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**Ministry
of Defence**

**JSP 886
DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 2
INVENTORY MANAGEMENT**

**PART 4
NATO CODIFICATION**

VERSION RECORD		
Version Number	Version Date	Changes to Previous Version
3.0	25 Oct 10	Major revision to incorporate ASD S2000M, UOR, DEFSTAN 00-600 and eSMD codification procedure changes.
3.1	27 Jan 11	Organisational Name Changes (Eg DSDA to LCS). Changes to Timescales for Codification Process. Other marked changes.
3.2	11 Apr 11	Revision and alignment to MJDI
3.3	09 Jul 12	Revisions to codification process flow figure, NSN change notification facility, wide concept generic NSNs, and ISO8000/22745 web service trial
3.4	28 Aug 12	Organisational and Telephone Number Changes. Changes to Support Solution Endorsement .
3.5	25 Oct 12	Changes to Theatre Temporary Codification: Land Environment process.

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CHAPTER 1: INTRODUCTION AND POLICY

1. This instruction describes the Defence policy and procedures for NATO Codification. It also explains how data is used to prepare the identification record for an Item of Supply as part of the codification process, and how codification information is promulgated to the originating departments, support agencies and to other government departments.
2. Management of the Defence Inventory is based on the principles contained in JSP 886 Volume 2 Part 3: Single Ownership of Items of Supply in the Defence Inventory. This requires the management of unique item by a single Project and the hosting of the item on a single Base Inventory System (BIS). The management of these Single Items is achieved by allocating NATO Stock Numbers (NSNs) to allow the unique identification of the items. This function, known as codification, can only be carried out in the UK by the United Kingdom National Codification Bureau (UKNCB).

POLICY

3. It is MOD policy that all materiel procured by PTs or supplied by Industrial partners which is to be managed, demanded or tracked on Joint Support Chain (JSC) Logistic Information Systems (LogIS) are to be NATO Codified. Projects are to ensure, by using DEFCON 117: Supply of Documentation for NATO Codification Purposes, that contractors supply the essential source data required for accurate and complete identification and codification of Items of Supply.

POINTS OF CONTACT

4. The Policy Sponsor for NATO Codification is UKNCB, which is part of Defence Equipment & Support (DE&S), Support Chain Management (DES JSC SCM). This policy has been ratified by the Defence Logistic Working Group (DLWG).

5. Enquiries concerning the content of this instruction should be addressed to:

DES JSC SCM-SCPoI-United Kingdom National Codification Bureau,
Room 2.4.23, MP G, Kentigern House, 65 Brown Street, Glasgow, G2 8EX.

Telephone Points of Contact within the UKNCB are:

Mil: 94561 Ext 2931, Civ: 0141 224 2931: Codification Policy enquiries.
Mil: 94561 Ext 2116, Civ: 0141 224 2116: E-ISIS or ISIS Web account enquiries.
Mil: 94561 Ext 2259, Civ: 0141 224 2259: New Codification and updates.
Mil: 94561 Ext 2202, Civ: 0141 224 2202: NCAGE and NSN enquiries.
Mil: 94561 Ext 2066, Civ: 0141 224 2066: Training requirements.
Mil: 94561 Ext 2066, Civ: 0141 224 2066: SS3 / CRISP DMC enquiries.

6. Enquiries concerning the presentation or accessibility should be addressed to:

[DES JSC SCM-Editorial Team](#)

Tel: Mil: 9679 Ext 80953. Civ: 030679 80953

LINKED PUBLICATIONS

7. This instruction covers the application of NATO Codification within the United Kingdom. In this context, this instruction supports the following linked publications:

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- a. Support Solutions Envelope (SSE): Key Support Area 3: Joint Support Chain.
- b. JSP 886 Volume 2 Part 1: Policy and Process for Inventory Management.
- c. JSP 886 Volume 2 Part 3: Single Ownership of Items of Supply in the Defence Inventory.
- d. JSP 886 Volume 3 Part 2: Contractor Logistic Support.
- e. JSP 886 Volume 7 Part 8.10: Supply Support.
- f. DEFSTAN 00-600: Integrated Logistic Support Requirements for MOD Projects.
- g. DEFCON 117: Supply of Documentation for NATO Codification Purposes.
- h. Allied Codification Publication 1 (ACodP-1): NATO Manual on Codification.
- i. SCCS User Guide Part 1: Management Inputs (MI Leaflets).

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CHAPTER 2: PROCESS

NATO CODIFICATION IN THE UK

1. NATO Codification is a disciplined process by which Items of Supply can be identified and recorded in a uniform manner and is an essential requirement for the successful delivery of effective operational support to the UK armed forces.
2. NATO Codification uniquely allocates a NATO Stock Number (NSN) to an Item of Supply and this function can only be carried out in the UK through the UK National Codification Bureau (UKNCB), and their authorised codification contractors.
3. NATO Codified items must be managed on behalf of Defence by a single Project and hosted on a single BIS, and projects must only use genuine NSNs; which are:
 - a. A UK NSN allocated by the UKNCB, or
 - b. A foreign NSN that has been allocated by an authorised National Codification Bureau (NCB) where UK NCB has registered UK interest in the item and the item record is held on the UK Item of Supply Information System (ISIS) database. Under NATO rules, NSNs are to be allocated by the NCB of the country of the Item's Design Authority.
4. The requirement to codify applies to:
 - a. All items irrespective of the number of times the Item is required or of its value. The management of demands and provisioning of Non-Codified Items and their subsequent codification and reprovision is covered by JSP 886 Volume 2 Part 1: Inventory Management.
 - b. Items procured to support equipment brought into service under Urgent Operational Requirement (UOR) arrangements. Exceptions must be staffed and authorised through the SSE Exemption process as detailed later in this Chapter.
 - c. Items managed by MOD or Industry under CLS type arrangements that interface or intend to use the JSC LogIS to maintain a seamless interface.
 - d. Items that are to be managed at unit, stock holding units or base (MOB / FOB) on established LogIS.
 - e. Items that are required to be specifically located or tracked using LogIS.
 - f. All items which are hazardous.

ADVANTAGES OF NATO CODIFICATION

5. An inventory that can be readily accessed by logistic management systems and that has been cleansed of confusing and duplicated data results in leaner, faster and more efficient logistic support. The NATO Codification System facilitates the following:
 - a. The management of items using LogIS including Management of the Deployed Inventory (MJDI). This includes electronic demanding, issues including swivel chair, receipts, demand progression and storage both in Logistic & Commodity Services (LCS) and Operational Locations.

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- b. Effective co-ordination in procurement, by eliminating concurrent buying and disposal of the same Item of Supply.
- c. Effective utilisation of assets by using the supply support interchange between national and international logistics organisations aiding interoperability.
- d. Reduction of inventories, records, personnel and storage space when Items of Supply are found to be identical.
- e. Increased standardisation by highlighting the different characteristics of Items of Supply in the supply systems.
- f. More effective management of total stock requirements and budgeting.
- g. Improved visibility of assets, item history, demand progression, issues, tracking data outward and on the Reverse SC, repair dues-in, providing an audit trail of JSC Performance Management (PM) data.
- h. Improvement in relations between the MOD and industry through the use of one identification system.
- i. Enables the Materiel Accounting of materiel in accordance with Treasury guidance.
- j. Storage and collation of all management data in support of other logistics functions.

