Department of the Army
Pamphlet 708–1

Cataloging of Supplies and Equipment

Army Enterprise Nonstandard Material and Nonstandard Line Item Number Processes

Headquarters
Department of the Army
Washington, DC
11 March 2020

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SUMMARY of CHANGE

DA PAM 708–1
Army Enterprise Nonstandard Material and Nonstandard Line Item Number Processes

This major revision, dated 11 March 2020—

o   Changes the title from "Cataloging of Supplies and Equipment Management Control Numbers" (cover).

o   Establishes procedures based on cataloging equipment and supplies (throughout).

o   Provides guidance on property accountability for nonstandard materials (throughout).

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Cataloging of Supplies and Equipment

Army Enterprise Nonstandard Material and Nonstandard Line Item Number Processes

By Order of the Secretary of the Army:

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Summary. This pamphlet covers the preparation and management of cataloging of supplies and equipment. It is used with AR 708–1. This pamphlet gives instructions on the Army enterprise nonstandard line item number process. Specifically, this pamphlet describes the instructions for logistics managers and functional personnel with information and procedures to catalog supplies and equipment.

Applicability. This pamphlet 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. During mobilization, chapters and policies contained in this pamphlet may be modified by the proponent.

Proponent and exception authority. The proponent of this pamphlet is Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. The commander or senior leader will endorse waiver requests and forward them through higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Suggested improvements. Users are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email to usarmy.pentagon.hqda-dcs-g-4.mbx.dcs-g44s-spe@mail.mil.

Contents (Listed by paragraph and page number)

*This pamphlet supersedes DA Pam 708-1, dated 7 November 2016.

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Chapter 1
Introduction

1–1. Purpose
This pamphlet establishes procedures based on cataloging equipment and supplies. The nonstandard material (NSM) process within the Army enterprise material master (AEMM) covers the cataloging of accountable and nonaccountable materials. This publication contains guidance for the cataloging of NSMs that include management control number (MCN) and manufacturer part number (MANP) materials used throughout the enterprise to support U.S. Army logistic operations. The data contained within the AEMM is combined with enterprise resource planning (ERP) and non-ERP systems. This pamphlet provides guidance on NSMs. It is designed to describe the use of the AEMM and is to be used in conjunction with applicable references for NSM management.

1–2. References and forms
See appendix A.

1–3. Explanation of abbreviations and terms
See the glossary.

Chapter 2
Nonstandard Line Item Number Strategy

Section I

The Army Enterprise Nonstandard Line Item Number

2–1. Overview
a. The Army Enterprise Systems Integration Program (AESIP) hub integrates business processes and systems by simplifying operations, optimizing processes, and providing an accurate enterprise view of business information to all users. The data systems contributing to AESIP material master records are the:
(1) Federal Logistics Information System.
(2) Logistics Modernization Program (LMP).
(3) Joint Hazard Classification System.
(4) Theater Enterprise-Wide Logistics System.
b. AESIP houses and enables the AEMM which provides the Army a single authoritative source for material data. The AEMM is composed of two material types: standard and nonstandard. Additionally, material that meets the qualifying criteria is further grouped by association with a nonstandard line item number (NSLIN). This chapter delineates the Army enterprise NSLIN processes from the standard line item number (SLIN) processes and policies to the user community via the AESIP NSLIN System portal. This chapter further explains the procedures associated with creating, changing, and deleting NSLIN records and with associating or disassociating MCNs and national item identification numbers (NIINs) with NSLINs.

2–2. System access
a. The AESIP NSM portal is hosted in a non-classified internet protocol routing network (NIPRNET) environment, accessed directly with a government furnished equipment (GFE) computer from any .mil network.
b. Portal users at locations without .mil network access can request access via an approved virtual private network connection. To log into the system, users must have a common access card.
c. The end user must complete a system authorization access request (SAAR) through the enterprise portal to gain access to the AESIP portal. To access the enterprise portal, go to https://enterprise.armyerp.army.mil/.

2–3. User roles
a. Users are assigned roles and authorizations based on their assigned duties.
(1) Logistics Data Analysis Center (LDAC) functional personnel approve all user roles.
(2) A user's security office must validate the user's clearance level and information technology level.
b. The current roles available are:

(1) *Viewer.* Users in the Army enterprise who need to research and view NSLIN or MCN records in the AEMM (for example, the material catalog).

(2) *Requestor.* Any authorized user responsible for creating initial requests, viewing NSLIN or MCN records, viewing and running reports and extracts, viewing all requests (pending and processed), searching or querying NSLIN catalog, submitting NSLIN- or MCN-add requests, submitting NSLIN- or MCN-change requests, and submitting NSLIN- or MCN-delete requests.

(3) *Nonstandard line item number research cell approver.* Research cell (RC) approvers are authorized users responsible for validating, populating, approving, and disapproving new Add NSLIN record requests within the Army enterprise. These users are not permitted to approve NSLIN-change or NSM-delete requests. The master research cell (MRC) is the approving authority for NSLIN-change and NSM-delete requests.

(4) *Nonstandard line item number or master research cell approver.* The NSLIN or MRC approver is the final approving authority for customer issues with NSLIN requests and—

(a) Oversees the management and control of all RCs.

(b) Identifies systemic problems.

(c) Approves AESIP NSLIN system-access requests.

(d) Provides AESIP NSLIN or MCN functional training.

(e) Performs data quality reviews and submits required AESIP NSLIN or MCN process enhancements.

(f) Approves NSLIN changes or MCN delete requests.

(g) Transfers NSLIN records between NSLINs and has the ability to reinstate NSLIN records.

Note. The contractor must submit his or her request to the government sponsor before the request can be submitted to the user's security office. The government sponsor will assign the contractor's role.

2–4. Request functions overview

NSLIN or NSM requests in the Army enterprise NSLIN processes serve as the common thread in all actions proposed and/or executed within the system. The request also chronicles the association and disassociation from materials to NSLINs. Use a request to initiate the following actions—

a. Create, change, and delete MCN records within the NSLIN master catalog.

b. Associate or disassociate MCNs or NIINs with NSLINs.

c. Create, change, and delete NSLINs, except common tables of allowances (CTA) NSLINs.

2–5. Request process workflow (routing)

a. The NSLIN requestor retains full control of a request until it has been submitted. The requestor may add, save, and edit individual requests at their discretion. Once a request is submitted, the requestor is not allowed to modify or alter the content of the request.

b. The LDAC is the authorized manager of NSLINs and MCNs, and the U.S. Army Force Management Support Agency (USAFMSA) is the authorized manager of CTA NSLINs for the Army. Material association and disassociation for both NSLINs and CTA NSLINs are performed within the Army enterprise NSM and NSLIN processes as described in this pamphlet.

2–6. Active and inactive national item identification number records

Standard materials—material with a national stock number (NSN) that is not actively managed by a recognized government entity (for example, Army, Navy, General Services Administration (GSA))—may be used at the discretion of the LDAC MRC. To qualify with the Defense Logistics Agency's Defense Logistics Information Services (DLIS) database, the NSN material must currently be designated as either inactive, cancelled, or terminated (DLIS NIIN status codes are 3, 4, 5, 6, 7, 8, or 9). Use of the material is also contingent upon AESIP to provide initial data field values. The AESIP NSLIN RC will populate missing Army-unique data elements for non-Army managed items (NAMI) or North Atlantic Treaty Organization (NATO) NIINs used in conjunction with NSLIN-associated actions. RC analysts will ensure the following:

a. The AEMM record meets all minimum data field requirements required in AESIP.

b. The material master record acquisition advice code is set to L (local purchase) or X (semiactive item—no replacement).

c. The AEMM record materiel category (MATCAT) code is set to Z2200.

d. All automated AEMM record data updates, normally applicable to NSN materials, are suspended.

2–7. Rules for inactive national stock number records

Anytime the MATCAT code of a NSN material is set to Z2200, the system will default the commodity manager code (CMC) and the appropriation and budget activity (ABA) data field values to reflect the first two characters of the MATCAT.

2–8. Rules for active national stock number records

Actively managed standard-materials NSNs may be associated with an NSLIN. Army-managed NSN data fields cannot be changed via the AESIP nonstandard process portal. Use the AESIP Enterprise Material Discrepancy and Challenge System (EMDCS) to request changes to Army-managed NSNs.

2–9. Nonstandard line item number record request functions

The AESIP process provides the ability to create and/or maintain master records that are available for use across the Army enterprise. The system supports creating, modifying, and deleting NSLIN master records through a request. Use the NSLIN change request to associate and disassociate items of material with NSLINs, developmental line item numbers (ZLINs), and CTA NSLINs.

