting requests to DLA Logistics Information Services for systems changes will prepare a point paper or white paper that includes:

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

(b) **Background.** This will include facts bearing on the proposal and should identify the references and the policy decisions that were the basis for defining the scope of the change. For instance, if the CR 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. It should also identify whether the CR has minor or major impact to participating activity support systems.

(c) **Description of Change or General Objectives.** Provide a description of the overall system objectives for the function impacted by the system change. Establish what is to

be done without stating specific criteria to be met in accomplishing the ADP needs of the function.

(d) **Project Officer.** Enter the name, office symbol, and telephone number of the individual to be contacted if any questions arise concerning the CR.

(2) Participating activities will route concept CRs for system changes to DLA Logistics Information Services through their participating activity POCs (FCC representative) to the FCC, where the CR will be distributed to the committee members to approve or deny the concept CR.

(3) Once the FCC approves a concept CR, the participating activity should modify the concept CR to include specific objectives or functional requirements. At a minimum, it should include functional statements that delineate what must be accomplished to ensure that the general objectives are met to the satisfaction of the functional manager. Once this is accomplished, DLA Logistics Information Services will consider the concept CR as a CR.

(4) The FCC will only process a CR if it meets functional requirements.

(a) The participating activity will:

1. Cite who sends the data and what elements of data will be inputted into FLIS to satisfy the objective.

2. Identify the configuration of the data element when constrained by other functions or systems.

3. Submit the proposed new transaction formats in the blanks of the example sentence: “Establish transaction \_\_\_\_\_ (to be assigned), entitled \_\_\_\_\_, which will contain segment(s) \_\_\_\_\_.”

4. Project volumes involved in changes when applicable.

(b) DLA Logistics Information Services will:

1. Assign new DRNs after approval.

2. Assign new DIC and segment codes after approval.

(c) The participating activity will cite the checks and balances for the function being performed. These will consist of rules, tables, comparisons, relationships of input data elements, and, in accordance with prescribed criteria, comparison or validation of data retained in FLIS.

(d) For data retention, participating activity will:

1. Ensure that this paragraph states the functional requirements to store data elements in the system.

2. Cite what data elements will be retained in FLIS, what conditions, if necessary, must be met in terms of how long to retain the data, what data elements will be recorded in the

FLIS futures file with an ED, or other similar constraints necessary to retain the data and establish and protect its integrity while in the file.

(e) The participating activity will:

1. Cite who the data will be output to and what elements of data will be output from FLIS to satisfy the objective.

2. Identify the configuration of the data element when constrained by other functions or systems.

3. Submit the proposed new transaction output formats in the blanks of the example sentences: “Establish transaction \_\_\_\_ (to be assigned), entitled \_\_\_\_, which will contain segment(s) \_\_\_\_.”

4. Project volumes involved in changes when applicable.

(f) DLA Logistics Information Services will assign new:

1. DRNs after approval.

2. DIC and segment codes after approval.

(g) The participating activity will cite the requirement for a new or revised publication, including frequency of publication, publication format, distribution, etc.

(h) The participating activity will:

1. Cite the requirement for new or revised statistical information.

2. Include in the citation the source of data, what is to be counted, how it is to be counted, and how the data is to be displayed.

(i) The participating activity will:

1. Cite the requirement to extract data from FLIS through interrogation, search, or mass data retrieval.

2. Cite media mode when required.

(j) The participating activity will enter the proposed implementation date, taking into consideration the coordination cycle for approval of the CR and the time frames required for implementation.

(k) The participating activity will:

1. Enter the appropriate priority.



2. Provide detailed justification for assignment of an expedited or emergency priority, e.g. routine minor, routine major, expedite, or emergency because a CR is required to maintain the operational status of FLIS.

(5) Participating activities will reroute CRs for system changes to DLA Logistics Information Services through their participating activity POCs (FCC representative) to the FCC Chair.

(6) FCC Chair will assign the CR to a project lead, who will coordinate the CR through the configuration management process at DLA Logistics Information Services.

**3.22. INTERFACE TEST CAPABILITY.** The DLA Logistics Information Services provides a service that allows all FLIS users to test their interface with FLIS. It provides the capability for users to test FLIS CRs or to test their own CRs as they interface with FLIS.

a. For the Standard Test Database (STDB):

(1) DLA Logistics Information Services:

(a) Maintains the FLIS STDB, which contains in excess of 12,000 NIINs.

(b) Uses production programs and support files to maintain the integrity of the data on file.

(c) Conducts special projects from CRs to change FLIS, to change output to the participating activities, or to eliminate obsolete file data or file conditions. The CR will require the same action to be taken against the STDB.