DISADVANTAGES OF UN-CODIFIED MATERIEL

- 6. Where items are not NATO codified;
 - a. Non-Codified items CANNOT be managed on LogIS and have to be manually demanded and routed to the PT which means that the Supply Chain Pipeline Times (SCPTs) may not be met.
 - b. Non-codified items CANNOT be managed on LogIS and have to be managed and financially reported by the PT using manual processes.
 - c. Non-codified items have reduced visibility, not only of the item, but also of item history, demand progression, issues, tracking data outward and on the Reverse Supply Chain (RSC), repair dues-in, audit trail and loss of JSCPM data.
 - d. Non-Codified items CANNOT be located or tracked in the JSC.
 - e. Non-codified items have a disproportionate impact on limited manpower resources in-theatre, where reduced visibility and identification of spares can ultimately cause a lack of operational availability.
 - f. The MOD uses the NSN to identify hazardous items in the JSC and CANNOT fulfil its legal requirements if hazardous items are not codified.
 - g. Where a LCS “swivel chair” facility is required and the item is not codified the PT will need to provide a 24/7 facility to process manual demands, inform the contractor and provide the unit with demand progression information. Where items

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need to be stored in LCS deployed locations the PT may be required to provide resource to enable this task.

h. The future Management of the Joint Deployed Inventory (MJDI), to provide a common way of managing all deployed Defence materiel, will not permit management by Manufacturer's Part Number (MPN).

TIMESCALES FOR THE CODIFICATION PROCESS

7. The procurement and scheduling requirements for the ranging of materiel for new equipment, or modifications to existing equipment, necessitate completion of codification to meet target dates and it is therefore imperative that the data needed for complete item identification is made available at the earliest possible stage. All users of the codification process have a commitment to ensure early determination of the full range of materiel to support all new or modified equipment.

Routine Codification Timescales

8. The timescales for completion of UK Design Authority controlled items are based upon customer requirements; however timescales for foreign controlled items are governed by the timescales detailed in the NATO Manual on Codification, Allied Codification Publication 1 (ACodP-1). The following standard timescales, Figure 1 below, are to be applied, based on use of UKNCB eTasking system, where appropriate:

Figure 1: Standard Codification Timescales

Activity	Target
New UK Codification with source data	20 working days.
Routine new foreign codification with source data available	45 / 65 working days. [Note 1] 35 / 45 working days (Accelerated for common NATO Projects)
Amendment of existing UK NSNs	20 working days.
Introduction of existing Foreign NSN to ISIS	20 working days.
Note 1. Dual timeframes exist for foreign codification pending a permanent NATO reduction; however some nations are already operating to the shorter timescales.	

Urgent Codification Timescales - UOR and First Time Demands.

9. UKNCB can provide NSNs at very short notice, including 1 hour and 24 hour timescales, for Urgent Operational Requirement (UORs) and 1st time demand items during normal office hours to meet a projects Required Delivery Date (RDD): see Figure 2, below. UKNCB must be contacted in advance if allocation of urgent NSNs is expected to be required out of office hours, which can be arranged.

10. This priority service is provided only for urgent operational and 1st time demand items to avoid the delivery of un-codified items into theatre, where the RDD necessitates an accelerated codification process. Delivery of un-codified items is unnecessary, and causes a disproportionate impact on limited manpower resources in-theatre, results in loss of visibility and identification of spares, which can ultimately cause a lack of operational availability. This can be prevented through allocation of a genuine NSN prior to deployment, which permits use of JSC LogIS to demand and manage items. Any system that holds data pertaining to be an NSN must be valid and reside on the UK ISIS database, to ensure the integrity of data within the JSC.

11. Priority requests can be submitted with the minimum of data essential to introduce the item to the required Base Inventory System (see Chapter 5, Paragraphs 11 and 12),

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and does not require supply of DEFCON 117 source data upfront; however this **must** be supplied or be available to the UKNCB codification contractor or appropriate foreign NCB within 1 month of the initial NSN being issued.

Figure 2: Urgent Operational Requirement (UOR) Codification Timescales

Activity	Target
Priority UK codification (when justified and depending on urgency)	1 to 20 working days, or to meet RDD.
Priority Foreign codification (when justified and depending on urgency).	10 working days (Emergency). UKNCB may allocate temporary UK NSNs to allow immediate management of items, or if foreign codification is delayed, which will be superseded once the correct foreign NSN is received.
Priority Introduction of existing foreign NSN to ISIS	10 working days (subject to foreign nation responsiveness).

12. NSNs allocated at short notice without supporting source data are more liable to change or supersession following full codification, should the source data lead to the identification of an existing NSN, or a foreign Design Authority, and their use should be minimised wherever possible.

THEATRE TEMPORARY CODIFICATION: LAND ENVIRONMENT

13. Where items are received in-theatre without an NSN, the Theatre Control Point, FOWO in HQ JF Sp (A), will capture item information on a spreadsheet, Figure 3 below, allocate a Theatre Temporary NSN from a pre-determined list and will enter it onto LogIS.

Figure 3: Temporary NSN Process - Record Sheet

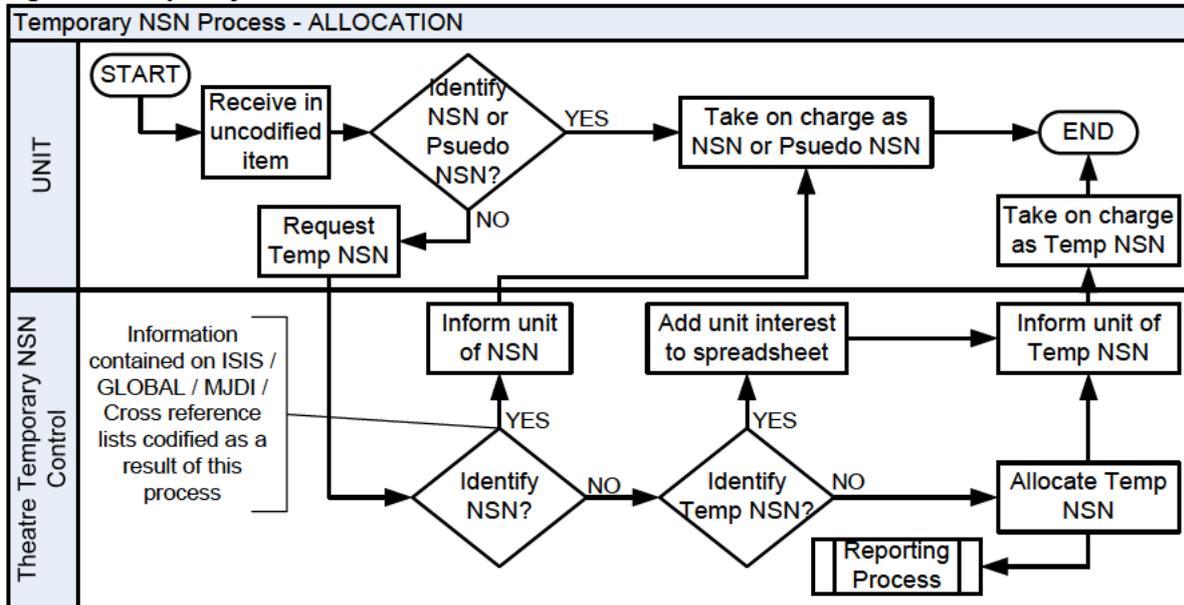
OP HERRICK - THEATRE TEMPORARY NSN MANAGER															
Theatre Action										UK NCB Action					
Date	Temp NSN	DMC	MPN	Full Description Related Equipment	Allocated to Units	UIN	Demand Ref	Operating Centre	PT	Additional Info	Date Sent	NSN	DMC	Status	Unit Action Complete
12/06/10	9999-93-916-6688														
12/06/10	9999-93-916-6689														
12/06/10	9999-93-916-6690														
12/06/10	9999-93-916-6691														
12/06/10	9999-93-916-6692														

14. These Theatre Temporary NSNs fall within the defined ranges 9999-**93**-916-6688 to 9999-**93**-916-9730, and 9999-**93**-917-0000 to 9999-**93**-917-2000, and replace the current practice of allocating Pseudo-NSNs which do not facilitate theatre wide management and visibility of materiel. As MJDI rolls-out to units, the allocation of a 93 NSN by FOWO will be replaced with an MJDI [global non-codified number](#), however the remainder of the allocation, reconciliation and reporting process will remain the same.