2–10. Rules for nonstandard line item number records

a. An item of material is prohibited from linking to an NSLIN under any of the following conditions:

(1) The material is currently linked to a standard line item number (LIN), CTA NSLIN, or ZLIN.

(2) The material has been declared obsolete (logistics control code (LCC)–O).

b. A ZLIN may have only one material assigned to it. ZLINs are developmental LINs that are created using the cQuiP process and published in Supply Bulletin (SB) 700–20, but they are treated as NSLINs for purposes of materiel association.

c. Only NSLIN create, change, and delete functions are available from the portal. CTA NSLIN create and delete functions are processed externally by USAFMSA and are submitted automatically to AESIP.

d. The Federal supply classification (FSC) code is the third and fourth position on all materials assigned to an NSLIN. It must match the FSC of the NSLINs third and fourth position with the exception of CTA NSLINs.

e. Any NSLIN without at least one material assignment will be flagged for deletion and maintain its original nomenclature with the exception of CTA NSLINs that are allowed to remain in AESIP without a material association.

2–11. Nonstandard line item number requests

Requests are generated through the AESIP portal. Each request is identified by an 11-position field consisting of a 4-digit year, followed by a hyphen (-) and a 6-digit request number, for example, 2013–000078. AESIP records the requestor's identification (ID) number as a part of the request record. The AESIP NSLIN request has required data elements for the requestor and the approver.

Section II

Processing Nonstandard Line Item Numbers

2–12. Requestor-provided data for nonstandard line item number materials

a. Key data values required to facilitate the NSLIN process (described in paras 2–12*a*(1) through 2–12*a*(11)) are based on material-type criteria. The key data values are:

(1) *Federal supply classification.* The FSC is a four-position code that classifies the item within a group or category per Department of the Army (DA) Supply Bulletin (SB) 708–21 (Cataloging Handbook H2).

(2) *Nomenclature.* This is a maximum-40-character field (including spaces) to describe the item generally.

(3) *Manufacturer.* This is the manufacturer's legal name as indicated by the corresponding commercial and government entity (CAGE) code, for example, Dell.

(4) *Manufacturer part number.* The MANP is an ID number assigned by the manufacturer to an item. If the material does not have a part number, the model number can be used.

(5) *Unit price.* This is the price of each unit in U.S. dollars. The value entered in this field must be greater than or equal to $0.01.

(6) *Unit of issue.* The unit of issue (UI) is the quantity provided by the requestor, for example, EA (each), CY (cylinder), LI (liter), and PR (pair).

(7) *Supply class.* The requestor is required to populate this field. See appendix B for a list of supply classes and their definitions.

(8) *Commercial and government entity code.* The CAGE code is a five-position, alphanumeric code that corresponds to the manufacturer of the part assigned, conforming to the Cataloging Handbook H4/H8. It is a mandatory entry for the RC point of contact (POC).

(9) *Unit identification code.* The unit identification code (UIC) is a six-position code assigned to a specific unit. The UIC determines specific routing of requests for units.

(10) *Supporting documentation.* This is a document that can be used by an RC analyst to validate the part number and manufacturer of the requested material. Examples of acceptable supporting documents include procurement documents, bills of sale, photographs of data plate, and technical drawings.

(11) *Detailed description.* This is limited to 528 characters of free form text, that is, four rows of 132 characters.

b. The following fields are not required for a requestor to initiate the process, but they are available for use and aid in the subsequent evaluation and/or approval of the request.

(1) *Material category.* This is a five-position, alphanumeric code, for example, Z2200.

(2) *Supply category of material code.* The supply category of material code (SCMC) is a two-position, alphanumeric code identifying the supply class and subclass on an item-by-item basis per DA Pamphlet (DA Pam) 708–2.

(3) *Source of supply.* The source of supply (SOS) is a three-position, alphanumeric code that identifies the supply activity.

(4) *Logistics control code.* The LCC is a one-position, alphabetic code that provides a basis for logistic support decisions. The LCC is hard coded to an R on all NIINs and MCNs generated by AESIP.

(5) *Reportable item control code.* The reportable item control code (RICC) is a one-position code assigned to those items of equipment selected as reportable.

(6) *Controlled inventory item code.* The controlled inventory item code (CIIC) is a one-position, alphanumeric code (formerly the physical security or arms, ammunition, and explosives security risk, or pilferage code). The CIIC identifies the security classification, security risk, or pilferage controls required for storing and transporting. See DA Pam 708–2 for more information.

(7) *Accounting requirements code.* The accounting requirements code (ARC) is a one-position, alphabetic code assigned to an item. Acceptable values are: X (expendable), N (nonexpendable), or D (durable). See appendix C for code assignment.

2–13. Requestor supplied information for national stock number material records
The requestor cannot edit data fields for Army-managed NSNs within the AESIP portal, with an exception for the equipment category code (ECC). The requestor can edit data fields for NAMI and NATO NSNs within the AESIP portal. If requestors wants to link an NSN to an NSLIN, they need to provide only the NIIN for the AESIP system to pull the existing data into the request from the AESIP database. If the desired NSN record is not found, the requestor should contact the LDAC help desk and provide the NIIN, price, UI, part number, and CAGE code.

2–14. Requestor-required data elements for management control number
Key fields required to facilitate the MCNs request process are:

a. Part number. This is a 32-character field with the manufacturer number that identifies an item of supply and the first entry on the NSM create-request by the requestor. It must be validated through supporting documentation.

b. Nonstandard line item number blocks:

(1) For existing NSLINs, enter the NSLIN that matches the material being cataloged.

(2) For new NSLINs, enter the desired nomenclature of the new NSLIN (not to exceed 64 character in the field) to describe new NSLIN generally.

c. Reason request code. The reason request code (RRC) is a one-position, alphabetic code used to route an NSM request to a specific RC unless it is overridden by the FSC, SOS, CMC, or UIC business routing logic. See appendix C for more information on RRCs.

d. Command structure.

e. Point of contact. This is the (military) email address, for example: name.militaryaddress@mail.mil.

f. Federal supply classification. The FSC is a four-position code that classifies the item(s) within a group or category.

g. Nomenclature. This field assigns a name to the item being cataloged. It is a maximum of 40 characters, including spaces. See paragraph 4–5 for recommended naming practices.

h. Manufacturer. The manufacture produces the item of supply in large or small quantities. It must be validated through supporting documentation.

i. Unit price. This is the cost of one unit of the material in U.S. dollars. The field cannot be populated with a zero or left blank.

j. Unit of issue. This refers to the unit pack of an item. Select it from the drop-down menu populated by the appropriate reference table.

k. Unit of measure or measurement quantity. This is required only if the UI is nondefinitive.

l. Supply class. This is the category into which supplies are grouped to facilitate supply management and planning.

m. Unit identification code. This is a six-position, alphanumerical code assigned to a specific unit. Use the UIC to determine specific routing of requests for some units.

2–15. Optional fields for requestors and users
The following fields are not required for a requestor to initiate the process, but they are available to aid in the subsequent evaluation and/or approval of the request:

a. Alternate POCs: first and second.

b. Alternate POCs: email (military) address, for example: name.militaryaddress@mail.mil.

c. MATCAT structure code.

d. SCMC.

e. Unique item tracking (UIT).

f. SOS.

g. CMC.

h. ABA.

i. RICC.

j. CIIC.

k. ECC.

l. ARC.

m. Demilitarization (DEMIL) code.

n. Model number.

o. Item physically marked with a serial number.

2–16. Request process workflow (routing)
The Army enterprise NSLIN processes use a structured-workflow or request-routing process to manage the life cycle of systems requests. Upon submission, requests are directed to the appropriate universal work list of an NSLIN RC based on the provided FSC, SOS, UIC, and/or CMC values. RC personnel may manually redirect a request if necessary.

2–17. Approver
a. An approver is defined as the person who is assigned to an RC who evaluates a submitted request. All approver transactions are identified by their system ID. Typical areas of general responsibility include:

(1) Operational needs statement (ONS).

(2) Program manager (PM) push.

(3) Research and development.

(4) Medical.

(5) Clothing, textile, heraldry.

(6) Ammunition.

(7) Small arms.

(8) Special operations.

(9) Musical.

(10) Cryptographic.

(11) UIT.

(12) The Army Maintenance Management System equipment database.

(13) Local purchase.

b. The LDAC MRC serves as the final authority for any NSLIN or MCN request in dispute.

2–18. Request approval functions
Requests are routed to an RC for review and evaluation. Approvers must complete their required data elements prior to a request's approval. RC personnel or approvers have the authority to edit the content of request data fields as needed. Requests are then approved or disapproved by RC personnel. For disapproval details, see paragraph 2–23.