(2) Participating activities submitting CRs should include projects such as:

(a) Internal DLA Logistics Information Services changes to the file structure, for optimization purposes and which do not alter data output to participating activities.

(b) Clean-up projects performed on FLIS for a specific participating activity or the entire file, which if not performed would lock out future changes or cause rejections or system errors during processing of test transactions. Clean-up should also be performed against the STDB.

(c) Special projects that only identify erroneous conditions in FLIS; forward these to the proper participating activities for corrective action, and the errors output to the affected participating activities.

b. DLA Logistics Information Services will conduct interface testing in accordance with approved interface test plans, as required for specific FLIS or other system changes. DLA Logistics Information Services will not conduct testing, other than that required by an approved interface test plan, except by mutual agreement between DLA Logistics Information Services and the participating activities requiring the test. Agreements will be based on available

resources at DLA Logistics Information Services and priority assigned according to the project to be tested.

c. Participating activities should:

(1) Ensure that the CR or other requirements document contains a statement that interface testing is required or interface testing is not required.

(2) Initiate action on approval of the CR or other requirements document to start the procedure to request an interface test if it is required. This will allow DLA Logistics Information Services and other participants to schedule resources for the test for the required timeframe.

(3) Initiate actions immediately to request a mini interface test, if an interface test is required to resolve an immediate problem.

(4) When requiring an interface test:

(a) Develop the interface test plan.

(b) Coordinate with DLA Logistics Information Services to ensure adequate time and resources are available to support the test.

(c) Submit the test data to DLA Logistics Information Services.

d. Participating activities may acquire a copy of the STDB or request an interface test by contacting the DLA Customer Interaction Center: telephone 877-352-2255, FAX 269-961-7791, or email address [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil).

## GLOSSARY

### G.1. ACRONYMS.

ADP	automatic data processing code
AFMCI	Air Force Materiel Command Instruction
AFR	Air Force Regulation
AMC-R	Army Materiel Command Regulation
AR	Army Regulation
ASD(S)	Assistant Secretary of Defense for Sustainment
CAGE	commercial and government entity
CMD	catalog management data
CR	change request
DCA	design control activity
DCN	document control number
DIC	document identifier code
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DoDI	DoD instruction
DoDM	DoD manual
DRN	data record number
DTRA	Defense Threat Reduction Agency
EBS	Enterprise Business System
ED	effective date
FCC	Federal Cataloging Committee
FCP	Federal Catalog Program
FCS	Federal Cataloging System
FLIS	Federal Logistics Information System
FMS	foreign military sales
FSC	Federal Supply Classification
HQ	headquarters
I&S	interchangeability and substitutability
IEC	item entry control
IIG	item identification guide
IMC	item management coding
IMM	integrated materiel manager
INC	item name code
MCO	Marine Corps Order
MOE	major organizational entity

NATO	North Atlantic Treaty Organization
NAVSUPINST	Naval Supply Instruction
NCAGE	North Atlantic Treaty Organization commercial and government entity
NCB	National Codification Bureau
NCS	North Atlantic Treaty Organization Codification System
NIIN	national item identification number
NMFC	National Motor Freight Classification
NOCO	Nuclear Ordnance Cataloging Office
NSA	National Security Agency
NSN	national stock number
ODRC	output data request code
OE	organizational entity
PICA	primary inventory control activity
POC	point of contact
PSMAT	Provisioning Screening Master Address Table
SICA	secondary inventory control activity
SoS	source of supply
STANAG	Standardization agreement
STDB	standard test database
TIR	total item record
USAF	U.S. Air Force
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment
USMC	U.S. Marine Corps
USN	U.S. Navy

**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

**advance change notice.** A notification to users of changes that must be implemented between quarterly publication of changes and revisions of the FLIS.

**cataloging.** The process of uniformly identifying, describing, classifying, numbering, and publishing in the Federal Catalog System all items of personal property (items of supply) repetitively procured, stored, issued, or used by federal agencies.

**CMD.** Consists of standard data elements; the using activity develops the peculiar data entries in the FLIS.

**DCN.** A data chain generated for input and perpetuated in output packages. Used to create a unique identifying number for immediate identification of each transaction

**DIC.** Identifies a transaction to the system to which it pertains and its intended usage.

**DRN.** Four numeric characters assigned to identify and control a functionally oriented data element used in the FLIS.

**ED.** The year and Julian day that denote the date that a predetermined condition or action becomes effective in the defense logistics system (e.g., 04122 is 1 May 2004).

**FCP.** A government-wide program to provide a uniform system of item identification; preclude or eliminate different identifications of like items; reveal interchangeability among items; aid in parts standardization; facilitate intra- and inter-departmental logistics support; and improve materiel management and military effectiveness by promoting efficiency and economy in logistics operations.