15. Theatre Temporary NSNs ([and MJDI global non-codified numbers](#)) will be used **by exception**, since all deployed material including UOR and 1st time demand items must be codified in accordance with the policy in Chapter 1 and the process detailed at Chapter 2 of this document. Legacy items already in Theatre will continue to be accounted for using currently allocated Pseudo-NSN, which will be dealt with separately. See Figure 4:

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Figure 4: Temporary NSN Process – Allocation



16. To ensure these Theatre Temporary NSNs are replaced by permanent NSNs, the following process as illustrated at Figure 5 below, has been developed:

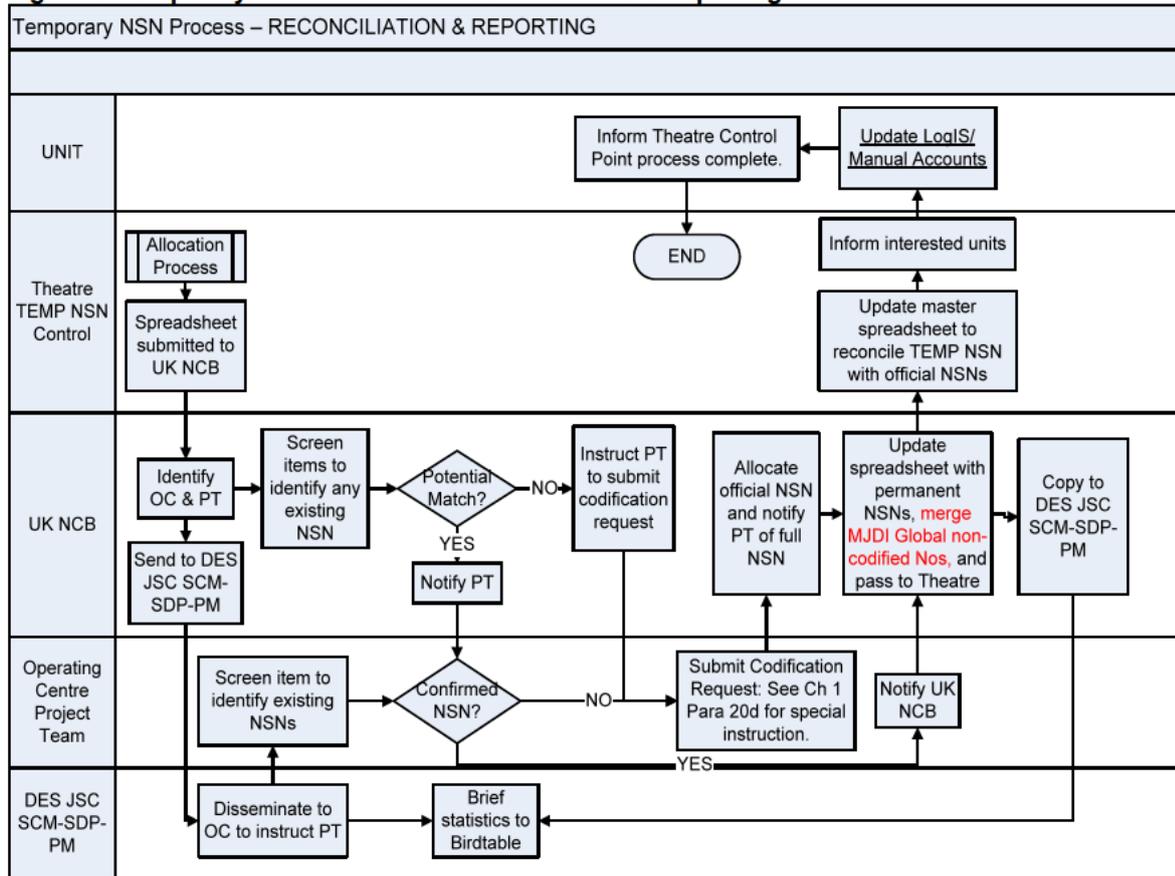
- a. Theatre Control Point will notify UK NCB monthly of all Theatre Temporary NSNs allocated using the spreadsheet.
- b. UK NCB will;
 - (1) Identify the Operating Centre (OC) and Project Team (PT) for each item,
 - (2) Screen the Manufacturers Part Number (MPN) to identify potential existing NSNs,
 - (3) Return items to theatre for investigation where MPN, DMC or other information required to identify item or PT is missing,
 - (4) Send the updated spreadsheet to the PT with instruction to either confirm the potential match, or submit codification requests at the earliest opportunity.
- c. If the PT confirm or identify an existing NSN, they must notify UK NCB, DES JSC SCM-SCPoI-NCB-TASKING@mod.uk, who will update the spreadsheet for sending to the Theatre Control Point.
- d. If no existing NSN is identified, or the NSN is not on ISIS or not on a BIS, PTs must request urgent codification action using the eTasking system, see Chapter 5 Paragraph 9 below, with the following specific information;
 - (1) 'Priority' Field – Set to HIGH or UOR.
 - (2) 'Justification' Field – Specify "UKNCB TEMPORARY NSN PROCESS FOR FLC ONLY" followed by the UOR Equipment title (if UOR).
 - (3) 'Comments' Field – Specify "XA ONLY TASK 1005G".

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(4) 'Additional information' Field – State “FLC Temporary NSN 9999-93-***-****”. (***_**** represents last 7 digits of Theatre Temporary NSN, the format of the MJDI global non-codified number will be slightly different).

Note: Codification of FLC items are to be treated uniquely, and must not be included in general requests for codification to ensure Theatre Temporary NSN records are reconciled with the permanent NSN on ISIS and the Base Inventory Systems. Failure to follow this instruction may result in duplicate NSNs being created and demands being rejected.

Figure 5: Temporary NSN Process – Reconciliation and Reporting



e. If item is of UK origin, UK NCB will allocate a permanent NSN corresponding to the Theatre Temporary NSN, e.g. NSN 9999-93-916-6688 is replaced by NIIN 99-916-6688, but the NSC, see Chapter 3 Paragraph 6b below, will be allocated according to the NATO Codification System. Where items are of foreign origin, UK NCB will request emergency codification from the appropriate nation. MJDI global non-codified numbers will be replaced by randomly allocated permanent NSNs.

f. UK NCB will notify the PT of the permanent NSN allocated and introduce the NSN to the BIS, see Chapter 3 Paragraph 17 below, or provide details of existing owners and NSNs already managed within the UK defence inventory.

g. In the case where a permanent NSN is assigned to an MJDI global non-codified number the NSN is introduced to the BIS (as in point f.). UKNCB will then merge the permanent NSN with the MJDI global non-codified number on MJDI MIS. This creates a linkage between both numbers, automatically issues off and brings back on

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stock under the permanent NSN, in real time. Units will be alerted to the supersession via on-screen messages. Stock relabeling is to be carried out at this point.

- h. If codification requests are not received from the PT, UK NCB will regularly hasten the PT until action is taken.
- i. The allocation of Theatre Temporary NSNs, PTs, equipments involved and status is reported monthly to DES JSC SCM SDP PM SO3Land for inclusion in the Management by Facts Dashboard.
- j. UK NCB sends an updated spreadsheet monthly to the Theatre Control Point to allow Theatre Temporary NSNs (not MJDI global non-codified numbers, see Point g.) to be reconciled with the permanent NSN on the Theatre Log IS.

WIDE CONCEPT GENERIC NSNS

- 17. The Wide Concept Generic NSN has been introduced for MJDI, to reference ranges of materiel that has been locally procured by military units, which is not supplied through the normal supply chain.
- 18. These NSNs, allocated by UK NCB, have been added to the MJDI catalogue to reduce the use of locally produced MJDI NSNs, and render currently un-codified items on unit accounts more manageable. A list of Wide Concept Generic NSNs is at [Annex A](#).
- 19. These NSNs cannot be demanded through the supply chain, and cannot be disposed of using the Reverse Supply Chain. These NSNs have an Accounting Class of "Limited" to enable, where appropriate, items to be managed by Serial Number.
- 20. Under no circumstance are these to be used for materiel that has, or could have, been supplied by PTs or through CLS arrangements. Where an item is believed to have been supplied by DE&S PTs and should be codified, the process at JSP886 Volume 2 Part 4, Chapter 2, Paragraph 13, must be followed.
- 21. Where required, users (FLCs, formations, units) may promulgate more detailed instructions in order to gain required levels of local and management control of specified items.

