



Headquarters  
Department of the Army  
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**\*Army Regulation 708–1**

Effective 7 March 2024

## Cataloging of Supplies and Equipment

# Logistics Management Data and Cataloging Policy for Army Operating Materials, Supplies, and Equipment

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By Order of the Secretary of the Army:

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*General, United States Army*  
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Official:

  
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**History.** This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

**Authorities.** The regulation implements DoDI 4140.01 and DoDM 4100.39.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this publication consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this publication by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to the Office of the Deputy Chief of Staff, G–4 (DALO–SPE/Supply Policy Division), 500 Army Pentagon, Washington, DC 20310–0500.

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 708–1, dated 9 November 2016.

# ***SUMMARY of CHANGE***

AR 708–1

Logistics Management Data and Cataloging Policy for Army Operating Materials, Supplies, and Equipment

This major revision, dated 7 February 2024—

- Changes the title from Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment to Logistics Management Data and Cataloging Policy for Army Operating Materials, Supplies, and Equipment (cover).
- Clarifies and establishes the differences between standard and non-standard material, national stock numbers, manufacturer part numbers, and management control numbers (para 1–7).
- Updates the policy on Army adopted items of materiel and the list of reportable items (para 1–8).
- Updates responsibilities (paras 1–9 through 1–12).
- Adds Army representation and participation in the Federal Cataloging Committee (para 1–12).
- Clarifies that the Army-Defense Logistics Agency Performance Based Agreement document will define “timely response” and will provide turnaround times for Army catalog transactions (para 2–9).
- Updates policy on manufacturer part numbers (chap 3).
- Adds Part Number Conversion Program to capture strategic master data needs, reducing excess part numbers in catalog (chap 7).
- Replaces references to the Defense Inactive Item Program-Redesign with the Obsolescence Management Program (throughout).
- Changes Logistics Support Agency to Logistics Data Analysis Center (throughout).
- Updates addresses and websites (throughout).

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

**Summary of Change**

**Chapter 1**

**Introduction, *page 1***

**Chapter 2**

**Army Participation in the Federal Catalog System, *page 4***

**Chapter 3**

**Non-Standard Material, *page 8***

**Chapter 4**

**Federal Supply Classification Assignments, *page 10***

**Chapter 5**

**Logistic Reassignments, *page 11***

**Chapter 6**

**Army Unique Data, *page 11***

**Chapter 7**

**Part Number Conversion Program, *page 12***

**Chapter 8**

**Obsolescence Management Program, *page 12***

**Chapter 9**

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

**Appendixes**

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

**B. Internal Control Evaluation, *page 16***

**Glossary of Terms**

## **Chapter 1**

### **Introduction**

#### **Section I**

##### **General**

##### **1–1. Purpose**

This regulation prescribes policy and defines responsibilities for cataloging operating materials and supplies (OM&S) and equipment, to include related logistics data management functions.

##### **1–2. References, forms, and explanation of abbreviations**

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

##### **1–3. Associated publications**

Procedures associated with this regulation are found in DA Pam 708–1, DA Pam 708–2, and DA Pam 708–3.

##### **1–4. Responsibilities**

See section II of this chapter.

##### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

##### **1–6. Policy**

a. The Federal Catalog System (FCS) procedures will be used to develop federal item identification (FII) data. They will also be used to establish common supply management data in the Federal Logistics Information System (FLIS) total item record (TIR) for Army items of supply. Army cataloging procedures will be used to establish logistics management data elements not in the FCS and to collect and issue all logistics management data.

b. The Army will take part in maintaining the FCS, including FLIS. It will use data in the FLIS central database and data established under Army cataloging procedures to support logistics missions and functions.

c. The Army Enterprise Material Master (AEMM) is the central repository of logistics management data within the Army. It has precedence over conflicting data published in other authorized DA publications. However, for essentiality codes (ECs), the AEMM shows only the highest code assigned of all support items to end item applications. The AEMM resides in the Army Enterprise Systems Integration Program (AESIP) Hub.

d. Logistics data elements pertaining to all hazardous materials will be broadcast and updated as required throughout all Army cataloging regulations, handbooks, and tools. Every effort will be made to provide ready access to hazardous material related data.

##### **1–7. Cataloging concept**

Cataloging is a basic process in commodity management. It supports logistics functions from the procurement of an item to its disposal. Standard and non-standard material may be used to identify an item of supply through all logistics systems. A standard material, such as a national stock number (NSN), is assigned to an item through the FII process. A non-standard material, such as a manufacturer part number (MANP) or management control number (MCN), is assigned to an item through the AEMM request process. In Army cataloging operations, logistics data elements are established for use in acquiring, storing,

distributing, transporting, using, and disposing of Army items of supply. This includes collecting and disseminating item identification and related logistics management data for Army activities and the use of other services or agencies.

a. Cataloging functions will develop and collaborate—

(1) Army cataloging policies and procedures covered in this regulation.

(2) Policies and procedures for the FCS and FLIS Technical Procedures Manual.

(3) New or revised FCS tools, including item names, reference drawings, Item Identification Guides, federal supply class(FSC) structures, and Military Standard Item Characteristics Coding Structure.

b. Federal cataloging transactions will be prepared in accordance with DoDM 4100.39, Volume 1 through Volume 7, DoD Cataloging Data and Transaction Standards (CDTS), Volume 8 through Volume 13; DoDM 4140.26, Volume 2 through Volume 6; and Army requirements, which include—

(1) Acquiring applicable technical data.

(2) Validating applicable technical data.

(3) Selecting approved item names.

(4) Deciding correct FSCs.

(5) Deciding type of FII (descriptive or reference) (see AR 700–18).

(6) Selecting cataloging tools.

(7) Preparing proposed FIIs.

(8) Preparing proposed changes, deletions, or cancellations of FII data.

(9) Preparing input of changed, deleted, or canceled data to appropriate cataloging and logistics data management systems.