2–19. Research cell approver provided data for material requests
a. Within the NSM request, there are two broad categories of data input:

    (1) Requestor-required data.
    (2) Approver-required data.
    b. It is the approver's responsibility to ensure requests contain valid data and comply with business rules.

2–20. Research cell approver editable fields
    a. ARC.
    b. ABA.
    c. CAGE code.
    d. CMC.
    e. CIIC.
    f. DEMIL.
    g. ECC.
    h. FSC.
    i. LCC.
    j. MATCAT code.
    k. NSLIN.
    l. RICC.
    m. SOS or routing identifier code (RIC).
    n. SCMC.
    o. Supply class.
    p. UI.

2–21. Research cell approver required data fields for management control numbers
    a. CAGE code.
    b. MATCAT code.
    c. SCMC.
    d. CMC.
    e. ABA.
    f. RICC.
    g. CIIC.
    h. ECC.
    i. ARC.
    j. DEMIL.

2–22. Approver provided data for nonstandard line item number requests
The RC approver may modify all requestor-required fields.

2–23. Request disapproval functions
All requests are subject to review and may be disapproved. Enter the rational for disapproval into the comments field. The criteria used by RC personnel to disapprove requests varies widely. The following are common reasons for disapproval:
    a. Description details do not provide enough information to determine FSC assignment.
    b. Invalid part number (that is, N/A, none, or nonsystem training device (NSTD)).
    c. Duplicate requests (part or model number already used in catalog).
    d. Invalid manufacture name (that is, N/A, none, or NSTD).
    e. Part number linked to NIIN (NIIN must be used instead of MCN assignment).
    f. Part number or manufacturer cannot be validated (request for supporting documents).
    g. Unit price cannot be validated.

2–24. Notification process
Requestors and designated POCs will be notified by email of the approval or disapproval status of their requests. The notifications consist of standardized system messages as well as specific details provided by RC personnel.

2–25. Request remediation options
Requestors notified of a disapproved request may resubmit the request after making necessary corrections. Comments provided by RC personnel will give general guidance as to the type of action or corrections needed.

Chapter 3
Manufacturer's Part Number

Section I

The Army Enterprise Nonstandard Material Manufacturer Part Number

3–1. Overview
The AESIP portal contains the AEMM, which serves as the authoritative data source (ADS) for the Army's catalog data. The AEMM is composed of two material types: standard and nonstandard. NSM's cataloged within the AEMM are syndicated to ERP and non-ERP trading partners for the Army's logistical systems. Global Combat Support System—Army and LMP each have different MANP business rules to support their processes. MANPs are an integral part of logistical operations within the enterprise. And the AEMM standardizes and supports this process for all stakeholders and has a minimum set of required data that will support all systems. The LDAC master data research cell (MDRC) is responsible for all NSM or MANP requests submitted to the AESIP portal or received via the workflow interface. The MDRC evaluates and, if necessary, edits each MANP request before approval. The portal provides an advanced search capability for requestors to find existing materials preventing duplicate entries.

3–2. System access
a. The AESIP NSM portal is hosted in a NIPRNET environment that can be accessed directly with a GFE computer from any .mil network.

b. Portal users at locations without .mil network access can request access via an approved virtual private network connection. To log into the system, users must have a common access card.

c. The end user must complete a SAAR through the logistics information warehouse portal to gain access to the AESIP portal.

3–3. User roles
a. Users are assigned roles and authorizations based on their assigned duties.

(1) LDAC functional personnel approves all user roles.

(2) A users' security office must clear all personnel requesting user roles.

b. The following current roles are available:

(1) *Viewer.* Users in the Army enterprise that have a desire or need to research and view NSM records in the AEMM, for example, the material catalog.

(2) *Requestor.* Any authorized user responsible for submitting an initial MANP creation, change, or delete requests within the AEMM. Requestors receive all viewer permissions.

(3) *Master data research cell and/or approver.* Authorized users responsible for processing all new create, change, or delete NSM MANP requests within the AEMM can identify systemic issues, submit MANP process enhancements, and reinstate deleted NSMs.

3–4. Request functions overview
Requests are made in AESIP for all NSM or MANP. This process serves as the entry point for all NSMs into the enterprise. Materials created in AESIP are syndicated to trading partners for addition or change in their material catalogs. Use a request to initiate creating, changing, and deleting MANP records within the AEMM.

3–5. Request process workflow (routing)
a. The NSM requestor retains control of a request. Requestors may add, save, and/or edit their requests at their discretion until submission. Once the request is submitted, the requestor cannot change the request.

b. LDAC serves as the functional business process owner for cataloging NSM or MANPs for the Army. Route requests to create, change, or delete MANP catalog records to the LDAC MDRC, and process them per this pamphlet.

3–6. Active or inactive national item identification number records
Materials with an active NSN that are not actively managed by a recognized Government entity (for example, Army, Navy, GSA) may be used at the discretion of the LDAC MDRC. Use of the item is also contingent on AESIP to populate all initial data field values. Personnel from the AESIP MDRC will provide missing Army-unique data elements for all NAMI and NATO NIINs. MDRC personnel will ensure the following:

a. The AEMM record meets all minimum data field requirements currently required in AESIP.

b. The material master record acquisition advice code is set to L (local purchase) or X (semiactive item—no replacement).

c. The AEMM record MATCAT code is set to Z2200.

d. All automated data updates to AEMM records, normally applicable to NSN materials, are suspended.

3–7. Rules for inactive national stock number records
Any time the MATCAT code of an NSN material is set to Z2200, the system will default the CMC and ABA data field values to reflect the first two characters of the MATCAT.

3–8. Rules for active national stock number records
Actively managed NSNs cannot be changed via the AESIP nonstandard process portal. Use the AESIP EMDCS to request changes to Army managed NSNs.

3–9. Manufacturers part number record request functions
The AESIP process provides the ability to create or maintain master records that are available for use across the Army enterprise. The system supports creating, changing, and deleting MANP master records via a request.

3–10. Nonstandard material request
Requests generated through the AESIP portal are identified by an 11-character field consisting of a 4-digit year, followed by a hyphen (-) and a 6-digit request number, for example, 2018–000078. AESIP records the requestor's ID as a part of the request record. The AESIP NSLIN request has required data elements for the requestor and the approver.

Section II

Processing Nonstandard Material

3–11. Requestor-provided data for nonstandard create requests for manufacturer part number materials
a. Key fields required to facilitate the NSM processes (described in paras 3–11*a*(1) through 3–11*a*(11)) are based on material-type criteria. The requestor-required, mandatory data elements are:

(1) *Manufacturer part number.* This is an ID number assigned by the manufacturer to an item. If the material does not have a part number, use the model number. The field has a maximum of 32 characters. The number must be validated through supporting documentation.

(2) *Federal supply classification.* This is a four-digit number classifying the item within a group or category per SB 708–21.

(3) *Nomenclature.* This field assigns a name to the item being cataloged and has a maximum of 40 characters, including spaces. See paragraph 4–5 for recommended naming practices.

(4) *Manufacturer.* This is the manufacturer's legal name, for example, Lockheed Aircraft Corp. The requestor populates this field. This must be validated through supporting documentation.

(5) *Unit price.* This is the price of each unit in U.S. dollars and must be greater than, or equal to, $0.01.

(6) *Unit of issue.* This is the quantity provided by the requestor, for example, EA (each), CY (cylinder), LI (liter), and PR (pair).

(7) *Unit of measure.* This is required when the UI is nondefinitive, per Cataloging Data and Transaction Standards, Volume 10: Multiple Application References/Instructions/Tables and Guides.

(8) *Measurement quantity.* This is required when the UI is nondefinitive, per Cataloging Data and Transaction Standards, Volume 10: Multiple Application References/Instructions/Tables and Guides.

(9) *Supply class.* This is the category into which supplies are grouped to facilitate supply management and planning. See appendix B for a list of supply classes and their definitions.

(10) *Commercial and government entity code.* This is a five-position, alphanumeric code that corresponds to the manufacturer of the part assigned to conform to Cataloging Handbook H4/H8. The CAGE code is a mandatory entry for the requestor for MANP requests.

(11) *Supporting documentation.* This is a document that can be used by the RC analyst to validate the part number and manufacturer of the requested material. Examples of acceptable supporting documents include: procurement documents, bills of sale, photographs of data plate, and technical drawings.

b. The following fields are not required for a requestor to initiate the process but are available for the subsequent evaluation and/or approval of the request:

(1) *Detailed description.* This is limited to 528 characters of free form text, that is, four rows of 132 characters.

(2) *Material category.* This is a five-position, alphanumeric code, for example, Z2200.