SUPPORT SOLUTION ENDORSEMENT

- 22. DE&S Mandatory requirements are that all Categories of project (including UORs) must use the Support Solutions Envelope (SSE) to inform the development and improvement of any associated support solution.
- 23. SSE, Key Support Area 3 (KSA 3) Governing Policy (GP) 3.2 identifies the underpinning policy for NATO Codification and has the objective:

To make sure that identifying, tracking and managing items through the JSC is achievable, by issuing every item with a unique NATO Stock number (NSN); this will ensure the project delivers a rationalised, efficient and operationally effective Single Defence Inventory by adherence to Single Item Ownership (SIO) policy of one Item, one NSN, one Owner.

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24. PTs are required to consult with UKNCB, as the Subject Matter Expert (SME) for Codification, early in the development of their Support Solutions.

25. The Project must produce a Business Case detailing the benefits and risks of non-compliance with the policy for NATO Codification to the Director Operating Centre, Director JSC, and appropriate Front Line Commands.

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ANNEX A: WIDE CONCEPT GENERIC NSNS

(Introduced at [Paragraph 18](#))

NSN	ISIS Item Name
6750-99-148-1718	MJDI Camera Lens
6750-99-148-1720	MJDI Microphone
6750-99-213-2903	MJDI Overhead Projector
6750-99-364-0876	MJDI PA System
6750-99-413-0934	MJDI Remote Control
6750-99-424-4528	MJDI Television
6750-99-447-4083	MJDI Camera
6750-99-601-9172	MJDI Video Cassette Recorder
6750-99-667-3304	MJDI Trolley
6750-99-693-1032	MJDI Whiteboard
6750-99-725-4246	MJDI DVD Player
6750-99-725-4248	MJDI Screen
6750-99-743-1385	MJDI Projector
6750-99-743-9838	MJDI Loudspeaker
6750-99-764-1215	MJDI Compact Disk Player
6750-99-812-8313	MJDI Cable, AV/PC Equipment
6750-99-902-9368	MJDI Radio
6750-99-961-3790	MJDI Camcorder
7195-99-498-9215	MJDI Furniture, Kitchen
7195-99-667-3307	MJDI Furniture, Non-Kitchen
7520-99-163-6011	MJDI Personal Computer
7520-99-253-6790	MJDI Uninterruptible Power Supply
7520-99-323-6914	MJDI Monitor, Personal Computer
7520-99-341-4340	MJDI Power Supply
7520-99-382-4765	MJDI Filing Cabinet
7520-99-479-6357	MJDI Software
7520-99-670-5338	MJDI Printer
7520-99-681-5879	MJDI Laminator
7520-99-737-2538	MJDI Fax Machine
7520-99-818-6474	MJDI Scanner
7520-99-853-8311	MJDI Photocopier
7520-99-958-3386	MJDI Telephone
7810-99-388-6475	MJDI Sports Equipment, Gym
7810-99-483-2647	MJDI Sports Equipment, Field
7810-99-517-5681	MJDI Sports Equipment, Watersports
7810-99-667-3305	MJDI Sports Equipment, Mountaineering
7810-99-925-0786	MJDI Sports Equipment, Track
8415-99-375-0265	MJDI Sports Clothing, Gym
8415-99-562-6950	MJDI Sports Clothing, Mountaineering
8415-99-701-2916	MJDI Sports Clothing, Field
8415-99-748-5078	MJDI Sports Clothing, Track
8415-99-976-5242	MJDI Sports Clothing, Watersports

CHAPTER 3: THE NATO CODIFICATION SYSTEM

AIM

1. The aim of the NATO Codification System (NCS) is to apply disciplined processes by which all Items of Supply can be identified and recorded in a uniform manner. The adoption of the NCS as a basis for the common supply language for the UK Armed Services was authorised by the Defence Administration Committee during the 1950s.
2. The system is described in the NATO Publication ACodP-1, and is designed to establish a single name, classification, identification and NATO Stock Number (NSN) for each Item of Supply provisioned for the Services. It is the approved identification system by which provisioning, procurement, distribution, storage, issue, disposal, standardisation and the other related supply processes can be performed most effectively and efficiently. Internationally, it facilitates the interchange of items between NATO Forces, to meet the needs of mutual support and interoperability.
3. Participating countries have the responsibility to codify all Items of Supply manufactured or designed in their country. If the producing country chooses not to exercise this right then the procuring country is entitled to codify the item.

ITEMS OF PRODUCTION AND ITEMS OF SUPPLY

Item of Production

4. An Item of Production is any end product, materiel, component, sub-assembly, assembly or equipment identified by a manufacturer's reference. A primary reference is used to identify the design authority for an Item of Production, or a range of Items of Production. The design authority may be an individual company, firm, corporation or government department that controls the design, characteristics and production of the item by means of engineering drawings, specification and inspection requirements.

Item of Supply

5. An Item of Supply is used by a supply organisation to satisfy specific requirements of the Service or government department. It is the Item of Supply that is allocated a NSN and may be:
 - a. A single Item of Production.
 - b. Two or more interchangeable Items of Production (from different manufacturers) having the exact same Fit, Form and Function, procured against a defined specification of key user requirements.
 - c. A quality controlled, precise tolerance item, selected from normal production.
 - d. A production line item with special modification.
 - e. A specially selected Item of Production (which is generally interchangeable with other manufacturers' Items of Production), nominated by a design control authority, or recognised regulatory authority, as being the only suitable product for a special application.

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NATO ITEM IDENTIFICATION

6. **NATO Item Identification Elements.** NATO item identification comprises the minimum amount of information required to establish positively what an item is and how it differs from similar items. Item identification consists of the following basic elements:

a. **The Item Name.** A key feature of NATO Item Identification is Item Naming, and 2 types of Item Name are used in codification:

(1) **Approved Item Name.** The Approved Item Name (AIN) is selected and carefully delimited to designate a family of Items of Supply with similar characteristics mostly determined by a definition. To ensure that each item is correctly classified and identified within the NCS it is preferable that an AIN is selected to convey the concept of the particular Item of Supply concerned.

(2) **Non Approved Item Name.** The Non-Approved Item Name (Non-AIN) may be a part name given to an item of production by a manufacturer or an official NATO agency according to professional practice when an AIN is not available. In cases where no AIN exists a non-AIN may be used.

This standard system of Item Naming enables codification records to be used to further the aim of rationalisation and standardisation by enabling the technical characteristics of items of a similar nature to be compared. Similar considerations apply to the use of codification records for selection of technically preferred items during the design phase of new equipment. Application of this system of Item Naming at the development stage of new equipments reduces the possibility of divergence between item names used in industry and those used in UK Service and NATO Supply activities; this reduces the requirement for cross-referencing. It also ensures that labels, packages and handbooks reflect names, which are consistent with those used in the procurement and maintenance processes.

b. **The NATO Stock Number.** The NATO Stock Number (NSN) comprises a unique 13-digit NSN composed of:

(1) **A 4 digit NATO Supply Classification Code (NSC), comprising:**

- (a) A 2 digit group, covering an area of related items of similar use, and
- (b) A 2 digit class, covering a relatively homogenous area of commodities within the group, in respect of physical or performance characteristics, the decode of which is in the ACodP-2-3

(2) **A 9 digit NATO Item Identification Number (NIIN) comprising:**

- (a) A 2-digit NCB Nation Code (NC) identifies the nation allocating the NSN; the decode is available at NATO Nation Codes.
- (b) A 7-digit Item Identification Number (IIN), which is unique within each nation, but has no significance (as detailed in NATO STANAG 3151).

NSN		
NSC	NIIN	
	NC	IIN
1005	99	1234567

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(3) The NSC is dynamic and can change as the Group and Class structure is refined; however, the last nine digits (NIIN) are unique and will never change.