(10) Coordinating proposed transactions with recorded activities.

c. Army activities, cataloging personnel (data managers or data originators) will:

(1) Prepare detailed instructions and guidance for developing functional logic and preparing system change requests for establishing and maintaining automated capabilities to process, store, retrieve, and use cataloging data.

(2) Collect, review, coordinate, and prepare proposed actions on catalog management data (CMD) and Army unique and peculiar logistics management data for input to logistics data systems.

(3) Centralize special data element processing and problem solving involving multiple materiel management functions.

(4) Prepare and update sets, kits, outfits, and tools online, found at <https://www.aesip.army.mil/irj/portal>, (a login account is required for access), which contains all Army component lists for sets, kits, outfits, and tools.

(5) Maintain and use FCS references and historical records.

(6) Apply proper quality control and quality assurance techniques to achieve technical accuracy and data reliability in Federal and Army cataloging processes and in all other cataloging products and services.

(7) Provide cataloging support to other operating elements of the command or activity, such as supply management, maintenance engineering, stock control, procurement, and standardization. This support involves reviewing, validating, and coordinating Federal and Army cataloging data used in documents related to functions carried out by those elements. These documents include, but are not limited to the following:

(a) Nonstock-numbered requisitions.

(b) Non-consumable item materiel support requests.

## **1–8. Army adopted items of materiel and list of reportable items**

Supply Bulletin (SB) 700–20 will be updated monthly and provides a list of Army adopted items and other selected items. The publication will be available worldwide.

## **Section II**

### **Responsibilities**

#### **1–9. Deputy Chief of Staff, G–3/5/7**

The DCS, G–3/5/7 will—

a. Staff and approve all line item number (LIN) changes to SB 700–20 in the Cloud Equipping system.

- b. Review and approve all LIN delete actions for SB 700–20.
  - c. Review and approve all maintenance transactions affecting SB 700–20.
  - d. Ensure LINs deleted without replacement are removed from authorization or requirements documents.
- (1) Coordinate required internal staffing through Headquarters, Department of the Army (HQDA), and provide final HQDA approval or disapproval to the U.S. Army Materiel Command (AMC) Logistics Data Analysis Center (LDAC).
- (2) Staff and approve all LIN changes to SB 700–20 at HQDA.
- (3) Serve as the DCS, G–4 delegated authority to oversee Army logistics data management requirements, set objectives, and advise on executing policy and guidance on the Army’s portion of the Federal cataloging process.
- (4) Ensure support to the lifecycle of the AEMM.
- (5) Ensure compliance with this regulation, including communicating directly with other commands for adherence to policy.

#### **1–10. Deputy Chief of Staff, G–4**

The DCS, G–4 will—

- a. Establish and maintain the cataloging system in the AEMM.
- b. Ensure support to the lifecycle of the AEMM.
- c. Ensure use of enterprise systems to track and transfer cataloging data.
- d. Disseminate Federal cataloging policy throughout the Army.

#### **1–11. The Surgeon General**

TSG will—

- a. Set objectives and issue policy and guidance on cataloging matters relating to medical materiel.
- b. Determine Class VIII substitution policy (see AR 40–61).

#### **1–12. Commanding General, U.S. Army Materiel Command**

CG, AMC will—

- a. Ensure compliance with this regulation, to include communicating directly with other commands for adherence to policy. A copy of the communications will be furnished to DCS, G–4.
- b. Ensure the Headquarters, AMC Materiel Status Office, assists file originators on matters pertaining to type, classification, and verification of materiel status committee record data.
- c. Ensure Army representation and participation in the Integrated Materiel Management Committee (IMMC) by assigning an AMC Army IMMC Voting Member and Alternate.
- d. Ensure Army representation and participation in the Federal Cataloging Committee (FCC) by assigning an AMC Army FCC Voting Member and Alternate.
- e. Ensure the Director, LDAC—
  - (1) Administers a Part Number Conversion Program for stocked item candidates and coordinates review and evaluation with all Army activities.
  - (2) Administers an Obsolescence Management Program for obsolete and inactive items (formerly Defense Inactive Item Program-Redesign) and coordinates Armywide compliance with established policies, procedures, and schedules.
  - (3) Serves as the functional data manager for the AEMM.
  - (4) Develops complete statistical reports and detailed analysis of various types of management data recorded in the AEMM.
  - (5) Develops policy and procedures to connect the AEMM with Army supply systems.
  - (6) Provides special services (file extracts, segmented data, data set, and so on) within the AEMM, on an as required basis.
  - (7) Maintains the SB 700–20 database, and by using transaction data input by authorized data originators:
    - (a) Receives and processes daily input from the authorized SB 700–20 data originators.
    - (b) Assigns LINs for items in SB 700–20.
    - (c) Ensures every entry in SB 700–20 is correct, complete, and justified, as prescribed in DA Pam 708–3.
    - (d) Ensures no NSN is listed in SB 700–20 under more than one LIN.

