

Nov 1, 2002
Change 4

DLA
TECHNICAL SUPPORT
POLICY AND PROCEDURES
DESKBOOK

DLA Technical Support Policy and Procedures Deskbook Change Notice # 4

Changes to the Deskbook and Appendixes will be identified by a change notice number posted on the top right hand corner of each affected page and a vertical bar on the right hand margin. A summary of changes is listed below. It is recommended that you insert this change notice under your cover page for future reference. If the page is changed under a future notice, the latest change notice will be recorded in the top right hand corner.

* Identifies a significant change.

Summary of the Changes:

1. Table of Contents, numerous page number changes.
2. Page 4-1-12, added definition, Synopsis Description.
3. Page 4-2-7, added acronym, SCD.

Note: Due to additions resulting in movement of paragraph page locations, print and replace Section 5.1 in its entirety.

4. Section 5.1.1, Page 5-1-2, added paragraph.
5. Section 5.1.2, Page 5-1-3, added 2 paragraphs
6. Section 5.1.3, Page 5-1-4, added reference.
7. Section 5.1.6, Page 5-1-6, first paragraph added statement, second bullet added statement, third bullet modified.
8. Section 5.1.6, Page 5-1-7, third bullet continued added sentence, Fourth bullet modified, added bullet five.
9. Section 5.1.12, Page 5-1-10, added new section, Synopsis Description, and changed subsequent paragraph numbers.
10. Sections 5.1.13 thru 5.1.22, Pages 5-1-10 thru 5-1-13, renumbered sections.
11. Section 5.1.16, Page 5-1-12, first and second bullet deleted statement.
12. Page 5-1-14, added page.
13. Section 5.2.1, Page 5-2-2, first paragraph modified references.
14. Section 5.2.8, Page 5-2-5, bullets one, two and four modified.
15. Section 5.2.9, Page 5-2-6, bullet two and eight modified.
16. Section 5.2.11, Page 5-2-7, paragraph eight added statement and paragraph nine corrected CTDF Option.
17. Section 5.2.13, Page 5-2-9, bullet two modified.
18. Section 5.2.21, Page 5-2-13, bullet four modified and added sentence.
19. Section 5.3.2, Page 5-3-1, last paragraph modified.
20. Section 5.3.3, Page 5-3-2, first paragraph modified.
21. Section 5.3.3, Page 5-3-2, second paragraph fourth bullet removed statement.
22. Section 5.3.4, Page 5-3-3, second paragraph, bullet four modified.
23. Section 5.3.6, Page 5-3-4, revised and added bullets.
24. Section 5.3.7, Page 5-3-5, added new paragraph 5.
25. Page 5.3.8, added page

26. Section 5.5.3, Page 5-5-1, revised last paragraph.
27. Section 5.5.7, Page 5-5-2, fourth paragraph deleted, new paragraph four modified.
28. Section 5.5.10, Page 5-5-3, added statement.
29. Section 5.5.31, Page 5-5-9, renamed paragraph.
30. Section, 5.5.32, Page,5-5-9, added new 5.5.32.
30. *Appendix R, replace in its entirety.

Date: May 10, 2002

DLA Technical Support Policy and Procedures Deskbook Change Notice # 3

Changes to the Deskbook and Appendixes will be identified by a change notice number posted on the top right hand corner of each affected page and a vertical bar on the right hand margin. A summary of changes is listed below. It is recommended that you insert this change notice under your cover page for future reference. If the page is changed under a future notice, the latest change notice will be recorded in the top right hand corner.

Note: Print and replace Appendix L in its entirety

* Identifies a significant change.

Summary of the Changes:

1. * Appendix L, entire appendix has been re-written.

Date: February 1, 2002

DLA Technical Support Policy and Procedures Deskbook Change Notice # 2

Changes to the Deskbook and Appendixes will be identified by a change notice number posted on the top right hand corner of each affected page and a vertical bar on the right hand margin. A summary of changes is listed below. It is recommended that you insert this change notice under your cover page for future reference. If the page is changed under a future notice, the latest change notice will be recorded in the top right hand corner.

Note: Due to the reformatting of the entire Deskbook and the incorporating of various sections into a single volume, you must reprint the current version of this Deskbook in its entirety for a hardcopy reference.

* Identifies a significant change.

Summary of the Changes:

1. *Deskbook - Entire Deskbook has been reformatted, and numerous hyperlinks have been added.
2. *Appendix A, Part I, reformatted and updated and updated tables of specification and standard formats.
3. Appendix A, Part II, added TDPL statement to Field, block2, page A-10.

DLA Technical Support Policy and Procedures Deskbook Change Notice #1

Note: A vertical bar on the right hand margin will identify changes to the Deskbook and Appendices. The pages and paragraphs with changes are listed below. If you are using a printed copy, remove those pages and replace them with the new page. It is recommended that you insert this change notice under your cover page for future reference. The change notice number will be identified in the top right hand corner of each page changed. If the page is changed under a future notice, the latest change notice will be recorded in the top right hand corner.

Note: For this notice, if you are maintaining a hard copy of the Deskbook, it may be simpler to reprint the whole basic document (without Appendixes) due to page additions and the resulting page renumbering.

* Identifies a significant change to policy or procedure.

Summary of the Changes:

1. Table of Contents, numerous page number changes.
2. Table of Contents, Appendix E title change from Replacement of MIL STD 973 to Engineering Change Proposals.
3. Table of Contents, Appendix F title change from Unit of Issue Change and Unit of Issue Modifier to Unit of Issue Change and CTDF Unit of Issue Conversion Factor.
4. References, Changed DLAR 4140.67 to DLAI 4140.67.
5. Definitions and Acronyms, added definitions and acronyms.
6. Section 5, AID/PID Box (first page) removed the term "officially recognized".
7. Section 5.1.1, next to last paragraph, added classified data requirements.
8. Section 5.1.2, next to last paragraph, added classified data requirements
9. *Section 5.1.6, third bullet, first line, changed "or" to "and".
10. Section 5.1.7, fourth paragraph, added reference.
11. Section 5.1.14, second paragraph, first bullet, added "when applicable" to the end of the first sentence.
12. Section 5.1.16, third paragraph, added sentence.
13. Section 5.1.17, modified sentence.
14. Section 5.2.1, sixth paragraph, added references.
15. Section 5.2.9, fourth bullet, added reference.
16. Section 5.2.12, next to last paragraph, added classified data requirements.
17. Section 5.2.17, first paragraph, modified last sentence.
18. Section 5.2.22, first paragraph, added new third sentence.
19. Section 5.4.1, fourth paragraph, modified first sentence.
20. Section 5.4.2, changed title.
21. Section 5.4.2, second paragraph, added new bullet.
22. Section 5.5.6, second paragraph, changed reference.

23. Section 5.5.16, second paragraph, changed reference.
24. Section 5.5.20, first paragraph, modified last sentence.
25. Appendix C, Item Identification Improvements, deleted the former last sentence and modified the current last sentence.
26. *Appendix E, new title and developed appendix (previously marked for future use).
27. Appendix F, changed title, divided into part one and part two.
28. Appendix F, part one, paragraph eight, modified last sentence.
29. Appendix F, part two, added note.
30. Appendix I, divided into parts one and two.
31. Appendix I, part two, deleted statements “to be published”.
32. *Appendix L, changes (as indicated) and the addition of paragraph III.B.1.e. and the deletion of the former paragraph II.B.2.
33. *Appendix N, re-written
34. *Appendix R, modified “general guidance” and Navy TDR responses.
35. Appendix R, modified “technician responsibilities”.
36. Appendix R, modified “ALRE supervisor CTDF checklist.
37. Appendix T, POCs changed.

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SECTION 1: REFERENCES

ASME Y14.100M, Engineering Drawing Practices

DFARS Appendix E, DOD Spare Parts Breakout Program. (See Acquisition Method Suffix Code (AMSC) Definitions.)

DLA-AQPLL PROCLTR 95-06, Use of Public Manufacturing Sources

DLAD 17.91, Use of Public Manufacturers

DLAD 52.211-9000, Government Surplus Material

DLAD 52.211-9003, Conditions for Evaluation of Offers of Government Surplus Material

DLAD Provision 52.217-9002, Condition For Evaluation and Acceptance of Offers for Part Numbered Item

DLAD Subpart 17.75, Acquisition of Replenishment Parts

DLAD/I 3200. 1, Engineering Support Procedures for Items Supplied by Defense Logistics Agency and General Services Administration

DLAD/I 4140.68, DLA Price Challenge and Price Verification Program

DLAD/I 4145.12 DLA Packaging Program

DLAD/I 4155.2, Quality Assurance Program for the Defense Logistics Agency Inventory Control Points

DLAI 4605.4, User's Instruction for Contracting Technical Data File (CTDF)

DLAM 4130.3, Standard Automated Materiel Management Systems (SAMMS) Technical Operations Procedures Manual

DLAM 4140.2, Supply Operations Manual, Defense Supply Center, Supply Operating Procedures

DLAR 4140.21, DLA Value Engineering Program

DLAR 4140.59, The Unit of Issue in Materiel Management

DLAI 4140.67, DLA Replenishment Parts Purchase or Borrow Program

DLAR 4155.31, DLA Participation in Government – Industry Data Exchange Program

DoD 4100.39-M, Federal Logistics Information System Procedures Manual

DoD 4120.24-M, Defense Standardization Program (DSP) Policies and Procedures

DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items

DoD 4140.27-M, Shelf Life Item Management Manual

DoD 4140.32-M, Defense Inactive Item Program
DoD 4160.21-M-1, Defense Demilitarization Manual
DOD 5200.1-R, Information Security Regulation
DoD Instruction 7220.1, Regulations Governing Project Orders
Federal Acquisition Regulation (FAR)
MIL-DTL-31000, Detail Specifications for Technical Data Packages
MIL-STD-100, DoD Standard Practice for Engineering Drawings (In the process of being
superseded by ASME Y14.100M)
MIL-STD-129N, Military Marking
MIL-STD-130, Identification Marking of U. S. Military Property
MIL-STD-280A (S/S by Mil-HDBK-505), Definitions of Item Levels, Item Exchangeability,
Models, and Related Items.
MIL-STD-2073/1D, DoD Standard Practice for Military Packaging
United States Code (USC)

SECTION 2: PURPOSE

This Deskbook provides policy, defines responsibilities and establishes uniform procedures for technical support functions at the Defense Logistic Agency (DLA) Inventory Control Points (ICPs). It also implements the Department of Defense (DoD) and DLA Directives, Regulations and Instructions that relate to the technical function.

- ? Ensure accurate technical requirements to define the correct item of supply.
- ? Ensure technical requirements are documented, coordinated and communicated with Military Service customers, Provisioning Activities, Preparing Activities, Engineering Support Activities, contractors and within DLA.
- ? Ensure technical support of provisioning, logistic reassignments, contracting, cataloging, supply, and distribution activities.
- ? Ensure the accuracy and compatibility of supporting databases such as the CTDF and the TIR.

This Deskbook provides instruction to DLA ICP technical personnel-equipment specialists, quality assurance specialists, engineers, chemists, pharmacists, metallurgists and other people performing (or being trained to perform) functions that define the technical requirements of material. "Technician" is the term used in this document to refer to these personnel. The policy and procedures contained in this Deskbook are mandatory.

SECTION 3: APPLICABILITY AND SCOPE

This Deskbook is applicable to DLA Inventory Control Points involved with item and contract management of DLA managed items.

SECTION 4:

DEFINITIONS AND ACRONYMS

4.1 DEFINITIONS

Acquisition Identification Description (AID) - The AID establishes agency needs through a complete description of requirements of the supplies or services required to fulfill agency needs by contract. The AID is developed from the PID (Option B, CTDF) and may include Options E and K from the CTDF.

Acquisition Method Code (AMC) - A single digit numeric code, assigned by a DoD activity, to describe to the contracting officer and other Government personnel the results of a technical review of a part and its suitability for breakout.

Acquisition Method Suffix Code (AMSC) - A single digit alpha code, assigned by a DoD activity, which provides the contracting officer and other Government personnel with engineering, manufacturing, and technical information.

Actual Manufacturer - An individual, activity, or organization that performs the physical fabrication processes that produce the deliverable part or other items of supply for the Government. The actual manufacturer must produce the part in-house. The actual manufacturer may or may not be the design control activity.

Additional Data for Contracting Agency (ADCA) - Data provided for contracting agency use only and is not to be provided to the contractor.

Additional Ordering Requirements (AOR) - Revisions or supplements to information cited in documents referenced in the "List of Applicable Documents" in the Navy IRPOD.

Allocated Configuration Documentation (ACD) - The documentation describing a CI's functional, performance, interoperability, and interface requirements that are allocated from those of a system or higher level configuration item; interface requirements with interfacing configuration items; and the verifications required to confirm the achievement of those specified requirements.

Alternate Item - An item other than the approved part number cited in the AID.

Alternate Offer - is an offer to provide an item, which is from other than an approved source and/or is not the exact part numbered item cited in the Acquisition Identification Description. To be approved the alternate offeror's product must be identical to, or be physically, mechanically, electrically, and functionally interchangeable with, the product cited in the AID.

Alternate Product - Any product that does not meet the criteria of "exact product."

Alternate Source - An offer from other than an approved source to provide the identical part number.

Annual Buy Quantity - The forecast quantity of a part required for the next 12 months.

Annual Buy Value - The annual buy quantity of a part multiplied by its unit price.

Bailment - An arrangement between the Government and contractor whereby the Government makes available through a sale or loan agreement a sample item of supply to a contractor so that the contractor may perform reverse engineering or another value engineering methodology on the sample item, thus enabling the contractor to bid on future competitive contracts.

Bid Set - The collection of engineering data cited on solicitation documents in the Description of Supplies (Acquisition Item Description) which identify "manufacturing to," "test to," and "inspect to" engineering parameters. This series of drawings is required to effect competitive procurement. All drawings in a bid set and will normally have unlimited rights, may be Distribution Statement A, C, D, F, X, or blank, and must be listed in JEDMICS.

Breakout - Improvement of acquisition status to reduce costs through the use of competitive procurement methods, or the purchase of parts directly from the actual manufacture rather than the prime manufacturer, while maintaining the integrity of the systems and equipment in which the part(s) are to be used.

Cancel-Duplicate (LKD) - An assigned National Stock Number (NSN) is determined to be a duplicate of (the same as) another established item of supply NSN.

Cancel-Invalid (LKV) - An NSN, because of incomplete, conflicting, or erroneous data, does not clearly or adequately establish the identity of the item and cannot be furnished by any known manufacturer.

Cancel-Use (LKU) - Two different NSNs do not depict actual duplicate items-of-supply concepts, but using Service ESAs have indicated that one NSN can replace another NSN for all applications.

Classification of Defects - The enumeration of possible defects of the unit or product, classified according to their seriousness. Defects will normally be grouped into the classes of critical, major or minor; however, they may be grouped into other classes, or into subclasses within these classes.

Commercial and Government Entity Code (CAGE) - A five character data element assigned to establishments that are manufacturers of, or have design control of, items of supply procured by the Federal Government.

Commercial Drawing - Drawings prepared by a commercial design activity, in accordance with that activity's documentation standards and practices, to support the development and manufacture of a commercially developed product.

Commercial Item - A product, material, code, component, subsystem, or system sold or traded to the general public in the course of normal business operations at prices based on established catalog or market prices. (See FAR Part 2 for more detailed definition of "Commercial Item.")

Commercial Repair Contracts - Repair agreements entered in between the DSCs and a commercial manufacturer. Commercial repairs are not project orders; they are commercial contracts. Because the repairing activity is a commercial activity, a DA Form 3953 forms the basis of the commercial contract, instead of DLA Form 531. Only DLA-owned stock fund

material in Condition Code D, F, and G may be repaired. The regulations governing commercial repair are in DLAM 4140.2, Vol. II, Part 3, Appendix E-530P and appropriate contracting regulations.

Competition - A contract action where two or more responsible sources, acting independently, can be solicited to satisfy the Government's requirement.

Competitive Range - Offers received that the contracting officer determines to have a reasonable chance for award. The contracting officer's determination is based on consideration of factors including price, and contractor's quality, delivery, and overall past performance.

Configuration Control - The systematic proposal, justification, evaluation, coordination, approval or disapproval of proposed changes, and the implementation of all approved changes, in the configuration of a CI after establishment of the configuration baseline(s) for the CI.

Configuration Documentation - The technical documentation that identifies and defines the item's functional and physical characteristics. The configuration documentation is developed, approved and maintained through three distinct evolutionary increasing levels of detail. The three levels of configuration documentation are the functional

configuration documentation, the allocated configuration documentation, and the product configuration documentation

Configuration Item (CI) - A configuration item is an aggregation of hardware or software that satisfies an end use function and is designated by the Government for separate configuration management.

Configuration Management (CM) - As applied to configuration items, a discipline applying technical and administrative direction and surveillance over the life cycle of items to:

- ? Identify and document the functional and physical characteristics of configuration items.
- ? Control changes to configuration items and their related documentation.
- ? Record and report information needed to manage configuration items effectively, including the status of proposed changes and implementation status of approved changes.
- ? Audit configuration items to verify conformance to specifications, drawings, interface control documents, and other contract requirements.

Contracting Technical Data File (CTDF) - The automated database used by technical, quality, packaging, provisioning, standardization, engineering, and contracting personnel to input and maintain data required in support of items acquired and managed by the Defense Logistics Agency.

COS Field - The field in Option A of the CTDF which contains the indicator as to whether a commercial item is available for that NSN. The field name indicates that it is commercial off the shelf, however, this field is not being used exclusively for commercial off the shelf. A "Y" in this field indicates that a commercial item meeting the definition in FAR Part 2 is available in the marketplace.

Critical Application Item - An item essential to weapon system performance or operation, or the preservation of life or safety of operating personnel, as determined by the military services.

Critical Characteristic - A critical characteristic is one that analysis indicates is likely, if defective, to create or increase a hazard to human safety, or to result in failure of a weapon system or major system to perform a required mission.

Critical Item Code (CIC) - A field in the CTDF (Option A) that indicates whether or not the queried NSN has a critical application based on the essentiality code or an engineering decision.

Critical Nonconformance - A nonconformance that is likely to result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the supplies or services; or that is likely to prevent performance of a vital agency mission.

Critical Safety Item (CSI) - A part, assembly, installation or production system with one or more critical characteristics that, if not conforming to the design data or quality requirements, would result in an unsafe condition.

Design Activity - An activity having responsibility for the design of an item. The activity may be commercial, nonprofit, or a Government organization (ASME Y14.24M).

Design Change Notice (DCN) - A formal notification of an existing change to the performance, design, or technical requirements of an item. The DCN is prepared by a contractor or Government activity to notify the provisioning activity of a design change.

Design Control Activity - A contractor or Government activity having responsibility for the design of a given part and for the preparation and currency of engineering drawings and other technical data for that part. The design control activity may or may not be the actual manufacturer.

Deviation - A specific written authorization (granted after contract award but prior to the manufacture of an item) to depart from a particular performance or design requirement of a specification, drawing, or other procurement document for a specific number of units or a specified period of time.

Deviation Critical - A deviation is designated as critical when the deviation consists of a departure involving safety or when the configuration documentation defining the requirements for the item classifies defects in requirements and the deviations consist of a departure from a requirement classified as critical.

Deviation Major - A deviation is designated as major when the deviation consists of a departure involving health, performance, interchangeability, reliability, survivability maintainability, or durability of the item or its repair parts; effective use or operation; weight; or appearance (when a factor0 or when the configuration documentation defining the requirements for the item classifies defects in requirements and deviations consist of a departure from a requirement classified as major.

Deviation Minor - A deviation is designated as minor when it consists of a departure that does not qualify as Critical or Major or when the configuration documentation defining the requirements for the item classifies defects in requirements and the deviations consist of a departure from a requirement classified as minor.

Drawing (Engineering) - An engineering document or digital data file that discloses (directly or by reference) through graphic or textual presentations, or a combination of both, the physical and functional requirements of an item.

End User - That individual or organizational element authorized to use supply items. The end user is normally the terminal point in the logistics system at which action is initiated to obtain materiel required for the accomplishment of an assigned mission or task.

Engineering Change - A change to the current approved configuration documentation of a configuration item at any point in the life cycle of the item.

Engineering Change Proposal (ECP) - A proposed engineering change to the current approved configuration documentation and the documentation by which the change is described, justified, and submitted to the Government for approval or disapproval.

Engineering Data - Documents such as drawings, associated lists, accompanying documents, manufacturer specifications and standards, or other information prepared by a design activity and relating to the design, manufacture, procurement, test, or inspection of items or services.

Engineering Support - Engineering and technical assistance, including the development, validation, and approval of technical data and engineering criteria, engineering representation, guidance, and decisions required in the management of an item.

Engineering Support Activity (ESA) - The military service organization designated as responsible for engineering support and technical decisions for a given part or component in that service.

Engineering Support Request - DLA Form 339.

Exact Product - An offered product which has a manufacturer's name and part number identical to the one cited in the Acquisition Identification Description (AID) and is modified (if necessary) to conform to any additional requirements set forth in the AID. The product can either be manufactured by the manufacturer cited in the AID or by a firm who manufactures the product for the manufacturer cited in the AID.

Fabricate/Assemble - The item represented by the NSN must be fabricated or assembled from components represented by specified NSNs.

Federal Supply Class (FSC) - A classification used by federal agencies to identify commodities and services. The FSC is the first four positions in a NSN.

Field Level Repairable - An item capable of being restored to a serviceable condition at an organizational, intermediate or depot level maintenance activity (i.e., repairable in the field).

First Article Testing - Testing of items submitted by a contractor prior to regular production on a contract or purchase order followed by the preparation and evaluation of attendant test reports.

Fit - The ability of an item to physically interface or interconnect with or become an integral part of another item.

Flexible Computer Integrated Manufacturing (FCIM) - The integration of equipment, software, communications, human resources, and business practices within an organization to rapidly manufacture, repair, and deliver items on demand with continuous improvements to the process.

Flight Safety Critical (FSC) - An aircraft part, assembly, installation or production system with one or more critical characteristics, which, if not conforming to the design data or quality requirements, would result in an unsafe condition.

Flight Safety Critical Aircraft Part (FSCAP) - Any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence may cause a catastrophic failure resulting in loss of or serious damage to the aircraft, or an non-commanded engine shutdown resulting in an unsafe condition. The identification of these parts insures that only safe parts are installed on military aircraft or are released to the civil aircraft market through disposal sales, exchanges or other authorized transfers of DoD parts.

Form - The shape, size, dimensions, mass, weight, and other visual parameters that uniquely characterize an item. For software "form" denotes the language and media.

Full and Open Competition - A contract action where all responsible sources are permitted to compete.

Function - The action or actions that an item is designed to perform.

Functional Configuration Documentation (FCD) - The documentation describing the systems functional, performance, interoperability, and interface requirements and the verifications required to demonstrate the achievement of those specified requirements.

Individual Repair Parts Issue List (IRPIL) - An index listing of all IRPODS appearing on the Navy IRPOD compact disk or microfiche list that identifies the status of IRPODs.

Individual Repair Parts Ordering Data (IRPOD) - A control document that contains a list of all related technical documents and data required to identify and procure a component of a reactor plant used on a nuclear propulsion system.

Interchangeable Item - An item which possesses such functional and physical characteristics as to be equivalent in performance to, and is capable of being exchanged for, another item without affecting form, fit, or function, and without alteration of the item itself or of adjoining items, except for adjustment.

IRPOD Revision - Ten-digit number listed within the header portion of the IRPOD data that indicates the current revision of data for use as procurement requirements.

Item Identification - Sufficient data to establish the essential characteristics of an item that give it its unique character and differentiate it from other supply items and the combination of the part or identifying number and the original design activity CAGE code.

Item of Supply - Any materiel, part, component, assembly, subassembly, equipment, equipment accessory or attachment, or end item for the equipping, maintenance, operation, or support of military activities and organizations.

Item Standardization Code (ISC) - A coding structure provided for assigning Standardization Status Codes that identify items as either "authorized for acquisition" or "not authorized for acquisition."

Life Cycle Buy - A one-time purchase for the remaining life cycle of an item to support projected requirements for diminishing manufacturing sources and material shortages.

Life Support Item - All man-mounted or aircraft installed equipment and components designed to protect, sustain, or save human lives. This includes, but is not limited to, ejection systems, crew seats, passenger seats, emergency escape slides, parachutes, life rafts and preservers, survival kits, emergency radios and beacons, aircrew helmets, oxygen masks, goggles, visors, chemical defense equipment, and selected clothing and uniform items.

Limited Screening - A parts breakout process covering only selected points of data and technical evaluations. It should only be used to support immediate buy requirements.

Major Nonconformance - A nonconformance, other than critical, that is likely to result in failure, or to materially reduce the usability of the supplies or services for their intended purpose.

Management Data List - A Federal Supply Catalogue publication that provides the requisitioner with those elements of management information common to the federal system. It includes national stock number, source of supply, acquisition advice code, quantity unit pack, unit of issue, unit price, shelf life, and the service-peculiar management control elements necessary for the preparation and processing of requisitions.

Mandatory Inspections (MI) – Non-releasable data for requirements of Government inspections.

Manufacture - The physical fabrication process that produces a part, or other item of supply. The physical fabrication processes include, but are not limited to, machining, welding, soldering, brazing, heat-treating, braking, riveting, pressing, and chemical treatment.

Market Research - The process of determining the availability of commercial or non-developmental items to meet a Government need. It entails gathering the data necessary to determine product characteristics, suppliers' capabilities, and the business practices associated with them-plus analysis of that data to make acquisition decisions.

Materiel - All items of personal property necessary for the equipment, maintenance, operation, and support of military activities without distinction as to their administrative or combat purposes.

Materiel Management - Direction and control of those aspects of logistics that deal with materiel, including the functions of identification, cataloging, standardization, requirements determination, acquisition, inspection, quality control, packaging, storage, distribution, disposal, maintenance, mobilization planning, industrial readiness planning, and item management classification. This term encompasses the disciplines of materiel control, inventory control, inventory management, and supply management.

Military Standard Requisitioning and Issue Procedures (MILSTRIP) - Prescribes uniform procedures, codes, formats, forms, and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, materiel issue/receipt, and materiel return processes.

Minor Nonconformance - A nonconformance that is not likely to materially reduce the usability of the supplies or services for their intended purpose, or that is a departure from established standards, that have little bearing on the effective use or operation of the supplies or services.

National Codification Bureau Code - A two digit significant number used to identify the central cataloging office of NATO or the friendly country, which assigned the National Item Identification Number (NIIN). It is used as the first two digits of the NIIN.

National Item Identification Number (NIIN) - The NIIN consists of the two digit National Codification Bureau code and a seven digit number may be assigned by more than one country; however, the NCB code makes each NIIN unique.

Next Higher Assembly (NHA) - The part number of the next higher-level item into which a given part is to be assembled.

Non-procurable NSN - For the purpose of this publication the definition of "non-procurable" includes items that may have a source, but do not meet the minimum needs required by the Government.

National Stock Number (NSN) - A number assigned under the federal cataloging program to each approved item identification. It consists of a four-digit class code number for the Federal Supply Classification plus the applicable nine-digit National Item Identification Number.

Nonconforming Materiel - Nonconforming materiel is any item, part, product, or packaging of product, with one or more characteristics that depart from the specification, drawing, or product description requirements of the contract.

Non-developmental Item - Any previously developed item of supply used exclusively for Governmental purposes by a federal agency, state or local government, or a foreign Government with which the United States has a mutual defense cooperation agreement. Any such item that requires only minor modification or modifications of a type customarily available in the commercial marketplace.

Non-preferred NSN - (Also known as member, non-standard, replaced, or NSN being cancelled.) An item of supply whose functional or physical characteristics render it a lower order of use than that accorded to another similar item-of-supply.

Order of Use (OOU) Code - A three-digit code (composed of a two-digit subgroup code and a one-digit sequence code) which is assigned to I&S items in order to array the items in ascending order of preference.

Original Equipment Manufacturer (OEM) - The actual manufacturer and point of origin of the equipment.

Part Number - The identifier assigned by the responsible design activity or by the controlling nationally recognized standard, which uniquely identifies (relative to that design activity) a specific item. The part number general includes a controlling drawing or document number and optional suffix, and consists of 15 characters or less.

Phrase Code - A one-character alpha/numeric code assigned to a series of items to denote changes or relationships between NSNs. Phrase codes can be found in DoD 4100.39-M, Volume 10, Table 52.

Preferred NSN - (also known as master, standard, replacement or retained NSN) An item of supply which has functional or physical characteristics which render it a higher order of use than that accorded to another similar item-of-supply.

Preparing Activity - The DoD activity or the civilian agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.

Prime Contractor - A contractor having responsibility for design control and/or delivery of a system/equipment such as aircraft, engines, ships, tanks, vehicles, guns and missiles, ground communications and electronics systems, and test equipment.

Procurement Identification Description (PID) - Information identifying an item to be purchased (Option B of the CTDF).

Product Configuration Documentation (PCD) - The combined performance/design documentation utilized for the production/procurement of the CI. The PCD incorporates the ACD describing a CI's functional, performance, interoperability and interface requirements and the verification required to confirm the achievement of those specified requirements. The PCD also includes such additional design documentation, ranging from form and fit information about the proven design to a complete design disclosure package, as is deemed necessary for the acquisition program.

Proposed Change Indicator (PCI) - A one-character field in MEDALS indicating a document has been or is in the process of being changed, or the item that document supports has known obsolescence issues. The Configuration Control Activity will make the decision for an entry in the PCI field.

Provisioning - The process of determining and acquiring the range and quantity (depth) of spare and repair parts, and support and test equipment required to operate and maintain an end item of materiel for an initial period of service.

Public (Organic) Manufacturer - A "Government-owned, Government-operated" establishment, including but not limited to, arsenals, shipyards, Air Force bases, manufacturing plants or shops, overhaul facilities, research and development labs, ordnance plants, testing facilities, or proving grounds.

Public (Organic) Manufacturing Project Orders - Manufacturing/fabrication agreements entered in between the Defense Supply Centers and a US Government-owned DOD-operated manufacturer. Because the manufacturer is another DOD agency, the term "organic manufacturing" is used. A purchase request must exist in order to establish an organic manufacturing project order.

Public (Organic) Repair Project Orders - Repair agreements between the Defense Supply Centers and a US Government manufacturer. Because the repairing activity is another federal agency, the term "organic repair" is used. Only DLA-owned stock fund material in Condition Code D, F, and G with a unit price greater than \$100.00 may be repaired. Condition Code L material may not be repaired.

Public (Organic) Sector Bidders List - A computer database listing of items, which have been previously manufactured by organic sources. The items are listed by NSN and P/N with the organic source CAGE. This list is a means of identifying sources for items with no known source. It is also used to identify potential sources for non-procurable items if adequate technical data is available.

Purchase Description (PD) - A narrative description outlining the essential characteristics and functions of an item, service, or material required to meet the minimum needs of the Government. It is used when a specification is not available or when the individual military departments or the Department of Defense do not require specific procurement specifications. PDs are not to be used for continuous procurement (Federal Acquisition Regulation requirement).

Purchase Request (PR) - Authenticated document prepared by a supply office, stating the requirements in quantities and delivery dates for materiel or services and authorizing the acquisition of stated materiel and services.

Qualification - Any action (contractual or pre-contractual) that results in approval for a firm to supply items to the Government without further testing beyond quality assurance demonstrations incident to acceptance of an item.

Quantitative Expression - The quantitative definition of a non-definitive unit of issue.

Quantity Unit Pack - The number of units of issue bound or packaged in a unit pack.

Rapid Action Minor Engineering Change (RAMEC - Navy) - Engineering change proposals that require action by the DSC for supply support of established NSNs for the military service.

Repair - A procedure, which reduces but not completely eliminates a nonconformance and has been approved for use by the Government. Repair is distinguished from rework in that the characteristic after repair still does not completely conform to the applicable drawings, specifications, or contract requirements. Proposed repairs approved by the Government are authorized for use on a one-time basis only.

Replenishment Part - A part, repairable or consumable, purchased after provisioning of that part, for replacement; replenishment of stock; or use in the maintenance, overhaul, and repair of equipment such as aircraft, engines, ships, tanks, vehicles, guns and missiles, ground communications and electronic systems, ground support, and test equipment. Except when distinction is necessary, the term "part" includes subassemblies, components, and subsystems as defined by the current version of MIL-STD-280.

Requests for Deviations - Written requests from the contractor, after contract award and prior to manufacture of an item, to depart from a particular performance, or other design requirement,

of a contract specification or referenced document. The request for the deviation must specify the number of units or specific period of time.

Requests for Waivers - Written requests from the contractor, after contract award and during or after production of the item, that the Government accept specific items that have been determined to depart from a particular performance or other design requirement of a contract specification or referenced document.

Reverse Engineering - A process by which parts are examined and analyzed to determine how they were manufactured, for the purpose of developing a complete technical data package. The normal expected result of reverse engineering is the creation of a technical data package suitable for manufacture of an item by new sources.

Revision Record Page (RRP) – Non-releasable information regarding changes to the IRPOD, which is not normally required for processing.

Rework - A procedure applied to a nonconformance that will completely eliminate it and result in a characteristic that conforms completely to the drawings, specifications, or contract requirements.

Rough Order of Magnitude Quote - An informal and non-binding request for an estimate of price and availability information from a public manufacturer. This quote is used to determine if a public manufacturer can meet DLA requirements without the cost and time of preparing a detailed quote.

Source - Any commercial or noncommercial organization that can supply a specified part. For coding purposes, sources include actual manufacturers, prime contractors, vendors, dealers, surplus dealers, distributors, and other firms.

Source Approval - A technical review to verify that the vendor (source) has the capability and capacity to provide an item of the required quality on schedule.

Source Control Drawing - A source control drawing provides an engineering description and acceptance criterion for purchased items that require design activity imposed qualification testing. It provides performance, installation, and interchangeability specific characteristics required for critical applications. It includes a list of approved manufacturers, the manufacturers' item identifications, and the acceptance criteria for items that are interchangeable in specific applications. The source control drawing establishes item identification for the controlled items. The approved items and sources listed on a source control drawing are the only acceptable items and sources.

Source-of-Supply - It is a three-position code in Segment H of the Total Item Record that identifies an ICP as a source-of-supply.

Standardization - The process of developing and agreeing on (by consensus or decision) uniform engineering criteria for products, processes, practices, and methods for achieving compatibility, interoperability, interchangeability, or commonality of materiel.

Substitutable Item - An item that possesses such functional and physical characteristics that it can be exchanged for another under specified conditions or for particular applications and without alteration of the items themselves or of adjoining items.

Surplus Material - Unused material that was purchased and accepted by the U.S. Government and subsequently sold by the Defense Reutilization and Marketing Service (DRMS).

Synopsis Description – A statement of technical requirements, developed by the technician, which describes the item of supply and indicates the availability of technical data at the DSC. This information is placed in the CTDF Option L for inclusion in the Commerce Business Daily.

Technical Data - Specifications, plans, drawings, standards, purchase descriptions, and other such data to describe the Government's requirements for acquisition.

Technical Data Management - The acquisition, control, storage, and distribution of data used for identification of spare and repair parts necessary to support and maintain end items.

Technical Data Package - A technical description of an item adequate for supporting an acquisition strategy, production, engineering and logistics support. The description defines the required design configuration and procedures required to ensure adequacy of item performance. It consists of all applicable technical data such as drawings and associated list, specifications, standards, quality assurance requirements, software and package details.

Technical Guidance Information (TGI) - A field in the CTDF (Option C of the CTDF). The TGI field provides technical guidance to the buyer and other viewers.

Technical History - Chronological documentation of technical decisions affecting the NSN found in Option D of the CTDF.

Technical Support - Services performed by the technician in support of item management and acquisition functions within the ICP.

Total Item Record (TIR) - The segment of the Federal Logistics Information System (FLIS) database that contains the sum total of information (words, codes, and numbers) on an item that is required for identification and the related data necessary to support various logistics functions.

Unit of Issue (UI) - The physical measurement, the count, or, when neither is applicable, the container or shape of an item for purposes of requisitioning by and issue to the end user. It is that element of management data to which the unit price is attributed.

Unit Pack - The first tie, wrap, or container applied to a single item or a quantity thereof, or to a group of items of a single stock number, preserved or unpreserved, that constitutes a complete or identifiable package.

Vendor - A source from which a purchased item is obtained. It used synonymously with the term "supplier."

Waiver - A written authorization granted after contract award to accept a configuration item or other designated item, which during production or after having been submitted for inspection, is found to depart from specified requirements, but nevertheless is considered suitable for use "as is" or after repair by an approved method.

Waiver Critical - A waiver shall be designated as critical when the waiver consists of acceptance of an item having a nonconformance with contract or configuration documentation involving safety or when the configuration documentation defining the requirements for the item classifies defects in requirements and waivers consist of a departure from a requirement classified as critical.

Waiver Major - A waiver shall be designated as major when the waiver consists of acceptance of an item having a nonconformance with contract or configuration documentation requirements involving health, performance, interchangeability, reliability, survivability or maintainability of the item or its repair parts, effective use or operation, weight, or appearance (when a factor) or when the configuration documentation defining the requirements for the item classifies defects in requirements and the waivers consist of a departure from a requirement classified as major.

Waiver Minor - A waiver shall be designated as minor when the waiver consists of acceptance of an item having a nonconformance with contract or configuration documentation which does not involve any of the factors of a critical or major waiver or when the configuration documentation defining the requirements for the item classifies defects in requirements and the waivers consist of a departure from a requirement classified as minor.

Weapon System Essentiality Code (WSEC) - a code used to determine essentiality of an item to a particular weapon system for the specific Weapon System Designator Code. This code is used as an indicator of criticality.

Weapon System Indicator Code (WSIC) - A code used to identify a Weapon System Support Items application in the DLA Weapon System Support Program.

Weapon System Item - An item identified in the DLA Weapon System Support Program. (Reference DLAR 4140.38, Weapon System Support Program).

4.2 ACRONYMS

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| AAC | Acquisition Advice Code |
| ACD | Allocated Configuration Documentation |
| ACO | Administrative Contracting Officer |
| ADCA | Additional Data for Contracting Agency |
| AFLC | Air Force Logistics Command |
| AID | Acquisition Identification Description |
| ALRE | Aircraft Launch and Recovery Equipment |
| AMARC | Aerospace Maintenance and Regeneration Center |
| AMC | Acquisition Method Code |
| AMSC | Acquisition Method Suffix Code |
| ASME | American Society of Mechanical Engineers |
| AUP | Add User Program |

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| BRAC | Base Realignment and Closure |
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| C&T | Clothing and Textiles |
| CAD | Computer Aided Design |
| CAGE | Commercial and Government Entity |
| CAO | Contract Administration Office |
| CDCS | Customer Depot Complaint System |
| CI | Configuration Item |
| CIC | Critical Item Code |
| CIIC | Controlled Inventory Item Coding |
| CIT | Consumable Item Transfer |
| CM | Configuration Management |
| COC | Certificate of Conformance |
| COMPAD | Competition Advocate |
| COQC | Certificate of Quality Compliance |
| COTS | Commercial Off The Shelf |

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| CPR | Critical Parts Review |
| CSI | Critical Safety Item |
| CTDF | Contracting Technical Data File |
| CTOL | Cataloging Tools On-Line |
| CV | Commercial Vendor |
| CWT | Cataloging Workload Tracking application at the DLIS Web site |

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| DCMA | Defense Contract Management Agency |
| DCN | Design Change Notice |
| DEMIL | Demilitarization |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DIC | Document Identifier Code |
| DIIP | Defense Inactive Item Program |
| DLA | Defense Logistics Agency |
| DLAD | Defense Logistics Agency Directive |
| DLAI | Defense Logistics Agency Instruction |
| DLAM | Defense Logistics Agency Manual |
| DLAR | Defense Logistics Agency Regulation |
| DLIS | Defense Logistics Information Service |
| DMSMS | Diminishing Manufacturing Sources and Materiel Shortage |
| DoD | Department of Defense |
| DoDISS | Department of Defense Index of Specifications and Standards |
| DOR | Date of Request (as applies to SSR) |
| DRMS | Defense Reutilization and Marketing Service |
| DSC | Defense Supply Center |
| DSCC | Defense Supply Center, Columbus |
| DSCP | Defense Supply Center, Philadelphia |
| DSCR | Defense Supply Center, Richmond |
| DSDC | Defense Systems Design Center |
| DTIC | Defense Technical Information Center |

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| ECO | Engineering Change Order |
| ECP | Engineering Change Proposal |
| EIRSL | Expedited Item Reduction Study List |
| ES | Equipment Specialist |
| ESA | Engineering Support Activity |
| ESOC | Emergency Supply Operations Center |

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| FAR | Federal Acquisition Regulation |
| FASA | Federal Acquisition Streamlining Act |
| FAT | First Article Test |
| FCC | Federal Cataloging Committee |
| FCD | Functional Configuration Documentation |
| FCIM | Flexible Computer Integrated Manufacturing |
| FIIG | Federal Item Identification Guide |
| FLIS | Federal Logistic Information System |
| FLR | Field Level Repairable |
| FSC | Federal Supply Class |
| FSCAP | Flight Safety Critical Aircraft Part |
| FSG | Federal Supply Group |
| FSI | Flight Safety Item |

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| GEM | Generalized Emulation of Microcircuits |
| GFD | Government Furnished Data |
| GIDEP | Government Industry Data Exchange Program |
| GIM | Gaining Item Manager |
| GIRDER | Government and Industry Reference Data Edit and Review |

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| I&A | Inspection and Acceptance |
| I&S | Interchangeability and Substitutability |
| ICP | Inventory Control Point |

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| IEC | Item Entry Control |
| IHS | Information Handling Service |
| II | Item Identification |
| ILS | Inventory Locator Service |
| IM | Item Manager/Inventory Management |
| IMC | Item Management Code |
| IMM | Integrated Materiel Manager |
| IPG | Issue Priority Group |
| IRPIL | Individual Repair Parts Issue List |
| IRPOD | Individual Repair Parts Ordering Data |
| ISA | Item Standardization Activity |
| ISC | Item Standardization Code |
| ISN | Item Serial Number (as applies to an SSR) |

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| J&A | Justification and Authority |
| JEDMICS | Joint Engineering Data Management Information and Control System |
| JLC | Joint Logistics Council |
| JTC | Jump to Codes |

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| LIM | Losing Item Manager |
| LKD | Cancel-Dupe |
| LKU | Cancel-Use |
| LKV | Cancel-Invalid |
| LMX | Document Identifier Code for multiple NSN input to FLIS |
| LOLA | Logistics On-Line Access |
| LR | Logistics Reassignment |

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| MDWL | Missing Work Data List |
| MEDALS | Military Engineering Data Asset Locator System |
| MI | Mandatory Inspection |
| MICAP | Mission Incapable Awaiting Parts |

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| MILSTRIP | Military Standard Requisitioning and Issue Procedure |
| MIPR | Military Interdepartmental Purchase Request |
| MOE | Major Organizational Entity |
| MRC | Manager Review Code |

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| NAVAIR | Naval Air Systems Command |
| NAVICP | Navy Inventory Control Point |
| NAWC | Naval Air Warfare Center |
| NHA | Next Higher Assembly |
| NIIN | National Item Identification Number |
| NIR | National Inventory Record |
| NSN | National Stock Number |
| NSO | National Stock Objective |
| NTRY | SAMMS Verb for File Maintenance (Data Changes) |

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| OEM | Original Equipment Manufacturer |
| OOU | Order of Use |
| ORC | Output Routing Code |

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| P/N | Part Number |
| PAS | Pre-Award Survey |
| PCC | Provisioning Control Code (as applies to an SSR) |
| PCI | Proposed Change Indicator |
| PCJEDMICS | Personal Computer Joint Engineering Data Management Information and Control System |
| PCO | Procurement Contract Office |
| PIC | Place of Inspection Code |
| PID | Procurement Identification Description |
| PIDAC | Procurement Identification Description Adequacy Code |
| PIRSL | Proposed Item Reduction Study List |
| PLT | Production Lot Test |
| PLT | Production Lead Time |

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| POC | Point of Contact |
| PQDR | Product Quality Deficiency Report |
| PR | Purchase Request |
| PROM | Programmable Read Only Memory |

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| QA | Quality Assurance |
| QAC | Quality Assurance Code |
| QALI | Quality Assurance Letter of Instruction |
| QAR | Quality Assurance Representative |
| QDB | Quality Database (FLIS) |
| QAS | Quality Assurance Specialist |
| QCC | Quality Control Code |
| QPL | Qualified Products List |

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| R/C | Return Code (Recommended Buy) |
| RAMP | Rapid Action Manufacturing Program |
| RB | Recommended Buy |
| RCP | Recycling Control Point |
| RDD | Required Delivery Date |
| RE | Reverse Engineering |
| REI | Recovery Equipment Inventory |
| RFFCA | Request For Federal Catalog Action, a.k.a. Standard Form |
| RNCC | Reference Number Category Code |
| RNVC | Reference Number Variation Code |
| ROM | Read Only Memory |
| ROP | Reorder Point |
| RPPOB | Replenishment Parts Purchase or Borrow Program |
| RSWG | Re-procurement Support Working Group |

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| SADC | Service/Agency Designator Code |
| SAMMS | Standard Automated Materiel Management System |

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| SASPS | SAMMS Automated Small Purchase System |
| SCD | Source Control Drawing |
| SCF | Supply Control File |
| SCN | Specification Change Notice |
| SCR | System Change Request |
| SDDT | Supplemental Descriptive Data Table |
| S/D/T/P | Specification/Drawing/Standard/Publication |
| SICA | Secondary Inventory Control Activity |
| SIMI | SAMMS Verb for Item Manager Scratch Pad |
| SMCC | Selective Management Category Code |
| SMSF | Supply Management Status File |
| SOH | Stock on Hand |
| SOS | Source of Supply |
| SPA | Specification Preparing Activity |
| SPC | Special Procedures Category |
| SPI | Single Process Initiative |
| SPIP | SAMMS Verb for NSN Exception File |
| SQAP | Supplemental Quality Assurance Provisions |
| SSC | Supply Status Code |
| SSCS | Standard Supply Control Study |
| SSR | Supply Support Request |

| | |
|-----|--------------------------------|
| TDP | Technical Data Package |
| TGI | Technical Guidance Information |
| TIR | Total Item Record |
| TOR | Technical Operations Review |

| | |
|------|-------------------------------------|
| UI | Unit of Issue |
| UAIS | Unique Automated Information System |

| | |
|------|-----------------------------------|
| VE | Value Engineering |
| VECP | Value Engineering Change Proposal |
| VPSB | Virtual Parts Supply Base |

| | |
|-------|----------------------------------|
| WSEC | Weapon Systems Essentiality Code |
| WSDC | Weapon System Designator Code |
| WSIC | Weapon Systems Indicator Code |
| WSPOC | Weapon System Point of Contact |
| WSSM | Weapon System Support Manager |

SECTION 5: PROCEDURES

This section includes five technical management processes and procedures for DLA Inventory Control Points (ICPs):

- ? Missing Data Work List (MDWL) Processing
- ? Procurement Request (PR) Returns
- ? Contract Referrals
- ? Support to Inventory Managers
- ? Other Technical Assistance

Appendices of this document will provide a more detailed discussion of specific technical procedures.

Acquisition Identification Descriptions (AIDs) and Procurement Identification Descriptions (PIDs)

The terms AID and PID are often used synonymously. At present technicians still widely use the term PID. However, AID is the term and will be used throughout this document.

There is one exception to this rule. In the Contracting Technical Data File (CTDF) (Option B) is labeled PID. When Option B is being referred to, the term PID will be used.

5.1 MISSING DATA WORK LIST (MDWL) PROCESSING

Note: Explanations of MDWL messages and their required actions are found in [Appendix G](#) of this document and DLAM 4130.3, Volume II, Part 5, Appendix E-512 P, Processing Missing Data Work List.

5.1.1 First Time Buy (Newly Provisioned Item)

Receive on-line MDWL.

Review the MDWL reason code(s) and message(s) generated. (See Option Q of the CTDF for the Missing Data Indicator File.)

Review the Defense Logistics Information Service (DLIS) Total Item Record (TIR). Determine the type of controlling reference:

- ? If the TIR references a drawing:
 - ✎ Check Military Engineering Data Asset Locator System (MEDALS) to see if there is an available drawing and location.
 - ✎ If the drawing is locally available from Joint Engineering Data Management Information and Control System (JEDMICS), retrieve the data.
 - ✎ If the drawing is not available locally, request the drawing through the technical data repository. If a drawing is the only reference, then delay the buy using Delay Code D and obtain the drawing. If another valid source is referenced in the TIR, determine if the MDWL should be held or if the procurement should be continued. The decision should be based on supply priorities.
- ? If the TIR references a specification or standard, retrieve the document and all required supporting documents.
- ? For CTDF S/D/T/P Field (Option E) structure, refer to [Appendix A](#) of this document.
- ? If the TIR references a Commercial and Government Entity (CAGE) and part number, contact the manufacturer for availability and validity.