7. **Characteristic Data.** A statement of the necessary supporting characteristic data pertaining to an item, according to the applicable Item Identification Guide, see below at Para 9, such as length, width, height, material, colour, surface treatment etc recorded in a uniform manner, required to differentiate the item from similar items.

Item Identification Methods

8. **Two methods of item identification are used in the NCS.** The descriptive method is the preferred option, but where there is a lack of appropriate technical data the reference method can be applied, for example, only where technical data is unobtainable or is insufficient and all attempts have been made to obtain the data.

a. **Descriptive Method.** The descriptive method of item identification delimits an Item of Supply by defining the essential characteristics of the item that differentiate it from every other Item of Supply. This method requires that the technical and other characteristic data are recorded in a prescribed format, which permits automated comparison with the characteristics of similar Items of Supply to determine any difference that may exist between them.

b. **Reference Method.** The reference method records the identification of an Item of Supply by reference to the manufacturer's identifying part numbers, but does not describe or detail the essential characteristics of an item.

Item Identification Guides

9. The codification of Items of Supply uses structured codification questionnaires, known as Item Identification Guides (IIGs), to record the characteristics of each item.

10. Each IIG is a self-contained document designed and maintained by the United States NCB, on behalf of NATO Allied Committee AC / 135, to embrace a group of Approved Item Names for a specific commodity area. IIGs are structured with the relevant technical questions together with specific notes regarding the way in which responses are recorded.

11. The IIG system enables the recording, amendment and retrieval of coded characteristic data by means of automatic data processing (ADP). It also enables information to be exchanged between international users of the NCS by ADP.

ITEM OF SUPPLY INFORMATION SYSTEM (ISIS) DATABASE & CODIFICATION TOOLS

12. Data records on all items assigned a UK NSN, or items codified by foreign codification bureau in which the UK has registered interest, are held by UKNCB on the Item of Supply Information System (ISIS) database. ISIS also contains a record of Items of Supply of UK design in use by NATO and sponsored countries.

13. The basic data recorded on ISIS in respect of an Item of Supply is:

a. The NSN.

b. The type of item identification, indicating the extent and type of data held (reference or descriptive).

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- c. Codification Status Code (CSC) indicates if codification is in progress, incomplete or completed; and whether the item is inactive, cancelled or of foreign origin.
- d. The Item Name, and if this is an Approved Item Name (AIN) the associated Item Name Code (INC). By reference to an index, the INC can be cross-referred to the AIN and decoded in the language of any NATO codification user nation.
- e. Reference Sets comprising:
 - (1) Manufacturer's Reference Number.
 - (2) Manufacturer's NATO Commercial & Government Entity Code (NCAGE).
 - (3) Manufacturer's Reference Number Category Code (RNCC) the relationship of a Reference Number to an Item of Supply.
 - (4) Manufacturer's Reference Number Variation Code (RNVC) indicating whether a Reference Number is item identifying or not or for information only.
 - (5) Document Availability Code (DAC).
 - (6) Reference Number Format Code (RNFC).
- f. Reference numbers and NCAGE for suppliers, distributors or companies incorporating the Item of Supply into their own equipment may also be recorded.

14. The following data may be available, where it has been input:

- a. **Civil / Service User Code.** A code identifying the inventory system upon which the item is managed. (A = SS3, N = CRISP, F = SCCS, B = ASTRID).
- b. **Management Data.** The Inventory Management Code (IMC) / Domestic Management Code (DMC) / Supply Management Branch Indicator (SMBI) identifying the item owner.
- c. **Foreign Nation User Code.** This identifies any foreign nations registered as a user of the NSN.

Figure 6: NSN Relationship Codes

NSN Relationship Code	Meaning	Explanation
A	Similar Item of Supply.	This code is used when an apparent duplication exists but the extent of the similarity cannot be determined precisely as collaboration between "users" has not been established
B	Duplicate Item of Supply	This code is used when an item record is superseded and the CSC changed to "D" because the Item of Supply concept was duplicated
C	Replacement NIIN	This code is used when an item record is cancelled, and the CSC changed to 'S' because the NIIN had been given to more than one Item of Supply

- d. **Related NSNs.** These are listed with a code shown in Figure 6 above, indicating the relationship to the item concerned.

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e. **Physical and Operational Characteristic Data.** This data is held in either clear text or coded format describing the Items of Supply.

15. The UKNCB maintains the ISIS database of all codified items in the Defence Inventory, and assists the Services and other government departments by interrogating it to provide the following outputs:

- a. Identify existing items.
- b. Extract data for items already on file.
- c. Obtain statistical information.
- d. Progress / update records.
- e. Cross-reference lists in which reference numbers are sequenced and cross-referred to NIINs. These lists can be comprehensive, or restricted to include only those items in which the recipient has registered an interest.

16. Data for foreign items in use in the UK is updated only as long as the UK is registered as a user with the foreign NCB, and the item is managed on one of the main Base Inventory Systems.

ELECTRONIC SUPPLY MANAGEMENT DATA (ESMD)

17. Data gathered upon initial codification (and subsequent amendments to NSNs) is distributed by means of an electronic output, to facilitate automatic item introduction and to allow maintenance of the item data record on Base Inventory Systems throughout the life of the item.

18. The eSMD system is designed only for use within the United Kingdom to meet domestic requirements and is outside the scope of the internationally agreed NATO Codification System, but is managed by UKNCB and held on ISIS.

19. Additional mandatory data is required at the point of requesting codification, through the eTasking system, to enable the automatic record creation on each recipient system and population of mandatory data fields. Full details of the additional data elements are contained in Chapter 5 below.

20. eSMD provides an efficient electronic data exchange, removing hardcopy data exchange and manual data input thus speeding up the availability of NSNs to PTs and FLC. This simplifies the item introduction process, reducing the use of default data values, and increases data accuracy.

21. eSMD has tightened BIS data introduction processes by removing the ability to create items of supply via sub-systems, enabling better inventory management and interface with Industry, promoting the 'input once and use many times' ideal, helping to reduce the PT effort in managing data, promoting the use of consistent data definitions across the support chain, so supporting standardised processes and simplifying data exchange. NSN data will only enter the BIS through eSMD, and all items, regardless of the BIS selected, are simultaneously introduced onto MJDI.

22. A copy of the UKNCB SMD guide is available from UKNCB customer focus by e-mailing "DES JSC SCM-ScPol-NCB-CUST FOCUS@mod.uk".

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- a. **Comprehensive RNSTS Inventory System Project (CRISP).** eSMDs are issued electronically from ISIS to CRISP via SC EAI. First Issue (new item) eSMDs are uplifted from SC EAI and loaded onto CRISP resulting in automatic creation of an item record. Subsequent issues (amendments) are emailed from SC EAI to the DES SCM-PST-GROUP (Multiuser)
- b. **Stores System 3 (SS3).** SMDs are issued electronically from ISIS to SS3 via SC EAI. First Issue (new Item) eSMDs are uplifted from SC EAI and loaded onto SS3 resulting in automatic item record creation. Subsequent issues (amendments) are referred to DSG (Telford) who update the SS3 record on behalf of PTs.
- c. **Supply Central Computer System (SCCS).** All SMDs are issued electronically from ISIS to SCCS Web via SC EAI, for action by the Inventory Manager.
 - (1) On receipt of an eSMD output, the SCCS Item Record must be updated using the appropriate transaction code listed at Figure 7 below. The relevant MI leaflets are contained in the SCCS User Guide Part 1.
 - (2) All new item creates can be actioned by the IM using the CLZ, however items being reintroduced can only be input by DES JSC SCM-SCPol-NCB3a3a, Tel: Civ: 030 679 81477.
 - (3) Most amendments can be actioned by IM's but if in any doubt contact the Data Integrity team on Tel: Civ: 030 679 81477.