- (e) Ensures NSNs listed in the SB 700–20 are not concurrently linked to a non-standard line-item number (NSLIN) in the non-standard catalog.
- (f) Ensures the correct unit of issue, unit price, supply category of materiel code, and appropriation and budget activity account code are reflected in the AEMM item data segment for every NSN included in SB 700–20.
- (g) Compiles, prepares, and submits the automated SB 700–20 file maintenance transactions for additions, deletions, and changes to SB 700–20 data monthly.
- (h) Ensures data for Army managed and/or used items included in the SB 700–20 is compatible with the data recorded for the NSN in the logistics information database.
- (i) Updates SB 700–20 suspense and master files upon notification of approval or disapproval from the appropriate approving activity.
- (j) Provides results of SB 700–20 file maintenance transaction processing to data originators.
- (k) Maintains SB 700–20, deletions and replacements of LINs or NSNs, based on receipt of an approved delete action from HQDA.
- (l) Establishes and maintains SB 700–20 historical records.
- (m) Provides a monthly update of the special generic transactions to receipts indicated. These data will consist of all changes affecting SB 700–20; LINs; LIN deletion actions; and early release LINs. The data will not be released to other document proponents before SB 700–20 effective dates.
- (n) Identifies and forwards transactions requiring further approval to the appropriate approval activity through Standard Study Number-Line-Item Number Automated Management and Integrating System.
- (o) Ensures all NSNs that have a LIN associated with it complies with enterprise resource planning (ERP) business rules.
- (p) Assists data originators on matters pertaining to type classification.
- (q) Revises logistics control code, Army type classification code, when required, on SB 700–20, regarding LIN maintenance transactions.
- (r) Reviews the type of classified items to determine the need to retain them in the inventory or propose reclassification.
- f. Ensure commanders and directors of AMC Army service component commands (ASCCs), Army commands (ACOMs), and direct reporting units (DRUs)/Life Cycle Management Commands (LCMCs)—
  - (1) Submit supply management data to ERPs following the established business rules for all items under their jurisdiction.
  - (2) Respond to suspect AEMM data element values reported by the Enterprise Material Discrepancy Challenge System.
  - (3) Provide continuous support to develop and maintain the FCS and Army data management operations.
  - (4) Perform necessary functions related to developing and using the cataloging process.
  - (5) Review and validate data elements in FLIS and AEMM logistics management data transactions developed by Defense Logistics Agency (DLA) Defense Logistics Information Service (DLIS) cataloging.
  - (6) Prepare and maintain locally developed publications.
  - (7) Obtain NSNs from DLIS.
  - (8) Furnish NSNs and applicable descriptions for items according to AR 70–1 to support the proposed reclassification of items.
  - (9) Ensure AMC ASCCs, DRUs, and activities are recorded in the FLIS TIR and appropriate NSNs are reflected in authorization documents and related publications. DLIS will act as the cataloging agent for Army transactions, using established Federal cataloging program guidelines.

### **1–13. Major Commanders and Agency Heads**

All other major commanders, agency heads, and recipients of AEMM data will comply with the policies and procedures covered within this regulation.

## **Chapter 2**

### **Army Participation in the Federal Catalog System**

#### **2–1. Overview**

This chapter provides for Army participation in the FCS that consists of—

- a. Policies for naming, classifying, identifying, and numbering items of supply.

- b. Item-characteristic data that identify each item of supply.
- c. A data storage repository for management data and selected supplementary technical data related to each item of supply.
- d. Publications containing FCS data distributed throughout the DoD for use in materiel management functions.

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

The Army program objectives—

- a. Support the overall objectives of the FCS within the DoD.
- b. Maintain and use those parts of the FCS identified in paragraph 2-1.
- c. Compile item characteristics and selected technical and materiel management data for each item of supply entering the supply system.
- d. Participate with other DoD components to develop, maintain, and improve system requirements and techniques in support of logistics functions.
- e. Participate in the uniform systems of supply classification and item identification used by the North Atlantic Treaty Organization (NATO) countries according to NATO Standardization Agreements 3150 and 3151.
- f. Support the development and use of approved item names, full descriptions of item identification, and recording of all known reference numbers in FLIS TIR.

## **2-3. Stock numbering criteria**

a. The DA criteria for obtaining NSNs for items managed or used by Army activities are the same as the criteria published in DoDM 4100.39. NSNs will be assigned to items of personal property in the Federal supply system that are recurrently used, bought, stocked, or distributed. These items will be named, described, classified, and numbered so only one distinctive combination of numerals (NSN) identifies the same item throughout the Federal supply system. Included are:

- (1) Items selected for central management, procurement, and stockage, including both centrally and locally procured items.
- (2) Items stocked in the main or consolidated supply component of a consumer installation to provide supply support to area requisitioning personnel.
- (3) Items, including local stock numbered items for which two or more materiel demands or requisitions are recorded within a six-month period. This will be regardless of the military service or civilian agency from which the demands have been received. As part of the FCS submission, all user interest will be registered in the FLIS TIR for each participant from which demands have been received. This also applies to items procured directly from commercial sources for immediate use by a post, camp, station, or Federal agency.
- (4) Items other than those listed above, at the option of each military service or General Services Administration (GSA) component, are required to comply with logistics programs in which identification by NSN is essential.
- (5) Items provided through the foreign military sales (FMS) program, standardized agreements, and other U.S. bilateral agreements.

b. Items in the following categories will not be assigned NSNs:

- (1) Items procured on a one-time basis for immediate use in research and development, experiments, construction, installation, and maintenance.
- (2) Items furnished by contractors to fulfill service contracts that may be used to overhaul, and repair specified equipment, providing such items are consumed in the overhaul cycle and do not enter the logistics system.
- (3) Printed forms, charts, manuals, books, or the like subject to central administrative numbering controls within a bureau, service, or command.
- (4) Ships, aircraft, and other major end items for which management and control are exercised through the use of unique identification systems.
- (5) Items obtained through overseas procurement and intended solely for overseas use.
- (6) Items procured only with non-appropriated funds.
- (7) Items manufactured locally for use solely by the local manufacturing activity.
- (8) Medical items that are:



- (a) Without an investigational new drug approval or new drug application when such is required and enforced by the Food and Drug Administration.
- (b) Unique to a single patient or require special fitting, such as orthopedic appliances.
- (c) Animal blood products, such as sheep cells.
- c. Items having sole application as industrial plant equipment will be assigned a plant equipment code (PEC). Each item having application both within the DoD supply system and the industrial plant equipment inventory will be assigned both an NSN and a PEC. Suitable cross-referencing information will be recorded in the master files of the FCS.