Review the skeletal build of the Contracting Technical Data File (CTDF) and the provisioning data (Standard Automated Material Management System (SAMMS) verb “SPRO,”).

Verify the criticality of the NSN, using the Weapon System Essentiality Code (WSEC), or other supporting documentation to establish criticality. Refer to [Appendix I](#) of this document and DLAI 3200.1, Enclosure 2.

Validate that the data submitted supports the assigned Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC) (See paragraph 5.1.3.). When the data does not support the AMC/AMSC, initiate action to obtain the data to support the provisioned AMC/AMSC. If the supply priority dictates, the technician may temporarily revise the AMC/AMSC to a more

restrictive code and continue the buy. If this is the case, input a Technical Operation Review-R (TOR-R) in the CTDF (Option A, cc 8) for future review until data is received or the Engineering Support Activity (ESA) approves a permanent change to the AMC/AMSC.

When the AMC/AMSC is 0/O the technician will perform a limited screening and determine an appropriate AMC/AMSC based on available information and technical data. If the NSN is a Critical Application Item (CAI), ESA concurrence of the recommended AMC/AMSC will be obtained via DLA Form 339. If the NSN is not a CAI, the DSC can assign an appropriate AMC/AMSC and proceed with the recommended buy. Refer to DFARS Appendix E and [Appendix B](#), Part III of this document.

Note: If the item has been provisioned within two years, the provisioning activity should be contacted. If the provisioning activity cannot be identified, submit a DLA Form 339.

Ensure that the CTDF is updated to reflect all technical requirements.

Ensure that the CTDF is updated to reflect all quality assurance requirements.

Ensure that the applicable level of packaging, packing, preservation, and marking data is input into the CTDF (Option P). Refer to MIL STD 2073 and MIL STD 129.

Ensure that the CTDF is updated to clear all MDWL messages. (See [Appendix G](#) of this document.)

Any action taken should be noted in the Technical History field (Option D) and Quality History (Option N). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form, Request for Federal Catalog Action (RFFCA).

If classified data applies, place a statement in the PID citing “Classified Data, DD Form 254 Required”.

If a Special Procedures Category (SPC) code applies, follow instructions in the PID, Technical Guidance Information (TGI) and Technical History tables.

[5.1.2](#) First Time Buy (Logistics Reassignments)

Note: DoD 4140.26-M, Chapter 6, provides schedules for the transfer of technical data from the Losing Item Manager (LIM).

Receive on line MDWL.

Review the MDWL reason codes and messages generated. (See Option Q of CTDF.)

Review the skeletal build of the CTDF.

Review Technical History Field (Option D) of the CTDF (when applicable).

Review Logistics Reassignment (LR) data using SAMMS verb SLRC,

Review LR data if available (for example, technical history folders, Item Manager folders etc.).

Research military service databases and technical publications if available.

Review the TIR. Determine the type of controlling reference:

- ? If the TIR references a drawing:
 - ✍ Check MEDALS to see if there is an available drawing and its location.
 - ✍ If the drawing is locally available from JEDMICS, retrieve the data.
 - ✍ If the drawing is not available locally, request the drawing through the technical data repository. If a drawing is the only reference, then delay the buy using Delay Code D and obtain the drawing. If another valid source is referenced in the TIR, determine whether to hold the MDWL or continue procurement. The decision should be based on supply priorities.
- ? If the TIR references a specification or standard, retrieve the document and all required supporting documents.
- ? For CTDF S/D/T/P Field (Option E) structure, refer to [Appendix A](#) of this document. Exceptions to technical documents must be noted in the PID (Option B).
- ? If the TIR references a CAGE and part number, contact the manufacturer for availability and validity.

Verify the criticality of the NSN, using the Weapon System Essentiality Code (WSEC), or other supporting documentation to establish criticality. Refer to [Appendix I](#) of this document and DLAI 3200.1, Enclosure 2.

If the data does not support the AMC/AMSC, initiate action to obtain the data to support the LR AMC/AMSC. If the supply priority dictates, the technician may temporarily revise the AMC/AMSC to a more restrictive code and continue the buy. If this is the case, input a TOR-R in the CTDF (Option A, cc 8) for future review until data is received or the ESA approves a permanent change to the AMC/AMSC.

When the AMC/AMSC is 0/O the technician will perform a limited screening and determine an appropriate AMC/AMSC based on available information and technical data. If the NSN is a Critical Application Item (CAI), ESA concurrence of the recommended AMC/AMSC will be obtained via DLA Form 339. If the NSN is not a CAI, the DSC can assign an appropriate AMC/AMSC and proceed with the recommended buy. Refer to DFARS Appendix E and [Appendix B](#), Part III of this document.

Ensure that the CTDF is updated to reflect all technical requirements.

Ensure that the CTDF is updated to reflect all quality assurance requirements.

Ensure that the applicable level of packaging, packing, preservation, and marking data is input into the CTDF (Option P). Refer to MIL STD 2073 and MIL STD 129.

Ensure that the CTDF is updated to clear all MDWL messages. (See [Appendix G](#) of this document.)

Any action taken should be noted in the Technical History field (Option D) and Quality History (Option N). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form RFFCA.

If classified data applies, place a statement in the PID citing “Classified Data, DD Form 254 Required”.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.1.3 Acquisition Method Code (AMC)/Acquisition Method Suffix Code (AMSC)

The purpose of AMC/AMSC assignments is to provide the best possible technical assessment of how a part can be acquired. The technical assessment should not be based on issues such as: "Are the known sources the actual manufacturers?" or "Are there two actual manufacturers in existence?" but rather on factors such as the availability of adequate technical data, the Government's rights to use the data, and the technical restrictions placed on the hardware (criticality, reliability, special testing, master tooling, source approval, etc.).

The assignment of AMC/AMSCs to an item is the responsibility of the DoD component that is introducing the equipment or system for which the item is needed. Subsequent screening of the AMC/AMSC is the responsibility of the DoD component assigned technical responsibility. Refer to DFARS Appendix E, Part 3.

DFARS Appendix E is the only approved source of information for AMC/AMSC determinations and definitions. [Appendix B](#), Part III, of this document contains a copy of the AMC/AMSC definitions.

For valid AMC/AMSC combinations, see [Appendix B](#), Part II; for a copy of DFARS, Appendix E, Exhibit I.

When two or more AMSCs apply, the most technically restrictive code will be assigned.

After the first acquisition under AMC 2 or 4, use TOR-R to receive MDWL for the next buy and change the AMC to 1 or 3 respectively.

Determine if ESA coordination is required for changes to the AMC/AMSC. Refer to [Appendix B](#), Part I and [Appendix I](#), Part II.

5.1.4 Technical Data Management Interface

Note: Technical data management is the acquisition, control, and distribution of engineering data, used to specify descriptive and performance characteristics in support of procurement.

Ensure that technical data acquired outside of the local repository is submitted to the DSC repository for input into JEDMICS.

Enter drawing numbers in the S/D/T/P field, Option E of the CTDF, using the same drawing number configuration that appears in JEDMICS. (Refer to [Appendix A](#) of this document for the format of this entry).

Do not enter drawings into the S/D/T/P field of the CTDF if they are not available in the local JEDMICS.

5.1.5 Technical Data Package Development (First Time Full and Open)

Obtain drawings and all additional documents required to support the procurement and manufacturing such as Original Equipment Manufacturer (OEM) process specifications, stablebase drawings, certified masters and the like. Determine if Government specification or standards are required and reference them in Option E of the CTDF if they are not listed on the drawing(s). Check the DoD Index of Specifications and Standards (DoDISS) for revisions, amendments, and cancellations.

Determine data restrictions, such as data rights, export control (limited distribution statements), or source control. Refer to [Appendix O](#).

If the Government owns the data rights, or has permission to use the data, and the data fully describes all requirements and processes required for manufacture, develop a TDP.

At Defense Supply Center, Columbus (DSCC):

- ? Critical application items require ESA coordination via DLA Form 339.
- ? Build the technical data file in the CTDF (Option E) and PID (Option B). Refer to [Appendix A](#) of this document for format.
- ? Send notice to the technical data repository by inputting a catalog review code Y (cc 6).
- ? The repository uses the Option E field to build the "bid set" and establishes the data package in JEDMICS, then releases MDWL.

At Defense Supply Center, Richmond (DSCR):

- ? Send a request (NSN, top drawing) to the technical data repository and input Delay Code D in the MDWL online.
- ? The repository builds the TDP from the request.
- ? The repository sends the TDP to the technician for final approval.
- ? If the item is non-critical, determine if the TDP is complete. If complete, approve the TDP, and release the MDWL. If not complete, return to the data repository for additional data and hold the MDWL.
- ? If the item is critical and the TDP is complete, send the TDP to the ESA for approval via DLA Form 339, and input a Delay Code E in the MDWL online, unless a decision is made not to hold the MDWL and procure with an approved part number.
- ? When the ESA approval is received, build the technical data file in the CTDF option E and release the MDWL.

At Defense Supply Center, Philadelphia (DSCP):

- ? Check JEDMICS and MEDALS for individual drawings. If they are not locally available,

- ? send request to the technical data repository and input Delay Code D in the MDWL online.
- ? The repository sends the TDP to the technician for final approval.
- ? If the item is non-critical, ensure that the TDP is complete. If complete, approve the TDP and release the MDWL. If not complete, obtain missing data prior to release of MDWL.
- ? If the item is critical and the TDP is complete, send the TDP to the ESA for approval via DLA Form 339, and input a Delay Code E in the MDWL online unless a decision is made not to hold the MDWL and procure with an approved part number.
- ? When the ESA approval is received, build the technical data file in the CTDF Option E and release the MDWL.

All DSCs will:

- ? Ensure CTDF Options A, B (to include exceptions to the technical data), and E are updated. (See [Appendix A](#) for Option E format.)
- ? Ensure the CTDF is updated to clear all MDWL messages. (See [Appendix G](#) of this document.)
- ? Any action taken should be noted in the Technical History field (Option D). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form, RFFCA.
- ? Ensure that the CTDF is updated to reflect all quality requirements.
- ? If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables

5.1.6 Drawing Validation

For revalidation of existing TDP (Update CTDF Option E).

- ? Review existing TDP.
- ? Check MEDALS for drawing revisions, check for Proposed Change Indicator (PCI) code ([Appendix P](#)), Engineering Change Orders (ECO), and Design Change Notices (DCN), also check available service repositories. If the drawing is an Original Equipment Manufacturer (OEM) drawing, validate the current revision level with the OEM. If Specification or Standards are referenced in the drawing package, check the DoD Index of Specifications and Standards (DoDISS) for revisions, amendments, and cancellations and make exceptions in Option B of the CTDF as necessary.
- ? If there is a later drawing revision to a critical or Weapons System coded item, and the revision is a result of an engineering change to the configuration of the item, coordinate with the Engineering Support Activity (ESA) using DLA Form 339. The DLA Form 339 should request authorization to use the latest drawing revision. When there is a change to the item configuration recommend establishment of a new NSN. (Refer to [Appendix I](#) of this document and DLAI 3200.1, Enclosure 3.) If the revision changes the configuration

of a non-critical and non-weapons system coded item, the Defense Supply Center (DSC) has authority to accept the change.

- ? Do not delay the procurement for administrative changes to drawings that do not impact item configuration.
- ? When a TDP requires revision refer to Paragraph 5.1.5.
- ? Ensure CTDF Option E is updated, to include validation date.
- ? Ensure the CTDF is updated to clear all MDWL messages. (See [Appendix G](#) of this document.)
- ? Any action taken should be noted in the Technical History field (Option D). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form RFFCA.
- ? If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.1.7 Engineering Change Orders (ECOs), Design Change Notices (DCNs), and Value Engineering Change Proposals (VECPs)

Normally, Navy ECOs/DCNs will be provided to the technician by the DSC configuration management focal point. Refer to [Appendix P](#) of this document.

The technician will research MEDALS or other available sources of information to identify and locate any applicable ECOs/DCNs. Refer to [Appendix T](#) of this document.

All applicable ECOs and DCNs will be included in the TDP and item description before the MDWL is released.

If a drawing change affects the configuration of the item, and the item is critical or weapons system coded, coordination via DLA Form 339 is required (refer to DLAI 3200.1, Enclosure 3 and [Appendix I](#) Part II of this document). Hold the MDWL and input delay code E into the MDWL online. If the change is submitted to us by the military service, DLA Form 339 is not required.

If the item is non-critical, non-weapon system coded, the decision may be made at the DSC level.

If there are engineering changes to the drawing package, the technician will suspend the MDWL and determine if the changes are applicable. If engineering changes are applicable and approved, update the technical data package and CTDF.

VECPs are only accepted during the contract stage. If there is an approved VECP from a previous contract, it must be referenced in the PID of the CTDF (Option B) and tracked until it has expired.

Ensure CTDF Option E is updated.

Any action taken should be noted in the Technical History field (Option D). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form RFFCA.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.1.8 Specification and Standard Validation

Review existing specification or standard.

- ? Check DoDISS for amendments, revisions, or cancellations. Amendments and revisions listed in the DoDISS are coordinated and do not require further collaboration with the ESA.
- ? If the specification or standard has changed, compare the new document with the original to validate the changes against the item requirement.
- ? If the specification or standard is cancelled without replacement, coordinate with the appropriate Specification Preparing Activity (SPA) and ESA for resolution and input a Delay Code E in the MDWL on line.
- ? To facilitate mass validation, Specification and Standard entries in the CTDF (Option E) will be standardized. (See [Appendix A](#) of this document for format.)
- ? Update CTDF accordingly. (Refer to Paragraph 5.1.21.)
 - ✍ Ensure CTDF Option E is updated, to include validation date.
 - ✍ Ensure the CTDF is updated to clear all MDWL messages. (See [Appendix G](#) of this document.)
 - ✍ Any action taken should be noted in the Technical History field (Option D). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form RFFCA.
- ? If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.1.9 Source Control/Engineering Source Approval

Note: By definition, all AMSC B and C items are critical.

For AMSC B:

- ? Ensure the drawing meets the requirements of source control. (See American Society of Mechanical Engineers document number ASME Y14.100.)
- ? Check MEDALS for drawing revisions, ECOs, and DCNs. If the drawing is an OEM drawing, validate the revision level with the OEM. All changes must be approved by the ESA via DLA Form 339.
- ? Refer to [Appendix D](#) of this document.

For AMSC C:

- ? Approved sources require validation, via DLA Form 339, when the time frame prescribed by the ESA expires.
- ? If the DSC does not have documentation to support the approved sources, such as the TIR, Tech History file, AFC Form 761, etc., ESA coordination via DLA Form 339 is required.
- ? Changes to sources must be approved by the ESA via Form 339 unless the source(s) have been provided by the ESA.

When changing restricted AMSC B or C to a less restrictive AMSC:

- ? ESA approval is required before a restrictive AMSC code can be changed to a less restrictive code. Refer to [Appendix B](#) of this document.
- ? For first time full and open competition, do not hold the MDWL. Competition would apply to future buys after approval. If approved, update the CTFD and TIR to reflect all actions taken.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.1.10 Sole Source Review

The sole source review message causes an MDWL for sole source category NSNs when the recommended contract exceeds \$10,000.00. Sole source reviews are used by the DSCs to ensure the accuracy of the AMSC.

- ? Sole source review codes (CTDF Option A, cc 10) can be E (every time), Q (quarterly), S (semi-annual), A (annual), or N (not required).
- ? The technician will perform a limited screening during the sole source review to determine if the item can be procured competitively. (See DFARS Appendix E for an explanation of limited screening.) The MDWL should not be permitted to become delinquent as a result of the limited screen. If more time is necessary, release MDWL and continue screening for future buys.

Note: Buyers are required to prepare a Justification and Authority (J&A) for which FAR authority 6.302-1 applies (procurements that exceed the simplified acquisition threshold, currently \$100,000). Federal Acquisition Regulation (FAR) 6.303-1 requires that technical personnel for items certify the J&A not available under full and open competition. The AMSC is used as the technical certification for the J&A.

Ensure that the CTFD is updated to clear all MDWL messages. (See [Appendix G](#) of this document.)

Any action taken should be noted in the Technical History field (Option D). Review the TIR and the CTFD to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form RFFCA.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.1.11 Technical Operations Review (TOR) Code

- ? The TOR (CTDF Option A, cc 8) is a tool the technician can use to control the frequency

of a technical review when required. For example, if the NSN is for an Aircraft Launch and Recovery Equipment (ALRE) item, technical data must be validated for each buy. The TOR provides the tool to suspend the NSN for review prior to the next buy.

Frequency includes:

- ? E-Every time.
- ? R-Reoccurring. An "R" automatically converts to "E" after MDWL completion. This code can only be used when there is an open MDWL.
- ? Q-Quarterly.
- ? S-Semiannually.
- ? A-Annually.
- ? V-Variable. Requires that the date of the next review be identified.
- ? N-Review not required.
- ? Blank-Review has not been required and no MDWL will be generated based on this code.

If these codes are used, a statement must be placed in the Technical History field (Option D) of the CTDF to further explain why the review code has been required.

Ensure that the CTDF is updated to clear all MDWL messages. (See [Appendix G](#) of this document.)

Any action taken should be noted in the Technical History field (Option D). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form RFFCA.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

Note: Explanation of other review codes can be found in DLAI 4605.4, User Instruction for Contracting Technical Data File (CTDF).

5.1.12 Synopsis Description

For Recommended Buys over \$10,000.00, a Synopsis Description in the CTDF, Option L is required. It is suggested that for all Recommended Buys a Synopsis Description be developed to avoid unnecessary administrative lead-time caused by future MDWLs. The Synopsis Description must be updated anytime there is a change to the requirements. The Synopsis Description should include the nomenclature, Design Control Reference (top-level Drawing, Specification, or Cage and Part Number). Include any special qualification requirements that apply.

5.1.13 Commerciality Determination

It is DLA policy that the Commercial-Off-the-Shelf (COS) field, Option A, cc 66 of the CTDF be coded appropriately to identify items as commercial or non-commercial. Although sufficient information will normally be available to make this determination, in some cases contact with the contractor (or specification preparing activity if applicable) may be necessary. The contracting officer has the final decision in determining if FAR Part 12 will be used.

The basic definition of a commercial item is an item, other than real property, that is of a type customarily used for non-Governmental purposes that has been sold, leased, or licensed to the general public. However the FAR expands the definition to include such items as:

- ? Items that have been offered for sale, lease or license to the general public.
- ? An item that evolved from a commercial product that is not yet available in the commercial marketplace but will be available in time to meet the Government's delivery requirements.
- ? A commercial item with modifications of a type customarily made in the commercial marketplace or a commercial item with minor modifications unique to the Government.
- ? An item sold competitively in large quantities to local and state governments.

Refer to FAR Part 2, Definitions of Words and Terms, for a more detailed definition of a commercial item.

If the MDWL is valued over \$100,000.00 (\$ Code = F, G, H, or I), a commerciality determination must be made prior to release of MDWL. Perform market research as feasible. Refer to [Appendix M](#) of this document.

Although commerciality determination is not covered by an MDWL message, review this field when any missing data message is received to ensure that the Commercial Off the Shelf (COS) field displays the appropriate code.

Use the definition of a commercial item whenever considering the commerciality of an item.

Enter a "Y" in Option A, cc 66 of the CTDF when an item is determined to be commercial.

Enter an "N" in Option A, cc 66 of the CTDF when an item is determined to be non-commercial.

Note: An SCR is in development that will add a separate commercial item code to complement the current commercial off the shelf code.

5.1.14 Field Level Repairables (FLR)

For items identified by the military services as field level repairable the technician will:

- ? Ensure item is identified in the PID (Option B) as FLR.
- ? Include requirements in the PID (Option B) that any alternate offer will include repair instructions for the offered repairable item and a recommended spare parts list.
- ? All FLR items will be coded AMSC C unless otherwise specified by the military service (ESA).

5.1.15 Cataloging

FLIS is the official database and source of information that stores a single item identification to be utilized for each item that is repetitively used, purchased, stocked, or distributed, for all functions of supply from original purchase to final disposal. The database is used to:

- ? Promote a uniform system of item identification.
- ? Improve operational effectiveness of DoD components.

- ? Provide a means for monitoring the minimum number of items essential to support military operations.
- ? Assemble and maintain a central catalog file.
- ? Promote optimum interchange of cataloging data.
- ? Assist in ensuring the highest practical level of system compatibility, interface and integration.

Cataloging may be required any time there is a change to the CTDF. It is important that the FLIS is current and accurate. Technicians are responsible for initiating cataloging actions to ensure that the FLIS is maintained.

- ? Use electronic DLIS Standard Form, Request For Federal Cataloging Action (RFFCA), to submit changes to the FLIS when applicable. Ensure that the FLIS and the CTDF are consistent.

Refer to [Appendix C](#) of this document for additional information.

5.1.16 Part Number Changes

Verify that the CAGE and the part number are complete and accurate.

Validate the part number against the Federal Logistic Information System (FLIS) for duplication.

For critical application or weapon system coded items, submission of a DLA Form 339 to the ESA is required for part number approval (refer to [Appendix I](#) of this document). If the part number change is submitted to us by the military services, DLA Form 339 is not required. Refer to [Appendix P](#) of this document.

- ? If the OEM changes his part number due to a change in vendors (e.g., Caterpillar changes its source, but doesn't change the configuration of the item), initiate cataloging action and continue procurement.
- ? If a part number change is strictly administrative and there is no change in the configuration of the part, initiate cataloging change, and continue procurement.
- ? If a part number change is a result of an engineering change, coordination via DLA Form 339 is required. Hold the MDWL and input Delay Code E into the MDWL online. ESA approval is required prior to release of the MDWL.

For non-critical application and non-weapon system coded items, ESA coordination is not required.

Update the CTDF accordingly to include annotation in the Technical History field (Option D) of all actions taken. (Refer to Paragraph 5.1.21).

Submit DLIS Standard Form, RFFCA to update FLIS.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.1.17 NSN Cancellations

Determine type of cancellation (cancel/invalid, cancel/use, cancel/dupe) by referring to [Appendix C](#) of this document. For additional information, see DoD 4100.39-M.

For critical or weapon system coded items, before submitting cancel/invalid cataloging actions, obtain the military service ESA approval (refer to [Appendix I](#) of this document). If the ESA concurs, submit the electronic DLIS Standard Form, RFFCA, to DLIS for action with attached justification.

Before submitting cancel/use cataloging actions for critical or weapon system coded items, ESA approval is required unless the cancel/use is the result of an approved standardization decision. An automated cancellation/deactivation program is used for items that have been standardized.

For non-critical, non-weapon system items, initiate a cataloging action using the DLIS Standard Form, RFFCA. Although the normal DLIS collaboration process may be sufficient for this category, submission of a DLA Form 339 may be required to properly support the customer.

For outstanding requisitions, submit a DLA Form 339 to obtain approval by the ESA prior to initiating cancellation action. (See DoD 4100.39-M. Volume 4, Paragraph 4.9.1.b.)

For cancel/dupe actions, submission of DLA Form 339 is not required. Initiate cataloging action using the DLIS Standard Form, RFFCA. Put a "Y" in CTDF Option A, cc 18, of the canceled item if it is non-procurable or after collaboration and approval.

For cancel/invalid and cancel/use actions, put a "Y" in CTDF Option A, cc 18, for the canceled NSN. Place Delay Code O in the MDWL on line to indicate that the MDWL is being held up for the Item Manager's disposition.

Place a statement in the Technical History and TGI field that explains the action taken and identifies the replacement NSN.

Use electronic DLA Form 1152, *Technical Guidance for Stock Management*, (preferred) or other appropriate means to communicate stock management guidance to the Item Manager. For additional information refer to [Appendix C](#) of this document.

5.1.18 Unit of Issue

Ensure that a non-definitive unit of issue is identified to a quantitative expression in the CTDF that defines the lowest unit of measure.

Refer to [Appendix F](#) of this document.

5.1.19 Engineering Support Requests

For MDWLs that require engineering support, hold the MDWL and insert Delay Code E into the MDWL online. Send a DLA Form 339, Request for Engineering Support, to the appropriate ESAs.

Refer to [Appendix I](#) of this document and DLAD/I 3200.1.

5.1.20 C&T issues

Reserved for future use.

5.1.21 Coordination with Quality Assurance (QA)

When changes are made to the item technical requirement or the method of procurement in the CTDF, input a Y into the Quality Assurance Code (QAC) of the CTDF, Option A, cc 7.

(For example, a QAC “Y” should be used when the military service provides production lot testing requirements, through drawings or with engineering support requests.)

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.1.22 CTDF Maintenance

Any time a CTDF is reviewed, make sure that all areas are complete, especially the purchase description and technical information fields. Review and update all CTDF fields as required. Search SAMMS for open PRs and contracts and alert buyers and/or contract administrators as appropriate. Refer to the MDWL messages in [Appendix G](#) of this document.

Use the TOR-R for recurring reviews. For establishing a set date for next review, use TOR-V and input the review date. (Use this approach when an expected due date of an action is known.)

Maintain documentation. Information discovered during the MDWL stage must be recorded in the Technical History field for future use. Dates, points of contact, decisions, information, disposition from the ESA, and DLA Form 339 case numbers are examples of information that should be recorded. Record information that provides guidance to the buyer in the TGI field (Option C) of the CTDF.

Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form RFFCA.

For additional information, refer to DLAI 4605.4, User Instruction for Contracting Technical Data File (CTDF).

5.2 PURCHASE REQUEST (PR) REFERRALS

Referrals are PRs that are sent to the technician for resolution of a technical problem. Some examples of PR referrals are:

- ? Clarification of AID.
- ? Interpretation of drawings or specifications.
- ? No response to solicitation.
- ? Higher revision level for drawings.
- ? Some feature of the product not available.
- ? Price bid higher than the historical price.
- ? Justification and Authority (J&A).
- ? Alternate Offers.
- ? Surplus Offers.

5.2.1 Alternate Offers

Refer to [Appendix J](#) of this document for specific instructions when processing alternate offers.

An alternate offer is an offer to provide an item from other than an approved source or an item that is not the exact part numbered item cited in the AID. The alternate offeror's product must be identical to, or be physically, mechanically, electrically and functionally interchangeable with, the product cited in the AID.

Alternate offers that meet the stipulations established by the DLAD Provision 52.217.9002, Conditions for Evaluation and Acceptance of Offers for Part Numbered Items, must be forwarded to the appropriate technician for technical evaluation. Only those offers that are in the best interest of the Government will be considered. At the time of publication of this document, the minimum savings thresholds for evaluation were \$200 if the item was evaluated locally and an additional \$1,200 for each ESA that must be involved. If the alternate offer savings do not meet or exceed the threshold, coordinate with the buyer to determine if further evaluation is in the best interest of the Government. Offers submitted for items procured using full and open competition are not considered alternate offers and will not be evaluated under alternate offer rules.

Data submitted by the offeror for evaluation must cover design, materials, performance, function, interchangeability, inspection and/or testing criteria, and other characteristics of the offered product.

When data, proprietary or non-proprietary, is available at the DSC and is adequate for the purpose of evaluating an alternate offer, offerors should not be required to provide the same data with their offer, except when they intend to use that same data to manufacture the offered item. The synopsis description (Option L of the CTDF) must include information that describes data availability to potential offerors.

Alternate offers that meet the criteria listed in DLAI 3200.1, Enclosures 3 and [Appendix H](#) and [Appendix I](#) of this document must be approved by the cognizant ESA(s). Technicians must coordinate with the buyer and the Item Manager to determine the maximum delay permitted when a DLA Form 339 for ESA support is required to complete the alternate item evaluation.

Alternate offers that are not evaluated for the current procurement or are unsolicited offers are evaluated for future procurements when such evaluation is determined to be in the best interest of the Government.

All offers must be evaluated locally to determine their acceptability. When critical application items are determined acceptable, submit a DLA Form 339 to the ESA with a recommendation for approval. Return the offer to Procurement after the evaluation is completed. If the offer is determined to be unacceptable, provide the technical reason or reasons for rejection.

If an offeror offers remanufactured or reconditioned material, evaluate the offer in accordance with local guidance.

Update the CTDF to reflect all approved sources.

Ensure that the CTDF is updated to reflect all quality assurance requirements.

Actions taken should be noted in the Technical History field (Option D). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form RFFCA.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.2.2 Surplus Offers

The DSCs should make optimum use of surplus material when such use is in the best interest of the Government.

The provision at DLAD 52.211-9003, Conditions for Evaluation of Offers of Government Surplus Material, applies when the clause at FAR 52.211-5, *Material Requirements*, is used.

Offers of surplus material will be evaluated when the contracting officer determines the offeror is in line for award, after adding the cost of evaluation. Costs include \$200.00 for internal evaluation and an additional \$500.00 for each ESA evaluation, plus any additional fees required for special testing and or inspection.

An offer of surplus material should be evaluated even when the offeror would not otherwise be in line for award, if improvement of a backorder or the urgency of need can be satisfied. The offer of surplus material will not be considered if the time to perform the evaluation and receive the material would exceed the time of delivery from an approved non-surplus offeror.

Offers of surplus material require supporting documentation to demonstrate that the Federal Government previously owned the material being offered.

The acceptance of an offer of surplus material only applies to the current procurement.

For more specific evaluation criteria for surplus material, see [Appendix L](#) of this document.

Ensure that the CTDF is updated to reflect all quality assurance requirements.

Actions taken should be noted in the Technical History field (Option D).

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.2.3 Field Level Repairables (FLR)

Review CTDF, Option A, Header Data, page 2, cc 44 (DLA Rep Code) to determine if a NSN is a FLR item. Any alternate offer for an FLR item will be submitted to the ESA via DLA Form 339 for approval, regardless of criticality. Alternate offers must include repair procedures and recommended parts list for the offered item.

The technician will indicate on DLA Form 339 that the item is an FLR item. Recommend to the ESA that if the alternate offer is accepted, the new item and supporting spare parts should be assigned new NSNs and Interchangeability and Substitutability (I&S) relationships should be established.

If an offeror does not provide a repair procedure and recommended spare parts list with the offer, the alternate offer should be rejected.

All FLR items will be coded AMSC C unless otherwise specified by the military service (ESA).

5.2.4 Exceptions

Exceptions are changes to the item description requested by the offeror prior to contract award.

Exceptions submitted in the form of a waiver or deviation are not appropriate prior to award.

Exceptions will be reviewed based on their applicability to the item, and how and where the item is used.

Major exceptions such as materiel changes and state of the art changes will be evaluated as alternate offers. (Refer to Paragraph 5.2.1.)

If an Exception is received on a critical or weapon system coded item, ESA approval is required via DLA Form 339. For a non-critical, non-weapon system item a DLA Form 339 may be required if the exception changes the item configuration.

If the exception is approved, forward the PR to the person responsible for quality assurance.

Coordinate with the buyer if PR re-solicitation or cancellation is recommended.

If the exception is determined to be permanent, update the CTDF to reflect all requirements.

Actions taken must be noted in the Technical History Field (Option D).

If a SPC code applies, follow instructions in the PID, TGI, and Technical History Tables.

5.2.5 Source Qualification

For AMSC T, when adequate competition exists, do not hold up the buy for additional sources. Continue the procurement from sources on the Qualified Products List (QPL). Offerors wishing to be qualified should be referred to the responsible qualifying activity.

For AMSC B, instruct the offeror to follow the source control drawing information. Offerors who desire to be considered as an approved source must be directed to the design control activity. Do not hold up the buy if a source exists. (See paragraph 5.2.6.)

For AMSC C, evaluate the offeror's proposal as an alternate offer. (See [Appendix J](#) and H of this document.) If approval is recommended, forward the proposal to the ESA via DLA Form 339, whether the NSN is coded "critical application" or not. If the proposal is technically unacceptable, reject the offer. Send the offer back to the buyer with reason for rejection without going to the ESA. See paragraph 5.2.6.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.2.6 Source Control and Engineering Source Approval

Note: By definition all AMSC B and C items are critical.

For AMSC B:

- ? Ensure the drawing meets the requirements of Source Control. (See document number ASME Y14.100.)
- ? Check MEDALS for drawing revisions, Engineering Change Orders, Design Change Notices. If the drawing is an OEM drawing, validate the revision level and sources with the OEM. Changes must be approved by the ESA via DLA Form 339.
- ? If an offeror wants to become an approved source, refer the offeror to the design control activity identified on the source control drawing for evaluation.
- ? If the design control activity is an OEM and will not evaluate the alternate source, the DSC must perform the evaluation. If approval is recommended, submit the offer to the ESA via DLA Form 339 for approval.
- ? Do not hold the PR to evaluate and approve alternate sources when a responsive source is available. Additional sources will be evaluated for future procurements.
- ? If approved sources are non-responsive, request additional sources from the ESA via DLA Form 339.
- ? Refer to [Appendix D](#) of this document.

For AMSC C:

Request for source approval will be evaluated under the guidelines of an alternate offer (See paragraph 5.2.1).

- ? Changes to sources must be approved by the ESA via DLA Form 339.
- ? Refer to [Appendix H](#) of this document.

For AMSC B or C:

When considering a change from a restrictive AMSC to a less restrictive AMSC:

- ? ESA approval is required before a restrictive AMSC code can be changed to a less restrictive code. Refer to [Appendix B](#) of this document.

Update the CTDF to reflect all approved changes.

Actions taken should be noted in the Technical History field (Option D). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form RFFCA.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.2.7 Substitutions

If the offeror submits a substitute item, treat it as an alternate offer and process per Paragraph 5.2.1.

When a PR is returned for "no bid" and a substitute item is found, ESA coordination may be required:

- ? If the item is a critical application or weapon system coded item, ESA approval is required prior to accepting the substitute item.
- ? If the item is non-critical or non-weapon system coded, local approval is acceptable.

Perform CTDF and FLIS file maintenance as required including entries to history files.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.2.8 Part Number Changes

Verify that the CAGE and the part number are complete and accurate.

Validate the part number against the FLIS for duplication.

For critical application or weapon system coded items, submission of a DLA Form 339 to the ESA is required for part number approval (refer to [Appendix I](#) of this document). If the part number change is submitted to us by the military services, DLA Form 339 is not required. Refer to [Appendix P](#) of this document.

- ? If the OEM changes his part number due to a change in vendors (e.g., Caterpillar changes its source, but doesn't change the configuration of the item), initiate cataloging action, continue procurement.
- ? If a part number change is strictly administrative and there is no change in the configuration of the part, initiate a cataloging change, continue procurement.
- ? If a part number change is the result of an engineering change, coordination via DLA Form 339 is required. Hold the PR and coordinate with the ESA via DLA Form 339 for approval prior to release of the PR.
- ? If a product line is sold to a different manufacturing company, coordinate with the ESA, via DLA Form 339, to qualify the new company for the entire product line.

For non-critical application and non-weapon system coded items, ESA coordination is not required.

Ensure that the CTDF is updated to reflect all technical requirements.

Ensure that the CTDF is updated to reflect all quality requirements.

Any actions taken should be noted in the Technical History Field, CTDF Option D. Review the TIR and the CTDF to determine if the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form, RFFCA.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.2.9 Non-Procurable

This category includes items for which the buyer is unable to obtain a valid quote that meets the Government's minimum needs. If these items are critical or weapon system coded, ESA approval via DLA Form 339 is required.

When the buyer returns the PR as non-procurable, determine the reasons. If sources “no bid” for insufficient quantity or dollar value, coordinate with the Item Managers and acquisition specialists to determine if quantities can be increased to meet the minimum requirements of the offeror. If this approach does not work, follow the steps below.

For obsolete, out of production items, or if the manufacturer is out of business, look for alternatives:

- ? Coordinate with the ESA via DLA Form 339 and request additional sources, a complete technical data package, or concur in cancellation of the NSN.
- ? Research the availability of the item using the Government Contracting Data Exchange Program (GIDEP). Refer to Paragraph 5.5.5 for information about GIDEP.
- ? Check availability of the item from the Defense Reutilization and Marketing Service (DRMS), the Inventory Locator Service (ILS), and surplus dealers. DRMS can be found on the Internet at <http://www.drms.dla.mil>.
- ? Use organic manufacture capabilities. (See paragraph 5.2.14 and [Appendix K](#) of this document.)
- ? Break out the item (if sufficient technical data is available).
- ? Use remanufactured material.
- ? Obtain the next higher assembly.
- ? Reverse engineer the item or use the Replenishment Parts Purchase or Borrow Program. (See paragraphs 5.5.15 and 5.5.16 respectively.)

For aviation items, consider Aerospace Maintenance and Regeneration Center (AMARC). AMARC can be found on the Internet at <http://www.dm.af.mil/amarc/>

Actions taken should be noted in the Technical History field (Option D). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form RFFCA.

5.2.10 Alternate Source Development

When delivery, cost, back orders, or other circumstances require an alternative acquisition strategy, attempt to develop an alternate source of procurement. When possible, attempt to break out the item by developing a data package, researching similar item manufacturers for a possible source, searching surplus dealers, public manufacturing, or other acquisition strategies. Critical application items will require ESA approval via DLA Form 339. Consider consulting the Value Management Program office for assistance.

5.2.11 Technical Data Management Interface

Technical data management is the acquisition, control, and distribution of engineering data used to specify descriptive and performance characteristics in support of procurement.

Ensure that technical data acquired outside of the local repository is submitted to the DSC repository for input into JEDMICS.

Enter drawing numbers in the S/D/T/P field of the CTDF (Option E) using the same drawing number configuration as appears in JEDMICS. See [Appendix A](#) of this document for the correct format for Option E.

Do not enter drawings into the S/D/T/P field of the CTDF (Option E) if they are not available locally in JEDMICS.

If changes have been made to the AID during the PR stage, coordinate with the buyer to determine if the PR must be re-solicited or cancelled.

Communications with the offeror must be coordinated with the buyer.

Ensure that the CTDF is updated to reflect all technical requirements.

Ensure that the CTDF is updated to reflect all quality requirements. Refer to responsible QAS.

Any actions taken should be noted in the Technical History field (CTDF Option D).

Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form, RFFCA.

5.2.12 Technical Data Package (TDP) Development

Obtain drawings and all additional documents required to support procurement and manufacturing, such as OEM process specifications, stable base drawings, certified masters and etc. Determine if Government specifications or standards are required and reference them in Option E of the CTDF if they are not listed on the drawing(s). Check the DoDISS for specification and standard revisions, amendments and cancellations.

Determine data restrictions, such as data rights, export control (limited distribution statements), or source control. Refer to [Appendix O](#).

If the Government owns the data rights, or has permission to use the data, and the data fully describes all requirements and processes required for manufacture, develop a TDP.

At DSCC:

Critical application items require ESA coordination via DLA Form 339.

- ? Build the technical data file in the CTDF, Option E, and PID, Option B. Refer to [Appendix A](#) of this document for Option E format.
- ? Send notice to the technical data repository via e-mail.
- ? The repository builds the “bid set” using the Option E entry(s) and establishes the data package in JEDMICS.
- ? Release the PR.

At DSCR:

- ? Submit a request to the technical data repository via the workflow application for a TDP citing the NSN and top drawing.
- ? The repository builds the TDP from the request.
- ? The repository sends the TDP to the technician for final approval.
- ? If the item is non-critical, determine if the TDP is complete. If complete, approve the TDP, and release the PR. If not complete, return to the data repository for additional data and hold the PR.
- ? If the item is critical and the TDP is complete, send the TDP to the ESA for approval via DLA Form 339 and hold the PR unless a decision is made to continue the procurement with an approved part number.
- ? When the ESA approval is received, build the technical data file in the CTDF Option E and release the PR.

At DSCP:

- ? Check JEDMICS and MEDALS for individual drawings. If they are not locally available, send a request to the technical data repository.
- ? The repository sends the TDP to the technician for final approval.
- ? If the item is non-critical, ensure that the TDP is complete. If complete, approve the TDP and release the PR. If not complete, obtain missing data prior to release of PR.
- ? If the item is critical and the TDP is complete, send the TDP to the ESA for approval via DLA Form 339 and hold the PR unless a decision is made to continue the procurement with an approved part number.
- ? When the ESA approval is received, build the technical data file in the CTDF Option E and release the PR.

All DSCs will:

- ? Ensure CTDF Option A, B (to include exceptions to the technical data), and E is updated. (See [Appendix A](#) of this document for Option E format.)

- ? Any action taken should be noted in the Technical History field (Option D). Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form, RFFCA.
- ? Ensure that the CTDF is updated to reflect all quality requirements.

If classified data applies, place a statement in the PID citing “Classified Data, DD Form 254 Required”.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables

5.2.13 Engineering Change Proposals (ECPs), Engineering Change Orders (ECOs), Design Change Notices (DCNs), and Value Engineering Change Proposals (VECPs)

Normally, Navy ECOs/DCNs will be provided to the technician by the DSC configuration management focal point. Refer to [Appendix P](#) of this document.

The technician will research MEDALS, and other available sources of information, to identify and locate any applicable ECOs/DCNs. Refer to [Appendix T](#) of this document.

If changes are applicable, make the changes to the drawing package and coordinate with the buyer to determine if the PR should be resolicited or canceled.

- ? Include all applicable ECOs and DCNs in the TDP and AID (Option B and Option E) of the CTDF before the PR is released.
- ? If an engineering change affects the configuration of a critical or weapons system coded item, submission of a DLA Form 339 to the ESA is required for coordination and the recommendation to establish a new NSN. If the engineering change is provided by an ESA, the Form 339 is not required.
- ? Check for open PRs and contracts to determine if they should be modified or canceled.

If the offeror submits an ECP, treat it as an alternate offer (paragraph 5.2.1) or exception (paragraph 5.2.4).

If an offeror notifies the center of engineering change(s) to the drawing package, hold the PR and determine if the changes are applicable to the buy.

- ? If the item is a critical application or weapon system coded, coordinate with the ESA via DLA Form 339 for approval of the engineering changes.
- ? If the item is non-critical, non-weapon system coded, the decision may be made at the DSC level.
- ? If engineering changes are approved, update the CTDF (Option E) and the TDP and coordinate with the buyer to determine if the PR should be resolicited or canceled.

The offeror may not submit a VECP during the PR stage. VECPs are only accepted during the contract stage.

If there is an approved VECP from a previous contract, it must be referenced in the CTDF.

Any actions taken should be noted in the Technical History field (CTDF Option D). Review the TIR and CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form, RFFCA.

Ensure that the CTDF is updated to reflect all quality requirements.

If a SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.2.14 On-Demand Manufacturing and Organic Manufacturing

In cases where sources cannot be found to meet the Government's requirement, organic manufacturers should be considered. DLA policy mandates that private industry shall be the primary source of supply; however, designated organic manufacturing sources can be used at the "first indication" that private industry cannot meet Government requirements. If these conditions exist, consult the person responsible for on-demand or organic manufacturing. See [Appendix K](#) of this document for organic manufacturing.

5.2.15 Cataloging

FLIS is the official database and source of information that stores a single item identification to be utilized for each item that is repetitively used, purchased, stocked, or distributed, for all functions of supply from original purchase to final disposal. The database is used to:

- ? Promote a uniform system of item identification.
- ? Improve operational effectiveness of DoD components.
- ? Provide a means for monitoring the minimum number of items essential to support military operations.
- ? Assemble and maintain a central catalog file.
- ? Promote optimum interchange of cataloging data.
- ? Assist in ensuring the highest practical level of system compatibility, interface and integration.

Cataloging may be required any time there is a change to the CTDF. It is important that the FLIS is current and accurate. Technicians are responsible for initiating cataloging actions to ensure that the FLIS is maintained.

- ? Use electronic DLIS Standard Form. Request For Federal Cataloging Action (RFFCA) to submit changes to the FLIS. Ensure that the FLIS and the CTDF are consistent.

Refer to [Appendix C](#) of this document for additional information.

5.2.16 NSN Cancellations

Determine type of cancellation (cancel/invalid, cancel/use, cancel/dupe) by referring to [Appendix C](#) of this document. For additional information, see DoD 4100.39-M.

For critical or weapon system coded items, before submitting cancel/invalid cataloging actions, ESA approval is required (refer to [Appendix I](#) of this document). If the ESA concurs, submit the DLIS Standard Form, RFFCA, for action with attached justification.

Before submitting cancel/use cataloging actions for critical or weapon system coded items, ESA approval is required unless the cancel/use is the result of an approved standardization decision.

For non-critical, non-weapon system items, initiate a cataloging action using DLIS Standard Form, RFFCA. Although the normal DLIS collaboration process may be sufficient for this category, submission of a DLA Form 339 may be necessary to properly support the customer.

For outstanding requisitions, submit a DLA Form 339 to obtain approval by the ESA prior to initiating cancellation action. Refer to DoD 4100.39-M. Volume 4, Paragraph 4.9.1.b.

For cancel/dupe actions, submission of a DLA Form 339 is not required. Initiate cataloging action using DLIS Standard Form, RFFCA. Put a "Y" in the CTDF Option A, cc 18, of the cancelled item if it is non-procurable or after collaboration and approval.

For cancel/invalid and cancel/use actions, put a "Y" in the CTDF Option A, cc 18, for the canceled NSN.

Place a statement in the Technical History (Option D) and TGI field (Option C) that explains action taken and identifies the replacement NSN.

Use electronic DLA Form 1152 (preferred) or other appropriate means to communicate stock management guidance and PR and NSN cancellation to the Item Manager.

For additional information, refer to [Appendix C](#) of this document.

5.2.17 Unit of Issue (UI)

The DSCs will not change the UI designation assigned by the using service without adequate justification, and only after coordination with all recorded users. It is important that all DSCs recognize inappropriate or incorrect UIs and initiate DLA Form 1359, Request for Unit of Issue Change. Do not change or delete the UI for the NSN in local records (such as solicitations or contracts) until applicable subsystem records are officially updated.

- ? Review and resolve conflicts between users on the UI assignment.
- ? Review recommended UI changes to ensure open contracts, stock on hand, materiel release orders in process and customer needs are taken into consideration.
- ? Make recommendations to the Item Manager regarding disposition instructions for existing stock.
- ? Return unjustified UI changes to the requester indicating that the UI change is not acceptable. If data to support the UI change is not provided, advise the requester to resubmit the request when supporting data can be provided.

? Actions taken should be noted in the Technical History field of the CTDF Option D.

See [Appendix F](#) of this document for instructions for processing UI changes and instructions for applying unit of issue conversion factors to the CTDF.

5.2.18 Quantity Unit Pack

A quantity unit pack is the number of unit of issues bound or packaged in a unit pack. The person responsible for packaging will evaluate a request for a change to the quantity unit pack. If approved, submit DLIS Standard Form, RFFCA and notify the buyer.

5.2.19 Packaging

The packaging specialist will normally insure that the applicable level of packaging, packing, preservation, and marking data is input into the CTDF, Option P, at the time of the recommended buy. Refer to MIL STD 2073 and MIL STD 129.

Annotate the TGI field (Options C) and Technical History field (Option D) of the CTDF with any responses to packaging referrals that involve changes to, or waiving of, the packaging requirements.

To process a pre-award packaging referral, take the following steps:

- ? If the PR referral states that the item has been changed to reflect full and open competition, review the attached drawing for any changes that can be made to the packaging requirements.
- ? Evaluate the available technical data and make all necessary changes to the CTDF (Option P).
- ? Changes do not have to be made directly on the referral. State in your response to the buyer that the packaging requirements in the CTDF have been changed.
- ? After completion, forward the PR referral to the person responsible for quality assurance for review.

5.2.20 Sole Source Justifications

Sole source justifications are used when the ESA desires to restrict an acquisition to a single source. Refer to FAR Part 6.302-1 and statutory authority 10 U.S.C. 2304(c)(1). When applicable, submit a DLA Form 339 to the ESA and request justification for restricting procurement to only one source.

If sole source justification is provided, explain in the TGI (Option C) and the Technical History (Option D) of the CTDF. Update FLIS as appropriate.

5.2.21 Technical Certification for the Justification and Authority (J&A)

Buyers are required to prepare a J&A for which FAR authority 6.302-1 applies (procurements that exceed the simplified acquisition threshold, currently \$100,000). The Federal Acquisition

Regulation (FAR) 6.303-1 requires that technical personnel for items certify the J&A not available under full and open competition.

- ? FAR 6.303-1 provides for J&A certifications on an individual or class basis for items with limited sources (as identified by the AMSC).
- ? The technical blanket certification supports acquisition as a result of the original screening (DFARS Appendix E) when the AMSC was assigned or the periodic re-screening.
- ? Each center is responsible for ensuring that the ongoing AMSC update process is reliable and timely to ensure that the AMSC supports the technical certification.
- ? Blanket certifications are used to support a class J&As for other than full and open acquisitions based on the assigned AMSC. The AMSC as defined by DFARS, Appendix E accurately reflects the rationale for using other than Full and Open Competition.
- ? AMSC changes for critical application items require ESA approval via DLA Form 339. Refer to [Appendix B](#) of this document. Changes must be documented in the Technical History (Option D). Ensure that the CTDF is updated to reflect all quality requirements when applicable.

5.2.22 Commerciality Determination

It is DLA policy that the Commercial-off-the-Shelf (COS) field (Option A, cc 66) of the CTDF be coded appropriately to identify items as commercial or non-commercial. Although sufficient information will normally be available to make this determination, in some cases contact with the contractor or the Specification or Standard Preparing Activity may be necessary. The contracting officer has the final decision in determining if FAR Part 12 will be used in the procurement of the item.