Figure 7: SMD Form Reason Code and SCCS Transaction Codes

SMD Form Reason Code	PT Action	Transaction Code	Leaflet
Amendment to details	Take appropriate action according to the specific changes recorded in the additional information field.		
Change Item name	Change Item Name, within 12 character limit on SCCS		
Change of Item Description	Change of Nomenclature	ALZ	MI 2/12
Conversion of Domestic Reference Number (DRN) to NSN	Change of Man Code, NSC, NC and IIN	ASZ	MI 2/9
Obsolescent	Change Obsolescence Factor. Annotate MPRC	ALZ	MI 2/9
New Item	Create Item Record. Raise MPRC	CLZ	MI 3/7
Temporary NSN awaiting Foreign Codification	Create Item Record	CLZ	MI 3/7
Withdrawal – Duplicate of existing item	Manage stock under one reference number		
Withdrawal – Codified in error	Speak to EA/DA		
Withdrawal - Obsolete	Annotate MPRC – seek technical advice		
Withdrawal – No longer provisioned	Remove record from BIS		

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CHAPTER 4: ROLES AND RESPONSIBILITIES

UNITED KINGDOM NATIONAL CODIFICATION BUREAU RESPONSIBILITIES

1. Responsibility for the NATO Codification System in the UK is vested in the MOD Defence Equipment & Support Organisation (DE&S). This responsibility is discharged by Head Support Chain Management-Support Chain Policy (DES JSC SCM-SCPol-Hd) who exercises control through the United Kingdom National Codification Bureau (UKNCB).
2. UKNCB provides the policy focus on the applicability of NATO codification and associated data standards in support of the Single Defence Inventory and is responsible for:
 - a. The day-to-day evolution and implementation of UK Defence codification policy.
 - b. Codification of items procured by MOD including technical direction in accordance with the NATO and UK rules and procedures. The codification process is undertaken either internally, or under contracts with MOD authorised codification contractors, or by other nations' National Codification Bureaux (NCB) when the items are of foreign design or manufacture.
 - c. Codification of items of UK manufacture against requests submitted by a foreign NCB on behalf of foreign procurement organisations.
 - d. Processing requests for codification of items of foreign manufacture procured by MOD through foreign NCB.
 - e. Maintaining the database of codified items within the Defence Inventory.
 - f. Storing item identification data.
 - g. Distribution of codification data to registered users.
 - h. Issue and maintenance of NATO Commercial and Government Entity (NCAGE) codes as the sole identifier for suppliers.

PROJECT TEAM RESPONSIBILITIES

3. Codification sponsors, normally the PT, are responsible as part of Supply Support procedures for determining which items of equipment or materiel are to be introduced into the Defence Inventory in support of military capability. JSP 886 Volume 7 Part 8.10: Supply Support Procedures, provides guidance on items that need to be codified during introduction to service of an equipment. Similar procedures are followed during Configuration Change Management (Modification) procedures. PTs must justify Items of Supply in terms of the technical considerations and the logistic requirement in the broadest possible terms that assure identification consistent with the logistics requirements.
4. Project Teams must ensure that:
 - a. **Initial Provisioning.** All items procured as part of the Initial Support Package (Spares, Tools and Ancillaries) that will be managed, demanded or tracked using JSC LogIS are to be codified. PTs must also consider all damage modes of the equipment based on its concept of use and codify those items, over and above initial spares, that they perceive to be vulnerable to battle damage.

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b. **In Service.** All non-codified items that are demanded, identified as part of the DRACAS process or introduced by modification are assessed and codified if a continuing requirement is identified.

c. **Assessing Annual Workload.** To support UKNCB compilation of future programme requirements, budget and aid resource management, projects must submit an annual forecast of the quantity of items requiring NATO codification, or where PTs contract out their codification ensure their contractor provides forecast information, before the end of January each year, to the appropriate UK NCB PT Liaison Officer, whose details can be found on the UKNCB Team Page.

d. **Foreign Procurement.** A completed NATO Form 1 must be submitted to the UK NCB immediately a contract is placed to procure new equipment from a Design Authority in another country, including the following information:

- (1) Full name of the equipment including type and model number.
- (2) Name and full address of the equipment manufacturer.
- (3) Contract number or reference of 'instruction to proceed' and date.
- (4) Whether or not the NATO Standard Codification Clause, DEFCON 117, has been included. See Chapter 5: Source Data, below.
- (5) Details of other countries known to use or intending to use, the equipment.
- (6) Date by which the codification data will be required, accounting for planned item introduction or in-service date (ISD) activities.

e. **Screening.** All items that are to be added to the inventory are to be screened against the ISIS and NATO databases. See Chapter 5: Screening.

f. **Codification Requests.** Submit requests for codification to the UKNCB directly or arrange for contractors to do so on their behalf. See Chapter 5: Requests, below.

g. **Information Requirements.** Provide, or make available, the information required for the codification process, including source data, through the insertion of DEFCON 117 in the relevant contract(s) See Chapter 5: Source Information, below).

h. **Amendments.** Amendments to codification records must be submitted to maintain consistency of data between the UKNCB's codification record, BIS and contractor records, with appropriate evidence to support record changes. This will ensure that, for through life management of an item, data provided on SMD forms is actioned appropriately.

i. **DMC/IMC/SMB.** PTs are required to review the contents and status of their DMC/IMC/SMB and inform UK NCB of any changes. See Chapter 7 below.

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CHAPTER 5: CODIFICATION PROCEDURES

1. Codification requests can result from the ad hoc procurement of spares and equipment, modification of existing in-service equipment, or procurement of major platforms contracting for codification through ILS contracts.
2. Due to development of the UK NCB eTasking and eSMD systems and reductions in codification timescales throughout NATO, all requests for codification must be submitted using eTasking. DEFSTAN 00-60 Part 22 data exchange is now only utilised after completion of the full Codification Process, see Figure 8 below, and is limited to registration of the Initial Provisioning Prime Contractor as an Authorised Data Receiver.
3. DEFSTAN 00-60 Part 22 previously described codification procedures for major projects invoking Aero Space Defence (ASD) Specification 2000M (S2000M) or similar procedures, which required the Prime Contractor responsible for providing Initial Provisioning (IP) data in accordance with DEFSTAN 00-60 Part 21 and was only a precursor to full codification. Temporary NSNs allocated at the draft Illustrated Parts Catalogue (IPC) stage were often never procured, submitted for update, or were replaced by an existing NSN, yet the temporary NSNs continued to appear within technical documentation or on MOD inventory systems.
4. Where current contracts stipulate use of DEFSTAN 00-60 Part 22, UK NCB will continue to fulfil their obligations until agreement can be reached with UK NCB to transfer to the new system. Full details on the revised procedure for ILS contracted projects can be obtained by contacting UKNCB Tasking, Tel: Mil: 94561 Ext 2259, Civ:0141 224 2259.

SCREENING

Screening Process

5. It is the PT's responsibility to ensure all items are screened, either in-house or by their contractor, **before** requests for codification are submitted, to identify existing NSNs and minimise codification costs.
6. UK NCB can support PTs and can provide screening reports through authorised codification contractors of potential, partial or exact matches, for the PT to review and confirm before proceeding with any codification action.

Reference Screening

7. The fully identifying item references are to be checked against the National and NATO databases to identify if the item has already been codified by the UKNCB or Foreign NCB.
 - a. **ISISWeb Reference Screening.** The manufacturers references (Manufacturers Part Number (MPN)) must be checked against the ISIS Web database, individually or by batch, to identify if the item has already been codified and is in UK use (indicated by CSU value).
 - b. **NATO Reference Screening (NMCRL).** If no matches are found on ISIS, references should be screened against NATO Master Catalogue of References for Logistics (NMCRL), which is the register of all items codified by NATO. This is mandatory if the manufacturer or supplier is foreign, or is part of a multi-national corporation. NMCRL does not contain any characteristic details, though the US

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ownership, in accordance with JSP886 Volume 2 Part 3: Single Ownership of Items of Supply in the Defence Inventory.

Characteristic Screening

8. If no match is found by reference screening, and source data is available, ISIS can be screened using the item's physical characteristics; length, width, height, material, voltage, etc, which may identify potential matches that must be passed to UKNCB for confirmation before being adopted.