## **2-4. Stock numbering policy**

- a. It is DA policy (DoDM 4100.39) to assign stock numbers to items that are—
  - (1) Components, repair parts, spares, special tools, and OM&S as determined under the provisioning process by assignment of source codes PA, PB, PC, PD, PE, PF, and PG, at a minimum. Give attention to increasing the use of these codes during the provisioning process.
  - (2) In receipt of two or more valid demands in 180 days at the national level and no other remedial action is appropriate (that is, PEC items or items falling within the excluded category).
  - (3) Hazardous in nature and, as such, require safety data sheets as prescribed in DoDI 6050.05.
  - (4) Determined to be essential for stock at any level to include prescribed load lists, authorized stock-age lists, war-reserve stock, or other inventories at the retail or national level.
  - (5) Determined by the LCMC or national maintenance point to require the assignment of an NSN for other additional logistics support requirements.
  - (6) End items entered under the Army type classification process.
  - (7) End items entered under the Joint Electronics Type Designation Automated System process.
  - (8) End Items for tables of distribution and allowances excluded from Army type classification.
  - (9) End items assigned new NSNs due to the following criteria:
    - (a) The item of supply concept has changed.
    - (b) The form, fit, and/or function has changed.
    - (c) A new model designator is assigned.
  - (10) Items based on field requirements under part numbered requisitions.
  - (11) Items listed in section II of the component list.
  - (12) Items qualified for stockage at the field maintenance or sustainment maintenance level, and items included in Selected Essential-Item Stock for Availability Method used in the fielding process for new equipment, system redistribution, and equipment modification.
  - (13) Those items assigned source code PA–PH at the time of fielding.
  - (14) FMS items for which there is an expected repetitive demand. This policy does not require assigning NSNs to all items prior to the establishment of the FMS case. An FMS case for reimbursement for cataloging services can be established by NATO or the foreign government acquiring the items. Examples of items sold through FMS not requiring NSN assignment are commercial equipment sold to NATO or foreign governments without support requirements and items that will be supplied on a one-time basis. This criteria applies to all commercial or non-developmental items when it is anticipated they will be adopted as standard items.
- b. In addition to DoD policy contained in DoDM 4100.39, the following items/circumstances will not be assigned NSNs:
  - (1) Parts for non-standard training equipment.
  - (2) Locally fabricated training aids unless DA anticipates they will be adopted as standard items.
  - (3) Parts and supplies incidental to roadside repair of Army vehicles and equipment.
  - (4) Courtesy card purchases, toll and tunnel tickets, and tokens.
  - (5) Materiel normally subject to two demands in 180 days required to meet true emergencies when delivery from the national source will not meet emergency requirements.
  - (6) Items the DCS, G-1 must approve, such as military decorations, medals, heraldic flags, badges, and insignia.
  - (7) Commercial construction material (for example, sod, fill dirt, and bricks), excluding mechanical, electro-mechanical, electrical, and electronic items.
  - (8) Non-adopted, military intelligence and criminal investigation command special investigative and covert equipment that is not anticipated to be supported through central channels.

(9) Items procured only for DoD civil defense efforts, except those items required to provide protection to DoD personnel or to be used by them to quell disturbances.

(10) Items leased under the provisions of AR 25–1, unless DA plans to procure the item and to provide support through a DoD logistics system within the current time period.

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

(12) Non-military items authorized by the common table of allowances, but not essential to combat operations, such as recreational equipment and materiel, and subject to two demands in 180 days.

(13) Parts for non-standard equipment or materiel, such as base-level commercial equipment.

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

(15) Components of end items, if the sole basis of issue of the component as a separate item is restricted to DA-approved schools, training centers, laboratories, maintenance activities, and other selected activities, provided the item does not support an Army standard adopted item.

## **2–5. Provisioning and other pre-procurement screening**

a. Provisioning and other pre-procurement screening against the FLIS TIR will be applied to all items being recommended or considered for procurement.

b. This will determine the availability of existing NSNs and additional DoD logistics information, including the availability of assets in the DoD supply system.

## **2–6. Cataloging functions**

a. Policies and procedures for cataloging functions are in DoDM 4100.39, Volume 1 through Volume 7, and CDTs Volume 8 through Volume 13.

b. Other cataloging publications, such as cataloging handbooks, are prepared jointly by the military services, DLA, and GSA. They are issued as SBs, regulations, pamphlets, and instructions, and will be used by cataloging personnel in preparing or processing item identification and item related logistics data for Army items of supply.

## **2–7. Registration by major organizational entity rules**

a. A DA activity responsible for cataloging or otherwise requiring file data for an item of supply on a continuing basis will be recorded in the FLIS TIR, according to CDTs.

b. Only one Army activity will be designated in an Army major organizational entity (MOE) rule as the authorized item identification data collaborating activity. The collaborating responsibility of the designated activity is inherent for all NSNs in the FLIS TIR on which the MOE rule is registered.

c. An Army activity not included in an MOE rule as a submitter, collaborator, or data receiver and which requires continual file data for an NSN will be recorded in the FLIS TIR as a supplementary data receiver. This will be accomplished as follows:

(1) When supply support responsibility for a new Army item is accepted, DLA, GSA, or another military service will register the correct Army MOE rule number on the NSN and automatically record the requesting activity as a supplementary data receiver in the TIR.

(2) When an adoption request is received for an NSN, the activity recorded as the Army lead service or integrated materiel manager (IMM) on the NSN will complete the necessary nonconsumable item materiel support request (NIMSR) form or supply support request (SSR).

*Note.* Use NIMSR when lead service level of authority (LOA) is 22. Use SSR when the IMM LOA is 06. This ensures the activity requesting adoption is recorded on the NSN as a supplementary data receiver in the FLIS TIR.

(3) When an activity desires to be recorded as a supplementary data receiver on an NSN managed by DLA/GSA under primary inventory control activity (PICA) LOA 01, 02, or 23, the activity will submit the SSR directly to FLIS when an Army MOE rule is recorded.

## **2–8. Proposed Federal cataloging data changes**

In addition to the collaboration requirements defined in CDTs, a DA activity responsible for logistics file data for an item of supply will coordinate the proposed Federal cataloging data changes with each DoD activity recorded in the FLIS TIR as a supplementary data receiver on the NSN.