The basic definition of a commercial item is an item, other than real property, that is of a type customarily used for non-Governmental purposes that has been sold, leased, or licensed to the general public. However the FAR expands the definition to include such items as:

- ? Items that have been offered for sale, lease or license to the general public.
- ? An item that evolved from a commercial product that is not yet available in the commercial marketplace but will be available in time to meet the Government's delivery requirements.
- ? A commercial item with modifications of a type customarily made in the commercial marketplace or a commercial item with minor modifications.
- ? An item sold competitively in large quantities to local and state governments.

Refer to FAR, Part 2, Definitions of Words and Terms, for a more detailed definition of a commercial item.

When the buyer refers a commerciality determination to the technician, take the following steps:

- ? Use the definition of a commercial item when considering the commerciality of an item. Refer to [Appendix M](#) of this document.
- ? Enter a "Y" in the COS field (Option A, cc 66) of the CTDF when an item is determined to be commercial.
- ? Enter an "N" in the COS field (Option A, cc 66) of the CTDF when an item is determined to be non-commercial.
- ? If the item is determined to be commercial:
 - ✍ Ensure that the CTDF is updated to reflect correct packaging requirements.
 - ✍ Ensure that the CTDF is updated to reflect all quality requirements.
- ? Update the Technical History (Option D).

Note: An SCR is in development that will add a separate commercial item code to complement the current commercial of the shelf code.

5.2.23 Pre-Award Surveys and Conferences

In most cases, pre-award surveys and conferences are a procurement function, but there are cases, like Aircraft Launch and Recovery Equipment (ALRE), where the technician is involved. In these cases the technician may:

- ? Recommend to the buyer that a pre-award survey be conducted.
- ? Act as a technical advisor when requested.

5.2.24 Engineering Support Requests

Refer to DLAI 3200.1.

5.2.25 Part Number Requisitions

Screen part number against FLIS to determine if there is an NSN.

Verify the part number is procurable, including contacting the manufacturer when necessary.

5.2.26 Technical Assistance to Offerors

When a PR is referred from the buyer, provide technical assistance to the offeror, be aware of the responsibilities and legalities of providing and discussing technical information:

- ? Proprietary data rights cannot be violated.
- ? The technician must exercise care not to accidentally obligate the Government.
- ? Technical leveling (disclosure of other offerors' designs or processes) is not permitted.
- ? There cannot be preferential treatment in supplying or discussing data.

All correspondence with an offeror must go through the buyer. For conversations with the offeror, a memorandum of the conversation, including all questions and responses, must be provided to the buyer. The buyer is the only Government representative authorized to obligate the Government.

Any action taken should be documented in the Technical History field (Option D).

5.2.27 Evaluation of Remanufactured Material

DLA's general policy is to procure only new and unused material. However, because of the extended projected life cycle of many older weapons systems, a limited number of manufacturers may be willing to provide otherwise obsolete material to the Government. The DSCs may have to consider re-manufactured or re-conditioned material to support our customers. Refer to local policy when the procurement of remanufactured material is in the best interest of the Government.

5.2.28 DSCP C&T

Reserved for future use.

5.2.29 Coordination of Quality Assurance Requirements

When the technician makes a change to the item's technical requirement, method of procurement, or receives information that may impact quality requirements, route the PR to the person responsible for quality assurance. Examples include change to the AMC/AMSC, production lot testing, first article test, pre-award surveys, commercial identification, and place of inspection.

5.2.30 CTDF Maintenance

Any time a CTDF is reviewed, make sure that all areas are complete, especially the purchase description and technical information fields. Review and update all CTDF fields as required.

Special attention should be given to updating special review dates. Search SAMMS for open PRs and contracts and alert buyers and/or contract administrators as appropriate.

Maintain documentation. Information discovered during the PR stage must be recorded in the Technical History field for future use. Dates, points of contact, decisions, information, and disposition from the ESA, and DLA Form 339 case numbers are examples of information that should be recorded. Information that provides guidance to the buyer should be recorded in the TGI field of the CTDF, Option C.

Review the TIR and the CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form, RFFCA.

Change 4

5.3 CONTRACT REFFERALS

Referrals are contracts that are suspended for resolution of a technical problem. Some examples of contract referrals are:

- ? Product Waivers and Deviations
- ? Part Number changes
- ? Engineering changes
- ? TDP validation
- ? First Article Test

5.3.1 Technical Support

Provide technical support to the contracting officer consistent with the priority of the contract.

If the referral involves a change to the configuration of a critical or weapon system coded item, submit a DLA Form 339 to the ESA requesting approval. In most cases, clarification of ambiguities will require coordination with the ESA.

Update the CTDF and FLIS as necessary and document actions taken in the Technical History field (Option D) of the CTDF.

If the contract referral results in a significant change to the item, check for open PRs and contracts and determine if a recommendation should be made to modify or cancel all contracts or PRs for the item.

5.3.2 Product Waivers or Deviations

The contracting officer refers product waiver or deviation requests to the technician or the person responsible for quality assurance.

Evaluate the waiver or deviation request for acceptability. If the waiver or deviation is unacceptable, return the request to the Contracting Officer with the reasons for rejection.

When the waiver or deviation is recommended for approval, a DLA Form 339 is required if:

- ? The item is coded critical and the contractor requests any classification of a waiver or deviation.
- ? The item is non-critical weapon system coded and the contractor requests a waiver or deviation classified as critical or major.

Refer to [Appendix I](#) of this document.

When the waiver or deviation is expected to result in a permanent engineering change, annotate the DLA Form 339 requesting the configuration documentation be updated to reflect any approved changes.

If the item is non-critical and non-weapon system coded, the DSC has authority to accept waivers and deviations. However, when the waiver or deviation is expected to result in a permanent engineering change, ensure that the configuration documentation has been updated and annotate the technical history.

Update the CTDF:

- ? Ensure that the CTDF is updated to reflect all technical requirements
- ? Any actions taken should be noted in the Technical History field, Option D of the CTDF.
- ? Ensure that the CTDF is updated to reflect all quality requirements..
- ? Review the TIR and CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form, RFFCA.
- ? If an SPC code applies, follow instructions in the PID, TGI, and Technical History tables to ensure that the waiver or deviation will not violate the requirements of the SPC.

Refer to [Appendix N](#) of this document for additional information on waivers and deviations.

5.3.3 Part Number Changes

When part number changes are received from the contractor, determine if the configuration of the part has changed or if the part number has changed for administrative reasons only. If the item is critical or weapons system coded, and the part has changed, suspend the contract and coordinate the change with the ESA via DLA Form 339. If the change is administrative only, recommend modification of the contract to reflect the new part number, and initiate a cataloging action.

If a part number or configuration change is submitted to us by the military services, a DLA Form 339 is not required. Refer to [Appendix P](#) of this document.

- ? Keep the contracting officer informed of all actions.
- ? Validate the part number against the FLIS for duplication.
- ? If the configuration of the part changes, and the item is critical or weapon system coded, ESA coordination via DLA Form 339 is required, with a recommendation to establish a new NSN.
- ? If the item is non-critical and non-weapons system coded, the DSC has authority to accept the part number change.
- ? Check for open PRs and contracts to determine if they should be modified or cancelled.
- ? Initiate cataloging changes via DLIS Standard Form, RFFCA, and update the CTDF accordingly. Ensure that the CTDF and TIR remain consistent.
- ? Any actions taken should be noted in the Technical History field (CTDF Option D).
- ? Ensure that the CTDF is updated to reflect all technical requirements.
- ? If an SPC code applies, ensure that the instructions in the PID, TGI, and Technical History tables have been followed.

5.3.4 Engineering Change Proposals (ECPs), Engineering Change Orders (ECOs), Design Change Notice (DCNs), and Value Engineering Change Proposals (VECPs)

Normally ECPs, ECOs and DCNs submitted during the contract stage are treated as a waivers or deviations for the current contract (refer to [Appendix N](#) of this document).

ECPs received from contractors will be evaluated to determine if they are technically acceptable. If the item is critical or weapon system coded and approval is recommended, ESA coordination is required via DLA Form 339. If an ECP is approved, incorporate as an ECO or DCN in the TDP for future contracts. Do not hold up procurement for the immediate contract.

ECOs and DCNs from the Navy will be provided to the technician by the DSC configuration management focal point. If the engineering change is provided by an ESA, a Form 339 is not required. Refer to [Appendix P](#) of this document.

If the contractor notifies the center that an ECO or DCN has been issued, the technician may recommend that the contracting officer hold the contract in suspense until the determination to use the ECO/DCN is made.

- ? If the technician recommends approval, ESA coordination is required for critical or weapon system coded items.
- ? If the item is non-critical non-weapon system coded, the DSC has authority to accept the ECO or DCN. Update the technical history.

Note: Refer to [Appendix I](#) of this document for additional information.

If an ECO or DCN is approved or submitted by the ESA, make the changes to the drawing package and coordinate with the contract administrator to determine if the contract should be modified or canceled.

- ? The technician will research MEDALS and other available sources of information to locate all other applicable ECOs or DCNs. Refer to [Appendix T](#) of this document.
- ? Include all applicable ECOs and DCNs in the TDP and AID (Option B and Option E) of the CTDF before the contract is released.
- ? Review all other open contracts and PRs to determine if a recommendation should be made to modify or cancel based on new technical requirements.

Forward ECOs, DCNs, and drawing revisions to the data repository for incorporation into the technical data package (bid set).

VECPs received from contractors in accordance with Part 48 of the FAR will be processed in accordance with DLAR 4140.21 and local directives or instructions.

Keep the contracting officer informed of all actions.

Any actions taken should be noted in the Technical History field (CTDF Option D).

Ensure that the CTDF is updated to reflect all quality requirements.

Ensure that the CTDF is updated to reflect all technical requirements.

Review the TIR and CTDF to determine that the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form, RFFCA.

If an SPC code applies, ensure the ECO or DCN does not violate the instructions in the PID, TGI, and Technical History tables.

5.3.5 Technical Data Management Interface

Unless it is absolutely necessary, new data is not accepted during the contract phase. However, if it is necessary, document the new data in the CTDF and forward new technical documentation to JEDMICS. Ensure that the TIR and CTDF remain consistent. If cataloging action is required, submit DLIS Standard Form RFFCA.

Refer to [Appendix A](#) of this document when entering data into Option E of the S/D/T/P data field of the CTDF.

Coordinate all actions with the contracting officer and the individual responsible for quality assurance.

Document all changes into the Technical History Field of the CTDF (Option D).

If a SPC code applies ensure the instructions in the PID, TGI, Technical History have not been violated.

5.3.6 Technical Data Package (TDP) Revalidation

If notified of a later revision to a TDP, obtain and revalidate the drawings and all additional documents required to support the procurement and manufacturing, such as OEM process specifications, stable base drawings, certified masters etc. If Government specifications or standards are referenced in the drawing package, use DoDISS to validate revisions, amendments, and cancellations.

Check JEDMICS and MEDALS and other sources for the latest revision. If the latest revision is not available in the local repository, request a copy of the drawing. If the drawing is not available from a Government source, request a copy from the contractor.

When a revision changes the configuration of a critical or weapons system item, delay the buy and initiate a DLA Form 339 to the ESA requesting approval to use the revision and establishment of a new NSN. When the revision does not change the configuration, continue the procurement using the current approved revision level and submit a DLA Form 339, to the ESA requesting approval of the later revision for future procurements.

When the revision changes the configuration of a non-critical and non-weapons system coded item, the DSC has authority to accept revision level changes and establish a new NSN.

- ? Keep the Contract Administrator advised of all actions.
- ? Ensure that the CTDF is updated to reflect any changes to the Technical and Quality requirements to include updating Option E.
- ? Any actions taken should be noted in the Technical History Field (CTDF Option D).

5.3.7 First Article Test (FAT)

Refer to [Appendix Q](#) of this document for further information.

The policy, implementing instructions, and contract clauses with respect to FAT and approval are set forth in FAR, Subpart 9.3. FAT consists of the testing and/or examination of items prior to regular production on a contract or purchase order, followed by the preparation, submission, and evaluation of test reports.

If the results of a FAT are received, coordinate with the person responsible for quality assurance. Ensure FAT results are annotated in the Quality Evaluation Program Database (QEPD).

A first article test may result in a recommended change to the AID. Changes will not be implemented without ESA approval regardless of criticality.

If changes are approved by the ESA, update the CTDF Technical or Quality requirements.

Update the Technical History field, Option D of the CTDF.

If an SPC code applies, follow instructions in the PID, TGI, and Technical History tables.

5.3.8 Field Level Repairables

Any contract referral for a FLR item must be coordinated with the ESA via DLA Form 339. Identify the item as a "Field Level Repairable Item" on DLA Form 339, Block 16, "Supplemental Information/Comments."

All FLR items will be coded AMSC C unless otherwise specified by the military service (ESA).

5.3.9 Cataloging

FLIS is the official database and source of information that stores a single item identification to be utilized for each item that is repetitively used, purchased, stocked, or distributed, for all functions of supply from original purchase to final disposal. The database is used to:

- ? Establish a uniform system of item identification Improve operational effectiveness of DoD components.
- ? Improve operational effectiveness of DoD components.
- ? Provide a means for monitoring the minimum number of items essential to support military operations.
- ? Assemble and maintain a central catalog file.
- ? Promote optimum interchange of cataloging data.
- ? Assist in ensuring the highest practical level of system compatibility, interface and integration.

Cataloging may be required any time there is a change to the CTDF. It is important that the FLIS is current and accurate. Technicians are responsible for initiating cataloging actions to ensure that the FLIS is maintained.

- ? Use electronic DLIS Standard Form, RFFCA, to submit changes to the FLIS. Ensure that the FLIS and the CTDF are consistent with each other. If not, initiate cataloging action.

Refer to [Appendix C](#) of this document for additional information.

5.3.10 Packaging

To process a post-award packaging referral, take the following steps:

- ? If a contractor is requesting a specific change for this procurement only, evaluate the recommendation and if it is acceptable, make the change to the existing contract. Only update Option P of the CTDF, if the change is to be incorporated for all future procurements. Refer to MIL-STD-2073 and MIL-STD-129.
- ? Carefully weigh any decision to accept a packaging modification to a contract. In most cases acceptance of a modification places a burden on the depots that will have to repackage and remark the material. If contractors do not have the capability to package the item as specified, they may employ one of the many packaging houses available to meet the terms of the contract.
- ? If a SPC code applies, ensure the instructions in the PID, TGI, and Technical History have not been violated.

5.3.11 Unit of Issue (UI)

The DSCs will not change the UI designation assigned by the using service without adequate justification, and only after coordination with all recorded users. It is important that all DSCs recognize inappropriate or incorrect UIs and initiate DLA Form 1359, Request for Unit of Issue Change. Do not change or delete the UI from SAMMS and open contracts before the effective date cited in the TIR.

- ? Review and resolve requests from a contractor for changes to unit of issue.
- ? Review recommended UI changes to ensure open contracts, stock on hand, materiel release orders in process and customer needs are taken into consideration.
- ? Make recommendations to the Item Manager regarding disposition instructions for existing stock.
- ? Return unjustified UI changes to the contract administrator indicating that the UI change is not acceptable.
- ? Coordinate proposed UI change with all responsible offices at the DSC.
- ? Upon approval, update the CTDF so that it is compatible with the current UI and/or Quantitative Expression to include a definition of non-definitive UI, where applicable.
- ? Actions taken should be noted in the Technical History field of the CTDF Option D.
- ? See [Appendix F](#) of this document for processing UI changes and instructions for applying unit of issue conversion factors to the CTDF.

5.3.12 Quantity Unit Pack

A quantity unit pack is the number of unit of issues bound or packaged in a unit pack. The person responsible for packaging will evaluate a request for a change to the quantity unit pack. If a change is approved, submit DLIS Standard Form, RFFCA and notify the contract administrator.

5.3.13 Engineering Support Requests (Refer to DLAI 3200.1).

Reserved for future use.

5.3.14 Part Number Requisitions

Provide technical support to the contracting officer consistent with the priority of the contract.

5.3.15 Post-Award Conferences

Act as technical advisor to the contracting officer at post award conferences as requested. This advice usually involves clarification or explanation of the technical requirements cited in the contract.

5.3.16 Protests

Provide technical expertise to the contracting officer and the office of counsel as requested. All communications with the contractor regarding the protest will be coordinated through to the contracting officer.

5.3.17 Technical Assistance to Contractors

Provide technical assistance to the contractor when requested by or referred by the contracting officer. Communication with the contractor must be coordinated with the contracting officer prior to providing assistance.

5.3.18 C&T Issues

Reserved for future use.

5.3.19 Coordination of Quality Assurance Requirements

When the technician makes a change to the item's technical requirement, or method of procurement, or receives information that may impact quality requirements, route the contract referral to the person responsible for quality assurance. Refer to DLAI 4155.2 for additional information.

5.3.20 CTDF Maintenance

Any time a CTDF is reviewed, make sure that all areas are complete, especially the purchase description and technical information fields. Review and update all CTDF fields as required. Special attention should be given to updating special review dates.

Maintain documentation. Information discovered during the contract stage must be recorded in the Technical History field for future use. Dates, points of contact, decisions, information, disposition from the ESA, and DLA Form 339 case numbers are examples of information that should be recorded. Information that provides guidance to the buyer should be recorded in the TGI field of the CTDF, Option C.

Search SAMMS for open PRs and contracts and alert buyers and/or contract administrators as appropriate.

Review the TIR and the CTDF to determine that the data in the two files are consistent with each other. If not, initiate cataloging action via DLIS Standard Form, RFFCA.

5.4 SUPPORT TO INVENTORY MANAGER

Provide technical support to the inventory manager as necessary.

5.4.1 Offering of Substitutions

A substitution is an item that possesses such functional and physical characteristics as to be capable of being exchanged for another under specified conditions or for particular applications without alteration of the item or of the adjoining items.

It is DLA's policy to attempt to satisfy customer requirements by offering potential substitute items whenever the requested item is not available. Refer to local guidance for additional information.

Issue of a substitute NSN is authorized when there is a published I&S relationship, an order of use relationship, or the TIR indicates a current cancellation notice.

For requisitions, where a potential substitute item is found, and the item is critical or weapon system coded, ESA coordination via DLA Form 339 is required before issue of the substitute item. If there is a published I&S relationship, order of use relationship, or the TIR indicates a current cancellation notice, a 339 is not required.

When a DLA Form 339 is on file from the requisitioner's service or agency documenting a substitution decision for the requisitioned item, provide a copy to the Item Manager.

Ensure that the cataloging action has been initiated to DLIS for processing when the I&S relationship has been approved by the ESA. (See [Appendix C](#) of this document.)

Update the Technical History file (Option D) of the CTDF to reflect all actions taken.

5.4.2 Disposal of Issuable Assets

The technician will receive a request for review of items that have been identified for possible disposal. Reasons include:

- ? Declared excess through lack of demand for more than five years.
- ? Determined to be excess through the stratification process.
- ? Declared excess through the cataloging process.

A technical review is required for NSNs where the total value of the recommended disposal is greater than \$25,000.00. The purpose of this review is to identify an alternative use for this materiel. Alternative use of the item is not limited to I&S relationships.

Possible courses of action:

- ? Contact the ESA(s) for possible additional usage.
- ? Determine potential usage based on similarity with other items.

- ? Contact OEM for possible additional applications.
- ? If item has been superceded or replaced, determine the feasibility of retrofit to the later configuration.
- ? Determine potential Foreign Military Sales usage.
- ? If disposal is recommended, add TOR E to the CTDF, Option A, and annotate the Technical History, Option D, of the pending disposal action. When a MDWL is received, notify the IM that a possible disposal action is in progress.

Reasons for recommending retention of the stock:

- ? Lack of sources.
- ? Excessive re-procurement costs.
- ? Stock on hand is the result of a lifetime buy.
- ? Potential military contingencies, increased failure or usage rate, and reactivation of equipment. The NSN could revert to replenishment status and may experience a demand surge considerably greater than numeric stockage retention.
- ? The NSN is a known substitute for an item that is not in an excess position.
- ? The item has a unique Weapon System Application.

Technical reviews must be documented in the CTDF, Option D.

5.4.3 Rework and Retrofit of Parts

Reserved for future use.

5.4.4 On-Demand Manufacturing and Organic Manufacturing

In cases where sources cannot be found to meet the Government's requirement, organic manufacturers should be considered. DLA policy mandates that private industry shall be the primary source of supply; however, designated organic manufacturing sources can be used at the "first indication" that private industry cannot meet Government requirements. If these conditions exist, consult the person responsible for on-demand and organic manufacturing. (See [Appendix K](#) of this document for organic manufacturing).

5.4.5 Technical Support to Military Customers

Provide technical support to military customers as requested by the inventory manager.

5.4.6 C&T Issues

Reserved for future use.

Change 4

5.5 OTHER TECHNICAL ASSISTANCE

5.5.1 Logistics Reassignments

The technician is responsible for technical assistance on logistically reassigned NSNs after the effective transfer date. Technical support is the responsibility of the technician and action may be required prior to procurement.

All actions taken must be recorded in the Technical History Field, Option D of the CTDF.

Technicians may be required to provide support to the Gaining Item Manager (GIM) when their center is the Losing Item Manager (LIM). The technician may also be required to attend conferences between these two managers to support the transfer of technical information and specialized expertise applicable to the items being transferred.

5.5.2 Technical Reviews for Long Term Contracts

Reserved for future use.

5.5.3 Special Procedures Category Codes

The Special Procedures Category (SPC) code permits the identification of critical items that require special processing.

The SPC is a two-position code listed in the CTDF, Option A, cc69, which links special instructions into the PID (Option B), TGI (Option C) and Technical History (Option D) of the CTDF. The text provides instruction for the special processing required for the NSN. The technician may not deviate from these instructions.

SPC codes are assigned by DLA Headquarters, J-334 and cannot be removed or changed without prior approval.

There is a companion field in the CTDF, Option A, cc70, which automatically places supervisory hold codes on MDWLs. The supervisor must review and release the MDWL before it will process to the next workload tier.

Supervisory review codes are directed by J-334 and cannot be removed without prior approval.

The technician cannot remove the SPC code and text tables. If the technician discovers inconsistencies in the assignment of SPC coding, follow the specific guidance in the SPC table or contact the POC for the specific SPC.

5.5.4 Product Quality Deficiency Reports (PQDRs)

Provide technical assistance to the individual responsible for quality assurance as requested.

5.5.5 Government Industry Data Exchange Program (GIDEP)

The program is Government funded and operated under a charter issued by the Joint Logistics Commanders. Its purpose is to reduce or eliminate expenditure of manpower, time, and money, by making maximum use of existing knowledge.

5-5-1

It is a centralized, computerized, data dissemination, storage, and retrieval program which promotes the full and voluntary interchange of data concerning parts, materials, and processes among the DoD, other Governmental agencies, and industry.

The technician will provide technical support to the GIDEP program when requested and take the appropriate action for the NSNs involved.

Direct any concerns or questions to the DSC GIDEP representative.

For additional information, see DLAR 4155.31.

5.5.6 Unsolicited Offers

All unsolicited offers received by the technician will be forwarded to the COMPAD Office in accordance with the DLAD Provision 52.217.9002. The COMPAD Office will review and determine if it would be in the best interest of the Government to evaluate the offer for future procurements. If the offer is determined to be beneficial to the Government for future awards, it is referred to the appropriate technician for evaluation, coordination with the ESA as required, and approval or disapproval.

Refer to [Appendix J](#) and H of this document for additional instructions.

5.5.7 Single Process Initiative (SPI)

The objective of the single process initiative is to assist contractors in transitioning from multiple Government-unique management and manufacturing systems to the use of common, facility-wide processes. This change will reduce contractor-operating costs; achieve cost, schedule, and performance benefits for the Government; and provide more efficient, consistent, and stable processes.

Changes are effected within the contracts by block modification. A block change modification uses a single document to modify many contracts simultaneously, rather than modifying each individual contract one at a time.

The technician will review the SPI and determine if it will result in a configuration change. If it will result in a configuration change and the items is critical or weapon system coded, ESA approval via DLA Form 339 is required.

The DSCs have the authority to evaluate and approve or disapprove a SPI for non-critical non-weapon system coded items. Document technical history.

The technician must notify the SPI coordinator of the ESA determination.

Refer to [Appendix I](#) of this document.

5.5.8 Emergency Supply Operations Center (ESOC) Support

When ESOC requests technical assistance, it is important that the technician provide an expedient response. If ESA support is required, the technician must contact the ESA(s) and negotiate expeditious processing, prior to submitting the emergency DLA Form 339.

The nature of the emergency, such as a Mission Incapable Awaiting Part(s) (MICAP), must be documented on the DLA Form 339.

When the response from the ESA is received, update the CTDF as required and notify the ESOC representative of actions taken.

Annotate all actions in the Technical History field, Option D of the CTDF.

5.5.9 Shelf-life Determination

Shelf-life is the total period of time beginning with the date of manufacture, cure, assembly, packaging, etc. that an item may remain in the wholesale and retail storage systems and still remain suitable for issue to and consumption by the end user.

If the center receives information regarding shelf life requirements of an item, forward the information to the person responsible for shelf life and quality assurance requirements. Update the CTDF and FLIS as required. See DoD 4140.27-M Appendix A, for a listing of shelf life codes and applicable time periods.

For additional information and a list of POCs, see DLA Web site www.shelflife.hq.dla.mil. The web site includes information on hazardous material, batteries, hoses, belts, etc.

5.5.10 Establishing An Emergency National Stock Number (NSN)

See [Appendix C](#), Paragraph titled “Non Provisioning NSN Assignments”.

5.5.11 Specification Reviews

These reviews are initiated by the Specification Preparing Activities for coordination and comments on new specifications, proposed changes to military specifications, or adoption of non-Government standards.

The technician will provide recommendations and comments with explanation and justification to the preparing activity in a timely manner.

5.5.12 Competition Advocate and Small Business Administration

The Competition Advocate promotes expansion of competition.

- ? The technician will evaluate alternate offers submitted to them by the COMPAD Office. Refer to [Appendix J](#) of this document for additional information.
- ? The technician will provide other technical support as requested.

The Small Business Representative promotes small business participation in contracting with the Government.

? The technician will provide technical support as requested.

Any actions taken will be annotated in the specific NSN Technical History field of the CTDF, Option D.

5.5.13 Government and Industry Reference Data Edit and Review (GIRDER)

The Government and Industry Reference Data Edit and Review Program (GIRDER) provides private industry a means to review NSN reference numbers and data assigned to their CAGE codes and identify obsolete, incomplete, or inaccurate information.

An automated process for GIRDER is currently under development. The FLIS Quality Database (QDB) will contain DLIS screened part number changes for the DSCs approval. The changes will be loaded into the Technical History field, Option D of the CTDF with a TOR-E to trigger a MDWL Technical Operations review at the next buy.

(More details will be provided during future revisions of this document.)

Until the automated process is in place, Standard Form 1685 reflecting GIRDER part number changes should be processed in a timely manner in accordance with local policy.

If the item is critical or weapon system coded, coordination with the ESA is required. If the item is non-critical or non-weapon system coded, the DSC has authority to accept the part number change.

5.5.14 Value Engineering (VE)

The objective of VE is to reduce the Government's acquisition or ownership costs while maintaining the necessary level of performance.

The Value Engineering Program Office will be used to assist in:

- ? Alternate source development.
- ? Reverse Engineering.
- ? Should Cost.
- ? Price Challenge determinations.
- ? Replenishment Parts Purchase or Borrow (RPPOB) program.
- ? On Demand Manufacturing and Organic Manufacturing.

5.5.15 Reverse Engineering

Reverse Engineering is the process used to duplicate an item functionally and dimensionally by physically examining and measuring existing parts to develop the technical data required for competitive procurement.

If no other sources can be developed and the need for the item still exists, then Reverse Engineering should be considered as an option for developing the technical data necessary for future competitive procurements. . Reverse Engineering is normally the least attractive alternative because of the high cost associated with the process. If the item is critical or weapon system coded, the DSC will obtain ESA approval, via DLA Form 339, before the project is initiated.

If a contractor submits a Reverse Engineered package without prior ESA involvement, it will be treated as a routine alternate offer. (See [Appendix J](#) of this document).

Contact the DSC's Value Engineering Office for assistance.

5.5.16 Replenishment Parts Purchase or Borrow Program (RPPOB)

The RPPOB program consists of a bailment agreement between the Government and the contractor whereby the Government loans or sells a sample(s) item of supply to a contractor. Bailment allows the borrower to Reverse Engineer the item, and enables him to bid on future contracts.

If the item is critical or weapon system coded, ESA approval via DLA Form 339 is required before Reverse Engineering is considered. If ESA approves the Reverse Engineering project, an additional DLA Form 339 is required for the evaluation and approval of the TDP on the Reverse Engineered item. (Reference DLAI 4140.67).

Contact the DSC's Value Engineering Office for assistance.

5.5.17 Should Cost Program

In instances of suspected over pricing or when the intrinsic value of an item is unknown, the buyer can request a "Should Cost" analysis which is a technical determination of the item's value based upon material cost, manufacturing cost, quantities ordered, and overhead costs. This

Should Cost analysis is used as an aid for the buyer during contract negotiations. Should Cost analyses are also used to substantiate instances of suspected over pricing.

Should Cost analysis must be documented in the TGI, Option C, of the CTDF.

Contact the DSCs Value Engineering Office for assistance.

5.5.18 Price Challenge Program

The Price Challenge program was established to raise the overall awareness of potential material overpricing. This program allows DLA customers to submit questions, suggestions, or recommendations, via DLA Form 1801, on issues of apparent overpricing.

If the item is suspected of being overpriced, the technician may be requested to provide technical support to the Price Challenge office and take appropriate actions. These actions may include developing a new source, building a competitive TDP, identifying a less expensive substitute item, etc.

Update the CTDF as appropriate.

5.5.19 Cost and Pricing

Provide technical support to the Cost and Pricing Office as requested.

5.5.20 Federal Logistics Information Service (FLIS)

FLIS is the official database and source of information that stores a single item identification to be utilized for each item that is repetitively used, purchased, stocked, or distributed, for all functions of supply from original purchase to final disposal. The DLIS maintains FLIS, through maintenance actions submitted via electronic DLIS Standard Form, RFFCA.

The FLIS database is used to:

- ? Establish a uniform system of item identification.
- ? Improve operational effectiveness of DoD components.
- ? Provide a means for monitoring the minimum number of items essential to support military operations.
- ? Assemble and maintain a central catalog file.
- ? Promote optimum interchange of cataloging data.
- ? Assist in ensuring the highest practical level of system compatibility, interface, and integration.

For additional information, see paragraphs 5.1.14, 5.2.15, 5.3.9, and [Appendix C](#) of this document.

5.5.21 Demilitarization

In demilitarization, components that have a significant military utility or capacity shall be controlled and/or altered to the extent necessary to eliminate their functional or military capabilities. (See DoD 4160-21-M-1.)

The technician will review the TIR for the correct demilitarization code. If the code is not correct, initiate a cataloging action via DLIS Standard Form, RFFCA.

5.5.22 Congressional Inquiries

Provide technical expertise to the Contracting Officer and Office of Counsel as requested. All communications must be coordinated with the center representative responsible for congressional inquiries.

5.5.23 Diminishing Manufacturing Sources and Materiel Shortages (DMSMS)

DMSMS is a condition brought about when the last known manufacturer announces its intention to discontinue production of an item, group of items, entire production line, or even an entire

production facility producing items still required by DoD activities for systems support. DMSMS can directly affect readiness and sustainability of the armed forces.

When there is not sufficient stock on hand or due in to support projected out-year requirements, consider the following alternatives:

- ? Encourage the existing source to continue production.
- ? Obtain unrestricted technical data package suitable for competitive procurement.
- ? Find another source. A smaller company might undertake production that is no longer profitable for a larger company.
- ? Obtain an existing substitute item that will perform fully (in terms of form, fit, and function) in place of the DMSMS item.
- ? Obtain an existing substitute that, while it would satisfy one or more functions, might not perform satisfactorily in all of them (conditional substitute).
- ? Determine through appropriate engineering support activities if the technical requirement can be tailored to allow the use of commercial items.
- ? Consider Organic Manufacturing to support the requirement.
- ? Use current manufacturing processes to produce a substitute item. This emulation technology is particularly useful in producing microcircuits. Inventory reduction can be achieved through microcircuit emulation as obsolete items are replaced with state-of-the-art devices that can be manufactured and supplied on demand. Producing an emulated substitute may be a preferred alternative to obtaining a substitute or a conditional substitute if the part may be used in a wide variety of functions.

5.5.24 Novation Agreements

A Novation Agreement is a legal instrument executed by:

- ? The contractor (transferor),
- ? The successor in interest (transferee), and
- ? The Government.

In this legal instrument the transferor, among other things, guarantees performance of the contract; the transferee assumes all obligations under the contract; and the Government recognizes the transfer of the contract and related assets.

An automated process for CAGE changes is currently under development. The FLIS Quality Database (QDB) will contain DLIS screened CAGE changes for the DSCs approval. The changes will be loaded into the Technical History field, Option D of the CTFD with a TOR-E to trigger a MDWL Technical Operations review at the next buy.

(More details will be provided during future revisions of this document.)

Until the automated process is in place, Standard Form 1685 reflecting CAGE changes should be processed in a timely manner in accordance with local policy.

If the item is critical or weapon system coded, coordination with the ESA is required. If the item is non-critical or non-weapon system coded, the DSC has authority to accept the CAGE change.

Inquires from private industry should be directed to:

- ? The DLIS web site with an address of www.dlis.dla.mil/cageserv.asp or
- ? Their e-mail address—cagemail@dlis.dla.mil

5.5.25 Mutilation

Mutilation is a process that makes material unfit for its intended purpose by cutting, tearing, scratching, breaking, punching, shredding, burning, neutralizing, or otherwise making the item unusable. The purpose of mutilation is to ensure that the item does not get into the hands of commercial or military markets.

Examples of when mutilation is required are:

- ? Nonconforming material
- ? FSCAP items that do not have supporting maintenance documentation.

The technician will coordinate mutilation actions with the person responsible for quality assurance.

For additional information, see DoD 4160-21-M-1.

5.5.26 Technical Support to Weapon System Support Manager (WSSM) and/or Weapon System Point of Contact (WSPOC)

The technician will act as the technical advisor to coordinate and resolve technical issues, and act as a liaison between the weapons support team and the ESA.

5.5.27 Technical Support to Military Customers

Provide technical assistance in support of the customer whether the request is referred from the Item Manager, the Emergency Supply Operations Center, the DLA Customer Support Representative, or comes directly from the customer.

5.5.28 Technical Assistance to Industry

Provide technical support to industry as requested, but be aware of the legalities of providing certain information.

- ? Proprietary data rights cannot be violated.
- ? Technical leveling (disclosure of other offerors' designs or processes) is not permitted.
- ? There cannot be preferential treatment in supplying or discussing data.
- ? The technician must exercise care not to accidentally obligate the Government.
- ? Do not divulge sensitive information related to solicitations or contracts.

Requests for information from industry on open solicitations or contracts must be coordinated through the appropriate acquisition officer.

5.5.29 Generalized Emulation of Microcircuits (GEM)

GEM is a fully automated retrieval and database system unique to DSCC. It contains test reports, calibration procedures, reliability statistical data, failure analysis data, and other technical information relating to parts, components, materials, software, and safety.

Technicians can obtain, download, use, and store DMSMS Notices, and Product Change Notices on their personal computers. The GEM library of directives, guidelines, papers, and technical reports help the DSC personnel to understand and assist in the management of obsolete items.

DSCC letter dated April 16, 1999, subject; GEM/VPSB Procedures, establishes PR procedures. GEM does not apply to the MDWL process.

5.5.30 Programmable Read Only Memory/ Read Only Memory (PROM/ROM) Program

The PROM/ROM Program was established by DLA and is managed by DSCC to support unique computer programmed items. This program supports PROM/ROMs that are non-procurable or no longer supported by the original manufacturer.

The items are programmed and altered at a DLA test lab at Hill Air Force Base, Utah.

5.5.31 Government Furnished Tooling, Government Furnished Material, Government Furnished Property

When notified of Government Furnished Tooling, Material, or Property update the CTDF CC 51, 52 or 53 respectively with a Y, N, or leave blank as appropriate.

5.5.32 C&T Issues

Reserved for future use.

APPENDIX A: INPUT INTO S/D/T/P FIELD OF THE CONTRACTING TECHNICAL DATA FILE

Note: Use of this standard format will facilitate efficient mass validations.

Record all drawings (or Technical Data Package List (TDPL)) that are necessary to produce or identify the item being procured in the S/D/T/P (Option E) of the Contracting Technical Data File (CTDF). This may occur during any CTDF review (e.g. Missing Data Work List (MDWL), etc.).

Note: Any drawing used in a bid set must have a signed approval block (IAW ASME Y14.100M), indicating that it has been finalized and approved by the cognizant engineering authority. Unapproved drawings will not be placed in Joint Engineering Data Management Information and Control System (JEDMICS).

All National Stock Numbers (NSNs) which require a bid set for procurement will be coded with a "Y" in the CTDF, Option A, cc 21 (DWG). Drawing Required Code "Y" will only be used when there is a complete bid set in Option E.

The CTDF S/D/T/P and the NSN Bid Set file will be compatible (Commercial and Government Entity (CAGE) code, drawing, revision and document data code), if used, so that the solicitation reflects all drawings, which will be furnished as part of the bid set.

Drawings will **not** be entered into the S/D/T/P of the CTDF if they are not available locally in JEDMICS.

Drawing numbers will be entered in the S/D/T/P of the CTDF using the same drawing number configuration as appears in JEDMICS.

To reduce Administrative Lead Time (ALT), the mass validation processes should be used whenever possible.

The S/D/T/P of the CTDF will be the official (contractual) bid set record as determined by the technician.

Part I of this Appendix C covers specifications and standards and Part II covers drawings.

PART I

The following table contains examples of Specification/Drawing/Standard/Publication (S/D/T/P) inputs.

RECOMMENDED FORMAT FOR INPUT OF SPECIFICATION NUMBERS

A S/D/T/P document to either a specific NSN or to a group of NSNs will be entered into the CTFD using the following format.

| POSITION | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 49 |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|
| DETAIL/ PERFORMANCE SPECIFICATIONS | M | I | L | - | D | T | L | - | 1 | 3 | 4 | 4 | 4 | G | | | | | | | |
| | M | S | 5 | 2 | 1 | 0 | 3 | E | | | | | | | | | | | | | |
| | D | O | D | - | F | - | 2 | 4 | 6 | 6 | 9 | / | 3 | | | | | | | | |
| | M | I | L | - | P | R | F | - | 2 | 4 | 7 | 9 | 4 | | | | | | | | |
| FEDERAL SPECIFICATIONS | W | - | C | - | 5 | 9 | 6 | G | | | | | | | | | | | | | |
| | F | F | - | T | - | 2 | 7 | 6 | B | | | | | | | | | | | | |
| | G | G | G | - | G | - | 6 | 1 | | | | | | | | | | | | | |
| MILITARY STANDARDS | D | O | D | - | S | T | D | - | 1 | 8 | 4 | 2 | | | | | | | | | |
| | M | I | L | - | S | T | D | - | 8 | 8 | 3 | E | | | | | | | | | |
| FEDERAL STANDARDS | F | E | D | - | S | T | D | - | H | 2 | 8 | / | 6 | A | | | | | | | |
| | F | E | D | - | S | T | D | - | 5 | 9 | 5 | B | | | | | | | | | |
| USAF/NAVY STANDARDS. | A | N | 6 | 2 | 7 | 0 | | | | | | | | | | | | | | | |
| | A | N | D | 1 | 0 | 0 | 8 | 9 | | | | | | | | | | | | | |
| MIL HANDBOOKS. | M | I | L | - | H | D | B | K | - | 1 | 9 | 8 | | | | | | | | | |
| SAE NON- GOVERNMENT STANDARDS | S | A | E | | J | 5 | 1 | 6 | - | 0 | 1 | | | | | | | | | | |
| | S | A | E | | A | M | S | 6 | 4 | 4 | 7 | E | | | | | | | | | |
| | S | A | E | | A | M | S | - | Q | Q | - | A | - | 2 | 5 | 0 | / | 1 | 8 | | |
| | S | A | E | | A | S | 1 | 0 | 0 | 5 | F | | | | | | | | | | |
| WEAPON | 5 | - | T | O | N | | G | A | S | | T | R | U | C | K | | | | | | |
| SYSTEM ID | O | H | - | 5 | 8 | | H | E | L | I | C | O | P | T | E | R | | | | | |
| COMMENT | 1 | S | T | | A | R | T | . | T | E | S | T | | R | E | Q | | | | | |
| COMMERCIAL IDENTIFICATION DESCRIPTION | A | - | A | - | 5 | 2 | 0 | 4 | 7 | A | | | | | | | | | | | |
| | A | - | A | - | 5 | 9 | 4 | 9 | 6 | | | | | | | | | | | | |
| | A | - | A | - | 5 | 9 | 4 | 9 | 6 | / | 2 | | | | | | | | | | |
| OTHER NON- GOVERNMENT STANDARDS | A | S | T | M | | F | 4 | 3 | 9 | - | 0 | 1 | | | | | | | | | |
| | N | A | S | 3 | 9 | 8 | | | | | | | | | | | | | | | |
| | M | S | S | - | S | P | - | 9 | - | 0 | 1 | | | | | | | | | | |

NOTE: Multiple numbered documents such as NAS1370 through NAS1379 are to be entered in the S/D/T/P as NAS1370 THRU NAS1379. The Type NR (file 8) of the S/D/T/P will be used to identify the applicable specification and definitive P/N, i.e., NAS1376A04CB038. Entries in the Weapon System ID and Comment fields are optional.

**FORMAT FOR INPUT OF STANDARDIZATION DOCUMENTS INTO THE S/D/T/P
FIELD OF THE CTFD (SEE PART II FOR DRAWING FORMAT)**

Legend:

S/D/T/P CODE

- K = Commercial Item Descriptions (CIDs)
- S = Federal/Performance Detail, Specifications, MIL-BULs, ANA-BULs, and BUs
- T = FED-STDs, MIL-STDs, ANs, ANDS, and MS Sheet Form Standards
- V = Non-Government standards, reports, and publications
- D = Drawing Number (See Part II.)

B/R CODE

- B = Document is necessary for acquisition purposes.
- Z = Document is not necessary for acquisition purposes.
- R = Secondary or supplemental standardization documents.
- N = Natick specification (No standardized format provided in this Appendix.)

Note: The following additional S/D/T/P Codes are listed for information only. A standardized format for these codes has not been developed or provided in this document.

- P = Technical Publications. Accompany the code with a Basic or Reference (B or R) Code Z.
- W = Weapon System Identification Data.
- Q = Quality Assurance Provision

S/D/T/P DATE

FEDERAL AND MILITARY DOCUMENTS:

(CIDS, Federal/ Performance Detail, Specifications, FED-STDs, MIL-STDs, MS Sheet Form Standards, ANs, ANDs, MIL-BULs, ANA-BULs, and BUs)

Enter date as shown on the document.

NON-GOVERNMENT STANDARDS AND PUBLICATIONS:

Enter non-Government standards by the body approval date of the document rather than when it was approved for Government use. (For example, ANSI granted approval on May 20, 1980, but the Government did not adopt the standard until much later.)

VALIDATION DATE

Enter current Julian Date. This date is represented by Xs in the samples listed below.

AMENDMENT NUMBER AND DATE

FEDERAL AND MILITARY DOCUMENTS:

Enter 1-digit number and date as shown on amendment.

NON-GOVERNMENT STANDARDS AND PUBLICATIONS:

Enter non-Government standards body amendment number and approval date

QPL

FEDERAL AND MILITARY DOCUMENTS:

- Q = QPL requirement exists.
- NQ = No QPL requirement exists.

TYPES OF STANDARDIZATION DOCUMENT FORMATS**EXAMPLES OF GOVERNMENT STANDARDIZATION DOCUMENTS FOLLOW:****COMMERCIAL ITEM DESCRIPTIONS (CIDs)**

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|--|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC | | | | | | | |
| A-A-59496 | K | B/Z/R | 00069 | XXXX | | | |
| REVISION | | | | | | | |
| A-A-52047A | K | B/Z/R | 96153 | XXXX | | | |
| SAMPLE: REVISION A TO A-A-52047 | | | | | | | |

NOTE: If "Z" is used in B/R Code column **do not** input Validation Date.

FEDERAL SPECIFICATIONS

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|---|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC | | | | | | | |
| GGG-G-61 | S | B/Z/R | 79030 | XXXX | | | NQ |
| REVISION | | | | | | | |
| W-C-596G | S | B/Z/R | 95118 | XXXX | | | Q |
| SAMPLE: REVISION G TO W-C-596 (QPL REQUIRED) | | | | | | | |
| AMENDMENT | | | | | | | |
| W-C-596G | S | B/Z/R | 95118 | XXXX | 1 | 98251 | Q |
| SAMPLE: AMENDMENT 1 TO W-C-596G (QPL REQUIRED) | | | | | | | |
| INTERIM SPEC (LIMITED) | | | | | | | |
| QQ-N-00286F (SH) | S | B/Z/R | 90333 | XXXX | | | NQ |
| INTERIM AMENDMENT (LIMITED) | | | | | | | |
| TT-C-490D INT. AMEND 1 | S | B/Z/R | 94257 | XXXX | | | NQ |
| SUPPLEMENT | | | | | | | |
| W-F-1814B AND SUPP 1 | S | B/Z/R | 00224 | XXXX | | | NQ |
| SAMPLE: SAME DATE AS SPEC | | | | | | | |
| SUPPLEMENT | | | | | | | |
| MIL-F-3541C | S | B/Z/R | 89059 | XXXX | | | NQ |
| MIL-F-3541C SUPP 1 | S | B/Z/R | 89062 | XXXX | | | NQ |
| SAMPLE: DIFFERENT DATE FROM SPEC | | | | | | | |
| SLASH SHEET | | | | | | | |
| W-C-596/81B | S | B/Z/R | 01292 | XXXX | | | NQ |
| SAMPLE: SLASH SHEET. REVISION B TO W-C-596/81 | | | | | | | |

NOTE: If "Z" is used in B/R Code column, **do not** input Validation Date.

EXAMPLES OF GOVERNMENT STANDARDIZATION DOCUMENTS (CONTINUED):**DETAIL/PERFORMANCE SPECIFICATIONS**

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|--|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC (QPL REQUIRED) | | | | | | | |
| MIL-PRF-32085 | S | B/Z/R | 01198 | XXXX | | | NQ |
| NOTE: DOD designation to change to MIL designation on future revisions to DOD specifications. | | | | | | | |
| REVISION | | | | | | | |
| MIL-DTL-9419F | S | B/Z/R | 01152 | XXXX | | | NQ |
| SAMPLE: REVISION F TO MIL-DTL-9419 | | | | | | | |
| AMENDMENT | | | | | | | |
| MIL-PRF-39001C | S | B/Z/R | 97240 | XXXX | 3 | 01191 | Q |
| SAMPLE: AMENDMENT 3 TO MIL-PRF-39001 (QPL REQUIRED) | | | | | | | |
| SUPPLEMENT | | | | | | | |
| MIL-F-1183J AND SUPP 1A | S | B/Z/R | 87126 | XXXX | | | NQ |
| SAMPLE: SAME DATE AS SPEC | | | | | | | |
| SUPPLEMENT | | | | | | | |
| MIL-PRF-12883E | S | B/Z/R | 95145 | XXXX | | | Q |
| MIL-PRF-12883E SUPP 1 | S | B/Z/R | 01162 | XXXX | | | Q |
| SAMPLE: DIFFERENT DATE FROM SPEC (QPL REQUIRED) | | | | | | | |
| SPEC SHEET | | | | | | | |
| MIL-R-83725/23 | S | B/Z/R | 87327 | XXXX | | | NQ |
| MIL-PRF-87164/4A | S | B/Z/R | 99144 | XXXX | | | NQ |

NOTE: If "Z" is used in B/R Code column, **do not** input Validation Date.