REQUESTS FOR NATO CODIFICATION

9. All requests for codification action must be submitted using the UKNCB eTasking system, developed to replace numerous previous hardcopy application forms (SSCF86, WSA0401, Form154 and CRL4a etc). eTasking is available to any member of the UK MOD, or Defence contractors (subject to conditions) through the Restricted Local Area Network Interconnect (RLI) at www.ncb.r.mil.uk. An Internet version of eTasking is available to Contractors and Manufacturers (subject to conditions) unable to connect to the RLI, and is available at www.isisweb.mod.uk.

10. Through eTasking, customers may request allocation of new NSNs, or amendment to existing NSNs, and can attach supporting soft copy source data, for example PDF, JPEG, TIF etc. Multiple requests can be submitted by batch, using downloadable MSEXcel templates. Once successfully submitted, a task is automatically created and allocated to a codification contractor. UKNCB monitor task progress through to completion, however the eTask is updated automatically giving the customer full visibility of progress of their request.

11. Requests for new codification should include as much data as possible, to ensure accurate identification of the Item of Supply. However, the following data is the minimum mandated by use of eTasking, for each item:

- a. Technical Point of Contact (to whom queries should be directed).
- b. Owning PT NCAGE.
- c. Request Priority: Set as normal by default.
- d. Required Delivery Date: Mandatory for UOR requests.
- e. Priority Justification: Mandatory if priority other than normal.
- f. Additional Information: Anything which may assist codification or clarify requirement.
- g. Item Name.
- h. Domestic Management Code (DMC) / Inventory Management Code (IMC): See Chapter 7.
- i. Manufacturer's Reference.
- j. Manufacturer's NCAGE or Name and Address. Details are to be of the organisation that exercises design control over the item to be supplied, and is to be

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fully definitive wherever possible. A fully definitive part number is one which identifies the item being spared without having to add additional data, such as colour, size etc.

k. Requirement for Provenance and Traceability: (applicable for items fitted to aircraft requiring Certificates of Conformity).

l. Used on / Next higher assembly: End Item information.

Target System

12. The following data elements are mandatory to facilitate item introduction, according to the chosen Base Inventory System on which the item is to be introduced;

Figure 9: eSMD Mandatory Data

Data Field	CRISP	SS3	SCCS	ASTRID
Unit of Issue Code	Y	Y	Y	Y
Hazardous indicator	Y	Y	Y	Y
Materiel Accounting Classification Code	Y	Y	Y	Y
Shelf Life Code	Y	Y	Y	
Estimated Price	Y			
Procurement Reference Code	Y	Y		
Special To Contents Container Indicator	Y		Y	
Periodic Maintenance Interval Code	Y			
Pre Issue Inspection Code	Y			
Quality Assurance Documentation Code	Y			
Inventory Classification Code		Y		
Capital Indicator Code		Y		
Supply management Branch (SMB)			Y	

13. Access to eTasking is via user account through completion of UKNCB Form 054a, which is available from UKNCB, along with a detailed guide to eTasking - Tel: Mil 94561 Ext 2250 (fax 2148), Civ: 0141 224 2250 (fax 2148).

14. Only where eTasking is unavailable due to IT connectivity issues, or is otherwise considered unsuitable, should the NCB tasking officer (UKNCB-2a2, Tel: Mil: 94561 Ext 2259 or Civ: 0141 224 2259) be contacted for authority to submit by an alternative method.

15. If a codification request is subsequently matched to an existing NSN, owned by another PT, the codifier will provide details of the NSN and owning PT. The submitter must contact the owning PT in accordance with JSP886 Volume 2 Part 3: Single Ownership of Items of Supply in the Defence Inventory.

16. Where an item has not previously been codified, an NSN will be allocated and relevant item identification data recorded on the NCB database, using the data provided in accordance with DEFCON 117.

DEFCON 117: SOURCE DATA DOCUMENTATION / NATO CODIFICATION CONTRACT CLAUSE

17. It is essential that submissions for codification should include relevant drawings, technical information and specifications to allow completion of codification using the descriptive method, or clear indications of where such data can be obtained. Timeframes for codification may be affected if source data is not readily available which can impact on the project / equipment in-service date. If this is likely, discussion should take place between all stakeholders to resolve.

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18. To facilitate this supply of source documentation all equipment supply procurement contracts (including those where equipment is being procured from a foreign participating country) should include the appropriate codification data clause DEFCON 117. This requires equipment manufacturers (including those for 'bought out' items) to provide source documentation (technical information) to the UKNCB, or its authorised codification contractor. The latest version of DEFCON 117 is available on the Acquisition Operating Framework (AOF) - Commercial Toolkit.

19. Source documentation so provided will not be used for purposes other than those covered by DEFCON117.

20. The data provided shall include the following information for each item to be codified, irrespective of the country of manufacture:

- a. The NATO Stock Number (NSN), where the contractor has been able to establish that the item may previously have been codified. This will be regarded as a suggested NSN and should be subject to validation by the respective codification authority.
- b. All known Service or other domestic numbers relating to the item, including the Ammunition Descriptive Asset Code (ADAC), where applicable.
- c. The item name appearing on the source documentation.
- d. The true manufacturer's name, address, and identifying reference, for items included in equipment that is not manufactured by the main contractor, (ie a 'bought out' item).
- e. The main contractor's own reference (part or drawing number), where the item forms part of an equipment, or they have allocated their own part or drawing number.
- f. Any relevant standard or other specification.
- g. An indication of whether the item is:
 - (1) As identified by the manufacturer's reference.
 - (2) Of multi-manufacture and may be identified by more than one manufacturer's reference.
 - (3) Of multi-manufacture, but has been especially selected by the designer who confirms that no other product is acceptable: The drawing identifying such an item must substantiate any such restriction.
 - (4) Subject to additional qualification or quality assurance processes that are not inherent in the manufacturer's reference.
- h. Any proprietary design rights, if known.
- i. Physical and Operational Characteristic Data.

DATA EXCHANGE STANDARDS / SUPPLIER SOURCED CODIFICATION (SSC)

21. UK NCB has been investigating improvements to the capture and exchange of data with industry, to improve the accuracy and completeness of NSN records, based on

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International Standard ISO 8000. ISO 8000 measures the quality of an entities data management, and requires that a specific request be made for an exact data requirement.

22. UK NCB has developed and is trialling a web application, to request specific characteristic data for each item being supplied, which allows companies to submit data directly to UK NCB. This avoids the requesting and acceptance of generic data which results in incomplete NSN records.

23. Data provided via the web service will initially need to be supported by engineering drawings, International / National or Commercial standards and specifications, commercial catalogues, brochures or similar documentation, until UK NCB is satisfied as to the accuracy of the Item Name and data provided.

24. For more information on ISO 8000, or to obtain an account for the free web service, email DESJSCSCM-SCPol-NCB2f@mod.uk. Access to this web service may be suspended or withdrawn should information be found to be inaccurate.

25. UK NCB are also trialling improvements based on ISO 22745, which facilitates the mapping of terminology dictionaries to a single source, allowing translation of terminology from one entity to another based on an XML schema. This enables the creation of Open Technical Dictionaries and machine readable transactions, enabling automated exchange of codification data which can greatly reduced the time to populate characteristics data on NSN records.

26. For more information on ISO 22745, email DESJSCSCM-SCPol-NCB2f@mod.uk.

SECURITY PRECAUTIONS

27. When submitting details of items to be identified, sponsors must observe the following security precautions:

a. Equipment and items with a security classification of 'RESTRICTED' or above are to be appropriately annotated in the item detail forwarded to UKNCB.

b. In determining the security classification of ranged items, sponsors should consider that SMD Forms might be raised which will include a reference to security classified equipment. Item identification submission forms do not normally cross-refer items to particular equipments. It is therefore possible for an item to have different security classifications for the item identification submission form and the related SMD Form; in such cases, both classifications are to be shown in the detail.

c. To minimise the numbers of classified SMD Forms, sponsors submitting details of items to be identified may direct that classified equipment should not be recorded on the forms, but that the relationship between items and their parent equipments should be established solely by quotation of the identifying references of Ranging Lists, Scaling Lists, and Service Parts Lists etc. Precise instructions should accompany the request for codification.