(3) *Supply categories of materiel code.* This is a two-position, alphanumeric code identifying the supply class and subclass on an item-by-item basis per DA Pam 708–2.

(4) *Source of supply or routing identifier code.* This is a three-position, alphanumeric code that identifies the activity where requisitions are to be sent or originated. The RIC identifies the Army inventory control point (primary inventory control activity or secondary inventory control activity) having an Army item-management responsibility for an item.

(5) *Logistics control code.* This is a one-position, alphabetic code assigned to Army-adopted items to provide a basis for logistic support decisions. The LCC is hard coded to an R on all MANP materials generated by AESIP.

(6) *Reportable item control code.* This is a one-position code assigned to those items of equipment selected as reportable.

(7) *Controlled item inventory code.* This is a one-position, alphanumeric code (formerly the physical security or arms, ammunition, and explosives security risk or pilferage code). The CIIC identifies the security classification, security risk, or pilferage controls required for storing and transporting.

(8) *Accounting requirements code.* This is a one position, alphabetic code assigned to an item. Acceptable values are X (expendable), N (nonexpendable) or D (durable). See appendix D for code assignment.

3–12. Optional fields for requestors or users
The following fields are not required for a requestor to initiate the process, but they are available to aid in the subsequent evaluation and/or approval of the request:

a. Alternate POCs—First and second.

b. Alternate POCs—Email (military) address, for example: name@militaryaddress@mail.mil.

c. MATCAT code.

d. SCMC.

e. UIT.

f. SOS.

g. CMC.

h. ABA.

i. RICC.

j. CIIC.

k. ECC.

l. ARC.

m. DEMIL code.

n. Model number.

o. Item physically marked with a serial number.

3–13. Request process workflow (routing)
The Army enterprise MANP processes use a structured-workflow or request-routing process to manage the life cycle of requests in the system. Upon submission, direct requests to the universal work list of the MDRC or other specialized RC based on the FSC and/or supply class.

3–14. Approver
An approver is defined as the person assigned to an RC who evaluates a request for approval or disapproval. All approver transactions are identified by their system ID.

3–15. Request approval functions
Submitted requests flow to the MDRC for evaluation and/or review. Approvers must complete their required data elements before request approval. MDRC personnel and/or approvers have the authority to edit the request data fields as needed. After review, the requests are approved or disapproved by MDRC personnel. For disapproval details, see paragraph 3–18.

3–16. Approver provided data for material requests
a. There are two groups of data relevant to request approval:

(1) Data entries provided by a requestor (outlined in the previous section) editable by an approver.

(2) Data that the approver is required to provide.

b. It is the approver's responsibility to ensure that all actions associated with a request comply with data integrity and governing process rules before approving a request.

3–17. Material request data fields provided by approver

a. MATCAT code.

b. SCMC.

c. UIT.

d. SOS.

e. CMC.

f. ABA.

g. RICC.

h. CIIC.

i. ECC.

j. ARC.

k. DEMIL.

3–18. Request disapproval functions

All requests are subject to review and may be subject to a disapproval. The rational for disapproval action is mandatory. The criteria by which the MDRC personnel determine disapproval of requests vary widely, but the more common reasons are listed in paragraphs 3–18*a* through 3–18*c*. If a request is disapproved, complete the "Comments" section, detailing the disapproval reason and to provide corrective actions or other instructions.

a. Part number or manufacturer cannot be validated. Supporting documentation does not prove part number and/or manufacturer.

b. Duplicate entry. This refers to material already listed in the catalog as MANP, MCN, or NIIN.

c. Requestor-required data element not provided. Self explanatory.

3–19. Notification process

Requestors and designated POCs will be notified via email with an approved or disapproved request status. The notifications contain a standardized system message and details provided by RC personnel.

3–20. Request remediation options

Requestors notified of a disapproved request may resubmit the request. Comments provided by RC personnel will give general guidance on any changes or actions.

Chapter 4
Data Elements

4–1. Enterprise resource planning data elements

The AESIP NSM processes uses the NSM record data fields, as defined in the Army ADS.

4–2. Special use provisions and pseudo values

a. Two data fields within the AESIP records have special provisions. They are:

(1) MATCAT code—separate rules for standard and NSMs.

(2) CAGE code—allowed use of pseudo values for NSMs except when a valid CAGE code exists for the manufacturer.

b. The MATCAT is a five-position, Army data structure used only for dedicated purposes within the Army enterprise.

c. Some manufacturers may not have a registered CAGE code.

d. A special provision allows for the use of a pseudo CAGE code value when an appropriate CAGE code cannot be determined.

4–3. Materiel category code for nonstandard material records

a. The MATCAT code for active records conforms to the following format:

(1) The first position is CMC; the second position is ABA.

(2) Assign inactive, NAMI, and NATO NSNs MATCAT code Z2200. Set the CMC and ABA values to match the first and second position of the MATCAT.

b. Regarding the MATCAT code for NSLIN records:

(1) The MATCAT code for an NSLIN record may use a default value of Z2200 or may apply the NSN logic, at the discretion of the RC personnel.

(2) For MANP materials, the MATCAT conforms to the following format: the first position is discrete value Z or is CMC; the second position is discrete value 2 or is ABA.

4–4. Pseudo values and allowed usage
The AESIP process allows for the use of pseudo values when necessary to meet the minimum mandatory data element requirements. See appendix B for classes of supply. The following pseudo values are approved for use:

a. Pseudo materiel category code. The single discrete value of Z2200 is approved for use on MANPs, active NSLIN items, and inactive NSN items, for example, NAMI and NATO, unless otherwise specified.

b. Pseudo commercial and government entity codes. Materials from manufacturers without assigned CAGE codes will use the following values:

(1) CL1XX for class I items.
(2) CL2XX for class II items.
(3) CL3XX for class III items.
(4) CL4XX for class IV items.
(5) CL5XX for class V items.
(6) CL6XX for class VI items.
(7) CL7XX for class VII items.
(8) CL8XXfor class VIII items.
(9) CL9XX for class IX items.
(10) CL0XX for class X items.

4–5. Nonstandard material nomenclature guidelines
a. When creating an NSM record, it is required to provide nomenclature for the item of material. The maximum field length for nomenclature is 40 characters, including spaces. Read below for guidance:

(1) *Noun part.* A single key word or abbreviation generally describing the item, for example, "PLAYER, DVD."
(2) *Part or model #.* For example, GV–550.
(3) *Manufacturer.* A reference to the manufacturer, space permitting. The manufacturer name, in conjunction with the noun part, results in a complete and descriptive nomenclature, for example, "PLAYER, DVD: GV–550 SONY."

b. The objective of item nomenclature is to provide enough information to readily identify the item in 40 characters or less. Read below for guidance:

(1) Only abbreviate when necessary.
(2) Vowels can be omitted from many words, for example, type *power* as "pwr."
(3) Commonly used acronyms are acceptable, for example, type *all-terrain vehicle* as "ATV," and *global-positioning system* as "GPS."
(4) Commonly used abbreviations are acceptable, for example, type *satellite* as "sat" and *communication* as "comm."
(5) Common manufacturer references are acceptable, for example, GE, IBM, 3M, and HP.

4–6. Serialized item management data element
a. The serial number indicator (SNI) identifies the need to capture an item based upon the serialized item management (SIM) business rules for standard and nonstandard cataloged items. The SIM business rules can be found in Army Directive 2016–21.

b. The SNI consists of four potential data elements:

(1) *N.* The item is not serially tracked throughout the Army; it may or may not be physically marked with a human-readable serial number

(2) *M.* The item is serially tracked throughout the Army; it is physically marked with a human-readable serial number.

(3) *U.* The item is serially tracked throughout the Army; it is not physically marked with a serial number. This un-marked item is not part of a marking plan for a human-readable data plate.

(4) *T.* The item is serially tracked throughout the Army; it is not physically marked with a serial number. This unmarked item does have an approved and funded marking plan. It is in a transitional status until the inventory of the item is assigned human-readable serial numbers to switch it to a marked item. Once all Army instances of the asset are marked, the T will be updated to M.

c. Process items that do not have an assigned SNI through the Human in the Logic Serialization Adjudication Group application in AESIP.

d. Submit SNI challenges for standard and NSMs through the AESIP EMDCS.

4–7. Material master extended data elements (ammunition specific)
The AESIP NSLIN processes use the material master data fields as defined in the ADS. Additionally, the AESIP NSLIN process includes extended data fields for class V ammunition items.