FEDERAL STANDARDS

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|---|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC | | | | | | | |
| FED-STD-H28A | T | B/Z/R | 94362 | XXXX | | | |
| INTERIM FED-STD | | | | | | | |
| FED-STD-00160 | T | B/Z/R | 62005 | XXXX | | | |
| REVISION | | | | | | | |
| FED-STD-794R | T | B/Z/R | 99182 | XXXX | | | |
| SAMPLE: REVISION R TO FED-STD-794 | | | | | | | |
| AMENDMENT | | | | | | | |
| FED-STD-3 | T | B/Z/R | 51080 | XXXX | 3 | 51239 | |
| SAMPLE: AMENDMENT 3 TO FED-STD-3 | | | | | | | |
| NOTICE | | | | | | | |
| FED-STD-228 NOTICE 5 | T | B/Z/R | 86148 | XXXX | | | |
| SAMPLE: CHANGE NOTICE 5 TO FED-STD-228 | | | | | | | |

NOTE: Do not enter the word "change."

| | | | | | | | |
|--|---|-------|-------|------|--|--|--|
| SLASH SHEET | | | | | | | |
| FED-STD-H28/20B | T | B/Z/R | 94069 | XXXX | | | |
| SAMPLE: SLASH SHEET 20 TO FED-STD-H28 | | | | | | | |

EXAMPLES OF GOVERNMENT STANDARDIZATION DOCUMENTS (CONTINUED):**MILITARY STANDARDS**

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|--|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC MIL-STD-13231 | T | B/Z/R | 99306 | XXXX | | | |
| REVISION MIL-STD-1532A | T | B/Z/R | 01299 | XXXX | | | |
| SAMPLE: REVISION A TO MIL-STD-1532 | | | | | | | |
| SLASH SHEET MIL-STD-1323/383 | T | B/Z/R | 73152 | XXXX | | | |
| SAMPLE: SLASH SHEET TO MIL-STD-1323 | | | | | | | |

NOTE: If "Z" is used in B/R Code Column, **do not** input Validation Date.

MS SHEET FORM STANDARDS

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|--------------------------------------|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC MS26551 | T | B/Z/R | 58076 | XXXX | | | |
| REVISION MS16747A | T | B/Z/R | 78103 | XXXX | | | |
| SAMPLE: REVISION A TO MS16747 | | | | | | | |

NOTE: If "Z" is used in B/R Code Column, **do not** input Validation Date.

AIR FORCE-AERONAUTICAL STANDARDS (ANSs)

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|-------------------------------------|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC AN3115 | T | B/Z/R | 41336 | XXXX | | | |
| REVISION AN818 | T | B/Z/R | 45048 | XXXX | 19 | 94166 | |
| SAMPLE: REVISION 19 TO AN818 | | | | | | | |

NOTE: If "Z" is used in B/R Code Column, **do not** input Validation Date.

AIR FORCE-NAVY AERONAUTICAL DESIGN STANDARDS (ANDs)

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|---------------------------------------|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC AND10217 | T | B/Z/R | 45030 | XXXX | | | |
| REVISION AND10089 | T | B/Z/R | 49059 | XXXX | 7 | 99291 | |
| SAMPLE: REVISION 7 TO AND10089 | | | | | | | |

NOTE: If "Z" is used in B/R Code Column, **do not** input Validation Date.

EXAMPLES OF GOVERNMENT STANDARDIZATION DOCUMENTS (CONTINUED):**MILITARY/AF-NAVY AERO BULLETINS (MIL-BULLS AND ANA BULLS)**

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|---|-------------------------|---|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC MIL BULL MIL-BUL-544 PART I | S | B/Z/R | 83001 | XXXX | | | |
| REVISION MIL-BUL-544F PART I | S | SAMPLE: REVISION F TO MIL-BUL-544 PART I | | XXXX | | | |
| | | B/Z/R | 86121 | | | | |
| BASIC ANA-BULL ANA-BUL-431 | S | B/Z/R | 55090 | XXXX | | | |
| REVISION ANA-BUL-431A | S | SAMPLE: REVISION A TO ANA-BUL-431 | | XXXX | | | |
| | | B/Z/R | 82314 | | | | |

NOTE: If "Z" is used in B/R Code Column, do not input Validation Date.

NON-GOVERNMENT STANDARDS AND PUBLICATIONS**EXAMPLES OF NON-GOVERNMENT STANDARDS DOCUMENTS FOLLOW:****AEROSPACE MATERIAL SPECIFICATION (AMSs)**

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|---------------------------------|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC SAE AMST-6736 | V | B/Z/R | 98335 | XXXX | | | |
| REVISION SAE AMS6447E | V | B/Z/R | 01091 | XXXX | | | |

SAMPLE: REVISION E TO SAE AMS6447

NOTES: 1. If "Z" is used in B/R Code Column, **do not** input Validation Date. Applies to DoD acceptance line entries.

2. Enter date of latest issue in S/D/T/P Date columns in lieu of DOD acceptance date.

AEROSPACE STANDARDS (ASs)

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|--------------------------------|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC SAE AS23190 | V | B/Z/R | 98213 | XXXX | | | |
| REVISION SAE AS1005F | V | B/Z/R | 01213 | XXXX | | | |

SAMPLE REVISION F TO SAE AS1005

NOTE: If "Z" is used in B/R Code Column, **do not** input Validation Date.

NATIONAL AEROSPACE STANDARDS (NASs)

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|---------------------------------------|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC NAS726 | V | B/Z/R | 60245 | XXXX | | | |
| REVISION NAS398 | V | B/Z/R | 47091 | XXXX | 3 | 94056 | |
| REVISION NAS 1370 THRU 1379 | V | B/Z/R | 60122 | XXXX | 2 | 93288 | |

SAMPLE: REVISION 3 TO NAS 398

SAMPLE: REVISION 2 TO NAS 1370 THRU 1379

NOTE: If "Z" is used in B/R Code Column, **do not** input Validation Date.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) STANDARDS

See American Society of Mechanical Engineers (ASME) on the next page.

EXAMPLES OF NON-GOVERNMENT STANDARDS DOCUMENTS (CONTINUED):**AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME) STANDARDS**

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|--------------------------------|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC ASME B16.39-98 | V | B/Z/R | 98365 | XXXX | | | |

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM) STANDARDS

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|--|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC ASTM A519-96 | V | B/Z/R | 96284 | XXXX | | | |
| BASIC INCH-POUND/METRIC ASTM B241/B241M-00 | V | B/Z/R | 00131 | XXXX | | | |
| REVISION ASTM A500-01A | V | B/Z/R | 01253 | XXXX | | | |

SAMPLE: REVISION A TO ASTM A500-01

NOTE: If "Z" is used in B/R Code Column, do not input Validation Date.

AMERICAN WELDING SOCIETY (AWS) STANDARDS

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|-----------------------------|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC AWS A5.1-91 | V | B/Z/R | 91045 | XXXX | | | |

NOTE: If "Z" is used in B/R Code Column, do not input Validation Date

MANUFACTURERS STANDARDIZATION SOCIETY OF THE VALVE AND FITTINGS INDUSTRY (MSS) STANDARDS

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|-----------------------------|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC MSS SP-9-01 | V | B/Z/R | 01001 | XXXX | | | |

NOTE: If "Z" is used in B/R Code Column, do not input Validation Date.

SOCIETY OF AUTOMOTIVE ENGINEERS (SAE) STANDARDS

| Document | S/D/T/P Code | B/R Code | S/D/T/P Date | Val Date | Amendment No. | Date | QPL |
|-----------------------------|-------------------------|---------------------|-------------------------|---------------------|--------------------------|-------------|------------|
| BASIC SAE J512-97 | V | B/Z/R | 97091 | XXXX | | | |

NOTE: If "Z" is used in B/R Code Column, do not input Validation Date.

PART II

The following table contains procedures and formats for the input of engineering drawings and TDPL documents into the S/D/T/P field of the CTDF.

| FIELD | ENTRY |
|--|---|
| 1. LINE NUMBER | Enter 3 numbers which represent the next sequential line number. |
| 2. S/D/T/P NUMBER a. TDPL NUMBER - DSCR ONLY | <p>Enter five-character CAGE (Commercial and Government Entity) code as listed in the JEDMICS followed by a space.</p> <p>Enter the Drawing Document Number as listed in the JEDMICS.</p> <p>TDPL-Single NSN: Enter CAGE, space, NIIN, dash, and the 5 digit Julian date.</p> <p>TDPL-Multiple NSNs: Enter CAGE, space, Federal Stock Class, dash, tech-data assigned serial number, dash, and the 5 digit Julian date.</p> |
| 3. S/D/T/P CODE (CD) | Enter "D." (i.e., Drawing). |
| 4. BASIC/REFERENCE CODE (B/R) | <p>Enter "B," "R," or "Z."</p> <p>B = Indicates that the drawing is the primary (basic) drawing which defines the item configuration and lists other required references. There is only one basic drawing per NSN S/D/T/P record. "B" documents print out on solicitations.</p> <p>R = Indicates that the drawing is a required reference document (usually a "call out" on the primary document) which complements the basic. There can be multiple procurement reference documents in the NSN S/D/T/P record. "R" documents print out on solicitations.</p> <p>Z = Indicates that the drawing is a document useful for reference purposes only and is not sufficiently detailed to be used as a procurement document to manufacture the item. There can be multiple non-procurement, reference documents listed in the S/D/T/P record. "Z" documents do not print out on solicitations.</p> |

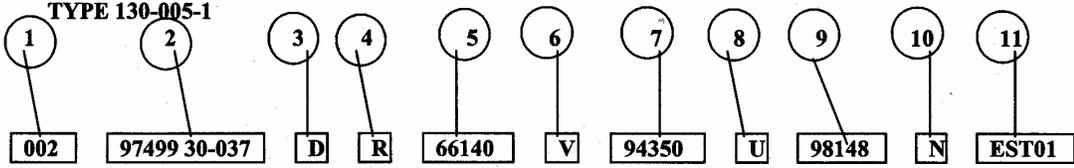
| FIELD | ENTRY |
|--|---|
| 5. S/D/T/P DATE (DATE) | Enter the date of the first issue of this drawing as listed in the title block or elsewhere on the document image (optional if there is a revision date). This is a 5 position Julian date. If the basic date is not reflected or available on the drawing, then the revision level date may be entered in both date fields. If two dates appear on a drawing without a revision, then, the later of the two dates should be used as the basic date of the drawing. |
| 6. S/D/T/P AMENDMENT NUMBER (AMN) | Enter the amendment (revision) number of the document as listed in JEDMICS. If there is no amendment (revision) number in JEDMICS, leave the field blank. |
| 7. S/D/T/P AMENDMENT DATE | Enter the date of the amendment (revision) as listed in the title block of the drawing. This is a 5 position Julian date and it will be different from the S/D/T/P Date. If no revision date is listed on the drawing, it is permissible to use the basic date in both fields (i.e., S/D/T/P Date and S/D/T/P Amendment Date). |
| 8. RIGHTS IN-DATA CODE/QUALIFIED PRODUCTS LIST (RDC/QPL) | <p>Enter "U," "L," or "A."</p> <p>U = Unlimited. Use this code when the JEDMICS/TIIF <u>RIGHTS</u> field contains "U" or "G."</p> <p>L = Limited. Use this code when the JEDMICS/TIIF <u>RIGHTS</u> field contains "L", "P," or "K."</p> <p>A = Questionable. This code will normally be used with B/R Code "Z" entries only when the Technical Management Unit is unable to determine the Rights.</p> |
| 9. SPECIFICATION VALIDATION DATE (VAL) | Enter the current Julian date. |
| 10. DRAWING DEVELOPED CODE (DDC) | <p>Enter "Y" for drawings, which were developed by DSCs. Otherwise, enter "N".</p> <p>Otherwise enter "N."</p> |
| 11. TABLE | Enter the 5-position table number (Supplemental Descriptive Data Table (SDDT)) that represents the two character JEDMICS Document Type (<u>Doc Type</u>) and the Document Data Code (<u>DOC DATA</u>). |

Note: Supplemental Descriptive Data Tables (SDDTs) can be established for all of the document types that are coded to all drawings in Option E of the CTFD. Attachment 1 lists SDDTs identifying

Document Data Codes (DDC) and Attachment 2 lists the SDDT numbers which correspond to the DDCs. Attachment 2 is an example of how DDCs and their plain text definitions can be correlated with SDDT codes to cause the insertion of plain text information, rather than the SDDT code itself, in solicitations. This technique can be broadened to insert any plain text message that is associated with a drawing.

SAMPLE LAYOUT

S/D/T/P COMPLETE DATA LISTING
 TIME 0700 DATE 22 05 98
 NSN/PGC 5961 00 008 9784
 S/D/T/P NUMBER CD BR DATE AM DATE Q/R VAL DDC TABLE
 001 97499 130-005 D R 66140 V 94350 U 98128 N EDD01



TYPE 30-037-38A
 003 97499 30-125 D R 71267 A 72231 U 98128 N EST01
 TYPE 30-125C

S/D/T/P # ORC SKQ LC/DTE 90314
 USTP55-81 END OF DATA
 ENTER NUMBER TO BE ADDED/CHANGED AND DEPRESS ENTER KEY
 OR ENTER NEW VERB OR DEPRESS ENTER TO RETURN TO

ATTACHMENT 1: DOCUMENT DATA CODES (DDC) DEFINITIONS

- AI** * Altered Item. An existing item, under the control of another design activity or defined by a nationally recognized standardization document that is subjected to physical alteration to meet the design requirements.
- AL** ** Application List.
- CN** * Change Notice. A revision authorization that describes in detail changes to be made to a drawing, issued by the activity having the authority to revise the drawing. (Changes to a basic document include Change Notice, Notice of Revision, Engineering Change Proposal, Engineering Order, Revision Notice, Change Order and Engineering Revision.)
- DD** Detailed Drawing. A drawing, which describes one item/part with all the pertinent details.
- DL** ** Data List. A tabulation of all engineering drawings, associated lists, specifications, standards, QAPs, and all other document pertaining to the item for which the *data list* is prepared.
- DS** * Data Sheet.
- EL** ** Inspection Equipment List.
- GL** ** Gauge List.
- II** Installation and Operating Instructions.
- IL** ** Index List. A tabulation of DLs and subordinate ILs pertaining to the item to which the index list applies.
- IP** Inspection Planning List.
- MC** Manufacturers Catalog. A sheet from a catalog or a whole manufacturer's catalog.
- MD** Missile Purchase Description, CAGE 18876.
- ML** ** Material List, Bill of Materials, or List of Materials.
- MP** Master Pattern. A document that shows the dimensional limits or grid locations applicable to any or all parts of a printed board (rigid or flexible) including the arrangement of conductive and nonconductive patterns or elements, size, type, and location of holes; and any other information necessary to describe the product to be fabricated.
- MS** * Missile Specification, CAGE 18876.
- MY** Mylar. A stable base/master pattern drawing in Mylar media, which is stored off-line.
- NL** * Notes List. Reference to another document for the purpose of specifying requirements or clarifying the interpretation.

- PC** * Specification Control. Meets all of the requirements as stated in ASME Y14.100M (MIL-STD-100) per the approval date of the drawing.
- PD** * Purchase Description, CAGE 18876.
- PL** ** Parts List. A tabulation of all parts and bulk materials required to manufacture an item to which the list applies.
- PP** * Procurement Package.
- QP** * Quality Product List, Approved Source List (QPL).
- QR** * Quality Request/Requirements, Quality Assurance Requirements (QAR). Drawings that include all inspections, directly or by reference, to be performed in order to determine that the item to be offered for acceptance conforms to the requirements stated.
- RE** Reference Material. Any other type of document that is not identified in this list.
- RL** ** Running List.
- SC** * Source Control. Meets all of the requirements as stated in ASME Y14.24M (MIL-STD-100) per the approval date of the drawing.
- SI** * Selected Item. An existing item, under the control of another design activity or defined by a nationally recognized standardization document, that is subjected to refined acceptance criteria (such as fit, tolerance, performance, or reliability) to meet design requirements.
- SK** * Schematic Diagram.
- SL** * Specification List.
- SQ** * Supplementary Quality Assurance Provisions (SQAP) or Quality Assurance Provisions (QAP). Are the documented requirements, procedures and criteria necessary for demonstrating that designs conform to user requirements and that materiel and associated services conform to approved designs?
- SS** * Specification. Document prepared specifically to support acquisition that clearly and accurately describes essential technical requirements for purchasing materiel. Procedures necessary to determine that the requirements for the materiel covered by the specification have been materiel also included.
- ST** * Standard. Document developed by the Government or private sector association, organization, or technical society, which plans, develops, establishes, or coordinates standards, specifications, handbooks, or similar documents for the purpose of standardizing items, materials, processes, or procedures.
- TD** * Test Data.
- TL** Tabulated List. A group of items or parts having certain common characteristics and some variable features.
- TM** Technical Manuals.
- TP** * Test Procedures.
- TS** * Test Specification.

- TT** Truth Tables. Used with Read Only Memory or Programmable Read Only Memory (ROM/PROM) items.
- VC** * Vendor Item Control. Meets all of the requirements of ASME Y14.24M (MIL-STD-100) per the approval date of the drawing.
- WD** * Wiring Diagram.
- WL** ** Wiring List.
- XX** Unknown. Drawing is in a Non-Bid Set CIT and is on order; do not delete when drawing comes in. Instead prepare a change transaction to correct.
- YY** MPCAG and Automatic Updates. Data needs to be indexed; do not delete. Instead prepare a change transaction to correct. Data can be in a Non-Bid Set.
- ZZ** Old SAMMS conversion code. Any record should be deleted from SAMMS.

* Indicates that type, name or style of drawing will normally be reflected in or around the title block.

** Indicates DDC established by Military Standard 804. Additionally it indicates that type, name or style of drawing will normally be reflected in or around the title block.

ATTACHMENT 2: EXAMPLES OF HOW SDDTS CAN FURTHER DEFINE DATA ENTRIES

Examples of supplemental descriptive data tables (SDDT) for document data codes (DDC)

| DDC | DEFINITION | S9C SDDT | S9E SDDT |
|------------|---|------------------|-----------------|
| AI | Altered Item | CAI01 | EAI01 |
| AL | Application List | CAL01 | EAL01 |
| CN | Change Notice | CCN01 (CN001) | ECN01 |
| DD | Detailed Drawing | CDD01 | EDD01 |
| DL | Data List | CDL01 | EDL01 |
| EL | Inspection Equipment List | CEL01 | EEL01 |
| DS | Data Sheet | CDS01 | EDS01 |
| GL | Gauge List | CGL01 | EGL01 |
| IL | Index List | CIL01 | EIL01 |
| II | Installation & Operating Instructions | CII01 | EII01 |
| IP | Inspection Planning List | CIP01 | EIP01 |
| MC | Manufacturers Catalog | CMC01 | EMC01 |
| MD | Missile Purchase Description | CMD01 | EMD01 |
| ML | Material List-Bill of Materials, List of Materials | CML01 | EML01 |
| MP | Master Plan | CMP01 | EMP01 |
| MS | Missile Specification | CMS01 | EMS01 |
| MY | Mylar | CMY01 | EMY01 |
| NL | Notes List | CNL01 | ENL01 |
| PC | Specification Control | CPC01 | EPC01 |
| PD | Purchase Description | CPD01 | EPD01 |
| PL | Parts List | CPL01 | EPL01 |
| PP | Procurement Package | CPP01 | EPP01 |
| PS | Packaging Sheet | CPS01 | EPS01 |

| DDC | DEFINITION | S9C SDDT | S9E SDDT |
|------------|---|-----------------|-----------------|
| QP | Quality Product List or Approved Source List (QPL) | CQP01 | EQP01 |
| QR | Quality Request/Requirements (Electronics QAR) | CQR01 | EQR01 |
| QS | Supplemental Quality Assurance Provisions (SQAP) all Types | CQS01 | EQS01 |
| RE | Reference Material | CRE01 | ERE01 |
| RL | Running List | CRL01 | ERL01 |
| SC | Source Control | CSC01 | ESC01 |
| SI | Selected Item | CSI01 | ESI01 |
| SK | Schematic Diagram | CSK01 | ESK01 |
| SL | Specification List | CSL01 | ESL01 |
| SQ | Supplementary Quality Assurance Provisions (SQAP) | CSQ01 | ESQ01 |
| SS | Specification | CSS01 | ESS01 |
| ST | Standard | CST01 | EST01 |
| TD | Test Data | CTD01 | ETD01 |
| TL | Tabulated List (two or more items) | CTL01 | ETL01 |
| TM | Technical Manuals | CTM01 | ETM01 |
| TP | Test Procedures | CTP01 | ETP01 |
| TS | Test Specifications | CTS01 | ETS01 |
| TT | Truth Tables | CTT01 | ETT01 |
| VC | Vendor Item Control Drawing (New Code) | CVC01 | EVC01 |
| WD | Wiring Diagram | CWD01 | EWD01 |
| WL | Wiring List | CWL01 | EWL01 |
| XX | Unknown | CXX01 | EXX01 |
| YY | MPCAG and Automatic Updates | CYY01 | EYY01 |
| ZZ | Old SAMMS Conversion Codes | CZZ01 | CZZ01 |

APPENDIX B: AMC/AMSC CHANGES, COMBINATIONS, AND CODING

PART I: CONTACTING THE ENGINEERING SUPPORT ACTIVITY (ESA) FOR AMSC CHANGES

The following table is a quick guide that indicates when the ESA must be contacted.

| Critical Item Code (CIC) | Current AMSC | Proposed AMSC | Form 339 Required? | Remarks |
|--------------------------|---------------------------------------|--|--------------------|---|
| Y | Not G | G | YES | |
| Y | G | Not G | NO | If coded source will be Original Equipment Manufacturer (OEM) or approved vendors |
| Y | G | Not G | YES | If coded source will <u>NOT</u> be OEM or approved vendors |
| N | ANY (except B, C) | ANY | NO | |
| N/Y | B or C | ANY | YES | |
| Y | Restrictive (K, M, N, S, T, V, and Y) | Less Restrictive (A, D, G, H, L, P, Q, R, U, Y, and Z) | YES | For code definitions (See DFARS E-201.1&2) For valid code combinations (See DFARS Appendix E, Exhibit 1) |

PART II: VALID AMC/AMSC COMBINATIONS

Note: These codes were current at the time of publication. It is the technician’s responsibility to use the latest version of codes listed in DFARS Appendix E.

| Acquisition Method Code (AMC) | | | | | | |
|-------------------------------|---|---|---|---|---|---|
| AMSC | 0 | 1 | 2 | 3 | 4 | 5 |
| A | X | O | O | O | O | O |
| B | X | O | O | O | O | O |
| C | X | O | O | O | O | O |
| D | X | X | X | O | O | O |
| G | X | O | O | X | X | X |
| H | X | O | O | O | O | O |
| K | X | O | O | O | O | O |
| L | X | O | O | O | O | O |
| M | X | O | O | O | O | O |
| N | X | O | O | O | O | O |
| O | O | X | X | X | X | X |
| P | X | O | O | O | O | O |
| Q | X | O | O | O | O | O |
| R | X | O | O | O | O | O |
| S | X | O | O | O | O | O |
| T | X | O | O | X | X | X |
| U | X | O | O | O | O | O |
| V | X | O | O | O | O | O |
| Y | X | O | O | O | O | O |
| Z | X | O | O | O | O | O |

O = VALID COMBINATION
X = INVALID COMBINATIONS

PART III: AMC/AMSC CODING

Note: These codes were current at the time of publication. It is the technician's responsibility to use the latest version of codes listed in DFARS Appendix E.

Acquisition Method Codes

The following codes shall be assigned by Department of Defense (DoD) activities to describe the results of the spare parts breakout screening:

AMC 0. The part was not assigned AMC 1 through 5 when it entered the inventory, nor has it ever completed screening. Use of this code is sometimes necessary but discouraged. Maximum effort to determine the applicability of an alternate AMC is the objective. This code will never be used to re-code a part that already has AMC 1 through 5 assigned, and shall never be assigned as a result of breakout screening. Maximum effort to determine the applicability of AMC 1 through 5 is the objective.

AMC 1. Suitable for competitive acquisition for the second or subsequent time.

AMC 2. Suitable for competitive acquisition for the first time.

AMC 3. Acquire, for the second or subsequent time, directly from the actual manufacturer.

AMC 4. Acquire, for the first time, directly from the actual manufacturer.

AMC 5. Acquire directly from a sole source contractor who is not the actual manufacturer.

Acquisition Method Suffix Codes

The following codes shall be assigned by DoD activities to further describe the acquisition method code. Valid combinations of AMCs/AMSCs are indicated in paragraphs (A) through (Z) of this subsection and summarized in Exhibit I.

AMSC A. The Government's right to use data in its possession is questionable. This code is only applicable to parts under immediate buy requirements and for as long thereafter as rights to data are still under review for resolution and appropriate coding. This code is assigned only at the conclusion of limited screening, and it remains assigned until the full screening process resolves the Government's rights to use data and results in assignment of a different AMSC. If one source is available, AMCs 3, 4, or 5 are valid. If at least two sources exist, or if the data is adequate for an alternate source to qualify in accordance with the design control activity's procedures, AMCs 1 or 2 are valid.

AMSC B. This part must be acquired from a manufacturing source or sources specified on a source control or selected item drawing as defined by the current version of ASME Y14.24M. Suitable technical data, Government data rights, or manufacturing knowledge are not available to permit acquisition from other sources, nor qualification testing of another part, nor use of a second source part in the intended application. Although (by ASME Y14.24M definition) altered and selected items shall have an adequate technical data package, data review discloses that required data or data rights are not in Government possession and cannot be economically obtained. If one source is available, AMCs 3, 4, or 5 are valid. If at least two sources exist, AMCs 1 or 2 are valid.

AMSC C. This part requires engineering source approval by the design control activity in order to maintain the quality of the part. Existing unique design capability, engineering skills, and manufacturing knowledge by the qualified sources require acquisition of the part from the approved source or sources). The approved sources retain data rights, manufacturing knowledge, or technical data that are not economically available to the Government, and the data or knowledge is essential to maintaining the quality of the part. An alternate source must qualify in accordance with the design control activity's procedures, as approved by the cognizant Government engineering activity. The qualification procedures must be approved by the Government engineering activity that has jurisdiction over the part in the intended application. If one source is approved, AMCs 3, 4, or 5 are valid. If at least two sources are approved or if data is adequate for an alternate source to qualify in accordance with the design control activity's procedures, AMCs 1 or 2 are valid.

AMSC D. The data needed to acquire this part competitively is not physically available, it cannot be obtained economically, nor is it possible to draft adequate specifications or any other adequate, economical description of the material for a competitive solicitation. AMCS 3, 4, or 5 are valid.

AMSC E. (Reserved)

AMSC F. (Reserved)

AMSC G. The Government has rights to the technical data, the data package is complete, and there are no technical data, engineering, tooling or manufacturing restrictions. (This is the only AMSC that implies that parts are candidates for full and open competition. Other AMSCs, such as K, M, N, Q, and S may imply limited competition when two or more independent sources exist, yet the technical data package is inadequate for full and open competition.) AMCs 1 or 2 are valid.

AMSC H. The Government physically does not have in its possession sufficient, accurate, or legible data to purchase this part from other than the current sources. This code is applicable only to parts under immediate buy requirements and only for as long thereafter as the deficiency is under review for resolution and appropriate re-coding. This code is only assigned at the conclusion of limited screening, and it remains assigned until the full screening process resolves physical data questions and results in assignment of a different AMSC. If one source is available, AMCs 3, 4, or 5 are valid. If at least two sources exist, AMCs 1 or 2 are valid.

AMSC I. (Not authorized)

AMSC J. (Reserved)

AMSC K. This part must be produced from class 1 castings and similar type forging as approved (controlled) by procedures contained in the current version of MIL-STD-2175. If one source has such castings and cannot provide them to other sources, AMCs 3, 4, or 5 are valid. If at least two sources have such castings or they can be provided to other sources AMCs 1 or 2 or valid.

AMSC L. The annual buy value of this part falls below the screening threshold established by DoD components and field activities. However, this part has been screened for additional known sources, resulting in either confirmation that the initial source exists or that other sources may supply the part. No additional screening was performed to identify the competitive or noncompetitive conditions that would result in assignment of a different AMSC. This code shall

not be used when screening parts entering the inventory. This code shall be used only to replace AMSC O for parts under the established screening threshold. If one source is available, AMCs 3, 4, or 5 are valid. If at least two sources exist, AMCs 1 or 2 are valid.

AMSC M. Manufacture of this part requires use of master or coordinated tooling. If only one set of tooling exists and cannot be made available to another source for manufacture of this part, AMCs 3, 4, or 5 are valid. When the availability of existent or refurbishable tooling is available to two or more sources, then AMCs 1 or 2 are valid.

AMSC N. Manufacture of this part requires special test and/or inspection facilities to determine and maintain ultra-precision quality for its function or system integrity. Substantiation and inspection of the precision or quality cannot be accomplished without such specialized test or inspection facilities. If the test cannot be made available for the competitive manufacture of the part, the required test or inspection knowledge cannot be documented for reliable replication, or the required physical test or inspection facilities and processes cannot be economically documented in a TDP, valid AMCs are 3, 4, or 5. If the facilities or tests can be made available to two or more competitive sources, AMCs 1 or 2 are valid.

AMSC O. The part was not assigned an AMSC when it entered the inventory, nor has it ever completed screening. Use of this code in conjunction with AMC 0 is sometimes necessary but discouraged. Maximum effort to determine the applicability of an alternate AMSC is the objective. Only AMC O is valid.

AMSC P. The rights to use the data needed to purchase this part from an additional source or sources are not owned by the Government and cannot be purchased, developed, or otherwise obtained. It is uneconomical to reverse engineer this part. This code is used in situations where the Government has the data but does not own the rights to the data. If only one source has the rights or data to manufacture this item, AMCs 3, 4, or 5 are valid. If two or more sources have the rights or data to manufacture this item, AMCs 1 or 2 are valid.

AMSC Q. The Government does not have adequate data, lacks rights to data, or both needed to purchase this part from additional sources. The Government has been unable to economically buy the data or rights to the data, although the part has been undergoing full screening for 12 or more months. Breakout to competition has not been achieved, but current, continuing actions to obtain necessary rights to data or adequate, re-procurement technical data indicate breakout to competition is expected to be achieved. This part may be a candidate for reverse engineering or other techniques to obtain technical data. All AMSC Q items are required to be reviewed within the timeframes cited in E-203(b). If one source is available, AMCs 3, 4, or 5 are valid. If at least two sources exist, AMCs 1 or 2 are valid.

AMSC R. The Government does not own the data or the rights to the data needed to purchase this part from additional sources. It has been determined that it is uneconomical to buy the data or rights to the data. It is uneconomical to reverse engineer the part. This code is used when the Government did not initially purchase the data and/or rights. If only one source has the rights or data to manufacture this item, AMCs 3, 4, or 5 are valid. If two or more sources have the rights or data to manufacture this item, AMCs 1 or 2 are valid.

AMSC S. Acquisition of this item is restricted to Government approved sources because the production of this item involves unclassified but militarily sensitive technology. (See FAR 6.3.) If one source is approved, AMCs 3, 4, or 5 are valid. If at least two sources are approved, AMCs 1 or 2 are valid.

AMSC T. Acquisition of this part is controlled by Qualified Products List (QPL) procedures. Competition for this part is limited to sources, which are listed on or are qualified for listing on the QPL at the time of award. (See FAR Part 9 and DFARS Part 209 and OMB Circular A-119, "Federal Participation in the Development and Use of)

Voluntary Consensus Standards and in Conformity Assessment Activities." AMCs 1 or 2 are valid.

Note: *The DoD 4120.3-M, Defense Standardization Program, Policies and Procedures Manual recognizes two qualification programs, the Qualified Products List (QPL) and the Qualification Manufactures List (QML), and defines the policy for their implementation. In view of the similarity of these two qualification programs, any DLA managed stock number that is controlled by a QPL or QML will be assigned an AMSC of T (per DLA J-334).*

AMSC U. The cost to the Government to breakout this part and acquire it competitively has been determined to exceed the projected savings over the life span of the part. If one source is available, AMCs 3, 4, or 5 are valid. If at least two sources exist, AMCs 1 or 2 are valid.

AMSC V. This part has been designated a high reliability part under a formal reliability program. Probability of failure would be unacceptable from the standpoint of safety of personnel and/or equipment. The cognizant engineering activity has determined that data to define and control reliability limits cannot be obtained nor is it possible to draft adequate specifications for this purpose. If one source is available, AMCs 3, 4, or 5 are valid. If at least two sources are available, AMCs 1 or 2 are valid.

AMSC W. (Reserved)

AMSC X. (Not authorized)

AMSC Y. The design of this part is unstable. Engineering, manufacturing, or performance characteristics indicate that the required design objectives have not been achieved. Major changes are contemplated because the part has a low process yield or has demonstrated marginal performance during tests or service use. These changes will render the present part obsolete and unusable in its present configuration. Limited acquisition from the present source is anticipated pending configuration changes. If one source is available, AMCs 3, 4, or 5 are valid. If at least two sources exist, AMCs 1 or 2 are valid.

AMSC Z. This part is a commercial/non-developmental/off-the-shelf item. Commercial item descriptions, commercial vendor catalog or price lists or commercial manuals assigned a technical manual number apply. If one source is available, AMCs 3, 4, or 5 are valid. If at least two sources are available, AMCs 1 or 2 are valid.

APPENDIX C: CATALOGING INTERFACE

Determine through engineering review, returned Purchase Requests (PR) and /or technical assistance that a Standardization, Cancel-Use (LKU), Cancel-Dupe (LKD), Cancel-Invalid (LKV), Next Higher Assembly (NHA) or Fabricate Assemble (F/A) action is necessary.

FORMS

There are currently only two forms approved for corresponding with DLIS:

- ? DLIS Standard Form *Request For Federal Catalog Action*, (RFFCA) (See attachment.)
- ? DD Form 1685 for replies to DLIS initiated collaboration (See attachment.)

Request For Federal Catalog Action

This is a DLIS developed standard form (currently not numbered) to be used by DSC associates to submit the majority of their cataloging requests to DLIS. This form should be e-mailed directly to DLIS. ***Requests prioritized URGENT by DSC associates will be processed in the same workday if received by DLIS before 1200 (noon). URGENT requests received by DLIS after 1200 (noon) will be process within 24 hours except on Fridays and the day proceeding federal holidays.*** In this case they will be processed during the next business day. DSC associates should use discretion in assigning an URGENT Priority to their cataloging requests. General guidelines for using URGENT include active requisitions/acquisitions with an urgent requirement to support the military customer. ***Requests classified ROUTINE by DSC associates will be processed by DLIS within 14 calendar days.***

DD Form 1685, Data Exchange and/or Proposed Revisions of Catalog Data

DLIS will generate and reply to all DD Form 1685s associated to DSC items. If the DSC initiates a cataloging action and identifies that it requires collaboration with the military services, DLIS will generate the DD Form 1685 to the military services. If DLIS initiates a proposed maintenance action (except characteristics changes), DLIS will generate a DD Form 1685 to the DSC and seek approval by the responsible technician. If the military services generate a proposed cataloging action to DLIS for a DSC managed item, DLIS will send a DD Form 1685 to the DSC technician responsible for the item and seek approval. For example: if the Navy sends DLIS a request to change a DSC item, DLIS will send a DD Form 1685 to the DSC technician seeking approval. The DSC technician can approve the change only if all users approve, the DSC technician would reply on the DD Form 1685 by directing DLIS to collaborate with all users and if all users concur the change is approved.

The DSC technician responding to a DLIS DD Form 1685 should always fill in the “Preparer” information on the bottom of the form, Box 12. The responding “Approving Official” (Box 13) information/signature should also be filled in. The “Approving Official” can be the supervisor, the engineer, or the technician and may be the same as the Preparer. The DSC technician can pass cataloging data/proposals to other Integrated Material Managers (IMM)s concerning their items by requesting that DLIS generate a DD Form 1685 to the other IMM. Requests to DLIS should be on the standard form (RFFCA). Identify the NSN in the upper left-hand box, check the “Collaboration May Be Required” box, attach backup information, and identify in the “Remarks” box that this is a request for a DD Form 1685 to be generated to another IMM in order to provide them catalog data/proposals concerning their item. Then identify the data/proposal in the “Remarks” box. Do not identify the data/proposal in the boxes normally used to identify maintenance actions for DSC items.

ESTABLISHMENT OF NSNS

Defense Logistics Information Service (DLIS) will establish, reinstate and reactivate National Stock Numbers (NSNs) managed by the Defense Supply Centers (DSCs). DLIS will process NSNs with U.S. (Commercial and Government Entity (CAGE)) primary/design control Reference Numbers and DLIS will process NSNs with NATO/Foreign (CAGE) primary/design control Reference Numbers.

Joint Engineering Data Management Information and Control System (JEDMICS), Logistics On Line Access (LOLA) and Standard Automated Materiel Management System (SAMMS)

DLIS will use PC JEDMICS to remotely access the DSCs JEDMICS to establish/reinstate NSNs. DLIS will also have read access to all SAMMS files.

Supply Support Requests (SSR)

Supply Support Requests (SSRs) (Provisioning) will continue to be submitted to SAMMS by the Services and DLIS will remotely process SSRs using the SAMMS Technical and Logistics Sub-system. The current DLIS goal for processing SSRs is 45 calendar days.

Note: If provisioned within two years the provisioning activity may be contacted in lieu of using DLA Form 339. Refer to DLA Instruction 3200.1 for specific requirements.

Technical Data for SSRs

Hardcopy The military services will submit hardcopy technical data for SSRs directly to DLIS. DLIS is sending drawings that will be used on multiple SSRs to the DSC Repositories to be scanned into JEDMICS. DLIS will view these drawings remotely using PC JEDMICS. Multiple DLIS catalogers will be able to use the same drawing to work multiple SSRs at the same time. After DLIS has finished using the remaining data they will mail it to the applicable DSC. DLIS will package the data with the NSN, PCC, Date of Request for a SSR (DOR) and Item Serial Number for a SSR (ISN) identified. The Technical Data package will also

identify if the NSN is an “Individual Repair Parts Ordering Data (IRPOD) Item.” The DSC scans the drawings into JEDMICS. The current DLIS goal for mailing SSR hardcopy technical data to the DSCs is the first Wednesday after establishment of the NSN(s).

Electronic DLIS catalogers are viewing the Navy (HD) drawings remotely through PC JEDMICS when processing the SSRs. DLIS is referencing these drawings in the Reference/Part Number information in the Federal Logistics Information System (FLIS). If the DSC technician requires these Navy (HD) drawings, they should order the drawings through the DSC Repository.

National Stock Number (NSN) Reinstatements

These are NSNs in the FLIS that have been canceled and need to be reinstated. The DSCs prefer that U.S. military services submit all requests for NSN Reinstatements through their Secondary Inventory Control Activity (SICA) Provisioning Office using the DD Form 1685 process. Immediate customer needs for the item can be filled by the customer’s calling the DSC Customer Call Center and requesting an “Off-line CAGE and Part Number Requisition.” If the customer cannot go to his SICA Provisioning Office to reinstate an NSN, he can contact the DSC technician who will submit a cataloging action to DLIS. DSC Inventory Managers (IMs) who identify that an NSN should be reinstated should forward this requirement to their DSC technician. When appropriate the technician will complete and submit the DLIS Electronic Standard Form, *Request for Federal Catalog Action*, (RFFCA) to DLIS requesting reinstatement of the NSN. DLIS will notify the requester by e-mail when the FLIS is updated. DLIS will process all requests for NSN reinstatement within 24 hours (Urgent) or 14 calendar days (Routine) depending on the priority identified by the requester.

NSN Reactivations

These are NSNs in the FLIS that do not have a U.S. military user, the DSC does not currently manage them, but they need to be reactivated. DLA prefers that U.S. military services submit all requests for NSN reactivations through their SICA Provisioning Office using the SSR process. Immediate customer needs for the item can be filled by the customer calling the DSC Customer Call Center and requesting an “Off-line CAGE and Part Number Requisition.” If the customer cannot go to the SICA Provisioning Office to reactivate an NSN he can contact the DSC technician who will submit a cataloging action to DLIS. When appropriate, the DSC technician will complete and submit (e-mail or fax) the RFFCA to DLIS. DLIS will notify the requester by e-mail when the FLIS is updated. DLIS will process all requests for NSN reactivations within 24 hours (Urgent) or 14 calendar days (Routine) depending on the priority identified by the requester.

Non-Provisioning NSN Assignments

This topic includes “Emergency NSN Assignments.” DLA prefers that U.S. military services submit all requests for NSN assignment through their SICA Provisioning Office using the SSR process. Immediate customer needs for the item can be filled by the customer calling the DSC Customer Call Center and requesting an “Off-line CAGE and Part Number Requisition.” If the

customer cannot go to the SICA Provisioning Office to establish an NSN, he can contact the responsible DSC technician who will submit the cataloging action to DLIS. The DSC must be responsive to customer needs and cannot be expected to know or enforce the services' internal policies. However, on an exception basis and if warranted by past experience and knowledge, the DSC technician can require the customer to provide justification and written approval from the applicable SICA or Engineering Support Activity (ESA) if he or she believes that the customer should be authorized to use the item on applicable weapon systems. In this case if the customer provides sufficient justification that the item is authorized, but written concurrence from the applicable SICA or ESA is not available, the technician may request that DLIS collaborate with the SICA before assigning the NSN. When appropriate the DSC technician will complete and submit (e-mail or fax) a RFFCA to DLIS. DLIS will notify the requester by e-mail when the FLIS is updated. DLIS will process all requests for NSN assignment within 24 hours (Urgent) or 14 calendar days (Routine) depending on the priority identified by the requester.

Add User Program (AUP)

This program has been suspended. DLIS-KC no longer receives the USRF 191C report. The process of assigning NSNs to items appearing on this report has been suspended.

When the program is/was operating, DLIS electronically receives SAMMS USRF191C reports (Non-NSN Demands History Listing) and establish new NSNs when appropriate. By direction of DLA, DLIS will assign Asset Applicability Code (AAC) "J" to all Add User Program (AUP) NSNs. DLIS will determine the Demilitarization (DEMIL) Code for the NSN. DLIS will notify the DSCs when a newly established NSN did not create a "skeleton build" in SAMMS Contracting Technical Data File (CTDF)/Supply Control File (SCF)/National Inventory Record (NIR).

Problem Resolutions

NSN specific cataloging issues with DLIS will be addressed, worked and tracked by the DSC associate who is impacted by the issue. NSN specific cataloging issues that are significant and cannot be resolved at the "working level" should be documented and forwarded through the DSC associates chain-of-command. The DLIS approved Point-of-Contact for new NSN cataloging actions follows:

DLIS policy matters: contact DLIS, DSN 932-4739/4144/4086/4479/5539

MAINTENANCE OF EXISTING NSNS

DSC technicians will send cataloging maintenance requests to DLIS using the DLIS Standard Form RFFCA. DLIS will process maintenance requests for U.S. National Item Identification Numbers (NIINS) (first two digits of NIIN starting with 00 or 01) and pass maintenance actions for NATO/Foreign NIINs (first two digits of NIIN starting with other than 00 or 01) to the NATO section of DLIS for processing.

JEDMICS, LOLA, and SAMMS

DLIS will use PC JEDMICS to remotely access the DSC JEDMICS to perform maintenance on NSNs managed by the DSCs. DLIS will also have read access to all SAMMS files. In general, DSC associates are not authorized to use LOLA and SAMMS to perform maintenance on DSC items. Some analysts in the DSCs have the option of submitting complex maintenance transactions and correcting SAMMS/FLIS incompatibilities/rejects using SAMMS verbs, LOLA or the DLIS standard form RFFCA.

Back-up Data

Back-up data will only be forwarded to DLIS when DD Form 1685 user collaboration by DLIS is required. DSC technicians can scan/e-mail, fax, or mail back-up data to DLIS. DSC JEDMICS drawings should not be sent to DLIS. DLIS can remotely view and print DSC JEDMICS drawings. DSC JEDMICS drawings should be referenced on the cataloging request in the Remarks box by Drawing Number_ _ _ CAGE_ _ _ Doc Type_ _ _ Drawing Rev_ _ _ Sheet No. _ _ _ Sheet Rev. _ _ _.

Collaboration

Background (collaboration)

Per DoD 4100.39-M, Vol. 2 collaboration is required for:

- ? Federal Supply Class (FSC) changes to a different Integrated Material Management (IMM) Source of Supply (SOS).
- ? All Cancellations.
- ? Establishment, revision, transfer, reinstatement, or change of data elements for an Item Identification.
- ? Item Name change.
- ? Revisions of the technical content of the Item Identification.
- ? Revision, consolidation or replacement of a specification or standard concurred in by all interested activities results in changing the item-of-supply concept.
- ? Additions, deletions, or changes to reference numbers related to source-controlled s Item Identification.
- ? Addition or deletion of a reference number that controls the design of an item of production or an item of supply.
- ? Change of a Reference Number Category Code (RNCC) for which the reference number is coded RNCC 1, 2, or 3.
- ? Change of RNCC 4 to 2 or RNCC 5 to 1 or 3.
- ? Establishment of a Service/Agency Designator Code (SADC) on a reference number coded RNCC of C.

- ? Segment H application of Phrase Codes A, C, E, G, K, L, M, N, P, Q, T, V, Z, and 7.
- ? Transfer of a Type II to a Type 1B or 4B.
- ? All actions that would result in the non-stocking, standardization, consolidation or termination of Nuclear Reactor Program repair parts managed by DLA.
- ? Any change to the FIIG Criticality Code H or M.

“Collaboration is the (communication) action necessary between participating activities when changes are being made to common interest items in the FLIS data base”, per DoD 4100.39-M, Vol. 2.2-1. Formal collaboration is accomplished using a DD Form 1685 and is the responsibility of DLIS for DSC items. Collaboration response time is 60 days not involving NATO/Foreign countries. Collaboration response time is 120 days involving NATO/foreign countries.

Coordination has the same purpose as collaboration and deletes the requirement for formal collaboration “when the action results from a previously performed formal coordination program” per DoD 4100.39-M, Vol. 2.2-1, such as:

- ? An Item Reduction Study coordinated in accordance with DoD 4120.24-M.
- ? The Defense Inactive Item Program coordinated in accordance with DoD 4140.32-M.
- ? A DLA Request for Engineering Support (DLA Form 339) coordinated in accordance with DLAI 3200.1.
- ? Any change made as a result of a standardization decision (in accordance with DoD 4120.24M).

Defense Supply Centers are responsible for making engineering decisions and requesting ESA support on DLA Forms 339 following the procedures and limitations of this instruction”, per DLAI 3200.1 Paragraph F.3.c. The limitations provided in DLAI 3200.1 Enclosure 3 and [Appendix I](#) of this document will be used by the DLA Centers to determine when it is necessary to obtain ESA approval prior to initiating the cataloging action when the NSN is designated as a Critical Application Item or identified to a Weapons System. Other than those circumstances, the DSC has the authority to make the engineering decision.

Guidance (collaboration)

In order to conserve resources and reduce lead times, cataloging actions that have already been coordinated in an Item Reduction Study should not be re-coordinated with a DLA Form 339 or a DD Form 1685.

All FSC changes that change the SOS, all Cancellation Actions, all Fabricate-Assemble, and all Supply By Next Higher Assembly/Kit NSN actions must be collaborated/coordinated with all U.S. military users.

The other cataloging actions identified in section “Background (collaboration)”, paragraph 1 – 15 above, require collaboration/coordination with all U.S. military users via DLA Form 339 (in accordance with DLAI 3200.1 enclosure 3 and [Appendix I](#) of this document) when the NSN is coded as a Critical Application Item or identified to a Weapon System. Submit a DD Form 1685 with the attached DLA Form 339. Examples include actions related to technical data, design

reference numbers, Acquisition Method Code(AMC)/Acquisition Method Suffix Code(AMSC) coding, and decisions on item cancellations, interchangeability and substitutability.

DSC cataloging actions only require DD Form 1685 collaboration with civil agency, Coast Guard, NATO, or foreign country users if they also required coordination with the U.S. military users. Collaboration with NATO and foreign Government users is not required on Cancel-Dupe requests (per DoD 4100.39-M, Vol. 2, Chapter 2, Appendix 2-2A, Note 8).

DLA understands that DLIS will perform all DD Form 1685 collaboration when directed by the DSC.

DLIS Reply

DLIS will always notify the DSC requester by e-mail when the FLIS action is complete or the request cannot be processed.

I&S Support

All DSC associates requiring revisions (establish/delete/change) to the Order of Use(OOU)/Jump To Codes (JTC) reflected in the Phrase Data Segment of the FLIS must submit all requests to the responsible DSC office. The responsible DSC office has the option of submitting these maintenance transactions to the FLIS using SAMMS verbs, LMX unique forms, and the RFFCA. The DLIS processing goals are 24 hours for URGENT priority requests not requiring collaboration and 14 calendar days for ROUTINE priority requests not requiring collaboration. Requests requiring collaboration will take an additional 45 calendar days if no NATO users and 120 calendar days if they have NATO users.