## **2-9. Timely responses**

a. The Army-DLA Performance Based Agreement (PBA) will define “timely response” and the prescribed turnaround time for Army catalog transactions. The Army-DLA PBA is distributed through the AMC Army FCC Voting Member and alternate to all Army activities. Catalog transactions include—

- (1) NSN assignment requests.
- (2) Catalog submissions, corrections, and collaboration.

b. If a possible duplicate NSN or substitute item is found during collaboration or offered by DLIS or another reviewing or processing activity, the responsible DA cataloging activity will further coordinate the acceptance of the item with recorded Army using activities.

## **2-10. Collaborating on national stock numbers under standardization review**

a. The DA agent receiving data under item reduction projects or standardization on an item-by-item basis will ensure—

- (1) Coordination includes cataloging collaboration with all DA activities recorded in the FLIS TIR as data receivers to ensure all special applications and uses of the item are considered.
- (2) Direct contact with these activities is made to expedite collecting replies.

b. DA activities receiving such requests for review will ensure—

- (1) Collaboration is accomplished within internal elements of the activity (supply, maintenance, and/or engineering).
- (2) A direct reply is made to the requesting activity.

## **2-11. File data extracts**

All requests for data extracts from logistics information system (LIS) (mass retrieval of data) and transactions directly pertaining to the Army segments of the system support record at LIS will be submitted as an incident in AESIP ServiceNow. The incident should include appropriate data requirements from CDTs.

## **2-12. Reports and statistics**

a. Specific information concerning Federal cataloging reports and statistics is in CDTs.

b. Requests to be placed on distribution for any of these reports (along with required annual justification) will be submitted as an incident in AESIP ServiceNow.

## **2-13. Public requests for Federal Catalog System data**

FCS data will be made available to the public under DoDM 4100.39, Volume 1 through Volume 7, CDTs, Volume 8 through Volume 13, and supplemental information is as follows:

a. Members of the public requesting FCS data will have access to publications according to the release procedures outlined in AR 25-55.

b. The following FCS information cannot be distributed:

- (1) Federal catalog listings containing security or classified information.
- (2) Data on Department of Energy (DOE) specially-designed items.
- (3) Data on DA-designed and quality controlled nuclear ordnance items.
- (4) Data on DOE quality controlled commercial items.
- (5) National Security Agency specially-designed and controlled items.

(6) Publications designated “controlled unclassified information,” such as the proprietary item identification list.

c. The DA activity may opt to provide a limited amount of Federal logistics data (for example, Federal logistics data on compact disc-read only memory to commercial activities or individuals supplying selected items under DA contracts). Information releases must comply with the requirements of AR 25-55.

# **Chapter 3**

## **Non-Standard Material**

### **3-1. Overview**

a. This chapter provides the policy for assigning, using, and controlling non-standard material MANPs and MCNs for items not cataloged within the FCS.

b. ACOMs, ASCCs, and DRUs are not authorized to create local MCNs. ACOMs, ASCCs, and DRUs must request new MCNs or changes to existing MCNs through AESIP.

### **3-2. Program objectives**

a. To reduce the use of MANPs and MCNs and ensure NSNs are assigned to items that require stockage, all part numbers will be screened for stocked items, and those that match will be converted to existing NSNs.

b. The reference number includes the five-position commercial and government entity (CAGE) code and the manufacturer's item identifying number. This combination is referred to as the part number throughout this regulation. The requests for NSN assignment for part numbered items will be submitted according to chapter 4 of this publication.

### **3-3. Criteria for developing and assigning manufacturer part numbers**

a. The MANP is a concatenation of the part number, a colon, and the CAGE code. Both the part number and CAGE code must be verifiable on the item through supporting documentation for cataloging purposes. An example of a MANP is 6437XB721:8V613.

b. MANPs are used in the Army supply system for accountability of non-standard materials that do not qualify for a NSN as standard material.

c. Procedures for cataloging MANPs are found in DA Pam 708-1.

d. Materials that may be assigned a MANP for proper control of material records within automated systems include:

(1) Components, repair parts, spares, special tools, and OM&S as determined under the provisioning process by assignment of source code XD – non-stocked.

(2) A non-standard commercial item with verifiable part number and CAGE code.

(3) Manufactured, fabricated, and additively printed parts with part numbers.

(4) Materials purchased locally or using government purchase cards.

e. LCMCs will—

(1) Monitor the usage and assignment of MANPs at national depots for consistency and appropriateness as it relates to their commodity.

(2) Upon initial provisioning, maintain minimum logistics data of MANPs as required by enterprise business rules.

(3) Upon first use, complete all required logistics data of MANPs as required by enterprise business rules.

### **3-4. Criteria for developing and assigning management control numbers**

a. The MCN is a 13-character field value similar to an NSN except for an alpha character in the seventh position. AESIP will assign characters 8 through 13 in ascending serial sequence independent of the FSC. Activities requesting MCNs should ensure the proper FSC is used for each item. An example of an MCN is 2310-01 –CC32-1234.

b. MCNs are used in the NSLIN program for accountability of non-standard materials and managed by LDAC. MCNs are used when the item does not qualify for an NSN or MANP. An MCN may supplement a MANP in the AEMM due to data requirements with legacy Army systems.

c. Procedures for cataloging MCNs are found in DA Pam 708-1.

d. Materials that may be assigned an MCN for proper control of material records within automated systems include:

(1) An item that contains neither an NSN nor a part number.

(2) Items excluded from the FCS.

(3) Experimental munitions and related items that do not qualify for NSNs and are not assigned MANPs.

(4) Prototype and test equipment.

e. The LDAC NSLIN representative and activities listed in DA Pam 708-1 will—

(1) Manage MCN assignment to NSLIN program, ensuring compliance with enterprise business rules for NSLINS.

(2) Create a file or table of MCN assignments to NSLINS.

(3) Maintain historical files of MCN assignment.