**FCS.** A federal program that DoD administers in conjunction with the General Services Administration. It names, describes, classifies, and numbers each item the U.S. Government repetitively uses, buys, stocks, or distributes so that only one distinctive combination of letters and numerals identifies the same item throughout the U.S. Government.

**FLIS.** A management system designed to collect, store, process, and provide item-related logistics information.

**FSC.** A system by which all items of personal property that are used by all participating activities are classified. FSC contains groups and classes of commodities with emphasis on the items known to be in participating activities' supply systems.

This classification system is based on current as well as anticipated management needs.

The FSC 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 FSC is governed by daily management requirements and provides uniform management categories throughout Service activities and participating agency and participating countries organizations, functions, operations, and supply pipelines.

It permits greater uniformity within and between the participating activities in the operations of reporting, accounting, financial management, inventory control, and budgeting.

**I&S.** Conditions that permit the exchange of one item for another without affecting design or performance beyond acceptable limits.

**IMC.** The process of determining whether items of supply in FSC classes assigned for integrated materiel management qualify for the individual Military Services' or other DoD

Components' management. Coding is accomplished in accordance with established IMC criteria contained in DoDM 4140.26.

**IMM.** Any activity or agency that has been assigned integrated wholesale materiel management responsibility for the DoD and participating federal agencies. IMM responsibilities include requirements determination, procurement, distribution overhaul and repair of reparable materiel, and disposal of materiel.

**inactive item.** An item without a wholesale demand in the last 5 years for which no current or future requirements are anticipated by any registered user or the materiel manager.

**integrated materiel management.** Defined in the DoD Dictionary of Military and Associated Terms.

**item identification.** 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, CAGE, manufacturers' identifying part or reference number, Reference Number Category Code, and Reference Number Variation Code. It may also include the item name, all of the physical and performance characteristics data that a specific IIG prescribes, the manufacturers' identifying part or reference number, and additional related reference numbers.

**item of production.** A part, piece, object, equipment, or material that is produced by a manufacturer, is grouped within a manufacturer's identifying number, and conforms to the same engineering drawing, standard, specification, and inspection.

**item of supply.** One or more items of production that are functionally interchangeable and comparable in terms of use. An item of supply that is functionally similar but produced with more stringent characteristics than the normal item of production, (e.g., a selection of closer tolerance, specific characteristics, or finer quality), will constitute a unique item of supply. It is defined by physical characteristics material content, chemical composition, electrical data, dimensions, and the formation or arrangements of its parts and by performance characteristics special or peculiar action or service provided by and expected of the item by virtue of its physical characteristics.

**item unique identification.** Defined in DoDI 8320.04.

**mass change.** A process initiated by maintenance actions to the TIR, e.g., tables, guides, edits, and cataloging tools. Revisions to multiple FLIS items or other sections of the TIR. DLA Logistics Information Services uses two methods: pre-programmed mass change and special project.

**NSN.** Defined in the DoD Dictionary of Military and Associated Terms.

**OE.** An organizational element, segment, or entity for cataloging and attributing data ascribed in the entity (e.g., DoD activity address code, bidders, manufacturing or nonmanufacturing activity, or establishment) for the purpose of intensifying its meaning, characteristics, responsibility, eligibility, and area(s) of authority.

**originating activity.** Those activities that are the source of data content and logistical responsibilities to the U.S. Government.

**participating activity.** All DoD Components, participating agencies, and participating countries in the FCP that use the FCS for a uniform system of item identification.

**participating agency.** Federal agency organizations participating with the DoD Components in the FCP for a uniform system of item identification.

**participating country.** NATO member nations and other foreign governments and agencies participating with the DoD Components in the FCP pursuant to NATO STANAG 3150 for a uniform system of II.

**PICA.** The DoD Component inventory control point designated as the single activity within the DoD responsible for providing materiel support.

**SICA.** The DoD Component inventory control point receiving materiel support from the PICA for selected logistics functions.

**STDB.** A database maintained at DLA Logistics Information Services with data input by participating activities included in the interface test program.

**submitting activity.** Those activities authorized to submit data gained from the originating or other participating activity to be used in the FCP, to include IMMs and specific participating agencies.

**supply support request.** A request submitted by the activity responsible for supporting an end item's being provisioned to a commodity IMM, which manages some of the support items or is a potential manager of some new support items used in the end item.

**tailored interrogation.** An extract of data based on the submitted NIIN.

**TIR.** 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. The TIR is comprised of the following files: OE, Item Name, FSC, Item Identification Guide, Table Look-Up, Graphics, Process Control, Mass Changes to FLIS, Mass Data Retrieval, and Tailored Data Interrogations.

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