NSN Cancellations

General: Includes Cancel-Invalid, Cancel-Duplicate, and Cancel-Use

DSC technicians will coordinate cancellation with the Inventory Manager and then submit requests for NSN cancellation to DLIS by completing a RFFCA and e-mailing, faxing, or mailing it along with back-up data when collaboration by DLIS is required. All NSN cancellations require collaboration/coordination with all users. Cancellation requests that are **not** initiated by the DSC will be collaborated by DLIS with the DSC technician on a DD Form 1685. The DLIS processing goals are 24 hours for URGENT priority requests not requiring collaboration and 14 calendar days for ROUTINE priority requests not requiring collaboration. Requests requiring collaboration will take an additional 45 calendar days if no NATO users and 120 calendar days if they have NATO users:

Cancel-Use (LKU)

- ? The DSC technician must ensure the Unit of Issue (UI) is the same for the cancelled NSN and the retained NSN. If the units of issue are different, the technician initiates a unit of issue change. (See [Appendix F.](#))

- ? FSC changes:
 - ✍ SOS is the same. The DSC technician sends RFFCA (change FSC) to DLIS.
 - ✍ SOS is different. The DSC technician sends RFFCA to DLIS for collaboration to all U.S. military users for FSC change.
- ? The IM will change AAC in SAMMS using “YA8” transaction when applicable. SAMMS will automatically update the AAC in the FLIS.
- ? The technician will initiate cataloging action via RFFCA (collaboration and LKU requests) to DLIS after notification from the IM that the proposed cancelled item has reached zero stock/due-in. All cancellations must be collaborated/coordinated with all users. If the LKU is the result of DLA Form 339 coordination with ESAs representing all U.S. military users, no further collaboration with U.S. military users is required. If the canceling NSN has NATO, Coast Guard, civilian agency or foreign military users, DD Form 1685 collaboration by DLIS is required and the requestor of the LKU should provide back-up data.
 - ✍ When an Item Reduction Study is feasible and user concurrence is received, ISA establishes standardization relationships (LAS) in the Standardization Data of the FLIS; SAMMS establishes order-of-use relationships (LMX) in the Management Data of the FLIS; Item Managers build Requirements Families; and SAMMS
 - ✍ automatically sends cancel-use (LKU) to FLIS when family members reach zero balance, or deletes DoD users (LDU) if NATO is a user.

Cancel-Duplicate (LKD):

- ? The DSC technician must ensure the UI is the same for the cancelled NSN and the retained NSN. If the units of issue are different, the technician initiates a unit of issue change. (See [Appendix F](#).)
- ? The DSC technician initiates a RFFCA (collaboration and LKD) to DLIS. All cancellations must be collaborated/coordinated with all users. If the LKD is the result of DLA Form 339 coordination with ESAs representing all U.S. military users, no further collaboration with U.S. military users is required. If the canceling NSN has NATO, Coast Guard, civilian agency or foreign military users, collaboration by DLIS is required and the technician should provide back-up data.

Note: See DoD 4100.39-M, Volume 10, Table 12, Cancel/Duplicate Priorities, copy attached.

Cancel-Invalid (LKV):

After the DSC technician receives information from the IM that the proposed NSN has reached zero stock on-hand/due-in, the technician sends a RFFCA (collaboration and LKV) to DLIS. All cancellations must be collaborated/coordinated with all users. If the LKV is the result of DLA Form 339 coordination with ESAs representing all U.S. military users, no further collaboration with U.S. military users is required. If the canceling NSN has NATO, Coast Guard, civilian agency or foreign military users, collaboration by DLIS is required and the technician should provide back-up data

Supply By Next Higher Assembly/Fabricate Assemble/Fabricate From

General: DSC technician should use the RFFCA to input this maintenance data to the FLIS. The completed form should be e-mailed to DLIS for processing. The DLIS processing goals are 24 hours for URGENT priority requests not requiring collaboration and 14 calendar days for ROUTINE priority requests not requiring collaboration. Requests requiring collaboration will take 60 calendar days if there are no NATO users and 120 calendar days if there are NATO users.

Fabricate–Assemble:

- ? The DSC technician will obtain ESA concurrence via DLA Form 339 as appropriate in accordance with DLAI 3200.1 or via other documentation from the ESA. If multiple users exist, ensure that the ESA(s) contacted have authority for all users.
- ? If NSNs are not assigned or are inactive on the component parts, the DSC technician will initiate a RFFCA, checking the box requesting a Non-Provisioning NSN Assignment or NSN Reinstatement.
- ? If an invalid standardization relationship exists between the component parts, Standardization will delete the standardization data in FLIS using ISA and SAMMS will automatically delete the Interchangeability and Substitutability (I&S) relationship in FLIS.
- ? The DSC technician sends a request for cataloging action to DLIS, although the action will not take place until the proposed NSN has reached zero stock on-hand/due-in. Fabricate and Assemble (F/A) transactions must be collaborated/coordinated with all users. If F/A actions are the result of a DLA Form 339, ensure that the ESA(s) contacted have authority for all users. No further collaboration with U.S. military users is required. If the F/A NSN has NATO, Coast Guard, civilian agency, or foreign military users, collaboration by DLIS is required. The technician will provide the Form 339 and other back-up data to DLIS.

Supply By Next Higher Assembly (NHA)/Kit, NSN:

- ? The DSC technician will obtain ESA concurrence via DLA Form 339 as appropriate in accordance with DLAI 3200.1 or via other documentation from the ESA. If multiple users exist, ensure that the ESA(s) contacted have authority for all users.
- ? If an invalid Standardization relationship exists between the component parts, Standardization will delete the standardization data in FLIS using ISA and SAMMS will automatically delete the I&S relationship in FLIS.
- ? IM will change AAC using SAMMS “YA8” transaction when applicable. SAMMS will automatically update the AAC in the FLIS.
- ? The DSC technician sends a request for cataloging action to DLIS, although the action will not take place until the proposed NSN has reached zero stock on-hand/due-in. All

NHA actions are the result of DLA Form 339 coordination with ESAs representing all U.S. military users. No further collaboration with U.S. military users is required. If the NHA NSN has NATO, Coast Guard, civilian agency or foreign military users, collaboration by DLIS is required. The technician will provide the DLA Form 339 and other back-up data to DLIS.

Item Identification Improvements

Includes Revised Item Identification, Part Number, Major Organizational Entity (MOE) Rules, Item Name Code and FSC changes. The DSC technician will submit requests for Item Identification Improvements (File Maintenance) to DLIS by completing and emailing a RFFCA to DLIS. DLIS will notify the DSC requester by e-mail when the FLIS action is complete or the request cannot be processed. DLIS processing goals are 24 hours for URGENT priority requests not requiring collaboration and 14 calendar days for ROUTINE priority requests not requiring collaboration. Requests requiring collaboration will take 60 calendar days if no NATO users and 120 calendar days if they have NATO users. The DSC has the option of processing the YLR transaction through the “IMC PC Program” or using SAMMS verbs.

Standardization Data Cataloging Actions

All DSC associates requiring a change to standardization data should contact the responsible office. At the request of the HQ DLA Item Reduction Program Manager, DLIS has been given a list of the DSC associates who are authorized to submit Standardization actions. DSC associates will submit requests for add/change/delete Standardization Data to DLIS by completing and e-mailing a RFFCA to DLIS. This process should be used for requests that were previously input to the FLIS manually using LOLA and SAMMS verb(s). DLIS will notify the DSC requester by e-mail when the FLIS action is complete or the request cannot be processed. The DLIS processing goals are 24 hours for URGENT priority requests not requiring collaboration and 14 calendar days for ROUTINE priority requests not requiring collaboration.

Revisions of Cataloging Management Data

Includes unit price, unit of issue, source-of-supply, quantity unit pack, shelf life, etc. The DSC technicians and Packaging Specialists will submit requests for Revisions of Cataloging Management Data to DLIS by completing and e-mailing a RFFCA to DLIS. Certain individuals are authorized to use LOLA, SAMMS verbs, and the standard form to submit these cataloging actions to the FLIS. DLIS will notify the DSC requester by e-mail when the FLIS action is complete or the request cannot be processed. The DLIS processing goals are 24 hours for URGENT priority requests not requiring collaboration and 14 calendar days for ROUTINE priority requests not requiring collaboration. Requests requiring collaboration will take 60 calendar days if there are no NATO users and 120 calendar days if there are NATO users.

Government Industry Reference Data Edit & Review (GIRDER) Program

DLIS will receive information from manufactures in response to GIRDER. This information may indicate that file maintenance improvements or cancellations are warranted. However, DLIS will

collaborate these proposed actions and receive concurrence from the DSC before proceeding with the FLIS update. DLIS will notify the DSC technician by e-mail when the FLIS action is complete or the action cannot be processed. DSC technicians should respond to all GIRDER DD Form 1685s from DLIS within 14 calendar days. If this time frame cannot be met, a new suspense should be negotiated. DLIS will not assume concurrence if DSC does not respond.

Manual Transactions In Support of the Defense Inactive Item Program (DIIP)

DIIP is an automated process, but manual actions may be necessary to restore user interest due to the automatic deletion process of non-responsive services. If a mass mechanical deletion occurs and is not valid, a coordinated restoration effort between the DSC DIIP Coordinator, the Service(s) and DLIS will occur. Individual actions to restore user interest can be accomplished by the Service submitting an SSR (non-provisioning) to SAMMS or by the DSC technician e-mailing a RFFCA to DLIS. In this last case DLIS will notify the DSC requester by e-mail when the FLIS action is complete or when the request cannot be processed.

DEMIL/CIIC File Incompatibilities

DSC Item Managers and technicians who identify DEMIL/CIIC file incompatibilities between SAMMS and the FLIS should report these incompatibilities to the DEMIL Focal Point. Additionally the DEMIL Focal Point will identify incompatibilities by receiving/reviewing the SAMMS USLF303 report, "DSC Total Item Record (TIR) File Maintenance Errors". The DEMIL Focal Point will research, analyze and decide if a FLIS update is required. DLIS will notify the DSC DEMIL Focal Point by e-mail when the FLIS action is complete or the request cannot be processed. The DLIS processing goals are 24 hours for URGENT priority requests not requiring collaboration and 14 calendar days for ROUTINE priority requests not requiring collaboration. Requests requiring collaboration will take 60 calendar days if there are no NATO users and 120 calendar days if there are NATO users.

DEMIL Change (DEMIL Challenge Program)

DSC technicians who identify the need to change a DEMIL Code as a result of the DEMIL Challenge Program must e-mail the action to DLIS via the standard electronic form RFFCA. DLIS will notify the DSC technician by e-mail when the FLIS action is complete or the request cannot be processed. The DLIS processing goals are 24 hours for URGENT priority requests not requiring collaboration and 14 calendar days for ROUTINE priority requests. DEMIL changes do not require collaboration.

CAGE Code Requests

DLIS has sole responsibility for assigning and maintaining the CAGE Code Master File. DSC associates are to inform contractors they can establish and make changes to CAGE Codes by going to <http://www.dlis.dla.mil/cageserv.htm>, or contractors requesting changes to CAGE Code information can be told to contact DLIS toll free at 1-888-227-2423.

Federal Supply Classification Structure

Technicians requiring revisions to the Federal Supply Classification Structure (i.e. FSC changes) will contact the responsible office. The DSC will develop, coordinate and submit all requests to DLIS.

Logistics Reassignment (Base Realignment and Closure (BRAC), Consumable Item Transfer (CIT), Return Coding) Manual Processes

Certain individuals at the DSCs have the option of submitting these maintenance transactions to the FLIS using SAMMS verbs or e-mailing the DLIS Standard Form RFFCA to DLIS. The DLIS processing goals are 24 hours for URGENT priority requests not requiring collaboration and 14 calendar days for ROUTINE priority requests not requiring collaboration. Requests requiring collaboration will take 60 calendar days if there are no NATO users and 120 calendar days if there are NATO users.

Manual Emergency Price Changes

For documented pricing errors, contact the Comptroller's office. For all other suspected pricing anomalies, contact the local price challenge office.

Automated Processes

The following FLIS updates are automated system-to system transactions generated by SAMMS and will continue without change:

- ? Defense Inactive Item Program (DIIP)
- ? Item Entry Control (IEC) by SAMMS
- ? Update of AMC and AMSC
- ? Cancellation of NSNs in I&S Relationships
- ? Maintenance of FLIS by SAMMS to Support the DoD I&S program
- ? Recordation of Users (Non-Provisioning SSRs)
- ? Standardization Code changes by SAMMS (ISA).
- ? Update of Packaging Data (FLIS Segment W)
- ? Changing of Acquisition Advice Codes (AAC) by SAMMS
- ? Non-Provisioning SSRs
- ? Discounted Item Program Uniques
- ? Annual Price Surcharge Updates to the FLIS

Any manual update of the FLIS that is created by select DSC associates as an aftermath of the automated process can be input using SAMMS verbs or the RFFCA.

Reference Number and Part Number Inputs for Acquisition Support

The DSC technician will submit these requests to DLIS by completing and e-mailing the standard electronic form RFFCA to DLIS. These actions are in support of an active requisition/acquisition with an urgent requirement to support the military customer. Therefore, the priority should be identified as URGENT and Acquisition Related on the request form. DLIS will notify the DSC requester by e-mail when the FLIS action is complete or the request cannot be processed. The DLIS processing goal for these actions is 24 hours.

Problem Resolution

NSN specific cataloging issues with DLIS will be addressed by the DSC associate who is affected by the issue. Significant NSN-specific cataloging issues that cannot be resolved at the “working level” should be documented and forwarded through the chain of command. The DLIS approved points of contact for the different types of cataloging maintenance actions follow:

Maintenance Actions: For open maintenance actions contact the DLIS cataloger “Assigned To” the action or that person’s “Team Leader.” Searching the Cataloging Workload Tracking (CWT) Web application at <http://www.dlis.dla.mil/CatTrack/> can identify these DLIS personnel. Phone numbers for DLIS personnel are on the Web, but the easiest way to get them is by contacting the Battle Creek Customer Support.

REQUEST FOR FEDERAL CATALOG ACTION

| REQUEST FOR FEDERAL CATALOG ACTION | | | | | | |
|--|------------|---|---|------------|--|----------------|
| NSN: | | DATE: | | Phone DSN: | | |
| <input type="checkbox"/> ACQ. RELATED | | FROM: | | ORC: | | FAX: DSN 695 - |
| <input type="checkbox"/> URGENT <input type="checkbox"/> ROUTINE | | EMAIL: | | | | |
| | | DESCRIBE MAINTENANCE ACTION REQUIRED | | | | |
| ADD DATA | | | | | | |
| CHANGE DATA | | | | | | |
| DELETE DATA | | | | | | |
| PROPOSED REFERENCE NUMBER ACTIONS | | | | | | |
| | CAGE | REFERENCE | | | | |
| ADD (LAR) | | | | | | |
| CHANGE (LCR) | | | | | | |
| DELETE (LDR) | | | | | | |
| CHANGE FSC TO: | | CHANGE NAME AND INC TO: | | | | |
| CANCEL NSN ITEM: (MARK BLOCK BELOW AND ENTER NSN IF DIFFERENT THAN SUBJECT NSN) | | | ENTER THE APPROPRIATE REPLACEMENT OR RETAINED NSN | | | |
| <input type="checkbox"/> REPLACE BY-(LKU) : | | | REPLACEMENT NSN: | | | |
| <input type="checkbox"/> DUPLICATE-(LKD) : | | | RETAINED NSN: | | | |
| <input type="checkbox"/> INVALID-(LKV) : | | | | | | |
| <input type="checkbox"/> REQUEST FOR NSN ASSIGNMENT | | <input type="checkbox"/> REQUEST FOR NSN REINSTATEMENT NSN: | | | | |
| ITEM NAME: | USER(S): | AAC: | CIIC: | | | |
| FSC: | AMC/AMSC: | UI: | SHELF LIFE: | | | |
| CRITICALITY CODE: | RNCC/RNVC: | Q/E(IF REQ'D): | REP CODE: | | | |
| DEMIL: | REF.NO: | PRICE: | | | | |
| PMIC: | CAGEC: | QUP: | | | | |
| <p>* <input type="checkbox"/> COLLABORATION MAY BE REQUIRED, BACKUP DATA PROVIDED UNDER SEPARATE COVER.</p> <p>* <input type="checkbox"/> COLLABORATION NOT REQUIRED BECAUSE ITEM IS NON-WEAPON SYSTEM AND NOT APPLICATION CRITICAL (REF DLAI 3200.1). ACTION WAS PREVIOUSLY COLLABORATED VIA FORM 339, DIIP OR IR STUDY (REF DOD 4100.39M)</p> <p>* <input type="checkbox"/> DATA IN JEDMICS: DESCRIBE DATA</p> <p>* <input type="checkbox"/> SUPPORTING DOCUMENTATION WILL BE PROVIDED UNDER SEPARATE COVER.</p> | | | | | | |
| REMARKS: | | | | | | |
| <input type="checkbox"/> CONCUR WITHOUT COMMENTS <input type="checkbox"/> CONCUR WITH THE FOLLOWING COMMENTS: <input type="checkbox"/> NONCONCUR WITH THE FOLLOWING COMMENTS: | | | | | | |
| NAME: | | TELEPHONE NUMBER: | | | | |
| * MANDATORY THAT YOU EVALUATE THESE FIELDS AND CHECK ONLY ONE BOX. | | | | | | |

Standard Form (Revised 10/20/98)

| DATA EXCHANGE AND/OR PROPOSED REVISION OF CATALOG DATA | | | | | | | | | | |
|--|-----------------------------|-------------------------------|--------------------------------------|-----|--|------------|------|----------------------------|------|-------|
| 1. TO (Mailing Address, include 9-digit ZIP Code) | | | | | 2. FROM (Mailing Address, include 9-digit ZIP Code) | | | | | |
| NOTE: A copy of this form will be returned with an indication of your concurrence/nonconcurrence within _____ days. | | | | | | | | | | |
| 3a. REFERENCE NSN | | | b. ITEM NAME OR ITEM NAME CODE (INC) | | | c. TYPE II | | 4. DOCUMENT CONTROL NUMBER | | |
| | | | | | | | | | | |
| 5a. PROPOSED ACTIONS ("X" appropriate DIC(s) in block to left of DIC. Supporting data will be enclosed as required.) | | | | | | | | | | |
| LAC | Add Characteristics Data | LCD | Change Data | LDM | Delete Management Data | | | | | |
| LCC | Change Characteristics Data | LDD | Delete Data | LKV | Cancel - Invalid | | | | | |
| LDC | Delete Characteristics Data | LAM | Add Management Data | LDU | Delete MOE Rule: | | | | | |
| LAD | Add Data | LCM | Change Management Data | | | | | | | |
| LAU | Add MOE Rule/Related Data | LCU | Change MOE Rule/Related Data | LCI | NIIN/PSCN Status Code Change | | | | | |
| LKD | Cancel Duplicate of NSN: | | | LKU | Cancel Use NSN: | | | | | |
| LCD | Change Name/INC to: | | | | RPDMRC: | Type II: | | | | |
| LCG | Change Name/INC to: | FSC: | | | RPDMRC: | Type II: | | | | |
| b. | CAGE | PROPOSED REFERENCE NUMBER (S) | | | RNFC | RNCC | RNVG | DAC | RNSC | RNAAC |
| | L R | | | | | | | | | |
| | L R | | | | | | | | | |
| | L R | | | | | | | | | |
| | L R | | | | | | | | | |
| | L R | | | | | | | | | |
| | L R | | | | | | | | | |
| 6. REMARKS (Identify enclosures, as applicable) (Continue on back, if necessary) | | | | | | | | | | |
| 7. PREPARER | | | | | | | | | | |
| a. NAME (Last, First, MI) | | | | | b. TELEPHONE NUMBER | | | | | |
| 8. APPROVING OFFICIAL | | | | | | | | | | |
| a. NAME (Last, First, MI) | | | b. TITLE | | c. SIGNATURE | | | d. DATE (YYMMDD) | | |
| SPACE BELOW IS PROVIDED FOR RESPONDENTS USE ONLY | | | | | | | | | | |
| 9. TO (Mailing Address, include 9-digit ZIP Code) | | | | | 10. FROM (Mailing Address, include 9-digit ZIP Code) | | | | | |
| 11. ACTION | | | | | | | | | | |
| a. CONCUR WITHOUT COMMENTS | | | | | d. NO INTEREST. ACTION ATTACHED | | | | | |
| b. CONCUR. COMMENTS ON BACK | | | | | e. NO INTEREST. ACTION INITIATED SEPARATELY | | | | | |
| c. NONCONCUR. COMMENTS ON BACK | | | | | f. OTHER COMMENTS ON BACK | | | | | |
| 12. PREPARER | | | | | | | | | | |
| a. NAME (Last, First, MI) | | | | | b. TELEPHONE NUMBER | | | | | |
| 13. APPROVING OFFICIAL | | | | | | | | | | |
| a. NAME (Last, First, MI) | | | b. TITLE | | c. SIGNATURE | | | d. DATE (YYMMDD) | | |

DD FORM 1685, AUG 93 (EG)

PREVIOUS EDITION MAY BE USED.

PerFORM (DLA)

14. REMARKS/COMMENTS

INSTRUCTIONS FOR COMPLETION OF DD FORM 1685

BLOCKS INSTRUCTIONS

1. Insert mailing address of collaborator, for his Service/Agency, or when the originator is the manager, or insert mailing address of submitter when the action is originated by the manager and there are no other Service/Agencies recorded but the FSC is subject to single submitter procedures.
2. Insert mailing address of originator.
- 3a. NSNs should be typed or printed in sequenced format, e.g., 5960-00-123-4567.
4. Insert Document Control Number. Must be the same number reflected on attached worksheet (s).
5. Insert "X" and other data as required. When the Multiple DIC Input (*LMD*) concept is applicable, enter "LMD" on "OTHER" line and insert "X's" in associated DIC blocks.
6. Complete when considered necessary.
7. Insert name and telephone number of individual who prepared this DD Form 1685.
8. Insert name and title of Approving Official.
9. Insert mailing address of originator when an addressee who appeared in Block 1 is expressing concurrence/nonconcurrence and is returning the form to the originator; or, the mailing address of the manager when Block 9 represents a collaborator or submitter.
10. Insert the mailing address of the collaborator, manager, or submitter.
11. "X" the statement block that applies.
12. Insert name and DSN number of individual who is authorized to prepare the Respondent's portion of this DD Form 1685.
13. Insert name and title of individual at the Respondent's activity (*or his authorized delegate*) who is the Approving Official of this DD Form 1685.
14. Self-explanatory.

DD FORM 1685, AUG 93 (BACK) (EG)

APPENDIX D: SOURCE CONTROL

This document provides instruction for maintaining the Contracting Technical Data File (CTDF) for National Stock Numbers (NSNs) bought to military and commercial source control drawings.

Source Control Drawings must be validated to ensure that the items are in fact Source Control.

Questionable Source Control Items must be validated with the Engineering Support Activity (ESA) via Defense Logistics Agency (DLA) Form 339, Request for Engineering Support.

Source Control items should be recorded in the CTDF as being a Critical Application Item (CAI). (See ASME Y14.24M.)

Source Control Drawings must be recorded in the Federal Logistics Information System (FLIS) and in the CTDF (Option K) as having Reference Number Category Code (RNCC) of 1.

Source Control items must have Acquisition Method Suffix Code (AMSC) of B recorded in FLIS and in the CTDF (Option A).

Award of contracts for Source Control items will be made for manufacturing sources, which are, prior to the award of the contract, approved by the ESA for inclusion on the applicable drawing even though the sources have not been listed on the source control drawing by that date.

INSTRUCTION

1. Determine if the latest approved drawing is available at the Defense Supply Center (DSC).

2. If available, ensure the drawing identified as a source controlled drawing meets the requirements of ASME Y14.24M, which includes the following criteria:

a. The manufacturer and item identification for each item that has been tested and approved for use listed under the heading, APPROVED SOURCES OF SUPPLY.

b. Identification of the specific application for which the item is approved.

c. The notes:

? ONLY ITEMS DESCRIBED ON THIS DRAWING ARE APPROVED FOR USE IN THE APPLICATIONS SPECIFIED HEREON. A SUBSTITUTE ITEM SHALL NOT BE USED WITHOUT PRIOR APPROVAL BY THE COGNIZANT DESIGN ACTIVITY.

? IDENTIFICATION OF THE APPROVED ITEMS HEREON IS NOT TO BE CONSTRUED AS A GUARANTEE OF PRESENT OR CONTINUED AVAILABILITY.

- d. The notation SOURCE CONTROL DRAWING placed adjacent to the drawing title block.
3. If the latest approved drawing is not available, submit request to the repository to obtain the drawing. Hold the Missing Data Work List (MDWL)/Purchase Request (PR) until the drawing is obtained unless the priority dictates otherwise (Issue Priority Group (IPG) I or back order). The drawing revision, approved source(s), approved part number(s) and changes to the requirements will be validated with the Cognizant Design Activity (CDA) and coordinate any changes with the ESA prior to release of the buy. The CTDF will be validated and updated as required by this instruction, to include a Critical Item Code (CIC) of Y (Option A), cc12. The Technical Operations Review Code of "R" (Option A) will be applied until the drawing is obtained, and the Technical History field (Option D) will be annotated to indicate actions taken and the reasons for such actions.
4. Review the FLIS to ensure that the (RNCC) is 1 for the source control drawing. If other than RNCC 1 and source control documentation is valid, initiate cataloging action to correct the RNCC and ensure that approved sources are cataloged. Annotate the Technical History field (Option D) of the CTDF to show all actions taken.
5. Determine whether the drawing identifies quality conformance inspection, qualification testing and approval requirements. These may be stated on the drawing or in a document referenced on the drawing.
6. If any of the requirements of a source control drawing listed above are not met, prepare DLA Form 339, Request for Engineering Support and forward to the Engineering Support Activity.
When source control drawing is determined by the technician to be valid, update the CTDF as follows:
 7. CTDF Option A
 - a. Assign the Acquisition Method Code (AMC) of 1 or 3 (card column (cc) 15).
 - b. Assign the Acquisition Method Suffix Code (AMSC) of B (cc16). The acquisition is restricted to material manufactured by the sources specified on the source control drawing.
 - c. Enter "Y" in DWG (cc 21).
 - d. Enter "Y" in S/T (if applicable) (cc 27).
 - e. Enter "Y" in Critical Item Code (CIC) (cc 12).
 8. Establish CTDF Option B (Procurement Identification Description (PID)).
 - a. Enter the item name and description. A Supplemental Descriptive Data Table (SDDT) may be used to clarify the requirement (DSCC only).
 - b. Enter the name of the design activity from the drawing, i.e. TACOM, Pratt and Whitney, etc. (DSCR and DSCP only)
 - c. Enter the source control Part Number (P/N) (all centers).
 - d. Enter the approved Manufacturer's Name (all centers).

- e. Enter the Commercial and Government Entity (CAGE) Code (all centers).
 - f. Repeat these steps for each additional approved source (all centers).
 - g. Enter "IDENTIFY TO:" on the first available line after all Manufacturers, CAGE Codes and P/Ns have been annotated and annotate Supplemental Descriptive Data Table (SDDT) number on the same line (DSCR and DSCP only).
 - (1) For DSCP (G&I), contact your Technical Support Office for the SDDT number.
 - (2) For DSCR, use SDDT A0043.
9. Annotate CTDF Option C as follows:
- a. Enter "SOURCE CONTROL ITEM" followed by the appropriate drawing reference and list of approved sources. The following is a sample:
"SOURCE CONTROL ITEM
IAW TACOM (CAGE 19207) DWG 1130567, REV A,
DTD 9 OCT 87, APPROVED SOURCE IS
ABC CO. (CAGE 21031) P/N 1234/1"
 - b. Enter SDDT on the last line of the previous annotation, if applicable. (See local guidance.)
10. CTDF Option D: Document actions taken and decisions made as necessary to provide audit trail.
11. Annotate CTDF Option E. (See below.)
- a. Create a Basic Drawing record as follows:
 - (1) Enter the applicable Source Control Drawing and revision in the S/D/T/P number field.
 - (2) Enter "D" in the S/D/T/P Code field.
 - (3) Enter "B" in the Basic/Reference Code field.
 - (4) Enter the basic date of the drawing.
 - (5) Enter the revision and the date of the revision in the S/D/T/P Date field.
 - (6) Enter the current date in the Drawing Validation Date field.
 - (7) Enter "U" (unlimited) in the Rights in Data (RDC) field to indicate the Government's rights to the drawing listed. If the rights are limited, a table (SDDT) or message must be placed in the PID (Option B) that explains the restriction.
 - (8) Enter the source control part number in the TYPE field. Example: "P/N XXXXX."
 - (9) Insert SDDT if applicable.

b. Create a basic specification record as follows (if applicable).

? Enter "SOURCE CONTROLLED ITEM:" in the S/D/T/P number field.

? Enter "S" in the S/D/T/P Code field.

? Enter "B" in the Basic Reference Code field.

? Enter the current date in the S/D/T/P Date field.

? Enter the current date in the Spec Validation Date field.

? Enter SDDT applicable table stating:

"THE TECHNICAL/QUALITY/TEST REQUIREMENTS FOR ABOVE P/N
WILL BE IN CONFORMANCE WITH THE LISTED DRAWING."

12. Ensure that the FLIS reflects the correct RNCC and Reference Number Validation Code (RNVC) for the drawing.

13. Confirm revision status of drawing with MEDALS when "Drawing Validation Required" MDWL is generated. Update the validation date in the CTDF. If there is a revision change, coordinate with the ESA (DLA Form 339) prior to updating the CTDF with drawing revision, revision date, and validation date.

APPENDIX E: ENGINEERING CHANGE PROPOSALS

Configuration Management principles underlie sound business practices being used throughout industry and Government to provide:

- ? The orderly establishment, documentation, and maintenance of a product's functional, performance and physical attributes.
- ? Management of changes to the attributes.
- ? Access to accurate information essential to the product's development, fabrication, production, use, maintenance, procurement, and eventual disposal.

An Engineering Change Proposal (ECP) provides the documentation in which the Engineering Change is described. It includes change impacts to systems, configuration items and associated configuration documentation that are affected by the proposed change. In addition, it typically describes how the proposed change will be implemented along with providing estimated schedules and associated costs.

Requirements for Engineering Change Proposals. An ECP shall be required for any changes to the current approved configuration documentation.

The ECP shall be prepared in contractor format. The ECP content shall be in accordance with the contractor's processes and procedures.

ECPs shall have the same distribution statement as the document(s) the proposed change will effect.

Classification of Engineering Changes. The preparing contractor in accordance with this Appendix shall classify an Engineering Change as Class I or Class II. Class I ECPs shall be referred to the Government for approval or disapproval. Classification disagreements shall be referred to the Government for final decision. A proposed Engineering Change to an item, or to any combination or discrete portion thereof, shall be determined to be Class I by examining the factors below, as contractually applicable, to determine if they would be impacted as a result of implementing the change. The change shall be Class I if:

- a. The Functional Configuration Documentation (FCD) or Allocated Configuration Documentation (ACD), once established, is affected to the extent that any of the following requirements would be outside specified limits or specified tolerances:
 - (1) Performance.
 - (2) Reliability, maintainability or survivability interface characteristics.
 - (3) Weight, balance, moment of inertia.
 - (4) Interface characteristics.

- (5) Electromagnetic characteristics.
- (6) Other technical requirements in the specifications.

b. A change to the Product Configuration Documentation (PCD), once established, will affect the FCD or ACD as described in paragraph a.(1) through (6) above or will impact one or more of the following:

- (1) Government Furnished Equipment.
- (2) Safety.
- (3) Compatibility or specified interoperability with interfacing items, support equipment or support software, spares, trainers or training devices/equipment/software.
- (4) Configuration to the extent that retrofit action is required.
- (5) Delivered operation and maintenance manuals for which adequate change/revision funding is not provided in existing contracts.
- (6) Preset adjustments or schedules affecting operating limits or performance to such extent as to require assignment of a new identification number.
- (7) Interchangeability, substitutability, or replaceability as applied to items, and to all sub-assemblies and parts except the pieces and parts of non-reparable subassemblies.
- (8) Sources of items or repairable items at any level defined by source-control drawings.
- (9) Skills, manning, training, biomedical factors or human engineering design.

c. Any of the following contractual factors are affected:

- (1) Cost to the Government including incentives and fees.
- (2) Guarantee or warranties.
- (3) Deliveries.
- (4) Scheduled milestones.

Priority. A priority shall be assigned to each Class I ECP based upon the following definitions. Class II ECPs do not require a priority assignment. The proposed priority is assigned by the originator and will stand unless the Government has a valid reason for changing the priority.

a. Emergency (E). Shall be assigned to an engineering change proposed for any of the following reasons:

- (1) To effect a change in operational characteristics which, if not accomplished without delay, may seriously compromise national security; or
- (2) To correct a hazardous condition which may result in fatal or serious injury to personnel or in extensive damage or destruction of equipment. (A hazardous condition usually will require withdrawing the item from service temporarily, or suspension of the item operation, or discontinuance of further testing or development pending resolution of the condition).

b. Urgent (U). Shall be assigned to an Engineering Change proposed for any of the following reasons:

- (1) To effect a change which, if not accomplished expeditiously, may seriously compromise the mission effectiveness of deployed equipment, software, or forces; or
- (2) To correct a potentially hazardous condition, the uncorrected existence of which could result in injury to personnel or damage to equipment. (A potentially hazardous condition compromises safety and embodies risk, but within reasonable limits, permits continued use of the affected item provided the operator has been informed of the hazard and appropriate precautions have been defined and distributed to the user); or
- (3) To meet significant contractual requirements (e.g., when lead time will necessitate slipping approved production or deployment schedules if the change was not incorporated); or
- (4) To effect an interface change which, if delayed, would cause a schedule slippage or increase cost; or
- (5) To effect a significant net life cycle cost savings to the Government, as defined in the contract, through Value Engineering or through other cost reduction efforts where expedited processing of the change will be a major factor in realizing lower costs; or
- (6) To correct unusable output critical to mission accomplishment; or
- (7) To correct critical item files that are being degraded; or
- (8) To effect a change in operational characteristics to implement a new or changed regulatory requirement with stringent completion date requirements issued by an authority higher than that of the functional proponent.

c. Routine (R). Shall be assigned to a proposed Engineering Change when emergency or urgent priority is not applicable.

Supporting Data. Formal ECPs shall be supported by drawings and other data (e.g., detailed cost proposal data, test data and analyses) to justify and describe the change and to determine its total impact including assessments of changes to system operational employment characteristics. When a life cycle cost and/or operation and support cost model has been included in the contract, the ECP shall also include the costs expected to result from the implementation of this change into all future production and spare items projected to be procured for the program and all projected operation and support costs for operation of the total inventory of items by the Government. A summary of any testing done by the contractor to validate concepts or new technology to be employed in the proposed Engineering Change shall be presented in the supporting data, and details of such test data shall be provided if it is vital to the decision regarding acceptance of the change.

Classified data. When practicable, the ECP should be unclassified. Classified data essential to the evaluation and disposition of an ECP shall be submitted separately in accordance with the approved security procedures and referenced in the unclassified portion of the ECP. The contractual DD Form 254 or DoD Contract Security Classification Specification applies.

Class I Engineering Change Proposals. Class I Engineering Changes should be limited to those, which are necessary or offer significant benefit to the Government. Such changes are those required to:

- a. Correct deficiencies.
- b. Add or modify interface or interoperability requirements.
- c. Make a significant and measurable effectiveness change in the operational capabilities or logistics supportability of the system or item.
- d. Effect substantial life cycle costs/savings.
- e. Prevent slippage in an approved production schedule.

Use of Formal ECP (Type F). A formal ECP is the type, which provides engineering information and other data in sufficient detail to support formal change approval/contractual implementation.

Class I Engineering Changes to the product baseline. Class I Engineering Changes submitted after establishment of the product baseline shall include the following information:

- a. Summarize the Engineering Change.
- b. If changes are proposed to the current approved FCD or ACD, the following information must be submitted.
 - (1) Identify the effects of the proposed change to the PCD, logistics and operations. Retrofit information shall also be included.
 - (2) Tabulate the net life cycle cost impact of the individual ECP. Identification of other costs and or savings to the Government need be made only to the extent-estimated costs and or savings data are available to the contractor.
 - (3) Include a cost and or savings summary when there are related ECPs or when new trainers or support equipment will be required as a result of the ECP. The net total life cycle cost, impacts (increase or decrease) of the individual related ECPs shall be summarized together with all related ILS costs, which have not been included in the individual ECPs.

Class II Engineering Changes. An Engineering Change, which does not impact any of the factors specified in the Class I Engineering Change paragraph above, will be classified as a Class II Engineering Change.

Class II Engineering Change format. Class II Engineering Change proposals may be submitted using the contractor's standard format.

- a. Class II changes requiring Government approval shall contain the following information:
 - (1) Originators name and address.
 - (2) CAGE Code.
 - (3) Procuring activity and contracting officer.
 - (4) Item nomenclature.

- (5) Item Model and Type.
- (6) Class of ECP.
- (7) Title of change.
- (8) ECP number.
- (9) Baseline affected.
- (10) Specification affected.
- (11) Drawing affected.
- (12) Contract number and line item.
- (13) Effect on contract delivery schedule.
- (14) All lower level items affected.
- (15) Description of change.
- (16) Reason for change.
- (17) Retrofit information.
- (18) Estimated costs and or savings under contract.
- (19) Estimated net total cost or savings.
- (20) Authorized signature.

b. Other considerations. The effects of the proposed Engineering Change on the following shall be identified:

- (1) Interfaces having an effect on adjacent or related items, (output, input, size, mating connections, etc.).
- (2) GFE or Government Furnished Data (GFD) changed, modified or obsolete.
- (3) Physical constraints. Removal or repositioning of items, structural rework, increase or decrease in overall dimensions.
- (4) Software (other than operational, maintenance, and training software) requiring a change to existing code and/or, resources or addition of new software.
- (5) Rework required on other equipment not included previously which will effect the existing operational configuration.
- (6) Additional or modified system test procedures required.
- (7) Any new or additional changes having an effect on existing warranties or guarantees.
- (8) Changes or updates to the parts control program.

c. Class II Engineering Changes requiring Government concurrence in classification only shall include, as a minimum:

- (1) Name and part number of item affected.
- (2) Name and part number of next higher assembly.
- (3) Description of the Engineering Change.
- (4) Reason for making the Engineering Change.
- (5) All Government contract number(s) against which the change will be submitted.
- (6) Change document number.

Concurrence in Class II changes. Unless otherwise specified by the Government, review of Class II changes during production will consist of a technical evaluation of the change and of material substitutions to support concurrence in classification recommendations. The contractor

shall obtain Government concurrence prior to or concurrent with the release of the Class II change. The contractor assumes total risk for implementation of changes prior to notification of Government concurrence.

Approval of Class II changes. When the Government has required by contract that it approve each Class II change, the contractor shall not implement the change until approved by the Government.

Requirements for Government Specification/Standard Changes. The contractor shall, concurrent with the preparation of an ECP, prepare a separate proposed Specification/Standard Change in accordance with the requirements listed below, for each specification/standard which would require revision if the ECP were approved. The recommended change shall be submitted to the Government with the ECP for approval and authorization, or disapproval. Errors of a minor nature (such as typographical errors, punctuation, etc.) shall not be corrected, except as an incidental part of the next technically required ECP.

The attachments to the proposed change shall be:

- a. Pages containing detailed information about the exact proposed changes to the specification by reference to the paragraph, page, Figure, or Table and by citing the words/information to be changed in "From/To" format; or
- b. Replacement new specification/standard pages in format suitable to be substituted for existing pages, identified with the specification/standard number and SCN approval date, numbered with the same numbers of the pages they replace plus a suffix letter where additional pages are needed to replace a page (e.g., new Pages 5 and 5a replace old Page 5), and all portions affected indicated by symbols (e.g., change bars, asterisks etc.) in the margin; or
- c. A proposed specification/standard revision, where more practical, identified with the same number as the specification/standard to be superseded with a new revision letter, prepared to the same format, and all portions affected identified with symbols in the margin or containing a note explaining that the changes are too extensive to be identified.

APPENDIX F: UNIT OF ISSUE

Part I, Unit of Issue Changes

This Appendix provides instructions for processing items of supply that require a change to the Unit of Issue (UI).

Although the unit of issue is initially assigned by the using military service, it is imperative that all center functional elements recognize inappropriate or incorrect unit of issue designations and initiate Defense Logistics Agency (DLA) Form 1359, *Request for Unit of Issue Change*.

Only one UI will be assigned to an item of supply at any one time.

The Federal Logistics Information System (FLIS) Manual, DoD 4100.39-M, is the source of the terms and corresponding codes that are authorized for use in the assignment of a UI to an item of supply and the development of a Quantitative Expression (QE) when appropriate. Vol. 10, Chapter 4 lists the authorized Units of Issue (Table 53) and the authorized Units of Measure (Table 81).

The UI designation assigned to an item upon entering the Department of Defense (DoD) Supply System shall not be changed by the responsible Materiel Manager without adequate justification and only after coordination with all recorded Military Service Retail Managers.

Units of Issue officially assigned to National Stock Numbers (NSNs) shall not be changed or deleted from records until applicable catalog subsystem records are officially updated. Quantitative definitions of non-definitive UI are subject to the same restriction except when such definitions are found to be incomplete, unclear, or incompatible with the currently assigned QE.

During Annual Surcharge Processing, June 1 through mid-October, unit of issue changes will not be processed.

When a non-definitive UI is assigned to an item of supply, the development of a QE to identify the lowest unit of measure is required to define precise quantities.

The UI designation assigned to an item of supply will be determined primarily on the basis of practicability and usefulness to the materiel application, requisitioning and accounting function of the end-user.

To change a unit of issue:

- ? Complete blocks 1-14 and 16-19 of the DLA Form 1359 Request For Unit of Issue Change. (See Attachment 1.)
- ? The criteria for UI assignments are found at Attachment 2.

- ? Return unjustified UI changes to the requestor indicating that the UI change is not acceptable. If data to support the UI change is not provided, advise the requestor to resubmit the request when he or she can provide supporting data.
- ? Coordinate the proposed UI change with the Item Manager, Packaging, Quality, Procurement and other appropriate offices.
- ? Route the DLA Form 1359 to action office responsible for financial resources for approval. Forward justified UI changes with supporting technical data to the action office via DLA Form 1636 (two way memo), e-mail or other suitable method of transmittal.
- ? Upon approval of UI changes, submit DLIS Standard Form, Request for Federal Catalog Action Form (RFFCA) to the center's financial resources office. The financial resources office sends the action to Defense Logistics Information Service (DLIS). The "Describe Maintenance Action Required" section of the RFFCA form is used to request change to the UI, Quantity Unit Pack (QUP) or QE if applicable. Include Conversion Factor, Standard Price, and Phrase Code (when applicable). Attachment 3 is a sample of a UI change RFFCA.
- ? After the cataloging transaction has been completed by DLIS, distribute copies of the approved DLA Form 1359 to the appropriate offices.

Upon approval, the PID (Option B) in the Contracting Technical Data File (CTDF) shall be updated to reflect the current UI and/or QE to include a definition of non-definitive UI, where applicable. Annotate the technical history field (Option D) of the CTDF to explain all changes.

Part II, Commercial UI Conversion Factor Code

Note: The Numeric Factor to convert stock quantity UI into purchase quantity may be permanent and will not require a UI change (DLA Form 1359).

The UI reflected in the TIR represents how the item is issued to the customer. For example, the UI of each (ea.) represents one item per unit. If the vendor will only sell by the pair, then the conversion factor is used to convert what the customer is ordering to what the DSC must procure to satisfy the customer's request. The CTDF header (Option A) cc25 represents the UI being procured from the vendor. If there is no UI listed in the CTDF, then SAMMS uses the UI from the TIR in the solicitation. When the procurement UI must be different from the UI provided to the customer, the vendor's UI is displayed in cc25 of the CTDF and the conversion factor is listed in cc26 of the CTDF.

For example, the UI is each, but the vendor will only sell the item in pairs: See Table 79 of DoD 4100.39-M, Vol. 10, Chapter 4 (Attachment 4) for Conversion Factors. For this example, each to pair, the multiplier will be .5. To code this in cc26 of the CTDF, set up the conversion code (See DLAM 4130.3, Vol. II, Part 12, Appendix A-11, (Attachment 5).) For this example, the conversion code will be 000051 (the 1 pushes the decimal to the left of position 5, which SAMMS will interpret as .5). If the PR is for 14 each, SAMMS will convert the 14 each to 7 pair on the solicitation.

ATTACHMENT 1: PREPARATION INSTRUCTIONS FOR DLA FORM 1359 REQUEST FOR UNIT OF ISSUE CHANGE

BLOCK INSTRUCTIONS

| | |
|-------|--|
| 1 | Used for routing beginning with originator, the releaser should annotate office symbol to which the form is being forwarded, the date the form is released to that office, and the initials and telephone extension of the releaser. This block is to be utilized for inter-directorate routing only. Intra-directorate routing will be accomplished by other means. |
| 2 | Self-explanatory. |
| 3 | Self-explanatory. |
| 4 | Office symbol of the originator. |
| 5 | Telephone extension of the originator. |
| 6 | Date of preparation by originator. |
| 7 | Check the number block corresponding to the UI Assignment Criterion (Encl 2) most appropriately relating to the UI proposed (not required for QE change only). Provide narrative explanation and justification for proposed UIQE change. If additional space is required, attach a supplemental continuation sheet. Type "QE CHANGE ONLY" in capital letters when appropriate. |
| 8 | Current UI from National Inventory Record (NIR), (SAMMS verb SNIR,). |
| 9 | Current Standard Price from NIR. |
| 10 | Current Quantity Unit Pack (QUP) from NIR. |
| 11 | Current Quantitative Expression from the Total Item Record (TIR). |
| 12 | Conversion Factor required to convert quantities under the current UI to quantities under the Proposed UI. To be expressed as five numbers with decimal indicator in 1st position. (See DLAM 4140.2, Volume II, Appendix C-154). Not applicable for "QE only" changes |
| 13 | Leave blank. |
| 14 | The proposed two-position alpha UI authorized by the FLIS Procedures Manual. Same as Block 7 for "QE only" changes |
| 15 | Proposed Standard Unit Price. Leave blank for "QE only" changes. |
| 16 | QUP code for proposed UI. |
| 17 | Quantitative Expression (QE) for the proposed UI if that UI is non-definitive. Use only authorized Units of Measure (UM) from the FLIS Procedures Manual |
| 18 | Activity Codes of Service Retail Managers. Not applicable for "QE only" changes. |
| 19 | Current item name and brief catalog description. |
| 20 | Annotate appropriate block - Reason(s) for disapproval must be sufficiently detailed to clearly justify the disapproval to the originator. |
| 21-24 | Self-explanatory. |

ATTACHMENT 2: UNIT OF ISSUE ASSIGNMENT CRITERIA AND GUIDELINES

Criterion 1 - Unit of Measure (UM). UM denotes the generally recognizable physical measurement of length, volume, weight, (such as foot, centimeter, gallon, liter, pound, kilogram) or count (each, dozen, gross) of an item, and is in terms most commonly used throughout the DoD logistics system. For the end user the most satisfactory Unit of Issue (UI) designation is the UM. This factor shall be afforded first priority in the UI assignment process.

Criterion 2 - End-Item Application. This is directed to how the item is used in a maintenance or repair operation, or to how the item is consumed, if referring to general-use commodities. For example, certain bearings or oil rings are normally installed in matched pairs or multiples to ensure the end-item's future performance and reliability when it is undergoing repair or modification. The UI assignment shall accommodate this multiple maintenance application and be expressed in a corresponding count of the item. When the item is an integral part of a set or kit, the UI shall be assigned in the smallest quantitative value, preferably an UM.

Criterion 3 - Packaged for Issue. When a supply item is characterized by a specific packaging requirement because of its physical or chemical behavior (paint, chemical, or gas), the types and sizes of containers become elements of item identification for cataloging purposes and are reflected in the Federal Catalog System. Different sizes and container shapes for the same item are assigned a different National Stock Number. A packaged-for-issue entry in the Federal Catalog's Item Identification Record shall be used as a criterion for the assignment of an identical UI.

Criterion 4 - Unit Standard Price. The unit standard price becomes a criterion for assigning the UI when the cost of an individual item is less than 1 cent. Since the unit standard price is not expressed in mills in the DoD supply system, a unit pack shall contain sufficient quantity of an item to equal a value of at least one cent. The UI shall denote the quantity in the minimum unit pack established.

Criterion 5 - Interchangeability and Substitutability (I&S). All items included in a homogeneous group for item reduction and standardization code determinations are distinguished by similar characteristics of form, fit, and function to facilitate Interchangeability and Substitutability (I&S) decisions. Upon entry into the supply system, each new item susceptible to later standardization coding and I&S determinations shall be assigned a UI identical to other items possessing the same technical and physical characteristics, consistent with the requirements prescribed under the preceding criteria.

Criterion 6 - Industrial Packaging Practices. Packaging specialists in private industry normally consider size, fragility, deterioration, cost, and projected quantity per customer buy in developing the industry unit pack and the unit pack specifications for each item. If industry has settled on a standard specific quantity per unit pack, the economics of using this unit pack shall be considered in UI determinations.

CRITERION 7 - METRIC MEASUREMENTS. Consideration shall be given to the assignment of metrically measured UI designations where feasible and practical.

ATTACHMENT 4

DoD 4100.39-M
Volume 10, Table 79

UNIT OF ISSUES CONVERSION FACTORS

A table identifying the factor which must multiply the old quantity to convert to the new Unit of Issue and the numerical multiplier used in conjunction with the reflected decimal locator. The return code EV edit which checks the unit or Issue Conversion Factor in a Catalog Management Data (CMD) record against this table to ensure the correct conversion factor is present will be bypassed if the relationship between the old and new Units of Issue is not reflected on this table. The edit is also bypassed for a Unit of Issue change involving a non-definitive Unit of Issue if the Quantitative Expression furnished with the non-definitive Unit of Issue does not equal any value reflected immediately following that non-definitive Unit of Issue in this table.