## **Chapter 4**

### **Federal Supply Classification Assignments**

#### **4-1. Overview**

The policies in this chapter will be followed to implement materiel management assignment in designated FSCs under a class manager or end item manager concept. This chapter also covers materiel management assignments within the DA and will be used to—

- a. Determine the proper Army activity for assignment of the materiel management processing.
- b. Identify an initial contact point for resolving logistics problems when the Army manager cannot be determined through available documentation or data sources (see DA Pam 708-2).

#### **4-2. Exceptions**

Excluded from the scope of this chapter is the logistic support of items required for—

- a. Construction materials and installed equipment required for military construction by a contractor. However, if government-furnished property is specified for use by contract, the property will be acquired from the recorded manager or as noted in this chapter.
- b. Materials (not normally procured for the Army supply system) used for research or by industrial activities to manufacture end items. However, government-furnished property items are subject to assignment when they are used on supply contracts.
- c. Special services supplies and equipment procured with appropriated funds for off-duty recreation programs. The Commander, Soldier and Family Assistance Center, will determine requirements and provide appropriated funds for off-duty recreation programs. Items for which there is a designated item manager will be procured through that designated item manager.
- d. Logistics support of non-appropriated fund activities that is limited to that authorized by law and regulations.

#### **4-3. Federal supply classification assignments policy**

- a. Army Secondary Inventory Control Activity (SICA) materiel management of IMM items will be determined on an FSC basis to be consistent with assigned missions within HQ AMC.
- b. Each item used by the Army, and managed by the DLA/GSA, will be under the Army activity listed in DA Pam 708-2. Retail management authority for items managed by other services and used by the Army is determined item by item pursuant to DoDM 4140.26, Volume 1.
- c. Army materiel management of non-consumable items will be assigned item by item to the activity entering the item into the Army supply system, in accordance with DoDM 4140.68.
- d. Activities requiring supply support for an item will send their requests directly to the proper IMM.
- e. Items in the Army supply system will have only one Army manager.
- f. When interchangeable and substitutable item relationships result from the DoD Defense Standardization Program, the Army manager of the master or prime item will also be the manager for the related item.
- g. Assignment of a single Army manager is extended to management and control of maintenance float requirements. Individual items of material modified to accommodate any and all specific weapons system requirements will stay under the management control of the original assigned manager. Integration of a major item into a weapons system is not a basis for transfer of management authority.
- h. New consumable items entering the Army/DoD supply system will be reviewed by the introducing Army manager, in accordance with DoDM 4140.26, Volume 1 for retention or release to the designated IMM. For each Army-used IMM item, the Army manager will be determined as shown in DA Pam 708-2.
- i. Materiel management assignments for mission oriented consumable items are as follows:
  - (1) New items entering the Army supply system currently managed by another military service require the Army activity to furnish SSRs direct to the IMM (see DoDM 4140.26, Volume 1).
  - (2) Items entering the DoD supply system through joint provisioning require materiel management assignment and registration. This is determined by mutual agreement among the interested services regardless of the FSC class.
  - (3) Disagreements over materiel management assignments among Army PICA/SICA activities will be referred for resolution to the Director, HQ, AMC Logistics Data Analysis Center (AMLD-DMI), Redstone Arsenal, AL 35898-7466.

j. Materiel management assignments for non-consumable items will be on an item-by-item basis (see DoDM 4140.68).

k. Army field commands (posts, camps, and stations) requiring a point of contact for reporting logistics problems, for routing of documentation, or for other reasons will submit requests to the manager of the end item of which the item is a component. If the end item is not known, see DA Pam 708–2 to identify the Army activity.

## **Chapter 5**

### **Logistic Reassignments**

#### **5–1. Overview**

Logistic reassignments (LRs) between Army National inventory control points result from—

- a. Changes in mission responsibilities of the commodity commands.
- b. Changes in multiple-use items due to reduction or elimination of use of the item.
- c. Reassignment to correct IMM.

#### **5–2. Program objectives**

- a. Ensure uniform LRs and the timely transfer of—
  - (1) Accountability.
  - (2) Funds.
  - (3) Essential management, cataloging, technical, and acquisition data.
  - (4) Acquisition contracts—remain at the command until all stock has been received.
  - (5) Personnel spaces.
  - (6) Facilities and activities.
  - (7) Equipment.
- b. Eliminate duplication in the management of multiple-use items.
- c. Maintain continuous supply support during change of management.

#### **5–3. Logistic reassignments policy**

The following is the policy guidance for processing LRs:

- a. The effective transfer date (ETD) of the LR must be no fewer than 120 days after the LR agreement is reached between the losing item manager (LIM) and the gaining item manager (GIM). This will provide enough lead time to—
  - (1) Update records in databases, such as—
    - (a) The FLIS TIR.
    - (b) The AESIP Hub.
    - (c) The Logistics Modernization Program (LMP).
    - (d) The Global Combat Support System–Army (GCSS–Army).
  - (2) Change appropriate supply publications.
- b. Changes to the AEMM resulting from LRs are processed according to DA Pam 708–2. Changes to SB 700–20 are processed, according to DA Pam 708–3.
- c. Solve problems with item management codes (IMC) according to DoDM 4140.26, Volume 1.
- d. Physical relocation of stocks is authorized only when it is in the interest of economy and efficiency.
- e. Report as excess national assets produced after one year from the ETD (except from open contracts).
- f. Conduct physical inventory program requirements for all items through the ETD, in accordance with military standard transaction reporting and accounting procedures.

## **Chapter 6**

### **Army Unique Data**

#### **6–1. Overview**

This chapter establishes the policy for processing and handling selected Army unique data (AUD) elements of the AEMM item data record on Army (PICA/SICA), DLA, and GSA managed NSN items.