4–8. Additional information for ammunition (class V) requests
a. Supply category of material code. For class V materials see DA Pam 708–2. Examples are:
(1) 5A = Munitions of all kinds delivered by aircraft or aircraft weapons systems.
(2) 5Z = Munitions of all kinds to include chemicals and chemical toxic munitions.
b. Compatibility group. An alphanumeric code for ammunition or explosives for storing or transporting purposes without significantly increasing either the probability of an accident or (for a given quantity) the magnitude of the effects of such an accident. Examples are:
(1) B = Detonators and similar initiating devices not containing two or more independent safety features; items containing initiating explosives that are designed to initiate or continue the functioning of an explosives train.
(2) D = Black powder, high explosives (HE), and ammunition that contain HE without its own means of initiation and without propelling charge or a device containing initiating explosives and two or more independent safety features; ammunition and explosives that can be expected to explode or detonate when any given item or component thereof is initiated, except for devices containing initiating explosives with independent safety features.
(3) F = Ammunition containing HE with its own means of initiation and with or without a propelling charge, other than one containing a flammable or hypergolic liquid.
c. Department of Defense identification code. A Department of Defense identification code (DODIC) is assigned to a generic description of an item of supply in Federal supply group (FSG) 13 (Ammunition and Explosives) and Federal Stock Group 14 (Guided Missiles). A locally assigned ammunition reporting code for the Air Force or a Navy Ammunition Logistic Code (NALC) may be used.
d. Hazard classification. A one-number code that represents the hazard that can be expected from a material. Ammunition and explosives are assigned hazard classification 1 or 6. Each hazard class is listed below:
(1) *Class 1.* Explosives.
(2) *Class 2.* Gases.
(3) *Class 3.* Flammable liquids.
(4) *Class 4.* Flammable solids.
(5) *Class 5.* Oxidizing substances.
(6) *Class 6.* Poisonous materials and infectious substances.
(7) *Class 7.* Radioactive material.
(8) *Class 8.* Corrosive material.
(9) *Class 9.* Miscellaneous hazardous material.
e. Hazard division. A hazard division (HD) is the designator assigned to denote the character and predominance of the associated hazards and the potential for causing personnel casualties or property damage. The hazard divisions and associated subdivisions are listed below:
(1) Class 1—Explosives:
(a) 1.1 Mass explosion.
(b) 1.2 Nonmass explosion or fragment producing.
(c) 1.3 Mass fire, minor blast, or fragment.
(d) 1.4 Moderate fire, no blast, or fragment.
(e) 1.5 Explosive substance, very insensitive (with mass explosion hazard).
(f) 1.6 Explosive article, extremely insensitive.
(2) Class 2—Gases:
(a) 2.1 Flammable gas.
(b) 2.2 Nonflammable or nonpoisonous compressed gas.
(c) 2.3 Gas poisonous by inhalation.
(3) Class 4—Flammable solids:
(a) 4.1 Flammable solid.
(b) 4.2 spontaneously combustible material.
(c) 4.3 Dangerous when wet material.
(4) Class 5—Oxidizing substances:
(a) 5.1 Oxidizer.
(b) 5.2 Organic peroxide.
(5) Class 6—Poisonous materials and infectious substances:

(a) 6.1 Poisonous material.

(b) 6.2 Infectious substance.

f. Hazard subdivisions. This further defines explosive materials in hazard class 1.2, expressed as 1.2.1, 1.2.2 or 1.2.3. The definitions for each subdivision are:

(1) 1.2.1.—Single item's net explosive weight (NEW) exceeds 1.6 pounds or exhibits fragmentation characteristics similar to or greater than M1 105-miillimeter projectiles.

(2) 1.2.2.—Single item's NEW is equal to or less than 1.6 pounds or, at most, exhibits fragmentation characteristics similar to high-explosive 40-millimeter ammunition.

(3) 1.2.3.—Item exhibits no reaction more severe than burning in liquid fuel or external fire, bullet impact, and slow heating tests.

g. Proper shipping name. A description specified by the Department of Transportation (DOT) in Section 172.101, Part 172, Title 49 Code of Federal Regulations (CFR) (49 CFR 172.101) to identify hazardous material. The proper shipping name, HD, and storage compatibility group (SCG) must agree with the United Nations (UN) number selected.

h. Proper shipping identification. The ID number assigned to each proper shipping name. It consists of a four-digit code, preceded by the letters UN (for example, UN0012) to indicate it they are considered appropriate for international as well as domestic transportation. The HD and SCG must agree with the UN number selected. For unregulated items the Department of Defense (DOD) uses all zeroes (for example, 0000).

i. Net explosive weight storage. The weight, in pounds, to be used when calculating the NEWs involved in explosive storage. The total weight, in pounds, of all explosive substances.

j. Net explosive weight transportation. The total weight of explosives, in pounds, in one round of the item listed regardless of the type of container and number of rounds contained therein. The total weight—in pounds—of all class 1 material in an item. It has to equal the sum of the high explosive weight, the propellant weight, and pyrotechnic weight. Nonclass 1 items will use the sum of the high explosive weight, the propellant weight, and pyrotechnic weight. Nonregulated items will use 0.0 (value is used for transportation purposes).

4–9. Nonstandard line item number data elements

The AESIP NSLIN processes allow users to create new NSLINs. The NSLIN number, NSLIN nomenclature, and RRC fields are the only data fields unique to an NSLIN record. All other data fields are shared with the material master records and are governed by the same Army ADS rules.

4–10. Data maintenance

a. The AESIP NSLIN processes are supported by the AESIP database. A user interface is provided through the system portal. Maintenance of master record field data contained within the AESIP database is primarily performed by the functions described in this pamphlet. A secondary method is available for limited use in special cases and is subject to the following criteria:

(1) All special data requests are subject to review and the approval of LDAC MRC personnel.

(2) All special data requests will be assigned a system request number to track the activity.

(3) All field data create(s) or change(s) proposed must meet current system data integrity requirements.

b. System sustainment personnel will perform any other data maintenance activity, such as periodic data reconciliation, discrepancy correction, or validation, at LDAC's direction.

4–11. Queries, reports, and outputs

a. The AESIP NSLIN processes provide system users with three basic tools to search for information within the database:

(1) *Queries.* These are searches that are normally associated with field value queries. The advanced search function is a flexible look up tool that accommodates wild card searches.

(2) *Reports.* Fixed format and multiple field searches retrieve files that may be viewed directly or saved locally.

(3) *Outputs.* This is the system-to-system exchange of data provided by the AESIP NSM and NSLIN processes.

b. There are two types of reports available:

(1) Standard reports.

(2) Customer-configurable reports.

c. Fixed format standard reports are accessible from the user menu under Managerial Reports. These reports are intended to meet the needs of most AESIP users. A second option is to use the configurable reporting capability available within the business warehouse.

4–12. Business warehouse
A business warehouse is a database used for reporting and data analysis. It is a repository for data created by integrating information from one or more sources. The business warehouse is updated based on transactions occurring within the AESIP NSM and NSLIN processes. Additionally, the business warehouse can be configured to store historical and external data.

4–13. System to system via web services
The AESIP NSLIN process provides a web service that allows data exchange throughout the ERP.

Appendix A

References

Section I

Required Publications

AR 708–1
Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment (Cited in the title page.)

DA Pam 708–2
Cataloging and Supply Management Data Procedures for the Army Enterprise Material Master (Cited in para 2–12*b*(2).)

DA Pam 708–3
Cataloging of Supplies and Equipment, Army Adopted Items of Materiel, and List of Reportable Items (SB 700–20) (Cited in the glossary.)

DODM 4160.21, Volume 3
Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property (Cited in the glossary.) (Available at https://www.esd.whs.mil.)

SB 700–20
Army Adopted/Other Items Selected for Authorization/List of Reportable Items (Cited in para 2–10*b.*)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication. Unless otherwise indicated, Army publications are available on the Army Publishing Directorate (APD) website, at https://armypubs.army.mil/. DOD publications are available at http://www.esd.whs.mil/, and USAMC publications are available at https://www.amc.army.mil/.

AD 2016–21
Interim Policy for Serialized Item Management

AR 25–30
Army Publishing Program

AR 40–61
Medical Logistics Policies

AR 220–1
Army Unit Status Reporting and Force Registration—Consolidated Policies

AR 710–1
Centralized Inventory Management of the Army Supply System

AR 710–2
Supply Policy Below the National Level

AR 710–3
Inventory Management Asset and Transaction Reporting System

Cataloging Data and Transaction Standards, Volume 10
Multiple Application References/Instructions/Tables and Guides (Available at https://www.dla.mil/.)

49 CFR 172.101
Purpose and Use of Hazardous Materials Table (Available at https://www.govinfo.gov/.)

CTA 50–900
Clothing and Individual Equipment

CTA 50–970
Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items)

Federal Logistics Information System
Procedures (Available at https://www.dla.mil/.)