Note: If your conversion factor does not appear on this table, first determine the lowest common equivalent measure. Then divide the old Unit of Issue by the new Unit of Issue. Limit the resulting number to four positions. This is the numerical multiplier. Add the decimal locator (the number of positions after the decimal point) as the first position to create the five-position Unit of Issue Conversion Factor. EXAMPLE: The old UI is CL (Coil of 100 feet); the new UI is YD .(Yard). The equivalent measure is 1 yard (3 feet). Divide 100 feet (old UI) by 3 feet (new UI) 33.33. There are 2 places after the decimal point, so the decimal locator is 2. The next four positions are 3333, creating a UICF of 23333.

| OLD UNIT OF ISSUE | NEW UNIT OF ISSUE | CONVERSION DECIMAL LOCATOR & FACTOR | MULTIPLY BY |
|---------------------------------|------------------------------|--|--------------------|
| Barrel (Standard U.S.; 31.5 GL) | Cubic Foot | 34212 | 4.212 |
| Barrel (Standard U.S.; 31.5 GL) | Gallon | 10315 | 31.5 |
| Barrel (Bulk Petroleum; 42GL) | Gallon | 42 | 42 |
| Barrel (Standard U.S.; 31.5 GL) | Liter | 11192 | 119.2 |
| Barrel (Standard U.S.; 31.5 GL) | Pint | 252 | 252 |
| Barrel (Standard U.S.; 31.5 GL) | Quart | 126 | 126 |
| Board Foot | Cubic Foot | 40833 | 0.0833 |
| Board Foot | Cubic Yard | 40031 | 0.0031 |
| Coil (100 FT) | Foot | 100 | 100 |
| Coil (250 FT) | Foot | 250 | 250 |
| Coil (500 FT) | Foot | 500 | 500 |
| Coil (750 FT) | Foot | 750 | 750 |
| Coil (1000 FT) | Foot | 1000 | 1000 |

Attachment 4 (Continued)

| OLD UNIT OF ISSUE | NEW UNIT OF ISSUE | CONVERSION DECIMAL LOCATOR & FACTOR | MULTIPLY BY |
|------------------------------|------------------------------------|--|--------------------|
| Cubic Foot | Barrel (Standard U.S.; 31.5 GL) | 42374 | 0.2374 |
| Cubic Foot | Board Foot | 12 | 12 |
| Cubic Foot | Cubic Yard | 40370 | 0.037 |
| Cubic Foot | Gallon | 37481 | 7.481 |
| Cubic Foot | Liter | 22832 | 28.32 |
| Cubic Foot | Pint | 25984 | 59.84 |
| Cubic Foot | Quart | 22992 | 29.92 |
| Cubic Inch | Board Foot | 40069 | 0.0069 |
| Cubic Meter | Board Foot | 14238 | 423.8 |
| Cubic Meter | Cubic Foot | 23531 | 35.31 |
| Cubic Meter | Cubic Yard | 31308 | 1.308 |
| Cubic Meter | Gallon | 12642 | 264.2 |
| Cubic Yard | Cubic Foot | 27 | 27 |
| Cubic Yard | Gallon | 202 | 202 |
| Cubic Yard | Liter | 17645 | 764.5 |
| Cubic Yard | Board Foot | 324 | 324 |
| Dozen | Each | 12 | 12 |
| Dozen | Gross | 40833 | 0.0833 |
| Dozen | Hundred | 20012 | 0.12 |
| Dozen | Pair | 6 | 6 |
| Dozen | Thousand | 30012 | 0.012 |
| Each | Dozen | 40833 | 0.0833 |
| Each | Fifty | 20002 | 0.02 |
| Each | Five | 10002 | 0.2 |
| Each | Gross | 40069 | 0.0069 |
| Each | Hundred | 20001 | 0.01 |
| Each | Package (3) | 43333 | 0.3333 |
| Each | Package (4) | 20025 | 0.25 |
| Each | Package (5) | 10002 | 0.2 |
| Each | Package (10) | 10001 | 0.1 |
| Each | Package (20) | 20005 | 0.05 |
| Each | Package (25) | 20004 | 0.04 |
| Each | Package (50) | 20002 | 0.02 |
| Each | Package (200) | 30005 | 0.005 |
| Each | Package (500) | 30002 | 0.002 |
| Each | Package (1000) | 30001 | 0.001 |

Attachment 4 (Continued)

| OLD UNIT OF ISSUE | NEW UNIT OF ISSUE | CONVERSION DECIMAL LOCATOR & FACTOR | MULTIPLY BY |
|------------------------------|-----------------------------------|--|--------------------|
| Each | Pair | 10005 | 0.5 |
| Each | Ten | 10001 | 0.1 |
| Each | Thirty-six | 40277 | 0.0277 |
| Each | Thousand | 30001 | 0.001 |
| Each | Twenty-four | 40416 | 0.0416 |
| Each | Twenty-five | 20004 | 0.04 |
| Fifty | Each | 50 | 50 |
| Five | Each | 5 | 5 |
| Foot (FT) | Coil (100 FT) | 20001 | 0.01 |
| Foot (FT) | Coil (250 FT) | 30004 | 0.004 |
| Foot (FT) | Coil (500 FT) | 30002 | 0.002 |
| Foot (FT) | Coil (750 FT) | 40013 | 0.0013 |
| Foot (FT) | Coil (1000 FT) | 30001 | 0.001 |
| Foot | Inch | 12 | 12 |
| Foot | Reel (100 FT) | 20001 | 0.01 |
| Foot | Reel (250 FT) | 30004 | 0.004 |
| Foot | Reel (500 FT) | 30002 | 0.002 |
| Foot | Reel (750 FT) | 40013 | 0.0013 |
| Foot | Reel (1000 FT) | 30001 | 0.001 |
| Foot | Yard | 43333 | 0.3333 |
| Gallon | Barrel (Standard U.S.; 31.5GL) | 40317 | 0.0317 |
| Gallon | Barrel (Bulk Petroleum; 42 GL) | 40238 | 0.0238 |
| Gallon | Cubic Foot | 41337 | 0.1337 |
| Gallon | Liter | 33785` | 3.785 |
| Gallon | Pint | 8 | 8 |
| Gallon | Quart | 4 | 4 |
| Gross (GR) | Dozen | 12 | 12 |
| Gross (GR) | Each | 144 | 144 |
| Gross (GR) | Hundred | 20144 | 1.44 |
| Gross (GR) | Pair | 72 | 72 |
| Hundred | Dozen | 38333 | 8.333 |
| Hundred | Each | 00100 | 100 |
| Hundred | Gross | 46944 | 0.6944 |
| Hundred | Pair | 50 | 50 |
| Hundred | Thousand | 10001 | 0.1 |

Attachment 4 (Continued)

| OLD UNIT OF ISSUE | NEW UNIT OF ISSUE | CONVERSION DECIMAL LOCATOR & FACTOR | MULTIPLY BY |
|------------------------------|------------------------------|--|--------------------|
| Inch | Foot | 40833 | 0.0833 |
| Inch | Yard | 40278 | 0.0278 |
| | Barrel (Standard | | |
| Liter | U.S.; 31.5 GL) | 40084 | 0.0084 |
| Liter | Cubic Foot | 40353 | 0.0353 |
| Liter | Gallon | 42642 | 0.2642 |
| Liter | Pint (liq) | 32113 | 2.113 |
| Liter | Quart (liq) | 31057 | 1.057 |
| Meter | Foot | 33281 | 3.281 |
| Meter | Yard | 31094 | 1.094 |
| Ounce | Pound | 40625 | 0.0625 |
| Ounce | Troy Ounce | 49115 | 0.9115 |
| Pair | Dozen | 41666 | 0.1666 |
| Pair | Each | 2 | 2 |
| Pair | Gross | 40139 | 0.0139 |
| Pair | Hundred | 20002 | 0.02 |
| Pair | Thousand | 30002 | 0.002 |
| | Barrel (Standard | | |
| Pint | U.S.; 31.5 GL) | 30004 | 0.004 |
| Pint | Cubic Foot | 40167 | 0.0167 |
| Pint | Gallon | 30125 | 0.125 |
| Pint | Liter | 44732 | 0.4732 |
| Pint | Quart | 10005 | 0.5 |
| Pound | Ounce | 16 | 16 |
| Pound | Ton | 40005 | 0.0005 |
| | Barrel (Standard | | |
| Quart | U.S.; 31.5 GL) | 40079 | 0.0079 |
| Quart | Cubic Foot | 40334 | 0.0334 |
| Quart | Gallon | 20025 | 0.25 |
| Quart | Liter | 49463 | 0.9463 |
| Quart | Pint | 2 | 2 |
| Reel (100 FT) | Foot | 100 | 100 |
| Reel (250 FT) | Foot | 250 | 250 |
| Reel (500 FT) | Foot | 500 | 500 |
| Reel (750 FT) | Foot | 750 | 750 |
| Reel (1000 FT) | Foot | 1000 | 1000 |
| Square Foot | Square Yard | 41111 | 0.1111 |

Attachment 4 (Continued)

| OLD UNIT OF ISSUE | NEW UNIT OF ISSUE | CONVERSION DECIMAL LOCATOR & FACTOR | MULTIPLY BY |
|------------------------------|------------------------------|--|--------------------|
| Square Yard | Square Foot | 9 | 9 |
| Ten | Each | 10 | 10 |
| Thirty-six | Each | 36 | 36 |
| Thousand | Dozen | 28333 | 83.33 |
| Thousand | Each | 1000 | 1000 |
| Thousand | Gross | 36944 | 6.944 |
| Thousand | Hundred | 10 | 10 |
| Thousand | Pair | 500 | 500 |
| Ton | Pound | 2000 | 2000 |
| Troy Ounce | Pound | 40686 | 0.0686 |
| Troy Ounce | Ounce | 31097 | 1.097 |
| Twenty-four | Each | 24 | 24 |
| Twenty-five | Each | 25 | 25 |
| Yard | Foot | 3 | 3 |
| Yard | Inch | 36 | 36 |

Note: See Volume 12, Data Record Numbers (DRNs) 3053, 8472, and 3050 for format and definitions.

ATTACHMENT 5

DLAM 4130.3

VOLUME II, PART 12

APPENDIX A-11 COMMERCIAL UNIT OF ISSUE CONVERSION FACTOR CODE

- 1. Number of Characters: SIX
- 2. Type of Code: Numeric
- 3. Explanation: This field contains a numerical factor or multiplier to convert stock quantity and commercial unit of issue to purchase quantity by the conversion factor, resulting in the purchase quantity.
- 4. The following codes are assigned:
 - a. The first five numbers constitute the multiplier or factor.
 - b. The sixth number constitutes the decimal locator.

| CODE | DEFINITION |
|-------|---|
| 0 | Conversion factor is a whole number |
| 1 | Decimal to the left of position 5. |
| 2 | Decimal to the left of position 4. |
| 3 | Decimal to the left of position 3. |
| 4 | Decimal to the left of position 2. |
| 5 | Decimal to the left of position 1. |
| Blank | Leaving the six numbers blank will indicate that file maintenance is not desired. |

Note: When the conversion factor is file maintained, the commercial unit of issue must be included in positions 67 – 68.

| 5. References: | PART | APPENDIX |
|----------------|------|----------|
| | 5 | B-523 |
| | 12 | F-27 |
| | 12 | F-72 |

APPENDIX G: MISSING DATA WORKLIST MESSAGES

This Appendix describes the procedures for processing Missing Data Work Lists (MDWL). Technicians will review MDWL messages and take appropriate corrective action.

MESSAGE

REQUIRED ACTION

| | |
|--|--|
| | <p>Note: This paragraph refers to all five messages in the left-hand column of this page.</p> |
| Provisioning Review Required (cc 4) | <p>The Contracting Technical Data File (CTDF) record currently contains a Y (Yes) code for each review indicated by a message. The requirement should be forwarded to the technician which originally indicated a desire to review the item when a Recommended Buy (RB) was processed, i.e., catalog review, review by provisioning personnel etc. To release the RB, the responsible technician is required to input a Review Code N. If Code N is input, it signifies there will be no future requirement to again review the item at time of procurement. However, during maintenance, or as a result of the development of new data, Code N may be changed to Code Y and vice versa. Packaging field can only be a Y or blank.</p> |
| Engineering Review Required (cc 5) | |
| Catalog Review Required (cc 6) | |
| Quality Assurance Review Required (cc 7) | |
| Packaging Review Required (cc 1b) | |
| Technical Operations Review Required (cc 8) | <p>This message indicates a Frequency Review Code dictating the timeframe for review at time of procurement of the technical data by technicians. Code A - review annually, Code S - review every 6 months, Code Q - review every 3 months, Code E – review every time a buy is recommended, Code V is the next RB after the Technical Operations Review (TOR) date is reached. The message has printed because it is now time for a review of the data. A TOR date, established at the time the code was recorded, controls the timeframe. To release the RB, the technician is required to re-input the same code (except E); a different code; Code R which will change to Code E when the MDWL becomes a Purchase Request (PR); or Code N (no future review required). No date is required if Code N is input. The technical data review may also result in a requirement to add, change, or delete data in other data element fields.</p> |

Sole Source Review
Required (cc 10)

This review is indicated by Review Codes A, S, Q, or E. A review date establishes the timeframe for reviewing the item when it is recommended as a buy. The review will be applicable only if the buy exceeds \$10,000. No review, regardless of frequency code, will be required for any RB of a lesser value. The method of releasing a buy suspended for this review is the same as that cited for the review, above.

No Drawing Number
Available (cc 21)

This message indicates a Drawing Number Required Code (DWG) Y had been recorded but the drawing number was not input to the S/D/T/P Number field. To release the RB, input the drawing number in the S/D/T/P Number field. Indicate it is a drawing with the S/D/T/P Code D. Also input Basic (B) or Reference (R), the date of the drawing, validation date, and, if an amendment (revision), include the amendment number (revision letter) and the amendment (revision) date in the indicated fields. (See [Appendix A.](#)) If no drawing applies, delete the Y from CTDF Option A, cc 21.

No Specification In
Technical File (cc 27)

This message indicates the Specification/Standard Required Code (S/T REQD) Y had been recorded or that a definitive reference from the Technical Subsystem (RNVC 2 and RNCC 1, 2, 3, 5, or 7) matched the CAGE in the Specification Reference Table, but the S/D/T/P Number field does not contain a specification or standard number. To release the RB, input the applicable specification or standard number, the specification or Standard Code (S or T), the Basic (B) or Reference (R), the document date, validation date, and, when applicable, the amendment number and date. Type Numbers are input when applicable. (See [Appendix A.](#)) If no Specification or Standard applies, delete the Y from CTDF Option A, cc27.

Specification/
Standard/
Drawing/
Commercial Standard/
Commercial Item
Description/
Publication/
Quality Specification
Validation Required

This message indicates that the RB, because of its dollar value, the date of the Specification, Standard, or Drawing, or the elapsed time since the last data validation, now requires validation in accordance with DLAR 4140.37. To release the RB, input a new data validation date(s). See [Appendix A.](#)

No Quality Control Code Available (cc 3)

This message indicates the Critical Item Code (CIC) is present in the record, or that the value of the RB, exceeds \$10,000 and there is no QCC present. To release the buy, input the DSC developed Quality Control Code (QCC).

Proc Ident Description Missing (cc 13)

This message indicates a Procurement Identification Description (PID) (Option B) is required or that the one available is not adequate for the dollar value of the RB. This condition is controlled by the PIDAC, and will occur when PIDAC N (PID is not adequate for any buy) or PIDAC L (PID is adequate for all procurements with a buy value of \$25,000 or less) is present. It will also occur when Code A or L is recorded and there are no data present in line 001. To release the buy, develop and input 1 to 30 lines of PID data. Depending upon the adequacy of his PID data input, change the PIDAC from N to L, from L to A, or from N to A.

Review Synopsis Description (cc 13)

This message indicates a review of the Synopsis Description data is required prior to release of RB. This condition is controlled by the PIDAC and will occur when PIDAC S is present. To release the buy, change the PIDAC from S to A. The Synopsis Description data may also be changed, as required, by developing and inputting from one to thirty (S00 to S99) line(s) of data in CTFD Option L

Place Of Inspection Missing (cc 2)

This message indicates that the Place of Inspection Code (PIC) is not present. To release the buy, input the PIC.

No Source For Proc Available

This message indicates that the CTDF does not contain a manufacturer's drawing/part number, that there were no RNVC 2 and RNCC 1, 2, 3, 5, or 7 references in the Technical Subsystem, and that there were no S/D/T/P Numbers available in the S/D/T/P Data Record and a single source is required for procurement purposes. To release the suspended RB, initiate cataloging action via DLIS Standard Form, RFFCA, to update the RNCC/RNVC or update the S/D/T/P, Option E of the CTDF (refer to [Appendix A](#) for format) with the required Drawing, Standard and or Specification number. If an acceptable RNCC/RNVC does exist in DLIS, but is not listed in Option K of the CTDF, use SAMMS verb "NTRY," to load Option K. The format for the "NTRY," entry is as follows: Position 1-9 enter; YA8LTIZZC Position 10-22; enter the NSN Position 23; leave blank Position 24-27; enter 9910; Position 28-77 leave blank; Position 78-80; enter your ORC. Note: Blanks are inserted by using the space bar.

No Packaging Data Available

This message indicates the applicable level of packaging, packing, preservation, and marking data has not been recorded in the Packaging Data Record of the suspended RB. To release the RB, input the required Packaging, Preservation, and Marking Codes from MIL-STD-2073 and MIL-STD-129.

Completed transactions will be released to the update process within the authorized processing timeframes. Buy Groups 1 and 2 items require preparation and release of MDWL within seven calendar days of the date on the MDWL. Buy Group 3 items are authorized 15 calendar days. MDWLs requiring more than the authorized preparation time will be declared overage and the items will appear on the on-line delinquent report. Upon completion of the transactions, insert a "C" to indicate completion of the MDWL.

When all necessary input transactions have updated the file, the RB will be released to the next process.

When the review results in a recommendation for cancellation, insert an "O" delay code and forward a completed DLA Form 1152 Technical Guidance for Stock Management, to the inventory manager annotated with a request for cancellation of the RB.

APPENDIX H: CRITICAL APPLICATION ITEMS (CAI) ALTERNATE SOURCES

INFORMATION FROM DLAI 3200.1, ENCLOSURE 6, 31 OCTOBER 1994

This procedure applies to the evaluation of alternate sources for Critical Application Items (CAI). An alternate source evaluation requires the following supporting documentation.

If the alternate source is a dealer or supplier (a non-manufacturing source) of the item for which the offeror is seeking approval, the category of the actual manufacturer supplying parts to the dealer or supplier will apply for the purpose of evaluation procedures. An actual manufacturer is defined as that vendor with plant equipment and personnel necessary to manufacture, on the premises, the item for which alternate source approval is being requested. The name and address of the manufacturer must be provided for consideration for source approval. The source evaluation/approval procedures apply only to newly manufactured items. (Evaluation of surplus offers is covered in [Appendix L](#) of this document.)

Three categories involve alternate source evaluation/approval:

- ? Category 1 - Alternate source for the same item previously provided by the offeror to the Original Equipment Manufacturer (OEM).
- ? Category 2 - Alternate source for a similar item provided by the offeror to the OEM or military services.
- ? Category 3 - Alternate source that has neither provided the same nor similar item(s) to the OEM or military services.

When requesting alternate source approval for a specific item that falls into one of these three categories, it is important to provide all of the following data along with DLA Form 339. Submission of the requested information does not guarantee approval. Additional information, documentation or samples may be required in any request for source approval. Regardless of the category, a site survey visit of the facility may be conducted to further evaluate their capabilities.

For Categories 1, 2, and 3:

Current brochures or synopses of the company's capabilities. Identify if the company seeking approval is a non-manufacturing source or the actual manufacturer.

When a source identified must perform to a prime contractor's specifications, the prime contractor shall approve that source for the specific process. Wherever available, provide

certifications from the prime contractor since submittal of this evidence of capability will expedite processing of the source approval request. If the company requesting source approval plans to use a sub-vendor not currently approved by the prime, the source approval package provided to the military service must include complete documentation substantiating the capabilities and qualifications of that sub-vendor. Note, however, that additional testing will be required in most cases.

Description of Quality Program (e.g., MIL-I-45208, MIL-Q-9858, ISO 9000 series, OEM quality rating) and a copy of the company's quality assurance manual. In addition, submit a copy of the latest survey results performed by a Government agency and/or prime contractor, including site or pre-award surveys.

For Category 1:

The Offeror must provide:

- ? A complete set of current configuration drawings required to manufacture the item, including test procedures. This shall include copies of the associated specifications or verification that the company has all required specifications in their possession.
- ? Copies of detailed process/operation sheets used to manufacture the item, including, but not limited to, detailed shop sketches used in manufacturing.
- ? The most recent copies of purchase orders or shipping documents to OEM. When available, attach a copy of the current "Requirements Control Card/Quality Assurance Document."
- ? A summarization of quality deficiencies experienced in the past two years of manufacture. Include data relative to sub-vendors, Nonconforming Material, and Material Review Board (MRB) actions and resolutions when applicable, and/or previous contract if not within the last 2 years.
- ? A copy of inspection method sheets used in manufacturing and final inspection.
- ? The identification of "value added" by the prime contractor.

For Category 2:

The Offeror must provide:

- ? A complete set of current configuration drawings for the item for which the company is seeking source approval.
- ? A complete set of current configuration drawings for the similar item for which the company seeking source approval is currently approved.
- ? Copies of detailed process/operation sheets used to manufacture the similar item, including, but not limited to, detailed shop sketches used in manufacturing.
- ? Copies of purchase orders or shipping documents to OEM or military services, for the similar item. When available, attach a copy of the current "Requirements Control Card/Quality Assurance Document."

- ? The identification of the difference between similar items and the item the company is seeking approval to manufacture.
- ? A summarization of quality deficiencies experienced in the past two years during manufacture of similar items. Include data relative to sub-vendors, actions and resolutions when applicable and/or previous contract if not within the last two years.
- ? A copy of inspection method sheets used in manufacturing and final inspection of the similar item.
- ? The identification of “value added” by the prime contractor.

For Category 3:

The Offeror must provide:

- ? A complete set of current configuration drawings for the item for which the company is seeking approval.
- ? The identification of process/operations the company intends to use in the manufacture of the item.
- ? The identification of acceptance test/inspection procedures the company intends to incorporate and independent test labs, including name, the company intends to use.
- ? A technical briefing, if requested.
- ? A submission of samples by the company seeking source approval may be required. Advise on ability to supply.

If any of the information specified above cannot be provided by the prospective source(s), the Defense Supply Center shall reject the offer, advising the contractor of what data are missing. Source approval requests that do not contain the above listed data should not be forwarded to the Engineering Support Activity.

APPENDIX I: CRITICAL APPLICATION ITEM CODE

The following information is derived from Enclosures 2 and 3 of 2 AND 3 OF DLAI 3200.1. (Note that if there is a conflict between this Appendix and the DLAI 3200.1, the DLAI will take precedence)

PART I, CRITICALITY DETERMINATION

The Weapon System Essentiality Code (WSEC) determines CAI coding.

- ? The WSEC is assigned through the provisioning process or upon receipt of a military service's determination of an individual item's essentiality.
- ? The WSEC assigned to a National Stock Number (NSN) will be the determining factor for its criticality unless the item has been identified as "special procedures" items such as Aircraft Launch and Recovery Equipment (ALRE) or Individual Repair Parts Ordering Data (IRPOD).
- ? If multiple WSECs are assigned to an NSN, the most critical WSEC will determine the criticality.
- ? The following Weapon System Essentiality Codes (WSECs indicate the degree to which failure of the part will affect end item operation:
 - 1 = Failure renders end item inoperable.
 - 3 = Failure will not render end item inoperable.
 - 5 = Needed for personnel safety.
 - 6 = Needed for legal or climatic.
 - 7 = Needed to prevent impairment of end item.
- ? WSEC 1 or 5 indicates Critical Item Code (CIC) = Y (Standard Automated Material Management System (SAMMS), Contracting Technical Data File (CTDF), Option A, Field #12).
- ? WSEC 3, 6 or 7 indicates Critical Item Code (CIC) = N (CTDF Option A, Field # 12).
- ? Any weapon system coded item without a CIC and without a WSEC cannot be coded as a non-CAI item (CIC = "N") without Service approval via DLA Form 339.

For non-weapon system coded items that DLA manages, the DSCs will make CAI decisions based on available information or previous ESA communication. Technicians may change a non-critical item to critical based on their best technical judgment. This action must be documented in the CTDF Technical History (Option D).

No item coded as CIC = “Y” may be reclassified as CIC = “N” without Service approval via DLA Form 339. Exceptions to this rule include changes to the WSEC that dictate a change from Critical to Non-Critical, or documentation from the ESA confirming prior non-critical determination.

The centers can obtain WSECs from the following sources:

- ? DSCR – WEI Customer Account Tracking System (Web CATS)
- ? DSCC – Snapshot.
- ? DSCP – Weapon System Support Program (WSSP).

PART II, WHEN TO REQUEST ENGINEERING SUPPORT

If Critical Item Code (CIC) is equal to “Y,” send a DLA Form 339 to the Engineering Support Activity (ESA) for the following reasons:

- ? A request for an engineering change. (See [Appendix E](#) of this document.)
- ? Requests for any (critical, major, or minor) product waiver or deviation. (See [Appendix N](#) of this document.)
- ? An alternate source or alternate items to include items recommended for first time competition, second or alternate source approval, or reverse engineering.
- ? Proposed changes to a less restrictive method of acquisition (Acquisition Method Code (AMC)/ Acquisition Method Suffix Code (AMSC)).
- ? A reverse engineering proposal.

If CIC is equal to “N” and the item is weapon system coded, send a Defense Logistics Agency (DLA) Form 339 to the ESA for the following reasons:

- ? A request for an engineering change. (See [Appendix E](#) of this document.)
- ? Requests for critical or major product waiver or deviation. (See [Appendix N](#) of this document.)
- ? A reverse engineering proposal.

If CIC is blank, and the Essentiality code is 1 or 5, input a Y in the CIC field (Option A of the Contracting Technical Data Field (CTDF) header, card column 12). Send a DLA Form 339 to the ESA for the following reasons:

- ? Requests for an engineering change. (See [Appendix E](#) of this document.)
- ? Requests for any (critical, major, or minor) product waiver or deviation. (See [Appendix N](#).)
- ? An alternate source or alternate item to include all items recommended for first time competition, second or alternate source approval, or reverse engineering.

- ? A proposed change to a less restrictive method of acquisition (AMC/AMSC).
- ? A reverse engineering proposal.

If CIC is blank and the essentiality code is 3, 6, or 7, input an N in the CIC field of the CTDF header. If the item is weapon system coded, send a DLA Form 339 for the following reasons:

- ? Requests for an engineering change. (See [Appendix E](#) of this document.)
- ? Requests for critical or major product waiver or deviation. (See [Appendix E](#) of this document.)
- ? A reverse engineering proposal.

APPENDIX J: PROCESSING ALTERNATE OFFERS

Alternate Offers that meet Defense Logistics Agency Directive (DLAD) Provision 52.217.9002, *Condition For Evaluation and Acceptance of Offers for Part Numbered Items*, must be forwarded to the appropriate technician for technical evaluation. Items procured using full and open competition citing drawings and/or standardization documents are not considered under the scope of this provision. This provision applies to items with Acquisition Method Suffix Code (AMSC) codes other than “G,” “T,” or “B.”

Savings thresholds are specified as initial evaluation criteria. Savings thresholds are \$200.00 if evaluated locally plus \$1,200.00 (per Engineering Support Activity (ESA)) when the ESAs must be involved. The buyer must provide the technician the dollar amount of potential savings when an Alternate Offer evaluation is requested. Dollar thresholds will be observed unless the buyer notes an exception. If the technician determines the offer must be evaluated by the ESA, and the ESA dollar threshold is not exceeded or the buyer takes exception to the general rule, the offer should be returned through the buyer to the contractor with an explanation of the rejection.

If an exception is noted, it may be because the buyer needs an offer evaluated even though the threshold is not met, such as only one source, poor performance, etc. Programs applied by the acquisition associates may require buyers to ask for the evaluation of multiple alternate offers against a purchase request (PR) when multiple alternate offers are in the competitive range. Evaluation of these multiple alternate offers is necessary to determine the true low offer.

Offerors must furnish legible and complete copies of all drawings, specifications, or other data necessary to clearly describe the characteristics and features of the product being offered, as required under the provision (DLAD Provision 52.217.9002, *Condition For Evaluation and Acceptance of Offers for Part Numbered Items*). Data submitted must cover design, materials, performance, function, interchangeability, inspection and/or testing criteria and other characteristics of the offered product. In addition to information regarding the offered product, the offeror must furnish drawings and other data covering the design, materials, etc. of the exact product cited in the Acquisition Identification Description (AID) when the data is not locally available to the procurement activity. This enables the evaluator to determine that the Offerors' product is equal to the product cited in the AID.

Offerors must indicate in their quote if their Alternate Offer is based on the Original Equipment Manufacturer's (OEM's) drawing(s) and/or other technical data. The technician may contact the offeror directly (after coordination with the buyer) to obtain any additional information when necessary once the package has been forwarded. Offerors who do not respond to data requests in a reasonable length of time, generally 10 working days, may be rejected.

When proprietary data is available on center and is adequate for the purpose of evaluating an alternate offer, it will not be necessary for offerors to provide the same data with their offer. The

buyer must notify contractors of data availability in the solicitation for open procurements. This information is found in the Synopsis/Description field using Supplemental Descriptive Data Table (SDDT) numbers. As data availability changes, the technician updates the Synopsis Description by inserting the appropriate table. See Attachment 1.

In determining if the alternate offer meets the minimum needs of the Government, the technician must use at least one of the following approved methods to evaluate the offer:

- ? Review of technical data supplied by alternate offeror(s) under the solicitation clause entitled, "Conditions for the Evaluation and Acceptance of Offers for Part Numbered Items". Compare the Alternate Offerors' data to the product cited in the Acquisition Identification Description (AID).
- ? Comparison of a sample alternate part with the OEM part. (This refers to items that can be evaluated using available in-house methods).
- ? Commercial Cross-Reference Lists (CCRL) prepared by nationally recognized Continental United States (CONUS) manufacturers of parts for non-critical items. A CCRL may also be used for acceptance of parts of foreign manufacture on a case-by-case basis (when non-critical), provided the CCRL is nationally recognized by U.S. industry.
- ? Previously reverse engineered items where the contractor is able to provide an adequate data package, to include traceability.
- ? Cases where the approved source identifies its supplier and there are no significant changes to the item.
- ? Licensing agreements may provide sufficient information for source approval. Expiration dates in some agreements may preclude permanent acceptance of alternate source on this basis alone. Legal review should be sought where a licensing agreement is the sole basis for evaluation, and as needed in other cases.

Alternate offers approved locally may be coordinated with the person responsible for quality assurance to obtain quality provisions. Alternate offers recommended for approval that meet the criteria in Defense Logistics Agency Instruction (DLAI) 3200.1 ([Appendix I](#) of this document) must be evaluated by an ESA. If the alternative offer is sent to the ESA for evaluation, the person responsible for quality assurance shall be given the opportunity to review new or revised quality provisions, once the results of the ESA evaluation are received.

Technicians must coordinate with the Item Manager to determine if delay incurred when a DLA Form 339 (ESA support) is required is acceptable.

When an ESA rejects an alternate offer without providing adequate technical justification, the technician should return the offer to the ESA (as required by DLAI 3200.1) for further review. Coordination with the buyer and Item Manager is required on open procurements to determine if the PR may be delayed further while the conflict is being resolved.

When an alternate offer is rejected, the technician must provide at least one primary technical reason to the buyer (or the competition advocate's (COMPAD) office if post award or unsolicited) to support the rejection. Although providing all the reasons for disapproval is preferred, to be practical, the list may be limited to a reasonable number.

Alternate offers that are not evaluated for the current procurement are evaluated for future procurements only when the following conditions are met:

- ? The offer is within the competitive range and would have been evaluated, except that a delay would adversely affect the Government. The offer may be considered unacceptable for the instant acquisition, but the offer will continue to be evaluated for future awards.
- ? All unsolicited offers received by the technician must be forwarded to the COMPAD office so they may initiate a study of the offer to determine if it would be in the best interest of the Government to evaluate the offer for future procurements. Offers are then forwarded back to the appropriate technician when a benefit to the Government is expected.

Alternate offers for future requirements (unsolicited or post-award) should be targeted for completion within 45 days after receipt for evaluation. After 45 days, COMPAD office will follow up, and again each 15 days thereafter until the evaluation is completed. If the evaluation must be performed by the ESA, technicians must advise COMPAD, and the 45 days will be extended to 90 days, with a follow up each 30 days thereafter.

Engineering drawings and/or other process specifications submitted with approved alternate offers are forwarded to the data repository by the technician to be placed in Joint Engineering Data Management Information and Control System (JEDMICS) if not already on file. The evaluating office must retain other information not appropriate for JEDMICS and a copy provided for the contract file. The technician places a statement in the Technical Guidance Information (TGI) field of the Contracting Technical Data Field (CTDF) and the Technical History field (Option D) that will list the approved offer and explain how the data was submitted to JEDMICS, to include document number, Commercial and Government Entity (CAGE) code, revision number and date. If the offer is disapproved, the technician provides the technical reasons the offer was disapproved in the TGI field and returns the offeror's data to the buyer. If the offer is approved, the technician will record approved alternate source(s) in the TGI (Option C) and Synopsis Description (Option L) of the CTDF and the Total Item Record (TIR) (i.e. taking the appropriate cataloging action). For DSCP and DSCR the approved alternate sources will also be entered in the PID (Option B).

The person responsible for quality assurance is responsible for:

- ? Providing quality provisions on offers approved locally.
- ? Attaching quality provision recommendations to the DLA Form 339 when offers are evaluated by the ESA.
- ? Incorporating quality requirements into the CTDF, after ESA approval.

INSTRUCTIONS:

Technicians will:

1. Review alternate offers forwarded from the buyer (or COMPAD office if post award or unsolicited).
2. When ESA coordination is required coordinate with the buyer or COMPAD to ensure the saving potential is sufficient.

3. Send unsolicited offers for future procurements received directly from contractors to COMPAD office.
4. The technician will coordinate with the Value Management Program Office when an open VE project is indicated in the TGI (Option C) and the Technical History field (Option D).
5. Ensure that all technical data is included with the Alternate Offer package. If it is not, technicians may contact the contractor (with approval from the buyer on open procurements) or request the buyer (or COMPAD specialist if applicable) to obtain all necessary alternate offer data to complete the evaluation. Offers may be rejected if the offeror fails to respond or provide sufficient data, generally within 10 working days.
6. Use guidance found in DLAI 3200.1 ([Appendix I](#) of this document) to determine if approval can be made locally or if it must be forwarded to the ESA. If the offer is approved locally, coordinate with the person responsible for quality assurance as needed.
7. Follow these steps when coordinating with the ESA:
 - ? If there is an open PR against the NSN with the alternate offer, contact the Item Manager to determine if the buy can be delayed to support the evaluation. Give the Item Manager an estimated completion time and the estimated benefits provided by the buyer.
 - ? Following coordination with the Item Manager, prepare the DLA Form 339. Coordinate with the team member responsible for the Quality Assurance function to obtain Quality Assurance provision recommendations to be forwarded with the 339 to the ESA.
 - ? Retain duplicate copy of the 339 plus all attachments.
 - ? Receive the results of the evaluation from the ESA. If approved coordinate the response with the Defense Supply Center (DSC) associate responsible for the Quality Assurance function.
 - ? If the ESA disapproves the Alternate Offer without adequate reason, follow the procedures outlined in DLAI 3200.1 to rebut the answer. If a PR is being held in suspense, contact the Item Manager to determine if the PR can be delayed further.
8. Follow these steps when follow up requests are initiated from the COMPAD Office for post award or unsolicited offers.
 - ? Provide an estimated date of completion to the COMPAD Office.
 - ? The COMPAD Office will follow up to the technician initially at 45 days and every 15 days thereafter. If the offer is forwarded to the ESA, COMPAD must be notified so the time can be extended to 90 days with a follow-up every 30 days thereafter. As status is received from the ESA, forward the information to COMPAD.
9. Provide the results of the evaluation to the buyer when there is an open PR, or the COMPAD Office for post award or unsolicited offers. Insert a statement into the TGI field (Option C) or Technical History (Option D) of the CTDF, which describes the essential details of the approval, disapproval specifying offeror, CAGE and part number.

10. Update the AMC/AMSC and the Synopsis Description (Option L) in the CTDF as required. Initiate cataloging action to update the TIR if the offer was approved. If there are open PRs against the NSN, inform the buyers of the additional sources.
11. Provide the technical reasons for the disapproval of an offer (whether evaluated locally or by ESA) to the buyer (or the COMPAD Office when post award or unsolicited) for notification to the offeror. When you choose to limit the number of technical reasons provided due to volume, state that you are doing so in your response.
12. Verify or revise the data availability tables in the synopsis description field as necessary. (See Attachment 1.)
13. Forward engineering drawings and or process specifications used in the evaluation to the data repository to be placed on JEDMICS for storage, when the offer is approved. Enter the CAGE, drawing number, revision and date in the TGI field of the CTDF and the Technical History (Option D).. If an OEM drawing was provided as identification of the alternate item, provide the alternate CAGE code in the TGI field (Option C), and the Technical History (Option D) (audit trail). Other data will be stored by the evaluating office and a copy provided to the contract file (when applicable). Data for disapproved offers will be returned to the buyer (or the COMPAD Office if post award) to be returned to the contractor.

ATTACHMENT 1

PROCESSING ALTERNATE OFFERS

Synopsis Description SDDTs

Data Availability

As Required by DLAD Provision 52.217.9002

Note: SDDT control numbers will vary for each center.

SDDTs:

NO DATA IS AVAILABLE. THE ALTERNATE OFFEROR IS REQUIRED TO PROVIDE A COMPLETE DATA PACKAGE INCLUDING DATA FOR THE APPROVED AND ALTERNATE PART FOR EVALUATION.

ADEQUATE DATA FOR THE EVALUATION OF ALTERNATE OFFERS IS NOT AVAILABLE AT THE PROCUREMENT AGENCY. THE OFFEROR MUST PROVIDE A COMPLETE DATA PACKAGE INCLUDING DATA FOR THE APPROVED AND ALTERNATE PART FOR EVALUATION.

THE PROCREMENT AGENCY HAS DATA ADEQUATE FOR EVALUATION PURPOSES, BUT LIMITED RIGHTS APPLY. THE OFFEROR NEED PROVIDE ONLY ITS DATA FOR EVALUATION.

FULL AND PEN COMPETITION APPLY

APPENDIX K: USE OF PUBLIC (ORGANIC) MANUFACTURERS

PROCESSING ACQUISITIONS UNDER FLEXIBLE COMPUTER INTEGRATED MANUFACTURING (FCIM)

The purpose of this Appendix is to provide instruction for the use of public (organic) sources for the manufacture and/or reverse engineering of Defense Logistics Agency (DLA) managed commodities. DLA policy mandates that private industry shall be the primary source of supply; however, designated public manufacturing sources can be utilized at the "first indication" that private industry cannot meet our requirements. Business systems and practices will be applied no more or less stringently to organic sites than they are to private industry.

Public manufacturers should be solicited in the following four situations:

1. If the Government has not received responsive technically acceptable offers from a responsible private sector source in response to a solicitation. The determination that the offer is unacceptable requires contracting officer consideration of several factors, including the urgency of need, the potential that an acceptable agreement could be obtained through negotiations, and the possibility of breaking out non-urgent quantities for a private sector award. A private sector response may be considered unacceptable if either of the following conditions exists:
 - ? The offeror does not propose to meet the Required Delivery Date (RDD). The need date, not the lead time of record, should be used to calculate the RDD (solicitations should not have delivery schedules stated in terms of "After Receipt of Order" if the buy is for a non-stocked item filling a customer requisition or other high priority buy). Routine stock buys where forecast demands do not exceed available stock or "due in" may be issued with the delivery date stated in "After Receipt of Order" terms to facilitate maximum private sector delivery schedule latitude.
 - ? The proposed price is considered unreasonable. In this situation caution must be exercised to ensure that a project order is not subsequently issued at a price exceeding the price found unreasonable in the private sector. However, the contracting officer may determine that it is in the Government's best interest to issue a project order under these circumstances if:
 - ✍ the public manufacturer's price includes one-time startup costs,
 - ✍ there is a recurring demand for the item, and
 - ✍ subsequent prices for the item are anticipated to be lower than the unreasonable private sector price. Such determination must be in writing and approved by the head of the contracting activity.

2. If an item has never been acquired from the private sector as a result of being designated for public manufacture under the authority of the Army Arsenal Act (10 U.S.C. 4532) or similar military department authority, the contracting officer may continue to rely exclusively on a public manufacturer as a source of supply. The situation will exist for a large number of items to be acquired as Numerical Stock Objective (NSO) or "insurance" items.
3. If the acquisition is Diminishing Manufacturing Sources (DMS) or Life of Type buy. When the last known private industry source for an item indicates that they will discontinue that item and allow the opportunity for a final or end of life buy, FCIM should be considered as a potential alternative.
4. If no technical data exists on an item, organic sources may be solicited to build a data package, which will be used to solicit quotes from private industry. Because technical data packages are expensive, this approach should be evaluated against future requirements to justify the price. It is recommended that the organic source making the data package also make a small quantity of the item to verify that the data package is correct.

USE OF PUBLIC MANUFACTURING

As previously stated, "at the first indication of a problem," contact the FCIM office to determine if a public manufacturing source is available or can be developed. A public source may be listed on the PR trailer or contract history. The FCIM office will require three items of information: the NSN, the quantity, and the reason for using FCIM. The reason for using public sources is required to satisfy certain public/private competition rules.

The FCIM office will determine if the item has previously been manufactured by a public source or if sufficient technical data is available to develop an organic source. The FCIM office keeps a list of current organic source capabilities, points of contact, phone numbers, and e-mail addresses for this purpose. If an organic manufacturing source already exists or can be developed, the FCIM office will solicit sources and obtain a firm fixed price quote. The quote will be forwarded to the buyer for review. The buyer and Item Manager should then review the quote to determine that the price and delivery are acceptable to the Defense Supply Center (DSC) and to the customer. In some instances, it may be necessary for the Item Manager to contact the requisitioner to determine whether the offered price for a given quantity is acceptable.

A project order is a specific, definite and certain order issued under the authority of 41 U.S.C. 23 for the (industrially funded) manufacture of materials, supplies and equipment, or repair which, when placed with and accepted by a separately managed and financed Government owned and operated establishment, obligates appropriations in the same manner as orders or contracts placed with commercial enterprises. Project orders are normally issued to fabricate or repair stock fund managed items. Project orders may not be used for construction of real property, services (i.e., education, training, subsistence, packing, storage, printing and laundry), and welfare, solely as a payment instrument in place of a MIPR, or for transportation or communications if that is the primary purpose of the project order. The types of project orders are Organic Manufacturing, Organic Repair, and Commercial Repair Contracts.

If the quote is determined to be acceptable, the buyer should proceed with the award in the usual manner.

When the Project Order has been signed by the organic manufacturer-accepting official and returned, a copy should be forwarded to FCIM office with a copy of the organic manufacturing justification form. This is required to obtain monthly reporting information for HQ-DLA and to track organic manufacturer responsiveness. Also, make sure that the FCIM office receives copies of any DD-250s received from organic sites.

ADMINISTRATION OF PROJECT ORDERS

Organic manufacturers' requests for waivers or deviations will be processed in the usual manner. (See [Appendix N](#) of this document). A copy of any (approved or disapproved) waiver or deviation request should be forwarded to FCIM office.

Organic manufacturers' quality, cost, and performance will be tracked using the same Automated Best Value System (ABVS) used to track private industry sources.

This information will be used when evaluating organic manufacturers for award. Report any problems encountered with an organic source to FCIM office.

APPENDIX L: EVALUATING OFFERS OF GOVERNMENT SURPLUS MATERIAL

I. POLICY:

A. DLA policy is to consider offers of surplus material in accordance with solicitation requirements and to make optimum use of surplus material when acceptance of such offers is in the best interest of the Government. This policy is intended to ensure that offers of surplus material receive consistent, timely and reasonable treatment. It is also intended to clarify DLA procedures and maximize streamlining. In all cases, surplus material accepted by the Government must conform to technical requirements in the solicitation. Proper consideration of surplus offers can significantly reduce material cost and delivery time, which benefits our customers and makes DLA a more attractive source of supply. Surplus material is usually readily available, which can make it particularly valuable for satisfying urgent requirements. The nature of our business situation demands that we prudently use the services of surplus dealers, who provide a warehousing capability that helps meet our unprogrammed demands for material. (See **DLAD Subpart 11.3.**)

B. Wherever this Appendix references a citation in the Defense Logistics Acquisition Directive (**DLAD**) **4105.1**, the DLAD language takes precedence if there is a discrepancy. The DLAD is maintained by J-336 and can be accessed electronically at <http://www.dla.mil/j-3/j-336>.

II. RESPONSIBILITIES AND PROCEDURES:

A. Business Units (Application Groups, Commodity Business Units, Product Centers, etc.)

1. Determine whether an offer of surplus material will be evaluated in accordance with the criteria below (see **DLAD 11.302(b)(91)(i)** and the solicitation provision at **DLAD 52.211-9003, Conditions for Evaluation of Offers of Government Surplus Material**). (This does not apply unless offers of surplus material are being considered; see paragraph 2. below.)

a. Offers of surplus material must be evaluated when the contracting officer determines the offeror is otherwise in line for award, after adding the cost of evaluation (\$200 for internal evaluation and, if applicable, an additional \$500 for each Engineering Support Activity (ESA) evaluation, plus any additional fees required for special testing and/or inspection).

b. When an offer is for a quantity less than the solicited quantity, the contracting officer must consider the \$500 cost of issuing and administering more than one award (see FAR 52.214-22), unless the item manager advises the remaining quantity can be cancelled. The contracting officer must also consider the anticipated impact on the unit price of the remaining quantity, to determine the total cost to the Government, unless the unit price is not known and not reasonably obtainable by the contracting officer.

2. Do not evaluate offers of surplus material when the technical/quality specialist has included a statement in the Technical Guidance Information (TGI) field on the Purchase Request (PR) trailer advising that offers of surplus material will not be considered for specified items or categories of items. The ESA must provide supporting documentation in sufficient detail to demonstrate that the restriction is necessary to satisfy the needs of the Government.

3. Establish internal audit procedures to ensure that offers of surplus material are processed in accordance with the policy in **DLAD Subpart 11.3** and this Appendix.

a. Ensure that actions related to referrals, evaluations, notification of offerors, and award decisions are made in a consistent, timely and reasonable manner, in order to provide offerors with an opportunity to compete in accordance with the Competition in Contracting Act.

b. Ensure that the following conditions, in and of themselves, are not treated as an acceptable basis for excluding an offer of surplus material from consideration:

(1) Dollar value of the acquisition;

(2) Age of the offered material;

(3) When the buy is for stock;

(4) When the offer is for less than the solicited quantity;

(5) When material is not in its original package; or

(6) Past or average Engineering Support Activity (ESA) response times, unless substantiated by data specific to evaluations of surplus offers by the cognizant ESA.

c. For automated offers, ensure that supporting documentation provided by an offeror of surplus material is promptly distributed to the contracting officer for timely consideration.

d. Ensure that technical acceptability of an offer of surplus material is applied only to the current procurement.

4. Ensure that the technical/quality specialist has considered all information provided by the offeror concerning technical acceptability of the offered surplus material. If the surplus

material is found to be technically unacceptable, ensure that the technical/quality specialist has documented the specific technical reasons why the surplus material is technically unacceptable.

5. Ensure that when acquiring critical safety items, offerors meet the additional requirements in **DLAD 52.211-9005** (see **DLAD 11.302-91**).

B. Technical requirements

1. Determine the technical acceptability of surplus material offered in response to a current solicitation in accordance with the procedures in this Appendix. (Note: the Business Units must ensure that all information provided by the offeror concerning technical acceptability has been considered.)