## **6–2. Army unique data policy**

- a. LCMCs will—
  - (1) Furnish AUD for newly assigned Army (PICA/SICA) managed NSNs within 30 days of assignment.
  - (2) Ensure the accuracy and compatibility of AUD in accordance with DA Pam 708–2 and enterprise business rules.
  - (3) Perform data quality corrective action of AUD not in compliance with data standards monthly.
- b. LDAC will—
  - (1) Monitor and advise LCMCs on AUD that exceed data quality standards and require corrective action in AEMM.
  - (2) Coordinate with LCMCs on the maintenance of generic AUD for DLA and GSA managed NSNs.
  - (3) Monitor the auto-supplementation process of AUD for DLA and GSA managed NSNs in the AEMM.
  - (4) Update and establish AUD for NSNs with no Army interest in the AEMM (for example, NATO NSNs, other services managed).

## **Chapter 7**

### **Part Number Conversion Program**

#### **7–1. Overview**

This chapter provides policy for Army participation in the Part Number Conversion Program to identify part numbers that may be promotion candidates for NSNs.

#### **7–2. Program objectives**

This program supports continuous identification of non-standard material that has generated two or more material demands or requisitions within a 180-day period, without regard to the participating activity from which the demands are received (see DoDM 4100.39). The criteria also apply to items procured directly from a commercial source for immediate use.

#### **7–3. Part Number Conversion Program policy**

- a. Army activities will identify part number candidates to be converted to NSNs.
- b. All activities will identify and evaluate part number candidates semi-annually.
- c. LCMCs will—
  - (1) Coordinate part number conversion review with item managers, program managers, system engineers, maintenance system managers, and provisioners to ensure—
    - (a) An existing NSN has not been established for the part in question under a different part number.
    - (b) The part conforms to the product's specifications, requirements, and standards.
    - (c) Requisition of the part was required, or whether alternate actions should have been taken (for example, order next higher, local purchase).
    - (d) That the manufacture, supplier, or vendor of the parts have the technical data required for NSN assignment and that this data is available to the government to use for procurement.
  - (2) Request NSNs for those parts that meet aforementioned requirements.
  - (3) Provide LDAC response for candidates rejected for part number conversion.
- d. LDAC will—
  - (1) Coordinate and furnish part number conversion reports to LCMCs for action.
  - (2) Evaluate part number candidates from materials purchased locally or using government purchase cards.

## **Chapter 8**

### **Obsolescence Management Program**

#### **8–1. Overview**

This chapter provides policy for Army participation in the Obsolescence Management Program for obsolete and inactive Army items.

## **8–2. Program objectives**

This program supports the ongoing effort to reduce and eliminate unnecessary items of supply from the supply system. Both standard and non-standard materials will be targeted in this program.

## **8–3. Obsolescence Management Program policy**

a. Army activities will identify and select obsolete and potentially inactive Army items of supply and coordinate with supported activities. Obsolete and inactive items of supply will be removed from the supply system.

b. All activities will identify and evaluate obsolete and inactive items quarterly.

c. Standard materials will be reviewed for inactivity as follows:

- (1) Experienced no activity in the past 5 years.
- (2) Contains inventory, but is identified as terminal/obsolete with acquisition advice code of Y.
- (3) Contains an Army MOE rule in FLIS, but no Army CMD data (hanging MOE rule).
- (4) Contains an Army CMD in FLIS, but no Army MOE rule (hanging CMD data).

d. Non-standard materials will be reviewed for inactivity as follows:

- (1) Experienced no activity in the past 5 years.
- (2) Item record has been assigned for no less than 5 years.

e. LCMCs will—

(1) Coordinate item retention review of standard and non-standard material with item managers on obsolete and inactive candidates.

(2) Clear and reconcile all open orders and procurements.

(3) Dispose of obsolete/inactive inventory per item manager's instructions.

(4) Submit catalog action to list inactive NSNs as obsolete

(5) Submit catalog action to rescind Army management of obsolete NSNs.

(6) Submit catalog action to list inactive MANPs and MCNs in LMP as obsolete.

f. LDAC will—

(1) Coordinate the Obsolescence Management Program across the Army.

(2) Utilize obsolescence reports and tools in AESIP, GCSS–Army, and LMP to provide Army activities obsolescence and inactive item candidates.

(3) Submit catalog action to obsolete inactive MANPs and MCNs in AESIP. Coordinate with impacted Army systems.

## **Chapter 9**

### **Item Management Coding**

#### **9–1. Overview**

The IMC process determines whether an item of supply, in FSCs assigned for integrated materiel management, qualifies for management by individual AMC ASCCs and DRUs. It also concerns DA, AMC, LDAC, U.S. Army Medical Logistics Command, and logistics functions that affect the assignment of national materiel management.

#### **9–2. Program objectives**

Army program objectives are to—

a. Support the overall DoD objectives of the DoD IMC program as contained in DoDM 4140.26, Volume 1.

b. Assign the appropriate IMC for all NSNs in designated FSCs contained in DoDM 4140.26, Volume 2.

c. Participate with other DoD components to develop, maintain, and improve system requirements and techniques in support of the DoD IMC program.

d. Eliminate duplication of effort in national materiel management of items.

#### **9–3. Item management coding policy**

a. Items entering the DoD supply systems will receive an IMC.

b. ACOMs, ASCCs, DRUs, and activities will coordinate IMC coding decisions with the appropriate, responsible LCMCs before IMC assignment.



c. The guiding principle of IMC is to bring all consumable items under the control and management of DLA/GSA. All items requiring NSN assignment and new items entering the DoD supply system will be assigned an IMC in designated FSCs contained in DoDM 4140.26, Volume 2.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>. DoD publications are available at <https://www.esd.whs.mil>.

##### **AR 25–1**

Army Information Technology (Cited in para 2–4*b*(10).)

##### **AR 40–61**

Medical Logistics Policies (Cited in para 1–11*b*.)

##### **AR 70–1**

Army Acquisition Policy (Cited in para 1–12*f*(8).)

##### **DA Pam 708–1**

Army Enterprise Nonstandard Material and Nonstandard Line Item Number Processes (Cited in para 1–3.)