SB 708–21
Federal Supply Classification Groups and Classes H2 Handbook (Available at https://www.dla.mil/.)

TRADOC Pamphlet 350–9
Training Devices for Armywide Use (Available at https://adminpubs.tradoc.army.mil/.)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD website (https://armypubs.army.mil).

DA Form 2028
Recommended Changes to Publications and Blank Forms

Appendix B

Classes of Supply

B–1. U.S. Armed Forces classes of supply
The U.S. Army divides supplies into ten classes of supply:

a. Class I. Subsistence (food), gratuitous (free) health and comfort items.

b. Class II. Clothing, individual equipment, tentage, organizational tool sets and kits, hand tools, unclassified maps, administrative and housekeeping supplies and equipment.

c. Class III. Petroleum, oil, and lubricants (package and bulk); petroleum, fuels, lubricants, hydraulic and insulating oils, preservatives, liquids and gases, bulk chemical products, coolants, deicer and antifreeze compounds, components, and additives of petroleum and chemical products, and coal.

d. Class IV. Construction materials, including installed equipment and all fortification and barrier materials.

e. Class V. Ammunition of all types, bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and associated items.

f. Class VI. Personal demand items, such as: health and hygiene products, soaps and toothpaste, writing material, snack food, beverages, cigarettes, batteries, alcohol, and cameras-nonmilitary sales items.

g. Class VII. A final combination of end products that is ready for its intended use (principal items), for example: launchers, tanks, mobile machine shops, and vehicles.

h. Class VIII. Medical material (equipment and consumables), including repair parts peculiar to medical equipment. (Class VIIIa—medical consumable supplies not including blood and blood products; class VIIIb—blood and blood components (whole blood, platelets, plasma, packed red cells, and so on).)

i. Class IX. Repair parts and components to include kits, assemblies, and subassemblies (repairable or nonrepairable) required for maintenance support of all equipment.

j. Class X. Material to support nonmilitary programs such as agriculture and economic development (not included in classes I through IX).

Appendix C

Reason Request Codes

C–1. Research cell identification

a. RRC A–ONS: RC validates ONS tracking numbers entered in the detailed description; if no ONS is entered, the request should go directly to RRC A only (Headquarters, Department of the Army, G–4).

b. RRC B–U.S. Army Reserve: for all requests from COMPO 3 users (that would be destined for RRC H, M, O) (U.S. Army Reserve).

c. RRC C—Medical/dental/veterinary equipment: for all requests use FSG 65 (USAMMA).

d. RRC D—Rapid equipment force (REF) items: for all REF items only, MRC processes all RRC D requests.

e. RRC E–RFI items: normally clothing items; if not clothing items, redirect to RRC F (Philadelphia/clothing or MRC).

f. RRC F–PM pushed items: these items have been pushed to field by a life cycle management command (LCMC) PM. PMs will provide rationale and contact information in the detailed description block concerning the PM push material. If the PM cannot be validated, the request will be forward to RC H for processing. MRC will also process valid training aids (6910/6920), which means a device code per U.S. Army Training and Doctrine Command Pamphlet 350–9. If no device code is annotated on the request, disapprove with rationale statement (LOGSA LDAC MRC).

g. RRC G–CTA music: for all band related equipment (may include clothing items) (U.S. Army Element School of Music) (FSC 7710/7720).

h. RRC H—Local purchase/Government purchase cards: for items that are locally purchased or purchased using a Government credit card that do not belong to other specialized RRCs.

i. RRC I–UIT controlled cryptographic item: for all items that have communications security or crypto embedded; if a request comes in and CIIC equals 9, please redirect these to RRC I for determination. Any research cell which receives an FSC 5810 NSM request in error should forward the request to RRC I with comments indicating if this a crypto NSM request.

j. RRC J–UIT small arms and weapons: for all small arms and weapons; if not sure, redirect to RRC J (LDAC small arms RC POC) (FSG 10). Must be a weapon that can fire live ammunition. Ancillary equipment is not considered fire arms for UIT tracking and can be worked in RRC H, M and O (LDAC UIT POC).

k. RRC K—Serial numbers: for commercial, tactical, towed vehicles, and equipment, if NSM enters a public highway and has wheels larger than 13 inches. This may include the following FSG or FSC processed by LDAC RRC K personnel or MRC:

(1) FSC 1730, FSC 1740, and FSG 19.

(2) FSC 2230, FSG 23, and FSG 24.

(3) FSC 3750.

(4) FSC 3805.

(5) FSC 3810.

(6) FSC 3815.

(7) FSC 3820.

(8) FSC 3825.

(9) FSC 3930 and FSC 3950.

(10) FSC 4210.

l. RRC L–USASOC Special Operations Forces (SOF)-unique items: for all items specific to Special Operations Forces only; common items should be sent to other RRCs (USASOC). Goes directly to RRC L.

m. RRC N–AMMO: processes selected FSCs 1305,1310,1315,1320,1325, 1330, 1336, 1337, 1338, 1340, 1345, 1346, 1350, 1351, 1352, 1353, 1355, 1360, 1361, 1365, 1367, 1370, 1375, 1376, 1377, 1390, 1395, 1410, 1420, 1430, 1440, and 8140 will be routed to RRC N (Ammunition Cell).

n. RRC O—Data conversion: for units converting their user created catalogs; if item belongs to a specialized RRC, redirect to respective RRC (LDAC and/or other assisting RCs).

o. RRC P–CTA clothing: for all clothing items and individual equipment; flags, banners, guidons, streamers, heraldic miscellaneous items (this includes all FSG 83 and FSG 84) (Philadelphia/clothing POC).

p. RRC Q—Special Operations-peculiar items: for all items specific to SOF only; common items should be sent to other RRCs for U.S. Special Operations Command.

q. RRC R—Coalition forces land component (CFLCC) (Iraq and/or Kuwait): for units currently on site in Iraq or Kuwait (CFLCC); if item belongs to a specialized RRC, redirect to respective RRC R and T.

r. RRC T–CFLCC (Afghanistan): for units currently on site in Afghanistan (CFLCC); if item belongs to a specialized RRC, redirect to respective RRC R and T.

s. RRC V—Currently unassigned.

t. RRC W–U.S. Army Research, Development, and Engineering Command (RDECOM): research and development supporting equipment (used for research and development (RDECOM); if item belongs to a specialized RRC, redirect to respective RRC).

u. RRC X—Network Enterprise Technology Command: all requests are automatically directed to this RC X based on selected UIC for processing.

v. RRC Y–U.S. Special Operations Command: all requests are automatically directed to RC Y, based on SOS A4F.

w. RRC Z–MDRC: requests for nonproperty book NSM MANPs are directed to RC Z, unless the material should be directed to RRC N, based on FSC.

Appendix D

Accounting Requirements Code Selection Criteria

D–1. Accounting requirements
The ARC is a one-position, alphabetic code that identifies the level of accounting required for an item of supply within the Army retail supply system. All items of supply are entered into the stock record account (SRA) of the unit. The ARC identifies the level of accounting required once an item is issued from the SRA.

D–2. Data codes and definitions
The following identify and define each of the acceptable values of the ARC:

a. N—nonexpendable item. An item of Army property coded with an ARC of N in the Army master data file (AMDF). Nonexpendable items require property book accountability after issue from the SRA. Commercial and fabricated items similar to items coded N in the AMDF are considered nonexpendable items.

b. D—durable item. An item of Army property coded with an ARC of D in the AMDF. Durable items do not require property book accountability after issue from the SRA but do require hand receipt control when issued to the user. Commercial and fabricated items similar to items coded D in the AMDF are considered durable items.

c. X—expendable item. An item of Army property coded with an ARC of X in the AMDF. Expendable items require no formal accountability after issue from an SRA. Commercial and fabricated items similar to items coded X in the AMDF are considered expendable items.

D–3. Selection criteria
The following list specifies the procedures for the item manager to use when assigning the ARC to an item of supply. These procedures are also applicable to retail activities when assigning the ARC to locally procured items—

a. The class of supply is one of the keys to selecting the correct ARC. The class of supply must be determined before selecting the ARC. Once the class of supply is identified, proceed through the remainder of the criteria and select the appropriate ARC.

b. If the class of supply has been assigned, review the assigned class of supply to ensure that it is correct. If it is correct, proceed through the remainder of the criteria and select the appropriate ARC.

c. If the item is assigned class I (code 1), Subsistence; class III (code 3), Petroleum, Oil, and Lubricants; class VI (code 6), Personal Demand Items; or class IX (code 9), Repair Parts and Assemblies; the item is expendable. Assign ARC X to the item of supply.

d. If the item is assigned class V (code 5), Ammunition, proceed as follows—

(1) If the subclassification of supply is not equal to L, Missile Materiel, the item is expendable. Assign ARC X to the item of supply.