2. Ensure a statement is included in the TGI field of the CTDF when the ESA has provided written notice that offers of surplus material will not be considered for specified items or categories of items. The ESA must provide supporting documentation in sufficient detail to demonstrate the restriction is necessary to satisfy the needs of the Government. (See **DLAD 11.302(b)(91)(ii)** and the solicitation provision at **DLAD 52.211-9009, Non-Acceptability of Government Surplus Material.**)

3. Use DLAI 3200.1, Engineering Support Procedures for Items Supplied by DLA, and this Deskbook to determine when engineering support is required from an ESA (see paragraph II.B.5.). Due to the critical nature of certain items identified by the Military Services (e.g., Life Support, Flight Safety Critical, Critical Safety), offers of surplus material for these categories of items must be approved by the cognizant ESA. In addition, other items identified by a Special Procedures Category (SPC) code in the Contracting Technical Data File (CTDF) may also require approval by the cognizant ESA when specified by the SPC. All other offers of surplus material can be evaluated and accepted by the DLA Field Activity, provided the DLA Field Activity has sufficient documentation clearly indicating the surplus material being offered meets the requirements in the solicitation. If the item being acquired is designated as critical application or identified to a weapon system, and the configuration of the surplus material being offered is either unknown, or known to be different, but not significantly so, from the requirement in the solicitation, then the offer must be coordinated with the cognizant ESA(s) before it can be approved. The DLA Field Activity can reject an offer of surplus material without ESA coordination, provided the item being offered no longer meets the needs of the Government or is significantly different from that being solicited; there is insufficient documentation for either the buying activity or the ESA to make an informed decision; or the offer is not in the best interest of the Government.

4. Use the following procedures when conducting an internal technical evaluation:

a. Use the relevant information provided by the contracting officer to help prioritize the evaluation request (e.g., the priority or urgency of the requirement, whether backorders exist, anticipated savings in unit price and/or delivery time if the surplus offer is approved, whether there are other sources, if the surplus offer is the only offer received, etc.).

b. Review all information provided by the offeror in the clause at **DLAD 52.211-9000, Government Surplus Material**, to determine the acceptability of the offer. (While it is preferred that an offeror fill out the clause completely, failure to provide all information is not a basis for automatic rejection of the surplus offer.) Offers of surplus material also require supporting documentation to demonstrate that the material being offered was previously owned by the Government (see paragraph (2) below).

(1) The surplus material offered must conform to the technical requirements in the solicitation. This includes the revision number, if any, designated in the solicitation; except when the technical/quality specialist can determine that the revision offered does not affect form, fit, function, or interface.

(2) Information provided in the clause at **DLAD 52.211-9000** and any supporting documentation must be sufficient to demonstrate that the material being offered was previously owned by the Government (except for the circumstances described in paragraph (e)(2) below).

(a) For national or local sales conducted by sealed bid, spot bid, or auction methods, a solicitation/Invitation For Bid (IFB) identifies items by sales item/lot number and National Stock Number (NSN)/Local Stock Number (LSN). Coupled with the DRMS Form 1427, Notice of Award, Statement and Release Document, which documents the sale by sales item/lot number, these documents provide the traceability from the sale by the Government, with quantity and condition, to receipt by the purchaser. They also demonstrate that the Government once owned the material.

(b) For DRMS Commercial Venture (CV) sales, the shipment receipt/delivery pass document identifies items sold to the original surplus sales purchaser by NSN/LSN nomenclature, Disposal Turn-In Document (DTID) Number and/or requisition number, delivery order number, and line item number. Invoices/receipts used by the original purchaser to resell this property allow traceability back to the original documentation through the invoice number, sale/resale number, lot number, and/or DTID Number.

(c) For DRMS Recycling Control Point (RCP) term sales, the statement of account (billing document) identifies items sold by NSN and requisition number. This requisition number will match the requisition number on the shipping document that accompanies the property.

(d) For property sold under the exchange or sale regulation, conducted by sealed bid, auction or retail methods, an IFB and corresponding DRMS Form 1427 provide the required traceability.

(e) When the above documents are not available, or if they do not identify the specific NSN being purchased, the technical/quality specialist must consider any information included in the offer that could reasonably be used to demonstrate that the material being offered was previously owned by the Government.

(1) When offered surplus material is in its original package, the original package markings and data (including NSN, Commercial and Government Entity (CAGE) code

and part number, and original contract number) can be used to demonstrate that the material was previously owned by the Government. The offeror can provide this information in its offer, or provide a copy or facsimile of package markings (see **DLAD 52.211-9000**).

(2) If a manufacturer does not include the Government contract number on its packaging labels, then the date of manufacture, if known, can be used to check for quality discrepancies (see paragraph (3) below). If appropriate, special inspection or testing can be invoked (see paragraph (4) below); and/or approval can be requested from the cognizant ESA(s). However, the additional cost required for inspection/testing or ESA referral must be provided to the contracting officer, who will add it to the surplus offeror's evaluated price. If the surplus offeror is no longer in line for award, the surplus offer will be rejected by the contracting officer.

(3) Check for any deficiencies registered against the NSN and Contract number for the surplus item being offered. If the contract number is not available, check for Product Quality Discrepancy Reports (PQDRs) by NSN; if date of manufacture is known, check for PQDRs after that date. The Customer Depot Complaint System (CDCS), Product Data Reporting and Evaluation Program (PDREP), Quality Evaluation Program (QEP), microfiche records, and the Military Services' deficiency reporting systems will be used to determine deficiencies. If no records of quality deficiencies exist due to the age of the contract or for other reasons, then alternative means, such as inspection or testing, must be used as appropriate to determine quality of material, especially if the item is designated as critical application. However, the additional cost required for inspection/testing (or ESA referral, if applicable) must be provided to the contracting officer, who will add it to the surplus offeror's evaluated price. If the surplus offeror is no longer in line for award, the surplus offer will be rejected by the contracting officer.

(4) If no deficiencies are found against the NSN or contract number, check for deficiencies registered against the original contractor/manufacturer, if known. A deficiency against the original contractor/manufacturer may not be grounds for rejection of the surplus offer, however the DSC must consider whether to require special inspection or testing of the surplus material (see paragraph c. below); special quality assurance requirements; and/or approval from the cognizant ESA(s). However, the additional cost required to accomplish any of these measures must be provided to the contracting officer, who will add it to the surplus offeror's evaluated price. If the surplus offeror is no longer in line for award, the surplus offer will be rejected by the contracting officer.

(5) Before determining surplus material technically acceptable, review the Demilitarization (DEMIL) code in the Total Item Record (TIR). However, even if the material has a current DEMIL code of C, D, E, F and G, it should not automatically be rejected. Additional measures (such as inspection or testing, or installation in the next higher assembly) must be undertaken to verify that the material functions properly. However, the additional cost required to accomplish these measures must be provided to the contracting officer, who will add it to the surplus offeror's evaluated price. If the surplus offeror is no longer in line for award, the surplus offer will be rejected by the contracting officer. In any event, notify the DLA Criminal Investigations Activity (DCIA), which will determine if any further action is required. See DoD 4100.39-M (Volume 10, Table 38) and DoD 4160-21-M-1.

c. Determine if any special inspection and testing is required. The additional costs required to accomplish this must be added to the surplus offeror's evaluated price; and if the surplus offeror is no longer in line for award, the surplus offer should be rejected. Document the inspection and testing requirement in sufficient detail to demonstrate it is necessary to satisfy the needs of the Government. Justifications may be applied on an individual or class basis. The inspection or testing must be done in the pre-award phase. If it is determined that inspection or testing requirements will affect the consideration of offers of surplus material on future buys for the item being acquired, in addition to the current procurement, ensure these requirements are entered in the TGI field in the CTDF. If testing and/or inspection will be conducted at the time of source inspection, contract requirements must ensure the Government has the right to access contractor premises and to select the surplus material to be inspected or tested. Examples of situations when it may be necessary to require special testing and/or inspection include, but are not limited to, the following:

- (1) When material is of a critical nature;
- (2) Age of material;
- (3) When material has a shelf life;
- (4) When material is identified as hazardous;
- (5) When material contains a lubricant that may deteriorate over time;
- (6) When original contractor, manufacturer, surplus offeror, or item has a history of quality discrepancies, or when quality history is not available;
- (7) When the cumulative effect of minor technical changes to the material over time may have resulted in a situation where the surplus material offered may no longer represent the item of supply (i.e., the same form, fit, function, and interface). (Note: in this case, the technician should consider taking appropriate action to obtain a new part number/NSN to prevent contaminating stock and ensure, along with the IM, that material in stock conforms to current requirements).
- (8) When a Qualified Products List (QPL) or similar pre-qualification requirement applies to the material being acquired, especially if the material being offered was not subject to the QPL or requirement at the time it was manufactured.

d. Documentation provided by offerors of surplus material (see **DLAD 52.211-9000(e)**) is a good indication that the material sold under the documentation is the same material being offered back to the Government. However, it cannot be considered an absolute guarantee that other material has not been substituted for the material actually sold. Special inspection or testing, quality assurance requirements, and/or ESA referrals must be used when such measures can be justified as necessary to protect the Government from an unacceptable level of risk. The additional cost required to accomplish any of these measures must be provided to the contracting officer, who will add it to the surplus offeror's evaluated price. If the surplus offeror is no longer in line for award, the surplus offer will be rejected by the contracting officer.

e. If the offer of surplus material is found to be technically acceptable, return the PR and advise the contracting officer. Forward any special inspection or testing requirements to the contracting officer for incorporation into the award.

f. If the offer of surplus material is found to be technically unacceptable, return the PR and advise the contracting officer. Document the specific technical reasons why the surplus material is technically unacceptable. (A general statement, such as, "Offeror failed to provide adequate information to show that the material is technically acceptable," is not adequate documentation.)

g. If the data provided by an offeror of surplus material are found to be inadequate, return the PR and advise the contracting officer. Document the specific reasons why the data are inadequate. The contracting officer will promptly notify the offeror; or, if the contracting officer determines it is in the best interest of the Government, the offeror may be given an opportunity to provide the additional data. The request for additional data may be made by the contracting officer or technical/quality specialist, orally or in writing. If the technical/quality specialist is to contact the offeror, the contracting officer's coordination must be obtained.

5. Follow the additional procedures below when ESA evaluation is required:

a. When ESA evaluation is required, suspending a PR requires the approval of the item manager (IM) within the Business Unit, except when the material is not otherwise procurable. Obtain the approval of the IM within the Business Unit prior to suspending the PR, to determine if award can be delayed pending ESA approval/disapproval. Do not prepare the DLA Form 339, Request for Engineering Support, until the IM has agreed to suspend the buy. Based on when the material is needed, either for delivery to the depot or direct to the customer, advise the IM whether or not the ESA can respond in sufficient time to permit the material to be delivered when required. To establish the estimated ESA response time, use the average response time from the cognizant ESA for evaluation of surplus offers, unless sufficient substantiating data does not exist; or contact the cognizant ESA orally or in writing. For urgent/high priority requirements, make immediate contact with the cognizant ESA (by telephone, e-mail, or other means), and request an expedited review.

b. If the item being acquired is otherwise procurable, and the IM does not concur in delaying the award, reinstate the PR and advise the contracting officer. (However, the IM must concur in an ESA referral if the time to effect delivery from the offeror next in line for award is expected to exceed the time to evaluate and effect delivery of the surplus material.) The IM must document the reasons why award cannot be delayed and forward this rationale to the contracting officer. Award may be made to the offeror next in line for award; however, award must not be made for a quantity that exceeds the immediate need (e.g., the backordered quantities).

c. If the IM concurs in delaying the award, prepare and process the DLA Form 339. Attach to the DLA Form 339 the clause at **DLAD 52.211-9000** as completed by the offeror, all supporting documentation provided by the offeror, and all relevant information provided by the contracting officer to help prioritize the evaluation request.

d. Upon receipt of the DLA Form 339 from the ESA, return the PR and provide the results of the ESA evaluation to the contracting officer (unless a request for re-evaluation will be submitted in accordance with paragraph (2) below).

(1) Advise the contracting officer if the ESA evaluation found the offer of surplus material to be technically acceptable. Forward any special inspection/testing requirements required by the ESA for incorporation into the award. If the inspection/testing requirements will affect future buys, ensure they are entered in the TGI field on the CTDF.

(2) If the ESA evaluation found the offer technically unacceptable, ensure that the response from the ESA provides adequate criteria for rejection. (A general statement, such as “offeror failed to provide adequate information to show that the item is acceptable,” is not adequate documentation.) If rationale is adequate, return the PR, and advise the contracting officer why the offer is technically unacceptable. If the response from the ESA does not provide adequate criteria for rejection, contact the ESA orally to clarify the rejection criteria, if the issues can be resolved in a brief discussion; otherwise, contact the IM to determine if consideration of the surplus offer can continue, pending re-evaluation of the DLA Form 339 by the ESA. Advise the IM how long the ESA would require to respond to a request for re-evaluation. (Establish the estimated timeframe using the procedures in paragraph a. above). If the IM concurs in continuing the evaluation, return the DLA Form 339 to the ESA, citing the deficiencies in the rejection criteria. If the item being acquired is otherwise procurable and the IM does not concur in continuing the evaluation, return the PR and advise the contracting officer. The IM must document the reasons why award cannot be further delayed and forward this rationale to the contracting officer. Award may be made to the offeror next in line for award; however, award must not be made for a quantity that exceeds the immediate need (e.g., the backordered quantities).

(3) If the item being acquired is otherwise procurable, and the cognizant ESA does not respond to a DLA Form 339, Request for Engineering Support, within the estimated timeframe established in accordance with paragraph a. below, coordinate with the IM to determine the urgency of the requirement.

(a) If there is an urgent/high priority need to fulfill the requirement, contact the ESA immediately to determine the status of the evaluation. If the IM confirms that the anticipated ESA response date will cause an unacceptable delay, advise the contracting officer and forward the IM’s rationale why the evaluation cannot continue. Award may be made to the offeror next in line for award; however, award must not be made for a quantity that exceeds the immediate need (e.g., the backordered quantities).

(b) If there is not an immediate need, obtain approval from the IM to extend the ESA response time. Contact the ESA to determine how much additional time will be required to complete the evaluation, and advise the IM. If the item being acquired is otherwise procurable and the IM does not concur in continuing the evaluation, advise the contracting officer and forward the IM’s rationale why the evaluation cannot continue. Award may be made to the offeror next in line for award; however, award must not be made for a quantity that exceeds the immediate need (e.g., the backordered quantities).

6. When a technical evaluation, either in-house or by an ESA, results in any determination that will affect the consideration of offers of surplus material on future buys of the item in addition to the current procurement, ensure that the TGI field contains an appropriate notice and any special testing/inspection requirements.

7. When an offer of surplus material cannot be considered for the current procurement, do not request ESA approval to acquire the surplus material for future buys. Technical acceptability of an offer of surplus material applies only to the current procurement in response to which the offer is made. Each offer of surplus material must be evaluated on a case-by-case basis, because the conditions of the offer may not be the same on subsequent buys. (Some variables that might affect the technical acceptability of an offer of surplus material for future buys include, but are not limited to, whether the offeror still possesses the material; whether the technical requirements have changed; and/or the condition of specific material being offered.)

8. If applicable, ensure that a statement is inserted into the acquisition identification description (AID) prior to releasing a PR to Procurement when offerors of surplus material are not authorized to open packages for inspection purposes, due to the nature of the item being acquired or for some other reason.

C. Quality assurance requirements

1. Develop a QALI when the items being acquired have a critical application and the contracting officer advises that award was made to an offeror of surplus material. Under such conditions, Government source inspection is mandatory without exception. A QALI is the only means of communicating our inspection requirements to the Quality Assurance Representative (QAR). Contract clauses are inadequate for this purpose, because they are directed at the contractor, not the QAR.

2. Include the following in each QALI, as directed by the contracting officer:

a. A copy of the completed clause at 52.211-9000, with instructions to verify the representations and documentation provided by the offeror. Inspection criteria must be consistent with the basis for determining the surplus material acceptable. (For example, if previous Government ownership was demonstrated by documentation other than a Government contract number, the current contract and/or the QALI must not require the surplus material to be identified to a previous Government contract.) Inspection criteria must include special inspection or testing requirements forwarded by the technical/quality specialist, if any. (Criteria may also include dimensional inspection, if appropriate; or destructive testing, depending on the age of the material. As appropriate, the contracting officer will request the recommendation of the QAS concerning the need for additional criteria.)

b. A requirement for the QAR to notify the contracting officer if, at the time of Government source inspection, the QAR is denied access to the contractor's plant or not permitted to select the material to be inspected.

3. If higher-level quality requirements apply to the material being acquired and award has been made to a surplus dealer, do not include the higher level quality requirement in the award; or any other clauses that only apply to manufacturers.

APPENDIX M: ACQUISITION OF COMMERCIAL ITEMS

BACKGROUND

The Federal Acquisition and Streamlining Act (FASA) provides procedures for the acquisition of commercial items. Although the acquisition community has encouraged the move toward use of commercial products for some time, FASA provides the means to readily accomplish this change.

The Federal Acquisition Regulation (FAR) requires that a commercial determination be made prior to solicitation of buys over \$100,000. Actions must be taken, therefore, to establish items as commercial or military unique. The driving force for the use of Part 12 of the Federal Acquisition Regulation (FAR) is the determination that an item is available from the commercial marketplace. The technician will base this determination upon knowledge of the item and familiarity with the practices of the industry. Members of the acquisition team when additional information is available outside the technical arena may also furnish additional information. The contracting officer has the final decision in determining if FAR Part 12 will be used.

The primary method for determining the availability of a commercial or non-developmental item and researching commercial practices is market research. (See Attachment 1.)

The primary consideration for the degree of market research is dollar value of the acquisition. The minimum expectation for accomplishing market research is given for three cost brackets:

- ? For acquisitions under \$2,500, commercial acquisition procedures do not apply; therefore, market research is not required.
- ? For acquisitions valued between \$2,500 and \$100,000, regular market surveillance should be adequate to make a commercial determination. Gathering information using any of the methods cited under Market Surveillance or Market Investigation in Attachment 1 can be used to make a clearer determination.
- ? For acquisitions valued over \$100,000, use any of the approaches outlined under Market Investigation (Attachment 1) to obtain information to make an informed decision that can be documented.

Market research should result in one of the following determinations:

- ? Item is commercially available to the public and is suitable to meet Department of Defense (DoD) needs.
- ? Item is commercially available, and if modified, would meet the DoD needs.
- ? Item that will meet a DoD need is not yet commercially available, but will be available in time to meet the DoD need.

- ? A non-developmental item is available.
- ? Item is exclusively used by the Government and is not commercially available.

Market research shall be documented. Annotation of the commercial off the shelf (COS) field in the CTDF will indicate that a determination has been made regarding commerciality. When research is required for procurements over \$100,000, and information is evaluated using a Market Survey Matrix, this will be evidence that a more extensive market investigation has been performed.

COMMERCIALITY DETERMINATIONS

You must perform a commerciality determination prior to release of a Missing Work Data List (MDWL) if the MDWL is valued over \$100,000 (\$ code = F, G, H, or I). Perform market research as is feasible, (guidelines are contained in Attachment 1) then make the following annotations to the Contracting Technical Data File (CTDF):

Option A:

- [1] COS field - enter Y or N in cc 66, to indicate whether item is or is not commercial. The annotation of a Y will alert the buyer with a statement on the PR Trailer that a commercial determination has been made.
- [2] PKG REV field - if the item is determined to be commercial, enter Y in card column 1B to allow the Packaging Specialist to review for acceptability of commercial packaging.
- [3] QAC field - if the item is determined to be commercial, enter Y in cc 7 to allow the Quality Assurance Specialist (QAS) to review for acceptability of commercial quality assurance practices.

Option D: Annotate the Technical History with the market information gathered and state the results when making the commerciality decision. Include date, output routing code, and your name when making the annotation.

If you receive a Purchase Request (PR) referral with an extended value over \$100,000, make the commerciality determination before reinstating the PR to Procurement.

If the item is determined to be commercial:

- ? Enter Y in cc 66 (Option A) of the CTDF to indicate item is commercial. The annotation of a Y, and a statement on the PR trailer, will alert the buyer with a statement on the PR trailer that a commercial determination has been made.
- ? Annotate the Technical History (Option D) of the CTDF with the market information gathered and state the results of the commerciality decision. Include date, output routing code and your name when making the annotation.
- ? Indicate the commercial determination on the PR referral and return to the buyer through the person responsible for quality assurance to determine if a commercial buy is feasible. Also the person responsible for packaging must investigate if commercial packaging of the item is acceptable.

If the item is determined to be non-commercial:

- ? Enter N in cc 66 (Option A) of the CTDF to indicate item is not commercial.
- ? Annotate the Technical History (Option D) of the CTDF with the market information that resulted in the non-commercial determination. Include date, output routing code, and your name when making the annotation.
- ? Indicate the non-commercial determination on the PR referral and return to the buyer.

It is your responsibility to:

- ? Perform market research to the extent required to determine that an item is commercial based upon the new definition. (See Attachment 2.)
- ? Stay aware of industry changes.
- ? Support procurement of commercial items by:
 - ✍ Preparing accurate Acquisition Item Descriptions (AID).
 - ✍ Ensuring all items are referred to the person responsible for packaging requirements.
 - ✍ Ensuring all items are referred to the person responsible for quality requirements.
- ? Recommend candidates for review and conversion of military documents to commercial item descriptions, non-Government standards, or performance specifications.
- ? If a military specification is used as the primary procurement document, when coding the item commercial, notify the preparing activity and identify and code all National Stock Numbers (NSNs) that apply.

ATTACHMENT 1 - MARKET RESEARCH METHODOLOGIES

Market Research

Market research is the primary method for determining what is available in the marketplace. The two avenues of market research are market surveillance and market investigation. These methods, described below, are used to make a commerciality decision as well as to define commercial practice for packaging and quality assurance.

Market Surveillance: This continual process keeps abreast of industry developments, advances, and changes within a commodity area. This market knowledge should help to determine whether a technology or a product is available from the commercial market to meet the Department of Defense's needs. Specific ways to continually update familiarity with industry follow:

- ? Obtain and read industry publications, catalogs, and product data sheets.
- ? Obtain and read independent research and development reports.
- ? Participate in professional societies.
- ? Visit trade shows or participate in industry workshops.
- ? Contact industry representatives.
- ? Subscribe to and read industry journals.

Market Investigation: This avenue of market research is used in evaluating the availability of commercial or non-developmental products. It is helpful for developing operational descriptions, product descriptions, and logistical support requirements as well as for determining any testing requirements. The four aspects of market investigation follow:

1. Identification of manufacturing sources.

- ? Use information obtained during market surveillance.
- ? Make informal telephone inquiries to knowledgeable Government or industry personnel regarding sources and market capabilities.
- ? Obtain information from item users. Learn from their experiences.
- ? Publish formal requests for information in appropriate technical, scientific, or business journals.
- ? Conduct pre-solicitation conferences.
- ? Place an announcement of sources sought or request for information in the *Commerce Business Daily*. The notice should ask for characteristics data, which can be used to evaluate the capability of the item to meet the Government's need.
- ? Use industry or Government databases to obtain information. An industry database is the Information Handling Services (IHS). A Government database is the Defense Gateway Information System. Its gateway connects to user database services through the Defense Technical Information Center (DTIC).

2. **Survey of sources found:** The survey of sources can be as simple as making a few telephone calls or as formal as preparation of a questionnaire. Questions must be developed which will discriminate between those items that would be acceptable and those that are clearly unacceptable. Collect the following types of information:
 - ? Performance Criteria - Does the manufacturer's item meet the criteria established for the item or established by the customer?
 - ? Supplier Capability - How long the item has been in production? What is the size of the production runs? How many different types of items does the manufacturer produce? Is retooling an issue?
 - ? Market Acceptability - How long has the manufacturer been in business? What is his market share? Is marketing information available?
 - ? Supportability Issues - How is the items distributed? How are customers supported? What types of warranties are available?
 - ? Availability of Test Data - Is test data available from the manufacturer or from private laboratories?
 - ? References - Who are the primary customers?
3. **Validating references:** This step confirms the information provided by the manufacturer or supplier by contacting the customers cited in the step above.
4. **Evaluation:** Evaluation of the information gathered requires comparison of the manufacturers. The simplest method is to create a spreadsheet that lists the candidates on the horizontal axis and the features (information gathered above) along the vertical axis.

Standardization Document-5 (SD 5), *Market Research*, provides detailed guidance on how to conduct market research and find sources of market research data.

ATTACHMENT 2 - DEFINITION OF COMMERCIAL ITEMS

The following eight sections explain the definition of commercial item given in the Federal Acquisition Regulation (FAR), Part 12.

Part One

The definition of a commercial item begins:

“(a) Any item, other than real property, that is of a type customarily used for non-Governmental purposes and that

has been sold, leased, or licensed to the general public; or

has been offered for sale, lease, or license to the general public.”

Any item... this is best explained by using an example. The manufacturer of a four-drawer file cabinet makes an “item of a type,” i.e., file drawers. If the Government needs five-drawer file cabinets instead of four, this manufacturer would be a logical source since the company makes the same type of item—file cabinets.

Customarily used... means the use is established by custom, common practice or habit.

For non-Government purposes... means the item is used commercially. It is not unique to the Government.

Sold, leased, or licensed to the general public; or offered for sale, lease, or license to the general public... includes items offered for sale commercially but for which no sale has yet been registered.

Part Two

Part two of the definition states:

“(b) Any item that evolved from an item described in paragraph (a) of this definition through advances in technology or performance and that is not yet available in the commercial market place, but will be available in the commercial marketplace in time to satisfy the delivery requirements under a Government solicitation:”

This paragraph allows the Government to take advantage of evolving technology and product improvements in cases where an item is not currently available for use by the general public. A new model of an existing commercial product, product upgrades, or a new version of a commercial software package are examples.

Part Three

Part three of the definition states:

“(c) Any item that would satisfy a criterion expressed in paragraphs (a) or (b) of this definition, but for

Modifications of a type customarily available in the commercial marketplace; or, minor modification of a type not customarily available in the commercial market place made to meet Federal Government requirements.”

This paragraph says that an existing commercial item can be modified within limits to meet a user's performance need as long as the modified item can meet the user's schedule need as well. Examples include products that are customized commercially, such as automobiles, computer systems, and products with DOD unique modifications that do not change the basic properties or function of the item, such as camouflage paint.

The modification limits are established as "customary" or "minor." Customary modifications do not pose the challenge to the market viability of the item that minor modifications impose. "Minor" is a technical judgment call. Some factors to consider in deciding what is "minor" are the value and size of the modification versus the value and size of the final product. Cost and percentages can be used in making the assessment, but they are not necessarily proof that a modification is minor.

Part Four

Part four of the definition states:

"(d) Any combination of items meeting the requirements of paragraphs (a), (b), (c), or (e) of this definition that are of a type customarily combined and sold in combination to the general public;"

This paragraph allows any combination of items that individually meet the definition of commercial to be considered commercial, if they are normally combined and sold commercially. Examples include a computer system or a video system that is a combination of commercial items, even though the system itself may be a unique configuration.

Part Five

Part five of the definition states:

"(e) Installation services, maintenance services, repair services, training services, and other services if such services are procured for support of an item referred to in paragraphs (a), (b), (c), or (d) of this definition, and if the source of such services

(1) Offers such services to the general public and the Federal Government contemporaneously and under similar terms and conditions; and

(2) Offers to use the same work force for providing the Federal Government with such services as the source uses for providing such services to the general public;"

This is a very important point because it is a new concept. Services that are needed to support a commercial item are commercial items themselves if they are offered to both the public and the Government under similar terms and conditions and use the same workforce or employees to perform the services. So, if the Government purchases a computer, for example, the installation, maintenance, repair, training, etc. would also be commercial items as long as they comply with the qualifiers in paragraphs (1) and (2) above.

Part Six

Part six of the definition states:

"(f) Services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific tasks performed under

standard commercial terms and conditions. This does not include services that are sold based on hourly rates without an established catalog or market price for a specific service performed;”

Services that are independent of and unrelated to commercial item hardware and software can be commercial items if they are offered and sold to the general public at a price that is generally accepted as a standard by the industry for specific tasks that are performed under normal commercial terms and conditions. This does not apply to services provided on an hourly basis for which there is no pre-established catalog or market rate.

Part Seven

Part seven of the definition states:

“(g) Any item, combination of items, or service referred to in paragraphs (a) through (f), notwithstanding the fact that the item, combination of items, or service is transferred between or among separate divisions, subsidiaries, or affiliates of a contractor;”

In other words, a commercial item is still a commercial item if it meets all other parameters, even though it moves from one division of the company to another.

Part Eight

The eighth and final part of the definition of a commercial item deals with non-developmental items. It says that a non-developmental item (NDI) can be a commercial item if:

“(h) ... [T]he procuring agency determines that the item was developed exclusively at private expense and sold in substantial quantities, on a competitive basis, to multiple State and local governments.”

It is important to note that when these criteria are met, a non-developmental item becomes a commercial item. The reverse is not true. A commercial item cannot become a non-developmental item. This is the only part of the commercial item definition that does not require an item to be available to the general public; consider, for example, bulletproof vests and fire and rescue equipment. However, this definition is consistent with many of the same elements that guide the commercial item philosophy such as being developed at private expense and sold in quantity at competitive prices to multiple users. NDI that meets the definition of a commercial item can help the Government reap the benefits of private sector technology and established production lines and processes. In addition, the Government can get a quality product at market price and can have a reasonable level of confidence in the contractor’s distribution and support capabilities, based on his track record of providing the item to other Governmental entities.

APPENDIX N: PRODUCT DEVIATIONS AND WAIVERS

This Appendix provides information regarding the responsibilities and procedures relative to processing requests for deviations and waivers of nonconforming materiel.

It is Defense Logistic Agency (DLA) policy to accept only that materiel which fully conforms in all respects to the contract requirements. The offer of nonconforming material to the Government for acceptance should be the exception, and contractors should be discouraged from submitting Requests for Deviations and Requests for Waiver.

When evaluation of a waiver or deviation to a requirement is determined to be of long-term benefit to the Government (as opposed to a one-time benefit), actions should be taken to change the requirements for future procurement. Caution must be exercised to ensure that requirements are not degraded in favor of resolving contractor problems with meeting schedules or contractor inability to meet valid criteria.

- ? Approved Waivers or Deviations for items procured to a standardization document should be forwarded to the Preparing Activity for review and possible revision of the document.

The contractor prepares Requests for Waivers/Deviations, in accordance with contractual requirements, and forwards them through the Administrative Contracting Officer (ACO), who makes comments and recommendations to the Procurement Contracting Officer (PCO). In cases of destination inspection where there is no ACO, the request will come directly to the PCO. The PCO will refer Requests for Product Waivers or Deviations to the person performing the quality/technical function for evaluation and recommendations.

Product Waiver and Deviations for items procured to Standardization documents with Qualified Products List/Qualified Manufactures List (QPL/QML), require ESA approval. Approved Waivers or Deviations should be forwarded to the Preparing Activity for review and possible revision of the document.

Contractor requests will be controlled and processed expeditiously to avoid production delays and possible claims against the Government.

- ? The PCO has the authority to accept or reject the waiver or deviation request upon receipt of the request or after obtaining recommendations from functional elements (e.g., quality assurance, technical).

Authority to accept minor non-conformances of materiel is delegated by the PCO to the Contract Administration Office (CAO), except when authority for such acceptance is specifically withheld by the PCO. The PCO approves waiver or deviation requests when he receives them, or after he obtains recommendations from the functional elements concerned.

- ? The person responsible for quality assurance may recommend rejection of waiver or deviation requests upon receipt (without need for forwarding the request to any other element). He or she may also recommend rejection after reviewing approval recommendations submitted by other functional elements; however, the PCO will be responsible for the final determination if conflicting recommendations are involved.

Requirements for Requests for Waiver (RFW). The contractor shall not offer, for acceptance by the Government, items that incorporate a known departure from requirements, unless a request for waiver has been approved. Authorized waivers apply to a specific quantity of manufactured items and do not constitute change to the Product Configuration Document (PCD). The contractor may process a "Request for Waiver" if, during or after manufacture of an item which incorporates a known departure from requirements, it is determined that the item is considered suitable for use "as is" or after repair by an approved method. Where it is determined that a change should be permanent, a Class I or Class II Engineering Change must be processed. Refer to [Appendix E](#) of this document.

Restrictions on Waivers. Unless unusual circumstances exist, critical waivers and waivers which would affect service operation, logistic interoperability, or maintenance (e.g., repair parts, operation or maintenance procedures) shall not be requested.

Recurring Waivers. Submittal of recurring waivers is discouraged and shall be minimized. If it is necessary for a contractor to request a waiver for the same situation with the same item more than two times (or for the remainder of the contracted quantity of deliverable units), then the need for an Engineering Change, rather than a waiver, shall be addressed between the Government and the contractor.

Classification of Waivers. Each request for waiver shall be designated as critical, major, or minor by the originator. Classification disagreements shall be referred to the Government for decision.

Minor. A waiver shall be designated as minor when:

- a. The waiver consists of acceptance of an item having a nonconformance with contract or configuration documentation, which does not involve any of the factors, listed as major or critical.
- b. The configuration documentation defining the requirements for the item classifies defects in requirements and the waivers consist of a departure from a requirement classified as minor.

Major. A waiver shall be designated as major when:

- a. The waiver consists of acceptance of an item having a nonconformance with contract or configuration documentation requirements involving: (1) health; (2) performance; (3) interchangeability, reliability, survivability, or maintainability of the item or its repair parts; (4) effective use or operation; (5) weight; or (6) appearance (when a factor) .

- b. The configuration documentation defining the requirements for the item classifies defects in requirements and the waivers consist of a departure from a requirement classified as major.

Critical. A waiver shall be designated as critical when:

- a. The waiver consists of acceptance of an item having a nonconformance with contract or configuration documentation involving safety.
- b. The configuration documentation defining the requirements for the item classifies defects in requirements and the waivers consist of a departure from a requirement classified as critical.

Format. Requests for Waivers may be submitted using contractors standard format.

Requirements for Requests for Deviation (RFD). The contractor shall not manufacture items for acceptance by the Government that incorporate a known departure from requirements, unless a request for a deviation has been approved. Authorized deviations are a temporary departure from requirements and do not constitute a change to the PCD. Prior to manufacture of an item, if a contractor considers it necessary to temporarily depart from the requirements, the contractor may request a deviation. Where it is determined that a change should be permanent, a Class I or Class II Engineering Change must be requested. Refer to [Appendix E](#) of this document.

Restrictions on Deviations. Unless unusual circumstances exist, critical deviations and deviations which would affect service operation, logistic interoperability, or maintenance (e.g., repair parts, operation or maintenance procedures) shall not be requested.

Recurring Deviations. Submittal of recurring deviations is discouraged and shall be minimized. If it is necessary for a contractor to request a deviation for the same situation with the same item more than two times, then the need for an Engineering Change, rather than a deviation, shall be addressed between the Government and the contractor.

Classification of Deviations. Each request for deviation shall be designated as critical, major, or minor by the originator. Classification disagreements shall be referred to the Government for decision.

Minor. A deviation shall be designated as minor when:

- a. The deviation consists of a departure, which does not involve any of the factors listed under the designations Major or Critical.
- b. The configuration documentation defining the requirements for the item classifies defects in requirements and the deviations consist of a departure from a requirement classified as minor.

Major. A deviation shall be designated as major when:

- a. The deviation consists of a departure involving: (1) health; (2) performance; (3) interchangeability, reliability, survivability, maintainability, or durability of the item or its repair parts; (4) effective use or operation; (5) weight; or (6) appearance (when a factor).
- b. The configuration documentation defining the requirements for the item classifies defects in requirements and the deviations consist of a departure from a requirement classified as major.

Critical. A deviation shall be designated as critical when:

- a. The deviation consists of a departure involving safety.
- b. The configuration documentation defining the requirements for the item classifies defects in requirements and the deviations consist of a departure from a requirement classified as critical.

Format. Requests for Deviations may be submitted using the contractor's standard format.

INSTRUCTIONS:

The technician/quality assurance specialist:

1. Receives product waiver or deviation requests.
2. Evaluates the waiver or deviation request and recommends disapproval or approval.
3. If he recommends disapproval, he returns the request to the originator with full justification for rejection.
4. If he recommends approval, the following requirements must be met:
 - ? For **critical** items, *any* request for a waiver or deviation requires ESA approval via DLA Form 339.
 - ? For **non-critical weapon system** items, any request for a waiver or deviation classified as *critical* or *major* requires ESA approval via DLA Form 339.
 - ? For **non-critical weapon system** items, when a waiver or deviation is classified as *minor*, the technician may recommend approval without ESA concurrence.
 - ? For **non-critical non-weapon system** items, the technician may recommend approval of any request for a waiver or deviation without ESA concurrence.
 - ? Refer to [Appendix I](#) of this document for when to request engineering support.

5. Upon receipt of DLA Form 339, forward the ESA's recommendation for approval or disapproval to the originator.
6. For approvals within the Defense Supply Centers' (DSCs) authority, forward your recommendation with supporting justification to the contract administrator.
7. Update the CTDF as required and annotate actions taken in the Technical History Field (Option D).
8. Annotate the results of the waiver or deviation request in the Quality Evaluation Program.

APPENDIX O: DISTRIBUTION STATEMENTS ON TECHNICAL DATA

This Appendix provides instructions on the control and dissemination of technical data as it relates to engineering drawings, or any other technical data reflecting a distribution statement marking.

A distribution statement is used in marking a technical document to denote the extent of its availability for distribution, release, and disclosure without additional approvals or authorizations. A distribution statement marking is distinct from, and in addition to, a security classification marking assigned in accordance with DoD 5200.1, and a data Rights (RTS) marking.

Technicians are responsible for reviewing drawings for any restrictive distribution statement markings, and determining if a drawing is eligible for further dissemination. (See Attachment 1.) For drawing(s) containing a Distribution Statement of “C”, “D”, “F”, or “X” that are required in a Technical Drawing Package (TDP) must have the appropriate statement placed in the CTDF. (See Attachment 2, Supplemental Descriptive Data Table (SDDT) Clear Text.)

The following distribution statements and notices are authorized for use on DoD technical documents:

Distribution Statement A: Approved for public release; distribution is unlimited.

- ? This statement may be used only on unclassified technical documents that have been cleared for public release by competent authority in accordance with DoDD 5230.9. Technical documents resulting from contracted fundamental research efforts will normally be assigned Distribution Statement A, except for those rare and exceptional circumstances where there is a high likelihood of disclosing performance characteristics of military systems, or of manufacturing technologies that are unique and critical to defense, and agreement on this situation has been recorded in the contract or grant.
- ? Technical documents with this statement may be made available or sold to the public and foreign nationals, companies, and Governments, including adversary Governments, and may be exported.
- ? This statement may not be used on technical documents that formerly were classified unless such documents are cleared for public release in accordance with DoDI 7930.2.
- ? This statement shall not be used on classified technical documents or documents containing export-controlled technical data as provided in DoDD 5230-25.

Distribution Statement B: Distribution authorized to U.S. Government agencies only (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DoD office).

? This statement may be used on unclassified and classified technical documents.

? Reasons for assigning Distribution Statement B include:

| | |
|-----------------------------------|---|
| Foreign Government | To protect and limit distribution in accordance with the desires of the foreign Government that furnished the technical information. Information of this type is normally classified at the CONFIDENTIAL level or higher in accordance with DoD 5200.1-R. |
| Proprietary Information | To protect information not owned by the U.S. Government and protected by a contractor's "limited rights" statement, or received with the understanding that it not be routinely transmitted outside the U.S. Government. |
| Critical Technology | To protect information and technical data that advance current technology or describe new technology in an area of significant, or potentially significant, military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified or unclassified. When unclassified, it is export-controlled and subject to the provisions of DoDD 5230.25. |
| Test and Evaluation | To protect results of test and evaluation of commercial products or military hardware when such disclosure may cause unfair advantage or disadvantage to the manufacturer of the product. |
| Contractor Performance Evaluation | To protect information in management reviews, records of contract performance evaluation or other advisory documents evaluating programs of contractors. |
| Premature Dissemination | To protect patentable information on systems or processes in the development or concept stage from premature dissemination. |
| Administrative or Operational Use | To protect technical or operational data or information from automatic dissemination under the International Exchange Program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement may be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data. |

| | |
|------------------------|---|
| Software Documentation | Releasable only in accordance with DoDI 7930.2. |
| Specific Authority | To protect information not specifically included in the above reasons and discussions, but which requires protection in accordance with valid documented authority such as Executive Orders, classification guidelines, DoD or DoD Component regulatory documents. When filling in the reason, cite "Special Authority (identification of valid documented authority)". |

Distribution Statement C: Distribution authorized to U.S. Government Agencies and their contractors (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DoD office).

- ? Distribution Statement C may be used on unclassified and classified technical documents.
- ? Reasons for assigning Distribution Statement C include:

| | |
|-----------------------------------|-----------------------------------|
| Foreign Government Information | Same as Distribution Statement B. |
| Critical Technology | Same as Distribution Statement B. |
| Software Documentation | Same as Distribution Statement B. |
| Administrative or Operational Use | Same as Distribution Statement B. |
| Specific Authority | Same as Distribution Statement B. |

4. **Distribution Statement D:** Distribution authorized to DoD and U.S. DoD contractors only (fill in reason)(date of determination). Other requests shall be referred to (insert controlling DoD office).

- ? Distribution Statement D may be used on unclassified and classified technical documents.
- ? Reasons for assigning Distribution Statement D include

| | |
|-----------------------------------|-----------------------------------|
| Foreign Government Information | Same as Distribution Statement B. |
| Administrative or Operational Use | Same as Distribution Statement B. |
| Software Documentation | Same as Distribution Statement B. |

| | |
|---------------------|-----------------------------------|
| Critical Technology | Same as Distribution Statement B. |
| Specific Authority | Same as Distribution Statement B. |

Distribution Statement E: Distribution authorized to DoD Components only (fill in reason (date of determination). Other requests shall be referred to (insert controlling DoD office).

- ? Distribution Statement E may be used on unclassified and classified technical documents.
- ? Reasons for assigning Distribution Statement E include:

| | |
|-----------------------------------|--|
| Direct Military | The document contains export support-controlled technical data of such military significance that release for purposes other than direct support of DoD-approved activities may jeopardize an important technological or operational military advantage of the United States. Designation of such data is made by competent authority in accordance with DoDD 5230.25. |
| Foreign Government Information | Same as Distribution Statement B. |
| Proprietary Information | Same as Distribution Statement B. |
| Premature Dissemination | Same as Distribution Statement B. |
| Test and Evaluation | Same as Distribution Statement B. |
| Software Documentation | Same as Distribution Statement B. |
| Contractor Performance Evaluation | Same as Distribution Statement B. |
| Critical Technology | Same as Distribution Statement B. |
| Administrative/Operational Use | Same as Distribution Statement B. |
| Specific Authority | Same as Distribution Statement B. |

Distribution Statement F: Further dissemination only as directed by (inserting controlling DoD office) (date of determination) or higher DoD authority.

- ? Distribution Statement F is normally used only on classified technical documents, but may be used on unclassified technical documents when specific authority exists (e.g., designation as direct military support as in distribution statement E).

- ? Distribution Statement F is also used when the DoD originator determines that information is subject to special dissemination limitation specified by paragraph 4-505, DoD 5200.1-R.

Distribution Statement X: Distribution authorized to U.S. Government Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoDD 5230.24 (date of determination). Controlling DoD office is (insert).

- ? Distribution Statement X shall be used on unclassified documents when Distribution Statements B, C, D, E, or F do not apply, but the document does contain technical data as explained in DoDD 5230.24.
- ? This statement shall not be used on classified technical documents; however, it may be assigned to technical documents that formerly were classified.

8. **Export Control Warning:** All technical documents that are determined to contain export controlled technical data shall be marked "WARNING" - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App. 2401 et seq. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoDD 5230.25. When it is technically infeasible to use the entire statement, an abbreviated marking may be used and a copy of the full statement added to the "Notice To Accompany Release of Export Controlled Data" required by DoDD 5230.25.

ATTACHMENT 1

CHECKLIST FOR DISSEMINATION OF TECHNICAL DOCUMENTS

| DS | RTS | LIMITED DRAWING DISTRIBUTION? | ESTABLISHED TDP | LIMITED TDP DISTRIBUTION |
|----|-----|---|-----------------|--|
| A | U | NO | YES | NO |
| B | L | U.S. GOVERNMENT AGENCIES ONLY | NO | N/A |
| | P | U.S. GOVERNMENT AGENCIES AND CONTRACTORS ON CCAL | YES * | PER LICENSE AGREEMENT |
| C | U | U.S. GOVERNMENT AGENCIES AND CONTRACTORS ON CCAL | YES | U.S. GOVERNMENT AGENCIES AND CONTRACTORS ON CCAL |
| D | U | DoD AND U.S. CONTRACTORS ON CCAL | YES | DoD AND U.S. CONTRACTORS ON CCAL |
| E | U | DoD ONLY | NO | N/A |
| | L | DoD ONLY | NO | N/A |
| F | U | YES, CHECK WITH CONTROLLING OFFICE | YES** | CHECK WITH CONTROLLING OFFICE |
| | L | CHECK WITH CONTROLLING OFFICE | NO | N/A |
| X | U | U.S. GOVERNMENT AGENCIES AND ELIGIBLE CONTRACTORS | YES | U.S. GOVERNMENT AGENCIES AND CONTRACTORS |
| | L | U.S. GOVERNMENT AGENCIES ONLY | NO | N/A |

*A drawing releasable under a Rights Guard Agreement will be assigned a Rights code of "P" in JEDMICS and TIIF.

**The repository must have received permission from the Controlling Office to further disseminate drawings assigned Distribution Statement "F". Contact the Distribution Monitor to verify the DSC has the authority to further disseminate.

ATTACHMENT 2

Supplemental Descriptive Data Table (SDDT) Clear Text

Place this statement (or equivalent) in Option B of the CTDF for Distribution Statement C, D, F* and X

DRAWING CITED IS SUBJECT TO EXPORT-CONTROL REGULATIONS AND DISTRIBUTION IS LIMITED TO THOSE CONTRACTORS QUALIFIED TO RECEIVE RESTRICTED DRAWINGS AS LISTED ON THE CERTIFIED CONTRACTORS ACCESS LIST (CCAL). APPLICATION MUST BE MADE ON DD FORM 2345, "MILITARY CRITICAL TECHNICAL DATA AGREEMENT". COPIES OF THIS FORM ARE AVAILABLE AT THE WORLD WIDE WEB ADDRESS [HTTP://WWW.DLIS.DLA.MIL/CCAL](http://www.dlis.dla.mil/ccal), OR BY WRITING TO:

UNITED STATES/CANADA JOINT CERTIFICATION OFFICE
DEFENSE LOGISTICS INFORMATION SERVICE
FEDERAL CENTER
74 WASHINGTON AVE, NORTH
BATTLE CREEK, MI 49017-3084

CONTRACTS WILL BE AWARDED ONLY TO THOSE CONTRACTORS APPEARING ON THE CCAL PRIOR TO AN AWARD.

Place this statement (or equivalent) in Option L of the CTDF for Distribution Statement C, D, F* and X

DRAWINGS ARE SUBJECT TO EXPORT-CONTROL REGULATIONS, AND DISTRIBUTION IS LIMITED TO THOSE CONTRACTORS APPEARING ON THE CERTIFIED CONTRACTORS ACCESS LIST (CCAL). MAINTAINED AT THE DEFENSE LOGISTICS INFORMATION SERVICE (DLIS) IN BATTLE CREEK, MI.

Place this statement (or equivalent) in Option C of the CTDF for Distribution Statement C, D, F* and X

TO ENSURE THAT ONLY CCAL LISTED CONTRACTORS RECEIVE AWARDS, THE BUYER MUST CONFIRM THAT THE CONTRACTOR IS ON THE LATEST CCAL PRIOR TO AWARD. THE CCAL IS LOCATED AT THE WORLD WIDE WEB ADDRESS [HTTP://WWW.DLIS.DLA.MIL/JPC/](http://www.dlis.dla.mil/jpc/)

* The data repository must have received permission from the Controlling Office to further disseminate drawings assigned Distribution Statement "F". Contact the Distribution Monitor to verify that the DSC has the authority to further disseminate.

APPENDIX P: PROCESSING MILITARY SERVICE ENGINEERING CHANGES

This Appendix provides guidance to support the military services' Engineering Change (EC) process for DLA managed material. Because each EC may reflect individual support scenarios, open communication between DLA and the military services will be the key to success.

Responsibilities for design change and configuration management continue to reside with the military services. The military services consider the DLA an active participant in their configuration management process for DLA managed material. This participation includes modification of DLA managed materiel. The military service will assist DLA to determine current configuration requirements. In order to facilitate an open line of communication between the DSCs and the military services, the Military Service Inventory Manager (IM), and the DSC logistician will work together to administer engineering change requirements. Disputes arising from differences of opinion should be addressed and settled at the lowest level whenever possible.

Currently there is a MOA between DLA and the Navy to provide approved EC information. The following describes the process under this agreement. Processes for the other military services will be provided as they are developed.

Configuration and Technical Notification Program (CaTNP) is an interactive web based tool that provides configuration and technical information for Navy items managed by DLA. The information is provided on a Configuration Item Status Sheet (CISS) and provides the DSCs with Design Change Notice (DCN) data relevant to part number replacements, interchangeability and substitutability, material disposition, Source Maintenance and Recoverability (SM&R) code and Weapon System Designator Code (WSDC).