##### **DA Pam 708–2**

Cataloging and Supply Management Data Procedures for the Army Enterprise Material Master (Cited in para 1–3.)

##### **DA Pam 708–3**

Cataloging of Supplies and Equipment, Army Adopted Items of Materiel, and List of Reportable Items (SB 700–20) (Cited in para 1–3.)

##### **DoDI 4140.01**

DoD Supply Chain Materiel Management Policy (Cited in title page.)

##### **DoDM 4100.39**

Federal Logistics Information System (FLIS) Procedures (Cited in title page.)

##### **DoDM 4140.26, Volume 1**

DoD Integrated Materiel Management for Consumable Items: Item Management Code Assignment (Cited in para 4–3*b*.)

##### **SB 700–20**

Army Adopted/Other Items Selected for Authorization/List of Reportable Items (Cited in para 1–8.)

#### **Section II**

##### **Prescribed Forms**

This section contains no entries.

## **Appendix B**

### **Internal Control Evaluation**

#### **B-1. Function**

The function covered by this evaluation is to catalog OM&S, equipment, and logistics management data.

#### **B-2. Purpose**

The purpose of this evaluation is to assist assessable unit personnel in evaluating the key internal controls outlined below. The specific personnel responsible for using this evaluation will be designated by the cognizant HQs' staff functional principal (for example, at applicable field operating activity, ACOM, special information operations, and table of operation and equipment division HQs). The principal and mandatory schedule for using the evaluation will be shown in the annually updated internal control plan. It is not intended to cover all controls.

#### **B-3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

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

- a. Are all Federal/Army cataloging handbooks and Item Identification Guides available to ensure accurate cataloging actions?
- b. Were follow-up actions taken on responses that were overdue?
- c. Was a review or an update conducted on assigned MCNs to determine which MCNs should be retained, cancelled, or replaced with an NSN?
- d. Have the LIM/GIM developed and maintained suspense files to ensure logistics or technical data are received and transmitted to meet the electronic file transmission?
- e. Are timely actions taken to correct errors in the AEMM, FLIS, and local database? Are initial transactions and corrective actions quality controlled?
- f. Were all necessary actions and coordination conducted and reviewed to verify correct, interchangeable, and substitutable? Has data been established in FLIS and the AEMM?
- g. Were the procedures in DA Pam 708-2 followed to initiate AEMM changes, or were deviations approved?
- h. Were all transactions relating to SB 700-20 properly coordinated and edited on a timely basis for inclusion in the SB?

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

This evaluation supersedes the checklist previously published in AR 708-1, dated 9 September 2016. For assistance in responding to questions, contact the functional proponent.

#### **B-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to DCS, G-4, (DALO-SPE/Supply Policy Division), 500 Pentagon, Washington, DC 20310-0500.

## **Glossary of Terms**

### **Army cataloging**

The method by which materiel is uniformly and systematically identified and the data recorded, maintained, and disseminated. The method used to establish, collect, and record non-quantitative logistics management data for Army items of supply in command or activity data record systems and the AEMM and the release of this data worldwide. It includes preparing supply catalogs and developing new Army cataloging procedures and techniques, as required.

### **Class manager**

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

### **Commercial and government entity code**

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

### **Federal Catalog System**

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

### **Federal item identification**

The physical and performance characteristics of an item collected in a prescribed format according to Federal cataloging policy and procedures. These data identify and separate an item from all similar items in the supply system. Also included are the item's name, NSN, reference number, and manufacturer's code.

### **Federal Logistics Information System**

An automated data processing system that provides a centralized databank to support DoD, Federal civil agencies, and foreign countries taking part in the integrated logistics support program.

### **Gaining item manager**

The item manager to whom an item is transferred.

### **Integrated materiel manager**

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

### **Item of supply**

Any material, part, component, subassembly, set, equipment, equipment accessory or attachment, or end item for the equipping, maintenance, operation, or support of military or civil activities and organizations. An item of supply may be a single item of production or two or more items of production that are functionally interchangeable or may be substituted for the same purpose and are equal in use. It may be more refined (of closer tolerance, finer quality, or with specific characteristics) than the normal item of production. It may also be a modification (done by the user or by request of the user) of a normal item of production.

### **Logistic reassignments**

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

### **Logistics management data**

A group of no-identity, no-quantifying data elements. These data elements consist of CMD, such as prices and units of issue, and Army unique and peculiar data, such as ECs and recoverability codes, that are assigned to each item of supply according to the FCS and Army regulations.

### **Losing item manager**

The item manager from whom an item is transferred due to a change in management responsibility.

### **Major item**

A final combination of component parts or materials ready for its intended use. It is important enough to be subject to continuing, centralized, individual item authorization and management throughout all command support echelons.

**Materiel management**

Direction and control of those aspects of logistics that deal with materiel including the functions of identification, cataloging standardization, requirements determination, procurement, inspections, quality control, packaging, storage, distribution, disposal, and maintenance mobilization planning. It covers materiel control, inventory control, inventory management, and supply management.

**Medical materiel**

Class VIIIA non-expendable, durable, and expendable specialized supplies, equipment, and medical peculiar repair parts required to operate an integrated health system, and also used in medical research, laboratory facilities, and other medical related institutions and units; includes pharmaceutical, medical-surgical, dental, veterinary, medical laboratory, radiology, optometry, and preventive medicine items.

**Originator**

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

**Primary inventory control activity**

A single activity responsible for procuring, establishing, and controlling stock item accountability, cataloging, depot maintenance, and item disposal.

**Reference number**

A number, except an activity stock number, used to identify an item of production or a number used with other identifying numbers to identify an item of supply. Reference numbers include the manufacturer's part drawing, model, type, source-controlling, and specification-controlling numbers; the manufacturer's trade name, when the manufacturer identifies the item by trade name only; NATO stock numbers; and specification or standard part, drawing, or type numbers.

**Secondary inventory control activity**

A supply control activity responsible for controlling stock levels and maintaining item accountability when supply support is furnished by a different service or agency.

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