(2) If the subclassification of supply is equal to L, proceed as follows—

(a) If the item is a training device assigned to class V to ensure transportation through munitions channels, the item is nonexpendable. Assign ARC N to the item of supply.

(b) Otherwise, the item is expendable. Assign ARC X to the item of supply.

e. If the item is assigned class VII (code 7), Major End Items, the item is nonexpendable. Assign ARC N to the item of supply.

f. If the item is assigned class VIII (code 8), Medical Materiel, the ARC is selected through use of the medical materiel ARC selection criteria established by The Surgeon General per AR 40–61.

g. The following paragraphs provide the selection criteria applicable to class II (code 2), Nonmajor End Items; class IV (code 4), Construction Materiel; and class X (code 0), Nonmilitary Program Materiel.

h. If the item is assigned to an NSLIN, proceed as follows:

(1) If the item is assigned FSC 8405, 8410, 8415, 8420, 8425, 8430, 8435, 8440, 8445, or 8450, proceed as follows—

(a) If the item is a bag item (that is, the item is a piece of personal equipment issued from the military personnel appropriation to an individual on entry into the military service), the item is expendable. Assign ARC X to the item of supply.

(b) If the item is authorized by Common Table of Allowances (CTA) 50–970, code the item of supply as expendable. Assign ARC X.

(c) If the item is authorized by CTA 50–900, code the item of supply as nonexpendable. Assign ARC N.

(d) If the item is not a bag item or authorized by CTA 50–970, code the item of supply as nonexpendable. Assign ARC N.

(2) If the item is assigned to FSC 3510, 4110, 4140, 6240, 7105, 7110, 7125, 7195, 7210, 7220, 7230, 7290, 7310, 7320, 7350, 7820, or 7910, proceed as follows—

(a) If the unit price is less than $300 and assigned a CIIC of U or 7, code the item of supply as expendable. Assign ARC X.

(b) If the unit price of the item is over $300 but less than $2,500 and is assigned a CIIC of U or 7, the item is coded durable. Assign ARC D to the item of supply.

i. Otherwise the item is nonexpendable. Assign ARC N to the item of supply.

(1) If the item is not assigned one of the FSCs identified in paragraph D–3*h*(1), the item is nonexpendable. Assign ARC N to the item of supply.

(2) If the item is assigned FSC 8465, 8570, or 8475, assign ARC N or X, as applicable, to the item of supply.

j. If the item is assigned FSC 8340, Tents and Tarpaulins, proceed as follows—

(1) If the item is an end item, the item is nonexpendable. Assign ARC N to the item of supply.

(2) Otherwise, if the item is a component of a tent or tarpaulin, the item is expendable. Assign ARC X to the item of supply.

k. If the item is assigned FSC 8345, Flags and Pennants, proceed as follows—

(1) If the item is a member of one of the categories of flags and pennants (see para D–3*k*(2)), the item is nonexpendable. Assign ARC N to the item of supply.

(2) Nonexpendable flags and pennants categories are:

(a) Organizational colors.

(b) National flags (except for grave decoration and automobile flags).

(c) State flags.

(d) Positional colors.

(e) Distinguishing flags.

(f) All other flags and pennants are expendable. Assign ARC X to these items.

l. If the item is assigned an FSC listed in table D–1 (this identifies the item as a hand tool or a measuring tool), proceed as follows—

Table D–1
Federal supply codes for hand tools and measuring tools
Sample listing of hand tool and measuring tool FSCs

5110	5130	5136	5180	5220
5120	5133	5140	5210	5280

(1) If the unit price of the item is equal to or exceeds $300, the item is nonexpendable. Assign ARC N to the item of supply.

(2) If the unit price of the item is equal to or exceeds $50, the item is durable. Assign ARC D to the item of supply.

(3) Otherwise, if the unit price of the item is less than $50, the item is expendable. Assign ARC X to the item of supply.

m. If the item is assigned an FSC listed in table D–2, the item is expendable. Assign ARC X to the item of supply.

Table D–2
Federal supply classifications for expendable items
Sample item numbers for expendable items

2510	2995	5320	5670	5977	7930	8455	9520
2520	3010	5325	5680	5985	8010	8510	9525
2530	3020	5330	5905	5990	8020	8520	9530
2540	3030	5335	5910	5995	8030	8530	9535
2590	3040	5340	5915	5999	8040	8540	9545
2610	3110	5345	5920	6105	8105	9310	9610
2620	3120	5350	5925	6145	8110	9320	9620
2630	3130	5355	5930	6750	8120	9330	9630
2640	4010	5360	5940	6810	8125	9340	9640
2910	4020	5365	5945	6820	8130	9350	9650
2915	4030	5510	5950	6830	8135	9390	9660
2920	4510	5520	5955	6840	8140	9410	9670
2925	4710	5530	5960	6850	8305	9420	9680
2930	4720	5610	5961	7340	8310	9430	
2935	4730	5620	5962	7510	8315	9440	
2940	4810	5630	5963	7520	8320	9450	

Table D–2
Federal supply classifications for expendable items—Continued

2945	4820	5640	5965	7530	8325	9505	
2950	5310	5650	5970	7540	8330	9510	
2990	5315	5660	5975	7920	8435	9515	

n. If the item is assigned an FSC listed in table D–3, proceed as follows—

(1) If the unit price of the item is equal to or exceeds $300, the item is nonexpendable. Assign ARC N to the item of supply.

(2) Otherwise, if the unit price of the item is less than $300, the item is expendable. Assign ARC X to the item of supply.

(3) Otherwise, the item is expendable. Assign ARC X to the item of supply.

o. Items not assigned an ARC according to the above criteria are considered to be expendable. Assign ARC X to these items of supply.

p. If the item is assigned FSC 8115, 8145, or 9540, proceed as follows—

(1) If the item is an end item, the item is nonexpendable. Assign ARC N to the item of supply.

(2) Otherwise, if the item is a component of a container, the item is expendable. Assign ARC X to the item of supply.

Table D–3
Federal supply classifications for nonexpendable items
Sample item numbers listed below are for nonexpendable items

2210	3426	3605	3810	4450	5811	6640	7045
2220	3431	3610	3815	4460	5815	6645	7050
2230	3432	3611	3820	4520	5820	6650	7360
2305	3433	3615	3825	4540	5821	6655	7420
2310	3436	3620	3830	4910	5825	6660	7430
2320	3438	3625	3910	4920	5826	6665	7435
2330	3439	3630	3915	4921	5830	6670	7440
2340	3441	3635	3920	4923	5831	6675	7450
2350	3442	3640	3930	4925	5835	6680	7460
3210	3443	3645	3940	4927	5840	6685	7490
3220	3444	3650	3950	4930	5841	6695	7710
3405	3445	3655	3960	4931	5845	6710	7720
3408	3446	3660	4120	4933	5850	6720	8460
3410	3447	3670	4130	4935	5855	6730	8820
3411	3448	3680	4210	4940	5860	6740	
3412	3449	3685	4220	4960	5865	6780	
3413	3450	3690	4230	5410	5895	7010	
3414	3461	3693	4240	5411	6605	7020	
3415	3465	3694	4310	5420	6610	7021	
3416	3470	3695	4320	5430	6615	7022	
3417	3520	3710	4330	5440	6620	7025	
3418	3530	3720	4410	5445	6625	7030	
3419	3540	3730	4420	5450	6630	7035	
3422	3550	3740	4430	5805	6635	7040	
3424	3590	3750	4440	5810	6636	7042	