- ? CISS procedures require a closed loop process:
 - ✍ Navy Inventory Control Point (NAVICP) provides DCN data via CISS to the DSC.
 - ✍ The DSC evaluates CISS data and takes appropriate action (such as cancel or modify contract or purchase request, dispose of assets or modify assets to new configuration).
 - ✍ The DSC and NAVICP coordinate efforts as required.
 - ✍ DSCs provide feedback to NAVICP regarding action taken.

The Navy engineering support activities will:

- ? Establish a CM focal point.

- ? Screen EC for DLA managed material.
- ? Complete the EC Data Sheet and forward to DSC CM focal point.
- ? Provide configuration management training to the DSCs as required.
- ? Present any DSC concerns at the Configuration Control Board.
- ? Coordinate modification with DSC logistician as required.
- ? Inform DSC CM focal point of changes to EC process.

The DSCs will:

- ? Establish a CM focal point.
- ? Disseminate ECs to appropriate DSC logistician.
- ? Coordinate material disposition instructions or modification requirements with the military services through the CM focal point.
- ? Coordinate transportation of shipment from distribution depot to modification site and transportation of return shipment from modification site to the distribution depot.
- ? The lead centers will be responsible for the coordination of all retrofit actions of weapon system items managed by the lead center as well as other DLA ICPs.
- ? Develop a system for tracking retrofit actions.
- ? Review retrofit requests, validate technical data requirements and distribute them to the appropriate organization point of contact (both within and to other DLA ICP CM focal points as required).
- ? Monitor receipt of return retrofitted assets.
- ? Update tracking system as appropriate and close out action(s) on retrofit items upon completion.
- ? For both the new and the old NSN, input comments in SAMMS CTDF, Option D (technical history), Option N (quality guidance data) and Option C (TGI) describing the retrofit NSN relationship and annotate the retrofitter's contract number as the authority to retrofit stock. (Example: Northrop Grumman Contract F33657-87C-2000).
- ? Submit Standard Form "Request For Federal Cataloging Action" to DLIS-CR requesting Cancel-Use (LKU) action to cancel the old NSN and use the new NSN.

APPENDIX Q: FIRST ARTICLE TEST

This Appendix provides guidance regarding the responsibilities and procedures for First Article Tests (FAT).

The Federal Acquisition Regulation (FAR), subpart 9.3, sets forth the policy, implementing instructions, and contract clauses with respect to FAT and approval. FAT and approval consists of the testing and/or examination of items submitted by a contractor prior to regular production on a contract or purchase order followed by the preparation/evaluation of attendant test reports. First Articles may be tested at the contractor's facility, at a Government facility, or at an independent test facility depending upon contractual arrangements. Except in unusual procurements, First Article clauses are called for in production contracts only.

“Expanded First Article” is another technique for examination of items. In this procedure adaptability of a new specification to mass production methods is validated at the same time that supply quantities are being acquired. First Article approval tests are performed, participated in, or witnessed by Government personnel. The contractor or the Government test facility conducting the test program prepares the FAT report.

The purpose of FAT and approval is to ensure that the contractor can furnish a product that meets the contract's technical and quality assurance requirements, and therefore minimizes risks for both the contractor and the Government. FAT at contractors' plants and the Contract Administration Office will monitor independent test facilities or other cognizant activity prescribed by the contract. Quality assurance and technical personnel will provide specialized commodity expertise or related technical assistance when required. The procuring activity and the specification preparing agency may elect to participate in witnessing the test and evaluation of attendant test reports. Such participation is based on factors like the contractor's history and the item's complexity.

To assist Government and contractor quality assurance personnel during the production phase, the Defense Supply Centers (DSCs) will ensure that contractual coverage is provided to require at least one approved First Article unit be held by the contractor at the production facility until all production quantities have been produced and accepted. This First Article unit can be referred to as a production or manufacturing standard or guide and as a baseline for examination when defects are reported on delivered materiel or problems are uncovered during production. In addition, if the number of first article units to be tested is not specified in the procurement document, good technical judgment must be applied in determining the number to be tested. This number must be sufficient to clearly demonstrate that the materials used, manufacturing processes employed, workmanship standards used, and methods employed for the control of quality can produce an item that meets all the requirements specified in the contract.

First Article inspection and testing requirements cannot be generalized or assumed. They must be clearly stated in the contract. It should be noted that first article tests may be more detailed and

extensive than those required for normal production. Each contract calling for First Article approval must clearly describe:

- ? The specific FAT and evaluations to be conducted by the contractor and the Government, including the sequence of processes, testing, and evaluations, where required.
- ? The number of units to be tested.
- ? The data required.
- ? The criteria (e.g., accept or reject numbers) for determining conformance to the First Article requirement specified. Collaboration with the military services may be necessary to accomplish this via Defense Logistics Agency (DLA) Form 339, *Request for Engineering Support*. First Article requirements described in general terms are prohibited and should be challenged. This prohibition is necessary to ensure that the contractor and the Government (in-plant QAR), Administrative Contracting Officer (ACO), and Procurement Contracting Officer (PCO) clearly understand and interpret contract terms and conditions.
- ? The suggested format for tests and evaluations to be conducted by the contractor can be found in MIL-HDBK-831, *Test Reports, Preparation of*.

INSTRUCTIONS

The requirements for supporting FAT functions are:

- ? Determine when FAT requirements are necessary.
- ? Ensure that quality assurance provisions are included in the FAT requirements.
- ? Evaluate requests for waiver of First Article requirements.
- ? Review all new specifications and amendments or revision to current specifications for actions that invoke, rescind, or revise requirements for First Article approval.
- ? Ensure items with FAT requirements are excluded from the automated procurement system (SASPS I and II). See the Attachment.
- ? When performing the quality assurance function, refer to DLAD/I 4155.2 for FAT requirements.
- ? Annotate all actions taken in the Technical History field and the Quality Guidance field of the Contracting Technical Data File (CTDF) (Option D and Option N).
- ? Annotate the FAT results or the request for waiver of the FAT in the Quality Evaluation Program.

ATTACHMENT – VERB SPIP INSTRUCTION

National Stock Numbers (NSN) Exception File Maintenance, Document Identifier Code (DIC) YRJ-A

Use this input to "ADD NSNs" in the NSN Exception File. Any NSN established by the input on the Exception File will be excluded from the SASPS Phase I automated award and SASPS Phase II automated solicitation programs.

ENTER SAMMS AND INPUT VERB "SPIP,":

The "PROCUREMENT MAINTENANCE TRANSACTIONS" screen will appear:

Enter an "X" in the space before:

"_ NSN-FSC/NSN-CAGE FILE MAINTENANCE YRJ/YRK"

The NSN-FSC EXCEPTION FILE MAINTENANCE screen will appear:

Enter an "X" in the space before "DIC DESCRIPTION":

"_ YRJ-A ESTABLISH NSN/FSC RECORD"

The "NSN-FSC EXCEPTION FILE MAINTENANCE (ESTABLISH NSN/FSC RECORD)" screen will appear:

FIELD LEGEND

Document Identifier Code ("DIC")

CODE

Type Action Code ("ACTN-CODE")

NSN/FSC

Exclusion Code ("EXCL")

Directorate Code ("DIR-CODE")

Reason for Exception Code

CODE

"XCPN-CODE":

"*SOURCE-CODE"

"NEXT TRANS"

"CAN" TO CANCEL

EXPLANATION/INSTRUCTIONS

"YRJ"

ACTION

"A" - Add NSN to File.

Enter applicable NSN.

"B" (Exclude NSN from both Phase I and Phase II.)

"S" (Programmed "P" for Procurement, "S" for Technical Operations, and. "S" for Quality.

ACTION

"FA" - FAT-C/FAT-G

"SQQ"- Originator's Source Code.

"YRJA" - To enter additional NSNs

"CAN" - Will cancel this action

NSN Exception File Maintenance, DIC-YRJ-D

Use this input to "DELETE NSNs" in the NSN Exception File. Deletion of a record in the NSN-FSC Exception File will be accomplished by transaction "DIC YRJ", Type Action Code "D".

ENTER SAMMS AND INPUT VERB "SPIP,":

The "PROCUREMENT MAINTENANCE TRANSACTIONS" screen will appear:

Enter an "X" in the space before:

"_ NSN-FSC/NSN-CAGE FILE MAINTENANCE YRJ/YRK"

The NSN-FSC EXCEPTION FILE MAINTENANCE screen will appear:

Enter an "X" in the space before "DIC DESCRIPTION":

"_ YRJ-D DELETION NSN/FSC RECORD"

The "NSN-FSC EXCEPTION FILE MAINTENANCE (DELETION NSN/FSC RECORD)" screen will appear:

FIELD LEGEND

EXPLANATION/INSTRUCTIONS

Document Identifier Code ("DIC"):

"YRJ"

CODE

ACTION

Type Action Code ("ACTN-CODE"): "D"

Delete the NSN from the file.

NSN/FSC:

Enter applicable NSN.

Directorate Code ("DIR-CODE"): "S"

Programmed for "P" for Procurement and "S" for Technical Operations. "S" also applies to Quality.

*SOURCE-CODE:

"SQQ" - Originator's Source Code

NEXT TRANS:

"YRJD" - To enter additional NSNs

"CAN" TO CANCEL

"CAN" - Will cancel this action

APPENDIX R: AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT (ALRE)

This Appendix provides guidance for establishing and maintaining requisite source approval requirements, quality provisions and technical data requirements used in the procurement of Aircraft Launch and Recovery Equipment (ALRE) material. ALRE items, which require special requirements, are identified in the CTFD header (Option A, card column 69), Special Procedures Code (SPC) 01. All other ALRE items (identified by WSDC 82N, but not identified as SPC01) are managed i/a/w standard procedures for technical and quality guidance in the basic sections of the Deskbook.

The technician and supervisor are required to review SDDT ZQT01 in the Technical History (Option D) and the Technical Guidance Information (Option C) for specific instructions.

GENERAL GUIDANCE

Technical Data Requirements (TDR) requests (TDR responses from the Navy are referred to as Requests for Engineering Information (REI)) are required only for 82N items identified by NAVAIR as ALRE CSI or CAI on a NAVICP website at <http://extra.navicp.navy.mil>. All other DLA-managed items identified on the NAVICP website require special quality requirements from NAVAIR. Table ZQT01 in Option D describes the special processing required for CSI/CAI and special quality items. Each ICP should assure that all these items are coded SPC01 and place the identification in Option D to identify the NSN as ALRE CSI/CAI or special quality requirements.

If a previous REI is on file, a validation request may be e-mailed to mcpardanta@navair.navy.mil. As a result of the e-mail, either the current REI would be validated by NAVAIR or NAVAIR would require a TDR via a DLA Form 339. If a previous REI is not on file, a TDR request via a DLA Form 339 is required. Option D of the CTFD should be documented accordingly.

The procuring activity will identify the TDR data and drawing revision currently available for procurement with all requests regardless if the request is by DLA Form 339 or e-mail validation.

TDR requests will be issued via a Defense Logistics Agency (DLA) Form 339 to the focal point identified as the "IMCA" in the DLIS TIR (MOE Rule Data Coded section). If the IMCA is listed as "HD" the Form 339 should be sent to NAVICP Mechanicsburg. If the IMCA is listed as "KE", the Form 339 should be sent to NAVICP Philadelphia.

Note: Although there is always only one IMCA, there could be multiple "Support Collaborators" and/or other service users. The ALRE TDR Form 339 should ONLY be sent to the Navy IMCA (KE or HD). This does not apply to other non-TDR Form 339s, only TDRs. If the IMCA is other than KE or HD (for example GH), send the 339 to KE or HD depending on

which appears first in the Support Collaborators section. All other ALRE non-TDR Form 339s will still be processed IAW DLAI 3200.1. TDRs under the Memorandum Of Agreement (MOA) between DLA and the Navy are an authorized exception. The requirements of the MOA are covered in the following instructions.

In addition to TDRs, Form 339s for Waiver/Deviations will also go to KE or HD respectfully since changes to the drawings may be required.

Navy TDR Responses

The DLA Form 339 priorities will be in three categories. (See DLAI 3200.1, Enclosure 5.) The ALRE pre-negotiated time frames are as follows: Priority A (14 days) will be used for items with CASREP, NMCS and/or Supply Assistance Requests (SARs) on backorder. Priority B (30 days) will be used for all other items with IPG 1 backorders. Priority C (45 days) will be for the balance of the items.

TDRs include:

- ? Identification number and date for the TDR.
- ? Quality Assurance/Quality Control requirements.
- ? Latest revision or changes to drawings/specifications.
- ? Approved Sources if available.

Source Approval (Prior to Award)

Source Approval is required for 82N items procured to NAVAIR CAGE codes 80020 and/or 30003 drawings where Acquisition Method Suffix Code (AMSC) of 'C' or other restricted code (i.e., B, K, M, N, S, V and Y) (DFARS Appendix E, or [Appendix B](#) of this document) apply or as specified in the REI.

If a proposed awardee has not previously been identified as an approved source, the procuring activity will issue a DLA Form 339 requesting a determination whether the offeror meets or has met source approval requirements. A Pre-Award Survey (PAS) of the offeror to determine source approval will be coordinated with the Defense Contract Management Agency (DCMA) and procuring contracting officer. If an offeror does not meet source approval requirements, NAVAIR shall provide specific information detailing the reasons for its determination.

When a restrictive AMSC is indicated, the QAS makes an entry in Option N of the CTDF that alerts the Contracting Specialist/Administrator to send a Contractor Profile History (CPH) to the QAS when there is a pending procurement. The QAS forwards the CPH with their recommendation to the Industrial Specialist who considers the requirement for an Engineering Source Approval Visit concurrent with the PAS. Both the recommendation of the IS and QAS is forwarded to the Contracting Specialist for a final determination. As appropriate, the IS contacts the ESA Quality Assurance office and advises the ESA of the pending procurement. When required, the Engineering Source Approval visit is scheduled on a date of mutual agreement in conjunction with an ICP PAS.

Pre-Award Survey Notifications

Pre-Award Surveys (PAS) notifications are to be sent to the Engineering Support Activity Focal Point via email at least 10 days in advance of the survey. DLA Form 339 Case Numbers are not required.

First Article Test (FAT)

FAT requirements, when requested by the ESA, must be specified. All test criteria (including acceptance criteria) should be provided by the ESA. If Government FAT is required, the length of time required for testing and evaluation and the cost to the DSC for the test and evaluation must also be specified.

DLA may waive FAT for a manufacturer if all of the following conditions are met:

- ? Has manufactured and delivered same item within the last 3 years.
- ? Has a favorable quality history.
- ? Has not proposed any changes to the processes identified in the technical data package or subcontractors used to manufacture successfully in the past.

DLA has approval or disapproval authority for contractor performed FAT based upon test criteria specified (test criteria will be incorporated into the award document). DLA will not accept any FAT results that are outside the stated requirements. DLA will provide an information copy of the FAT report used to approve contractor production to NAVAIR. NAVAIR will notify DLA of any problems or concerns regarding DLA determination of FAT results.

NAVAIR will provide a copy of the Government performed FAT report to the DLA procuring activity when applicable.

Production Lot Testing (PLT)

1. When specified, PLT will be incorporated into the contract by the procuring activity.
2. The ESA indicates when NAVAIR performs the testing.
3. DLA shall not waive any PLT requirement.
4. NAVAIR PLT results will be provided to DLA.
5. If Government PLT is required, the government activity responsible for conducting the test, the length of time required for testing and evaluation plus the cost of the test must also be specified.

Inspection and Acceptance (I&A)

Inspections at origin are mandatory for all SPC 01 82N items and Certificates of Conformance (COC) are not authorized.

A special ALRE I&A Clause (instruction below) is required for all SPC 01 82N items. This clause shall be inserted in all solicitations and contracts.

A Certificate of Quality Compliance (COQC) is required when specified by NAVAIRLKE. Additional I&A requirements will be specified on the TDR or with the special quality requirements. Copies of the COQC and I&A test reports will be provided to NAVAIR upon acceptance.

INSTRUCTION FOR SPC 01 ALRE (82N) ITEMS

Technician Responsibilities

Note: SPC 01 has been applied to the CTDF Option A, cc 69, which will automatically update the CTDF Options B, C, and D with required ALRE information.

Missing Data Work List (MDWL)/Contracting Technical Data File (CTDF)

The technician receives MDWL on 82N National Stock Number (NSN) with SPC 01.

Technical Operations Review (TOR) equals "E".

Quality Assurance Code (QAC) is equal to "Y".

Do not input a Y in the CSI or FSI fields of Option A, unless specifically instructed.

Determine if ALRE CSI/CAI or just Special Quality Requirements

Check Option D or NAVICP website list to determine whether SPC01 code requires full TDR process (ALRE CSI/CAI) or special quality requirements. If full TDR process is required, then technician follows procedure below for TDR. If special quality requirements must be provided by NAVAIR, then email message to NAVAIR at (NAVAIR.icp.qa@navair.navy.mil) for quality requirements.

Technical Data Requirement (TDR) Request

Request TDR via DLA Form 339 to the IMCA (HD/KE) as indicated in the TIR. Input the Case Number of the Form 339 into Option "D", for tracking purposes.

Note: If a previous REI is on file, a validation request must be e-mailed to mcparlandta@navair.navy.mil, which if revalidated, may preclude the requirement of a TDR via DLA Form 339.

TDR Responses (REI)

1. The Navy will provide a Request for Engineering Information (REI) as a response to the TDR. The REI should be loaded into Joint Engineering Data Management and Control System (JEDMICS) with CAGE of 80020 and drawing number (such as) REI-01-12376 (format includes the REI identification number as provided on the REI by the Navy). The REI document is normally not provided to vendors as part of a bid set. Instead, the technical requirements portion of the REI may be extracted (by page) and incorporated in a locally developed (by the DSC) change notice to be provided to the vendor. The change notice will be designated by the format of CN-00-083-9276 (the last nine digits reflecting the NIIN). The change notice will be loaded into JEDMICS with the local ICP CAGE, since it is a locally developed document. The entire REI would be provided to vendors as a procurement document only in those rare cases where it (without exception or modification) meets all technical and quality requirements.

2. To document drawing requirements in the CTDF, the basic drawing is loaded in Option E as a "DB." The change notice will be loaded in CTDF Option E as "DR," and the Type Number field will list the REI number. The REI will be listed only as "DZ" with the CASE Number reflected in the Type Number field. On future buys, if the Navy issues a new REI, it will also be reflected as "DZ" in the CTDF, Option E. All issued REI documents for each item should remain documented in the CTDF. If a new a REI changes the technical requirements, then the change notice will need to be revised to incorporate the new requirements and Option E updated accordingly.

NOTE: Quality requirements will be extracted from the REI and input to CTDF in accordance with instructions below (under "Quality Assurance Responsibilities").

3. All ALRE items covered by the MOA (SPC 01) will have a CIC of Y in the CTDF.
4. Input/validate 82N in cc 36 (End Item Application) Option "A."
5. Validate/input (QAC) "Y" for Quality Assurance Specialist (QAS) review.
6. Input TOR R for next buy - Use "R" (recurring) to clear MDWL, the system will re-input the "E". For non CAI/CSI items, it is acceptable to use a TOR = N to release the MDWL message as long as there is a process in place to ensure that a QAC = Y will be loaded into the CTDF for future MDWLs.
7. Verify that the NSN has been added to the Automated Small Purchase System (SASPS) Exception File. (See Attachment 1 of [Appendix Q](#) of this document.)
8. Input corrections to Federal Logistic Information System (FLIS) based on the "Cataloging Reference Number Coding Guide." The basic Government drawing (CAGES 30003, 80020) should be Reference Number Category Code (RNCC)/RNVC coded 3/2 and all other reference numbers coded 5/9 or D/9 as appropriate.
9. If you have any reason to believe an item is improperly coded (it belongs under special management or it should be removed from special management), contact your WSSM/WSPOC for validation and correction of the coding.

Quality Assurance Responsibilities

Missing Data Work List (MDWL)

The person responsible for quality assurance receives an MDWL on all ALRE items (82N NSNs coded SPC01) prior to each buy. The QA Specialist will incorporate special quality requirements into the CTDF and procurement documents as specified by NAVAIR on either the REI or as provided by email under the special quality requirements email request.

Technical Data Requirement

1. The DLA Form 339 case number is maintained in Option "D" of the CTDF at the time of a TDR request. When the REI is received, the REI is placed in Option "E" as a DZ with the case# under the REI number and to the right of the word TYPE:
2. Obtain a copy of REI.

3. Review the date of the REI to ensure that it is current. Request that the technician obtain a current REI when required.

Quality Data Requirements

1. Incorporate the REI or email quality requirements into CTDF, Option N and Option B and E as appropriate per instructions by NAVAIR and drawings.
 - ? Supplemental Quality Assurance Provisions (SQAP) when applicable
 - ? First Article Test (FAT) criteria when applicable
 - ✍ FAT requirements are required when specified in the drawing and/or REI or special quality requirements.
 - ✍ FATs may be waived if the contractor has delivered the same item within the last three years, has a favorable quality history, and has not proposed any changes to the processes or changed any subcontractors.
 - ✍ Ensure appropriate evaluation of the contractor's FAT. Do not accept if outside stated testing requirements. Provide an information copy of the FAT report used to approve contractor production to NAVAIR.
 - ? Production Lot Test (PLT) criteria.
 - ✍ PLT criteria will be specified by the Navy in the REI or special quality requirements. DLA does not have the authority to waive the PLT requirement.
 - ✍ The Navy will also indicate when NAVAIR will perform the testing.
 - ? Product Verification Requirements when applicable
 - ? Contract Data Requirements List(s) (CDRL) when applicable
 - ? Quality Assurance Letter of Instruction (QALI)
 - ? Place of Inspection Code (PIC). Inspections at Origin are mandatory for all SPC 01 82N items and Certificates of Conformance is not authorized.
 - ? Certificate of Quality Compliance (CoQC). NAVAIRLKE will specify in the REI or email quality requirements if a CoQC is required. Use a CDRL to direct the contractor to send a copy of the CoQC to NAVAIR.
 - ? Quality Control Code (QCC) = ____ (per DSC instruction)
 - ✍ The CTDF, Option N, Quality Control Code, will indicate the following:
 - ✍ This NSN is an Aircraft Launch and Recovery Equipment (ALRE) item with a Weapon System Designator Code of 82N and is SPC 01 coded. ALRE Quality Requirements apply.
 - ? For non ALRE CAI/CSI items where the technician has used a TOR = N, the person responsible for quality assurance must ensure that a QAC = Y is installed in the CTDF for future buys.

Note: All inquiries related to the acquisition events listed above are to be directed to the Naval Air Warfare Center, Aircraft Division, Lakehurst, NAWC (AD) LKE. Refer to the TDR for specific point of contact information.

ALRE Supervisor CTDF Checklist

1. Option D (Technical History data):

- a. Ensure that Form 339 history is recorded.
- b. Date more recent than Recommended Buy (RB) date.

2. Option A (Header Data):

- a. TOR (cc 8) = R for ALRE CAI/CSI items. (If the item is a non ALRE CAI/CSI item, a TOR = N is permissible as long as there is a process in place to ensure the QAC = Y for future procurements.
- b. Verify that CIC (cc12) is correct.
- c. Verify that the AMSC (cc16) is correct.
- d. Drawing Number Required Code (cc 21) = Y
- e. Last Change Date (cc 35) is more recent than RB date.

3. Option C (Technical Guidance Information):

Review SDDT ZQT01 for compliance.

4. Option E (Spec/Drawing/Pub Code (S/D/T/P):

- a. Must contain at least one drawing with CAGE 30003 or 80020
- b. S/D/T/P Code (cc 3) =D
- c. B/R Code (cc 4) = B
- d. Validation date (cc 10) is more recent than RB date.
- e. Must contain the current REI requirements, as a locally developed change notice (D/R), and previous REIs (D/Z)

5. Option N (Quality Guidance Data):

- a. PIC Code (cc 2) = C if CIC (cc 7) = Y
- b. PIC Code (cc 2) = 1 if CIC (cc 7) = N or blank.
- c. QCC Code (cc 3) = _____ (per DSC instruction)
- d. COQC Code (cc 8) = Y (if specified by NAVAIRLKE)
- e. If FAT Code (cc 9) is Y review text field and DSC SQAP for FAT information.
- f. If CDRL required text field will include CDRL information.
- g. Last Change Date (cc 16) indicates QAS

APPENDIX S: INDIVIDUAL REPAIR PARTS ORDERING DATA (IRPOD)

This appendix provides procedures to initiate, validate and update Navy nuclear propulsion system items prior to procurement. A Memorandum of Agreement (MOA) between the Defense Logistics Agency and the U.S. Navy establishes these procedures.

IRPOD items are identified in the CTDF header (Option A, card column 69), Special Procedures Code (SPC) 02.

The technician and supervisor are required to review SDDT ZQTO2 in the Technical History (Option D) and the Technical Guidance Information (Option C) for specific instructions.

Note: The Individual Repair Parts Issue List (IRPIL) is an "Official Use Only" document and is subject to special export controls. Transmittals to foreign Governments or foreign nationals may not be made without approval of Naval Sea Systems Command (NAVSEA). Individual IRPODs may be handled as an unclassified document once it is separated from the master IRPOD documents.

GENERAL GUIDANCE

The Memorandum of Agreement directs that:

- ? The Defense Supply Centers (DSCS) will review all IRPOD National Stock Numbers (NSNS) for IRPOD requirements to develop acquisition data and to insure that IRPOD requirements are utilized for procurement actions in accordance with the memorandum.
- ? The DSCs will maintain all Supply, technical, packaging, quality, and procurement data relative to IRPOD items managed by the Center.
- ? The DSCs will coordinate with NAVICP-Mechanicsburg, through HD to HX, for assistance as required in the management of all IRPOD NSNs and will keep the Navy advised of any changes in support status.
- ? The DSCs must maintain the traceability requirement as directed by Navy (HD/HX) during the procurement process to insure compliance to IRPOD data. Documentation at pre and post award must be maintained to insure delivery of correct item of supply.

- ? All DSCs will identify an IRPOD monitor.
- ? DSCC is designated as the DLA Lead Center for IRPOD.
- ? DLA Form 6, *Production Standard*, will be used as the method to identify and control all the technical, packaging, and quality requirements in the IRPOD Bid Set.
- ? The words Nuclear Propulsion or Nuclear Reactor **must not** appear on any solicitation, contract or other documents provided or available to the contractors or vendors, such as the Total Item Record.
- ? IRPOD items will not be standardized, replaced, simplified, changed, or coded terminal without prior concurrence from NAVICP-M Code 87 (HX). This includes unit of issue, shelf life and Military Specification changes. Note that the Unit of issue and shelf life changes will be forwarded to NAVICP-M, code 87, via DLIS using Form 1685.
- ? IRPOD items will be coded with an AMSC of C unless otherwise directed by the IRPOD.
- ? For detailed procedures and instructions when procuring IRPOD items, refer to the IRPOD Desk Guide. Questions will be directed to the IRPOD monitor.

INSTRUCTIONS

The individual responsible for packaging will review and maintain packaging data for all IRPOD items.

The Technical Data Management Units will maintain IRPOD bid sets and perform authentication and indexing of the DLA Form 6.

Duties of DSC IRPOD Monitor

The DSC IRPOD monitor will:

1. Review updated IRPIL CD from NAVICP-Mechanicsburg (HX) and process required actions.
2. Assign drawing reference numbers as required. DSCC uses drawing prefix LO (local order), DSCR uses RO (Richmond order) and DSCP uses PO (Philadelphia order).
3. Initiate action to update the CTDF, Option A, with a TOR of "E" (cc 8), a CIC of "Y" (cc 12), and Option N with a PIC of "C" (cc 2) for IRPOD NSNs not currently identified within the Standard Automated Materiel Management System (SAMMS). Insert Special Procedures Code (SPC) 02 in Option A (cc 69) of the Contracting Technical Data File (CTDF).
4. Maintain database for identification and statistical tracking of IRPOD processing.

5. Coordinate with DSC IRPOD monitor and HX for updates of IRPIL (compact disk).
- . Initiate action to place IRPOD NSNs into SAMMS exception file for exclusion from SASPS.
7. Verify the appropriate Quality Control Code (QCC) (Option A, cc 3 of the CTDF) to identify the item as an IRPOD item on a bimonthly basis.
8. Provide a bimonthly update for NSNs that have changed status including additions and deletions to the IRPIL. When the IRPOD status changes, the DSCs will annotate the Technical History Field (Option D) with the date the Special Procedures Code (SPC) 02, (Option A) was added or deleted.

Duties of Technicians and Quality Specialists

Technical and Quality Specialists will:

1. Ensure IRPOD NSNs are maintained in accordance with current MOA in effect between DLA and the Navy for Weapon System Code 21N.
2. Ensure criticality CIC "Y" (cc 12 of Option A of the CTDF) for all IRPOD NSNs.
3. Ensure a Place of Inspection code (PIC) of "C" cc 2, Option A of the CTDF, for all IRPOD NSNS.
4. Forward alternate offers to the Engineering Support Activity (ESA) via DLA Form 339 through HD to HX in accordance with DLAI 3200.1 and [Appendix H](#) of this document.
5. Evaluate surplus offers for IRPOD items in accordance with [Appendix L](#) of this document. ESA coordination is mandatory. Special testing and inspection may be required.
6. Coordinate with the Navy ESA, as necessary, to ensure supply support and to resolve technical data conflicts.
7. Maintain and update the CTDF, Customer Depot Complaint System (CDCS), Federal Logistics Information System (FLIS) Total Item Record, and the National Inventory Record (NIR).
8. Create DLA Form 6, as required, to meet the IRPOD requirements.
9. Initiate Bid Sets, as required, in compliance with the IRPOD data.

Note: Some IRPOD items will not require DSC drawing bid sets but may require Original Equipment Manufacturer (OEM) drawing bid sets. Assessment of requirements is the responsibility of the technician.

- a. Only officially approved DLA Form 6 for procurement actions will be stored within Joint Engineering Data Management Information and Control System (JEDMICS). The technician is responsible for preparing and authenticating DLA Form 6 and must sign the "APPROVED" block.
- b. Examples of completed DLA Form 6 can be found in the *IRPOD Desk Guide*.
- c. NSNs where the IRPOD have all areas marked "intentionally left blank" only require inspection for verification of approved sources, and will not require DSC (LO, RO, or PO) reference numbers or DLA Form 6. Issuance of Quality Assurance Letters of Instructions (QALs) will be mandatory.
- d. Those IRPOD NSNs that contain IRPOD Ordering Data and that require special inspection and packaging requirements will require DSC Reference Number and DLA Form 6. Issuance of QALs will be mandatory.

10. Initiate DLA Form 6 for those NSNs requiring Item Production Standard according to applicable data listed within the IRPOD. DLA Form 6 will be placed in JEDMICS prior to bid set establishment.

- a. Enter Standard Identifier (SI) Number, Provisioning Line Item Sequence Number (PLISN) and the Item Name in the Header portion (not required for additional pages, e.g., pages 2, 3, etc.). The initial DLA Form 6 will be coded as Revision "A" under the "REVISION" column and will be annotated with the ten-digit Navy IRPOD Revision Number under the description column.
- b. Enter Revision, Manufacturer's Name and CAGE Code, Drawing or Catalog number and Piece number as applicable.
- c. Enter within Title Block, ITEM PRODUCTION STANDARD and the NSN.
- d. Enter data in paragraphs, numbered in consecutive order, using all the relevant technical information available in the Navy IRPOD. All data areas that state "INTENTIONALLY LEFT BLANK" should be deleted and subsequent paragraphs renumbered.
- e. Any new DLA Form 6 that replaces an existing Form 6 should have a revision letter (i.e., B, C, etc.) and a revision date that supersedes the previous Form 6. The revised Form 6 will include the ten-digit Navy IRPOD Revision Number under the description column in the Revision Block of Form 6.
- f. The date will be entered into the "Date" block of the form. This date shall remain unchanged throughout the life of the form. Changes shall reflect the date within the "Revision" block.
- g. If Additional Data for Contracting Agency (ADCA) is specified, it shall not be placed on the DLA Form 6.

- 1) ADCA data should be placed in the Technical Guidance Information (TGI) field (Option C) of the CTDF. (See the IRPOD Desk Guide for examples.)
 - 2) ADCA **data will** not be provided to contractors.
- h. Mandatory inspection (MI) requirements for IRPOD NSNs (items with or without DSC (LO, RO, or PO) drawings):
- 1) Prepare a formal Quality Assurance Letter of Instruction (QALI) in accordance with DLAI 4155.2 based on MI data contained within the IRPOD data. The QALI must reflect what is contained within the awarded contract. Defense Contract Management Agency (DCMA) acknowledgment is required.
 - 2) The person responsible for quality assurance will maintain the MI requirements and ensure the following is accomplished:
 - a) Mandatory Inspection data and Quality Assurance Letters of Instruction will not be provided to the contractors.
 - b) Update the CTDF Quality Control Code (QCC, Option A, cc 3) to identify the item as an IRPOD item and insure that the PIC = C (Option A, cc 2). These codes indicate an IRPOD item with origin inspection for a critical item. QALI is mandatory. Certificate of Conformance (CoC) is not authorized. Verify that the SPC of 02 has been assigned (Option A, cc 69). If it has not been assigned, contact the IRPOD monitor.
 - c) QA will forward the applicable QALI to the cognizant DCMA. A copy of the QALI will be placed within the Contractor Quality History File or the SAMMS Quality Evaluation Program file and a copy forwarded to the contract administrator.
 - d) QA will administer the QALI by requiring a return acknowledgement receipt, which will be filed in the Contractor Quality History File or the SAMMS Quality Evaluation Program file and a copy forwarded to the contract administrator.
 - e) The person responsible for quality assurance will require within the QALI that upon completion of the instructions/inspections, a signed copy of DD 250 will be forwarded to the contract administrator for inclusion in the contract file.
 - 3) IRPOD items that do not require DSC drawings will, at a minimum, have verification of CAGE Code, reference number and required packaging and marking.
 - 4) IRPOD items that require a DSC drawing will be inspected in accordance with the outlined IRPOD data.

11. Verify that the SPC 02 has been applied to the CTDF Option A, cc 69, which will automatically update the CTDF Options B, C, and D with required IRPOD information.
12. Insure that the words Nuclear Propulsion or Nuclear Reactor **do not** appear on any solicitation, contract or other documents provided or available to the contractors or vendors, such as the TIR.
13. When the IRPIL identifies a NSN that reflects the statement "Prepared Upon Request," initiate a DLA Form 339 requesting IRPOD data from NAVICP-Mechanicsburg HD, attaching a copy of the latest IRPIL.

Note: Procurement should not be continued, without written concurrence from NAVICP-Mechanicsburg or until the DLA Form 339 reply is received.

14. Receive and process data for items listed as IRPOD and identified with Military Specification part numbers for which there is a Qualified Products List (QPL).
 - a. Update the Specification Drawing Standard Publication (S/D/T/P) field annotated with the applicable MIL-SPEC and QPL reference in accordance with [Appendix A](#) of this document.
 - b. The Acquisition Method Code (AMC) and the Acquisition Method Suffix Code (AMSC) will be updated to "1/T" (QPL sources will not be entered into the CTDF or FLIS).
15. Receive and process data for IRPOD NSN(s) if they do not appear in the new IRPIL.
 - a. The technician will initiate a Request for Engineering Support, DLA Form 339 (in accordance with current operating instruction), to NAVICP-Mechanicsburg (HD) to validate the IRPOD requirement.

Note: IRPODs with newly assigned NSNs (less that 60 days old) will not appear on the IRPOD CD ROM - SSR data should be used.

- b. If NAVICP Mechanicsburg advises that the IPPOD requirement no longer exists (confirmation through the returned DLA Form 339 or other written notification), the technician will initiate the appropriate cataloging action to cancel, cancel use, or redescribe the NSN to a standard item.
- c. The DSC reference number will be placed in obsolete status (Reference Number Category Code RNCC/RNVC of 5/9) for the non-preferred NSN, canceled NSN, or NSN being redescribed to a standard commercial item.
- d. Packaging requirements must include consideration for military packaging of stocked items versus commercial packaging of stocked items. Coordination with the person responsible for packaging must be completed prior to the NSN update.

16. Receive and process data from the IRPOD Monitor all IRPIL NSN(s) reflecting the following: IRPOD NOT REQUIRED, IRPOD NOT REQUIRED CATALOG ITEM, DO NOT PROCURE, PART SUPERCEDED or DO NOT PROCURE, PART DELETED.
 - a. NAVICP-Mechanicsburg has made the determination that the IRPOD requirement is no longer valid.
 - b. The IRPOD monitor will provide listings of NSNs of those items that have changed status as noted above to the responsible technician or team.
 - c. The technician must update SAMMS CTDF to delete IRPOD requirements.

Note: Monitors must add the appropriate SDDT or statement into SAMMS Option D of the CTDF and TOR "E" into Option A of the CTDF to flag NSN from procurement until all processing is completed.

Suggested SDDT wording: *"This NSN is not listed within the Navy (HX) database as an IRPOD NSN (e.g., "IRPOD not required" or "IRPOD not required catalog item.") CTDF review and update is required. Address questions to your IRPOD monitor."*

- d. The NSN may still require support as a commercial item.
 - e. Interchangeability and Substitutability (I&S) or RNCC/RNVC action will be completed as required.
 - f. Cataloging action will be initiated to change the DSC drawing reference number to obsolete status (RNCC/RNVC of 5/9).
 - g. When an IRPOD requirement is deleted and the NSN is canceled or standardized, forward a written notification to the applicable Item Manager, the person responsible for packaging, and Technical Data Specialist to delete the IRPOD requirements from their records.
 - 1) Action will be initiated to remove NSN from SAMMS Exception File.
 - 2) Bid Set requirement will be removed by the Technical Data Specialist.
 - 3) The person responsible for packaging will update the NSN to reflect new non-IRPOD packaging requirements.
17. The technician will forward one of the following to Packaging:
 - a. Copy of DLA Form 6 and IRPOD ordering data for packaging updates.
 - b. Copy of IRPOD ordering data if DLA Form 6 is not required for packaging updates.
 - c. Copy of IRPIL when IRPOD requirements have changed for any reason.

18. Coordinate all SAMMS, CTDF transactions to insure completion prior to release of Missing Work Data List (MDWL). The technician will be key to the update process.
 - a. The technician will not release MDWL until Quality and Packaging have completed respective updates.
 - b. The technician will notify immediate supervisor when the review process is completed to permit supervisor review.
 - c. The supervisor will review CTDF and complete the Supervisor Checklist. When the determination has been made that the review process is accurate, the technician will be notified to release the MDWL.
19. The Supervisor Checklist will be maintained within the working group. A copy of the checklist will be forwarded to Internal Review for audit purposes.

Packaging Duties

1. The person responsible for packaging will receive IRPOD data from the technician/quality assurance specialist and will update packaging requirements.
2. FRPOD NSNs that do not contain a DSC drawing reference number will require normal MIL STD packaging (MIL-STD-2073). Items shall be marked in accordance with the requirements of the Acquisition Identification Description (AID).
3. IRPOD NSNs that require DSC drawing reference numbers will require packaging as listed on DLA Form 6 as derived from the IRPOD data. Items shall be marked in accordance with approved source data listed in the SAMMS CTDF, Option C.
4. The person responsible for packaging will notify the technician when SAMMS, CTDF packaging data has been updated.

Audit and Accountability

1. NAVICP-M (Code 87) will perform random audits on WSDC 2IN items including IRPOD NSNs.
2. Supervisor checklist will be utilized along with contracting files, quality history files, and technical history files.
3. Checklists will be maintained for a period of at least three years.

Training

1. DSC focal points will receive training as required from NAVICP-M.

2. DSC focal points and designated personnel will receive training as required from NAVICP-M and DSC focal points.
3. Newly assigned personnel will receive training upon assignment of responsibility for IRPOD items.

IRPOD Application Checklist

The following checklist was developed by Defense Supply Center, Columbus, and is provided as an example. The Richmond and Philadelphia Centers' checklists will vary slightly.

IRPOD Application Checksheet

EXAMPLE

SUPERVISOR NAME: _____ **TEAM:** _____ **ORC:** _____

(i) **NSN:** _____ **TEAM:** _____
DATE: _____

| (ii) ACTION ITEM | ES | QAS | PS | SUPE R- VISOR | N/A |
|---|----|-----|----|---------------------|-----|
| Technician | | | | | |
| Receives MDWL and verifies IRPOD requirements. | | | | | |
| CS296 (S9C) or E0184 (S9E) with IRPOD Statement in Option D (Input by IRPOD Monitor). | | | | | |
| IRPIL/IRPOD data verified on current HX CD ROM data list (O:\Irpod on IWS). | | | | | |
| Data reviewed to determine Form 6 requirements (L0# drawing). | | | | | |
| CIC is "Y" (CTDF Opt A). | | | | | |
| AMSC updated per IRPOD data (Normally "C"). | | | | | |
| CAT updated to "Y" if Bid Set is required (CTDF Opt A). | | | | | |
| DWG updated to "Y" if Bid Set is required (CTDF Opt A). | | | | | |
| CTDF Opt B updated with: IRPOD CRITICAL APPLICATION ITEM. | | | | | |
| CTDF Opt C: Updated with required data if bid set item (See Desk Guide). | | | | | |
| CTDF Opt C: SDDT CS290 (S9C) or E0180 (S9E) added with statement (See Desk Guide). | | | | | |
| CTDF Opt C: SDDT C0133 added. | | | | | |
| CTDF Opt D: CS296 (S9C) or E0184 (S9E) with statement removed. | | | | | |
| CTDF Opt D: Add: IRPOD REQUIREMENT FOR THIS NSN-SEE IPM 98-0005A. | | | | | |
| CTDF Opt E: Bid Set Item - Has L0# coded D/B & OEM drawing coded D/R. | | | | | |
| CTDF Opt E: Bid Set Item - Drawings are listed in JEDMICS/Bid Set established in JEDMICS. | | | | | |
| CTDF Opt K: Non Bid Set item - IRPOD primary Reference Number coded RNCC/RNVC 3/2. | | | | | |
| Navy secondary Reference Numbers coded RNCC/RNVC 5/2. | | | | | |
| Bid Set item - L0# drawing coded RNCC/RNVC 3/2. | | | | | |
| Navy Reference Numbers coded RNCC/RNVC 3/1. | | | | | |
| Data forwarded to Packaging Specialist. | | | | | |
| | | | | | |
| Quality Specialist (QAS) | | | | | |
| CTDF Opt N: PIC is "C". | | | | | |
| CTDF Opt N: QCC is ++5 (QCC field-third position). | | | | | |
| CTDF Opt N: SDDT C0133 (S9C) or E0133 (S9E) and statement added. | | | | | |
| CTDF Opt N: QAC "Y" updated to "N" after review is completed. | | | | | |
| | | | | | |
| Packaging Specialist (PS) | | | | | |
| Receives data from Equipment Specialist. | | | | | |
| Non Bid Set item (No L0# drawing): MIL-STD-2073 packaging update. | | | | | |
| Bid Set item (L0# drawing): MIL-PRF-23199 or as requirement by IRPOD data. | | | | | |
| Notification returned to Equipment Specialist of completed update. | | | | | |
| | | | | | |
| Supervisor | | | | | |
| Notifies equipment specialist to release MDWL-TOR "E" replaced with TOR "R" | | | | | |

REMARKS

EXAMPLE: PROCUREMENT COMBINED CHECKLIST

NSN: _____ PR #: _____ SOL #: _____

AWARD (CONTRACT) #: _____ DATE: _____

| ACTION | BUYER | ADMIN | QAS | SUPERVISOR | N/A |
|--|-------|-------|-----|------------|-----|
| SOLICITATION | | | | | |
| Ensure Acquisition Item Description in solicitation includes statement, "IRPOD CRITICAL APPLICATION ITEM". | | | | | |
| If an "LO" reference number is cited in the AID, ensure a copy of the DSCC Form 6 is included in the file. | | | | | |
| Ensure solicitation requires Inspection and Acceptance at Origin | | | | | |
| Ensure solicitation includes DSCC provision 52.211-9C13, Availability of Drawings, Purchase Descriptions, or Deviation Lists (DPACS provision LO7), if AID references a drawing requirement. | | | | | |
| Ensure solicitation does not include wording such as "Nuclear Propulsion" or "Nuclear Reactor". | | | | | |
| Ensure packaging requirements in solicitation are correct based on whether a Form 6 is or is not required. | | | | | |
| Form 6: packaging shall reference MIL-PRF-23199 or 23199/1 | | | | | |
| No Form 6: packaging shall reference MIL-STD-2073 | | | | | |
| | | | | | |
| AWARD | | | | | |
| Ensure file is adequately documented to show awardee is an approved source, or in the case of a dealer, traceability back to an approved source. | | | | | |
| Ensure award document identifies the CAGE code and part number awardee intends to supply. | | | | | |
| Ensure award requires Inspection and Acceptance at Origin, with Certificate of Conformance not authorized . | | | | | |
| Ensure file is adequately documented to show copy of award provided to QAS for issuance of a QALI to the DCMA. | | | | | |
| Ensure award document does not include wording such as "Nuclear Propulsion" or "Nuclear Reactor". | | | | | |
| Ensure front of award folder is marked with " IRPOD ". | | | | | |
| | | | | | |
| POST AWARD (QAS) | | | | | |
| QALI implemented by QAS (After receipt of contract from administrator). | | | | | |
| QALI acknowledgement received by QAS from DCMA. | | | | | |
| DD Form 250 received by QAS upon completion of DCMA inspections. | | | | | |
| QAS forwards the QALI, acknowledgement and DD Form 250 for inclusion into file. | | | | | |
| | | | | | |
| POST AWARD ADMINISTRATOR | | | | | |
| Upon receipt from the QAS: | | | | | |
| Ensure copy of QALI is filed in the award file. | | | | | |
| Ensure copy of DCMA acknowledgement to the QALI is filed in the award file. | | | | | |
| Ensure copy of DD250 is filed in the award file. | | | | | |

Remarks

APPENDIX T: MANAGING SPECIAL INTEREST ITEMS IDENTIFIED BY THE MILITARY SERVICES

This Appendix establishes a process for identifying the special interest items identified by the military services, populating Standard Automated Materiel Management System (SAMMS), populating Military Engineering Data Asset Locator System (MEDALS), and the addition or deletion of identified items. At this time the NAVSUP/NAVSEA/Defense Logistics Agency (DLA) Memorandum of Agreement concerning management of Navy Special Interest Items is the only agreement in place. Two current examples are the Lightweight Torpedo items, Weapon System Designator Code (WSDC) “BMN” Mark 46 Torpedo and “BNN” Mark 50 Torpedo. The process below will allow the military service engineering activities to provide DLA current data that will result in more effective parts management. Items in Federal Supply Groups (FSGs) 83 and 84 (textile fabrics and clothing) are excluded from the policy in this appendix. Also excluded are Navy Nuclear and Submarine Sub Safe-Level 1 items supported by DLA.

INSTRUCTIONS

The military service engineering activities will request lists of DLA-managed items applicable to the weapon system under review by contacting the individual Defense Supply Center (DSC) Point of Contact (POC). The preferred method for identifying the weapon system is the WSDC.

The POCs are:

Defense Supply Center Columbus (DSCC) Ronnie J. Stickles
COM 614-692-7161
DSN 850-7161
E-mail: ronnie.stickles@dsc.dla.mil

Defense Supply Center Philadelphia (DSCP) Henry Stonelake
COM 215-737-7455
DSN 444-7455
E-mail: hstonelake@dscp.dla.mil

Defense Supply Center Richmond (DSCR) Viola Woelfl
COM 804-279-3362
DSN 695-3362
E-mail: vwoelfl@dscr.dla.mil

The identification of special interest items is determined by reason of tolerance, fit restrictions, application, nuclear hardness properties, or characteristics that affect identification of the item. When an item that meets one or more of these criteria is identified, the services will place a "Y" in the Technical Operations Review (TOR) column in the Excel spreadsheet provided to the DSC focal point. The "Y" indicates that the DSC POC should place an "E" in the TOR (Option A, card column 8 of the Contractor Technical Data File (CTDF) and initiate action to install an SDDT for identified National Stock Numbers (NSNs). The SDDT will instruct the technicians to verify the status of the drawing in MEDALS. The objective is to give DLA visibility and access to important configuration information to minimize logistics response time.

Items identified by the SDDT and TOR E require the military service Engineering Support Activity (ESA) to flag the drawing number in MEDALS with a Proposed Change Indicator (PCI) of "Y." This indicator requires the DSC technician to contact the ESA before processing the procurement. The Configuration Control Activity for each program is the only agency authorized to add or remove a PCI Input Transaction Request. This field notifies the technician that a change to the document has occurred or is pending, the part has known quality problems, or the part is obsolete.

The technician who receives PCI notification from MEDALS will contact the Configuration Control Activity point of contact for more details including disposition of current Purchase Requests (PRs), contracts, and stock on hand. The military service ESA must reply to the request for information via e-mail. The e-mail shall either answer the question or request submission of a DLA Form 339. If the PCI field is not marked, the technician will proceed with the buy using the current Technical Data Package.