Glossary

ABA
appropriation and budget activity

ADS
authoritative data source

AEMM
Army enterprise material master

AESIP
Army Enterprise Systems Integration Program

AMDF
Army master data file

AR
Army regulation

ARC
accounting requirements code

ATV
all-terrain vehicle

CAGE
commercial and government entity

CFLCC
coalition forces land component command

CFR
Code of Federal Regulations

CIIC
controlled inventory item code

CMC
commodity manager code

COMPO 3
Component, U.S. Army Reserve

CTA
common tables of allowances

CY
cylinder

DA
Department of the Army

DA Pam
Department of the Army pamphlet

DEMIL
demilitarization

DLIS
Defense Logistics Information Services

DOD
Department of Defense

DODIC
Department of Defense identification code

DODM
Department of Defense manual

DOT
Department of Transportation

EA
each

ECC
equipment category code

EMDCS
Enterprise Material Discrepancy Challenge System

ERP
enterprise resource planning

FSC
Federal supply classification

FSG
Federal supply group

GFE
government furnished equipment

GPS
global-positioning system

GSA
General Services Administration

HD
hazard division

HE
high explosives

ID
identification

LCC
logistics control code

LCMC
life cycle management command

LDAC
Logistics Data Analysis Center

LI
liter

LIN
line item number

LMP
Logistics Modernization Program

MANP
manufacturer part number

MATCAT
material category

MCN
management control number

MDRC
master data research cell

MRC
master research cell

NALC
Navy ammunition logistic code

NAMI
non-Army managed items

NATO
North Atlantic Treaty Organization

NEW
net explosive weight

NIIN
national item identification number

NIPRNET
Non-classified Internet Protocol Routing Network

NSLIN
nonstandard line item number

NSM
nonstandard material

NSN
national stock number

NSTD
nonsystem training device

ONS
operational needs statement

PM
program manager

POC
point of contact

PR
pair

RC
research cell

RDECOM
Research, Development and Engineering Command

REF
rapid equipment force

RIC
routing identifier code

RICC
reportable item control code

RRC
reason request code

SAAR
system authorization access request

SB
supply bulletin

SCG
storage compatibility group

SCMC
supply category of material code

SIM
serialized item management

SLIN
standard line item number

SNI
serialized number indicator

SOF
Special Operations Forces

SOS
source of supply

SRA
stock record account

UI
unit of issue

UIC
unit identification code

UIT
unique item tracking

UN
United Nations

USAFMSA
U.S. Army Force Management Support Agency

USAMMA
U.S. Army Medical Materiel Agency

ZLIN
developmental line item number

Section II

Terms

accounting requirements code
A one-position, alphanumeric code assigned to an item. Acceptable values are: X (expendable), N (nonexpendable), or D (durable).

appropriation and budget activity account code
This single-digit, funding code occupies the second position of the Army MATCAT structure. The codes can be alphabetic or numeric, excluding the letters I and O and the numbers 0, 1, 4, 6, 7, and 8. Changes to these codes are extracted from the AMDF for update in SB 700–20. Valid codes are listed in AR 710–1.

Army enterprise
A reference used to describe data or systems that are intended for use across the Army.

commercial and government entity code
A CAGE code is five-position, alphanumeric code corresponding to a manufacturer.

commercial items
Items which may be procured from commercial sources, either off-the-shelf or modified to meet Army requirements, without research and development effort, either by the commercial source or the Army.

commodity management code
This is an alphabetic code, which designates the materiel categories of principal and secondary items. Each CMC is identified to the Army Material Command LCMC or the activity that has Army management responsibility as the:
a. Primary inventory control activity for Army-managed items.
b. Secondary inventory control activity for Army-used items that are managed by another Service.

compatibility group
One alphanumeric group code for storing or transporting ammunition or explosives without significantly increasing either the probability of an accident (for a given quantity) or the magnitude of the effects of such an accident.

controlled inventory item code
A one-position, alphanumeric code that identifies the security classification, security risk, or pilferage controls required for storing and transporting.

demilitarization code
A single alphabetic character code assigned to an item by the responsible technical specialist. It identifies the degree of demilitarization required per DODM 4160.21, volume 3, to accomplish final disposition of an item.

Department of Defense ammunition code
A Department of Defense ammunition code is an eight-position number divided into two parts separated by a hyphen. The first part consists of four numerals, such as 1320, which form the FSC code number assigned to items covered by the ammunition generic description; see DA Pam 708–3 for description information. The second part, the DODIC, consists of either one letter and three numerals or two letters and two numerals. These codes are assigned to an ammunition generic description within the FSC code, that is, D548, assigned to projectile, 155 millimeter M116 SMOKE HC BE F.HOWS M1 M1A1 M46.

Department of Defense identification code
A code assigned to a generic description of an item of supply in Federal stock group 13 (Ammunition and Explosives) and Federal stock group 14 (Guided Missiles). A locally assigned ammunition reporting code for the Air Force or an NALC may be used.

end item code
A three-position, alphanumeric code that identifies a request for repair parts to a specific end item.

equipment category code
A two-position, alphabetic code that identifies equipment by primary and secondary categories in The Army Maintenance Management System.

federal supply classification
A four-position, numeric code which identifies the supply classification of an item of supply. The first two digits identify the FSG and the last two digits identify the specific class within the specified group.

hazard classification
A one-number code that represents the hazard that can be expected from a material. Ammunition and explosives are assigned hazard classification 1 or 6

hazard division
A designator assigned to denote the character and predominance of the associated hazards and the potential for causing personnel casualties or property damage.

hazard subdivision
Further defines explosive materials in hazard class 1.2., expressed as 1.2.1, 1.2.2, or 1.2.3.

line item number
A LIN is a six-position, alphanumeric ID of generic nomenclature. It pertains to the line on which the generic nomenclature is listed in those bulletins and in Army equipment authorization documents. It is used to collectively treat all NSN items possessing the functional capability expressed by the generic nomenclature. LINs consist of one letter and five arabic

numerals and range from A00001 through Z99998. LINs between A00001 and Y99989, except those starting with 0, are assigned to items included in SB 700–20. Z series LINs are assigned to development-type items for inclusion in required operational capability and in authorization documents prior to type classification and for use in special studies for development data required for type classification; see SB 700–20.

logistics control code
The LCC is assigned for each type-classified item by the type-class approval authority. The LCC designates the level of logistics support and provides the basis for logistical support decisions such as procurement, overhaul, repair parts provisioning, and requisition determination. See DA Pam 708–3 for codes and further details.

major command point of contact
The POC that can provide additional information on the material that is being cataloged.

management control number
A 13-position number similar to the NSN except for the alphabetic code. The seventh position represents the major Army command, or activity, that made the assignment.

manufacturer
Manufacturer's legal lame (for example, Dell). This field will autopopulate if the CAGE code is entered but must be manually specified by the requestor if a pseudo-CAGE code is used. The system will use the manufacturer's name as listed in the Federal registry for all valid CAGE codes.

manufacturer part number
ID number assigned by the manufacturer to an item. If the material does not have a part number, the model number can be used. MANP is displayed as part number, CAGE code.

material category structure code
A five-position, Army-peculiar data structure only used for dedicated purposes within the Army enterprise. Standard and NSMs differ in the way the MATCAT logic is applied to the first and second positions within the structure.

model number
The model number of the equipment.

net explosive weight storage
The weight (in pounds) to be used when calculating the NEWs involved in explosive storage. The total weight in pounds of all explosive substances.

net explosive weight transportation
The total weight of explosives (in pounds) in one round of the item listed regardless of the type of container and number of rounds contained therein. The total weight in pounds of all class 1 material in an item. It has to equal the sum of the high explosive weight, the propellant weight, and pyrotechnic weight. Nonclass 1 items will use the sum of the high explosive weight, the propellant weight, and pyrotechnic weight. Nonregulated items will use 0.0. The value is used for transportation purposes.

nomenclature
Maximum 64-character field to describe NSLIN generally.

nonstandard line item number
A six-character, alphanumeric ID of generic nomenclature.

proper shipping name
A description specified by DOT in 49 CFR 172.101 to identify hazardous material. The proper shipping name, HD, and SCG must agree with the UN number selected.

reason request code
A one-position, alphabetic code used on the NSLIN request to identify the specific reason for the request.

reportable item control code
The RICC is a single-digit, numeric code assigned to reportable items for which asset reporting is required under the provisions in AR 710–3 and AR 220–1.

serial registration number requirements code
Code assigned to material for special tracking or registration purposes.

serialized item management
Provides the means to perform information-enabled sustainment in the Army enterprise from the tactical to national levels.

shipping identification (United Nations number)
The ID number assigned to each proper shipping name. It consists of a four-position, numeric code, preceded by the letters UN (that is, UN0012) to indicate that they are considered appropriate for international as well as for domestic transportation. The HD and SCG must agree with the UN number selected. For not-regulated items, DOD uses all zeroes, that is, 0000.

source of supply
A three-position, alphanumeric code or RIC, which identifies the source of supply activity

supply category of materiel
The SCMC consists of the class and subclass of supply to which the item is assigned. Classes and subclasses of supply are listed and defined in DA Pam 708–2.

unique item tracking
UIT is a DOD program to maintain visibility of selected items uniquely identified by a serial number.

unit identification code
A six-position, alphanumeric code which uniquely identifies each DOD entity. The first character is the Service designator.

unit of issue
A two-position, alphabetic code that indicates the physical measurement, the count, or when neither is applicable, the container or shape of an item.

unit of measure
A two-position, alphabetic code indicating a recognizable physical measurement, length, volume, or weight.

unit price
An 11-position, numeric field, which contains the standard catalog price or estimated price of the item in U.S. dollars.