INTRODUCTION OF EXISTING FOREIGN NSN

28. Projects procuring foreign designed equipment, which may be in-service in other countries, where the existing NSN is known, can be added to ISIS without need for supply of source data.

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29. Requests must be submitted through eTasking as a post codification request, selecting Option 2 "Reinstate/Add UK interest to foreign NSN", providing the minimum mandatory data to enable item introduction on the specified Base Inventory System.

AMENDMENT OF EXISTING ITEM OF SUPPLY RECORDS

30. Codification records may need to be amended for a variety of reasons such as a change to the source of supply, change of part number, obsolescence or to add UK user interest to an existing NSN.

31. Any changes by a contractor, to an item supplied under an NSN affecting Fit, Form or Function must be reported to the UKNCB as the changes may necessitate the allocation of a new NSN. This is especially important where changes have Legal or Health & Safety implications, for example, contain asbestos, cadmium plating etc, where the original item may remain stocked or fitted to equipment, requiring continued identification by the original NSN.

32. Requests for amendment to ISIS records must be submitted via eTasking, selecting the appropriate request category and providing the evidence traceable to the item Design Authority to support any change. UKNCB will evaluate requests to identify any contractor error where appropriate and obtain corrective action from the contractor (at no cost to the Crown), prior to tasking for amendment. Further guidance on submitting amendment requests is available, by downloading the "Post Codification Guidance" document on the UKNCB team page, under related applications and tools.

33. The sponsor of the request will receive confirmation of completion through eTasking, while an eSMD will be output detailing the amendment which should be actioned as per Chapter 3 Paragraph 22 above, where necessary. Amendments will **not** be actioned unless evidence to support the change is provided.

NSN CHANGE NOTIFICATION

34. Where NSNs are changed, ISIS generates a change message for manufacturers and suppliers recorded on the NSN, to enable them to update their documentation, labelling etc, as incorrect NSN information causes disruption and delays when procuring or receipting goods.

35. These change messages were previously only sent to contractors who had opted to receive "148" output, but are now available automatically through ISIS to all NCAGE account holders, via a "My NSNs" option. A user guide is available to download from the UK NCB website.

36. Access to the My NSNs function is also available to contractors through existing ISIS Web and eTasking accounts, though this must be requested by contacting UK NCB on Tel: Civ: 0141-224-2116.

CONTRACTOR / SPONSOR QUERIES

37. Should difficulties arise during the codification process or codifiers require additional information to accurately identify the Item of Supply, a query will be raised by the codifier which the sponsor must resolve. Queries are visible to the sponsor through eTasking, or will be forwarded by UKNCB within 5 working days if eTasking not used.

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38. The sponsor of the request is responsible for addressing the query, within 10 working days of receipt. Failure to provide responses will delay completion of codification, and if unresolved within an appropriate period of time, requests and any NSNs allocated may be cancelled at UKNCB's discretion.

CUSTOMER ENQUIRIES

39. Enquiries about the existence or content of an NSN should be directed to UKNCB, Tel: Mil: 94561 Ext 2202 (fax 2148) or Civ: 0141 224 2202 (fax 2148).

NATO COMMERCIAL AND GOVERNMENT ENTITY CODES

40. Each manufacturer or supplier who provides equipment or materiel to the MOD, together with organisations providing design control drawings, standards or specifications or a service to the MOD, may be allocated a NATO Commercial and Government Entity (NCAGE) Code. NCAGE codes are the sole supplier code authorised for use within the MOD and are required by the Defence Bills Agency for payment purposes.

41. Each country in the NATO Codification System (NCS) allocates NCAGE codes to companies located in that country. Within the UK the UKNCB allocates NCAGE codes, and arranges the allocation of foreign NCAGE codes.

42. NCAGE codes consist of 5 characters beginning with U or K suffixed by 3 alpha/numeric and 1 numeric character for those allocated in the UK. Other nations within the NCS have different formats. NCAGE records are used to hold manufacturer / supplier details such as name, address, postcode, telephone and fax numbers, and company e-mail address.

43. The NCAGE code is used along with the manufacturer / supplier part number to form a reference, which is held on the NSN record and enables users of the NCS to determine the manufacturer / supplier of an Item of Supply.

44. Applications for an NCAGE code should be submitted via the UKNCB AutoNCAGE facility, accessible from the UKNCB Internet website, www.isisweb.mod.uk. Requests for further information or advice should be directed to DES JSC SCM-SCPOL-NCB2a3a NCAGE Maintenance, Tel: Mil: 94561 Ext 2202 (Fax 2148) or Civ: 0141 224 2202 (fax 2148).

SUPPLY CENTRAL COMPUTER SYSTEM (SCCS) CONTRACTOR CODE

45. It is important to differentiate between the NCAGE code allocated by the UKNCB, and the address code used in SCCS. The SCCS Address Code is a 6 digit numerical code that defines the address, telephone number and fax for a particular company, usually in the 900000 series, although Specialist Repair Units (SRUs) are also considered to be contractors and are in the 800000 series.

46. Applications for the creation, amendment or deletion of an SCCS Address Code must be submitted to DES JSC SCM-SCPOL-NCB3a3b, Cedar 1a, Abbey Wood on a Form 81, Tel: Civ: 030 679 81478. These Forms and a list of current Address Codes, are available from the Inventory Managers Tool Kit (IMTK) on the Defence Intranet.

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RECONCILIATION OF ISIS WITH SERVICE SUPPLY COMPUTERS

47. There is a requirement to ensure that all supply information systems reflect accurately the master catalogue data held on ISIS to ensure the systems remain consistent.

48. Reconciliation of the NATO Supply Classification Code (NSC), NATO Item Identification Number (NIIN) and DMC / IMC / SMI within ISIS and the BIS takes place at regular intervals, as agreed with the responsible Service authority, to ensure consistency between data on ISIS and each BIS. This is currently weekly for CRISP and monthly for SS3 and SCCS.

- a. The responsible Service authority initiates the reconciliation process by supplying data on agreed media to UKNCB IT Operations section, in an agreed format. On receipt of reconciliation data, UKNCB will schedule and carry out the reconciliation process.
- b. The Management Code data element on the ISIS record will be refreshed during the reconciliation process from the detail held on the various supply systems.
- c. UKNCB will provide a summary report on the reconciliation exercise within 20 working days from receipt of agreed media. If the report identifies items that appear on a BIS database under NSNs that were not generated by ISIS, the Service authorities must take urgent action to cease using the invalid NSN, and raise an emergency request with UKNCB to codify the item in question.

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CHAPTER 6: INTERROGATION OF THE CODIFICATION DATABASE

GENERAL

1. A wide range of organisations across MOD view the UKNCB codification database, Item of Supply Information System (ISIS), for a diversity of reasons, including the identification of suitable items already in the Defence Inventory to meet a new need rather than initiate new procurement action.
2. Access to ISIS data is available to all NATO and MOD departments, as well as non-MOD organisations (subject to conditions), through the MOD Restricted Local Area Network Interconnect (RLI) and the Internet. Access to the on-line system e-ISIS is restricted by UKNCB to users that require write access, as the off-line application, ISISWeb contains the complete range of data and functionality of the on-line system, and is updated daily, Monday to Friday.

ETASKING AND E-ISIS ACCESS

3. **Access Criteria.** UKNCB will provide access to eTasking for all MOD staff or Defence contractors (subject to conditions) requiring the ability to request NATO codification via the RLI at www.ncb.r.mil.uk or alternatively through the Internet version <http://www.isisweb.mod.uk>. However, access to e-ISIS will only be provided where it is demonstrated that ISISWeb does not meet business needs, and subject to negotiated agreement covering the technical feasibility, eligibility and any financial costs that may devolve to the customer.
4. **User Account.** Applications for, or amendments to an eTasking or e-ISIS user-account must be submitted to UKNCB Operations, using the relevant UKNCB Form 54 which is available on request. UKNCB will process acceptable requests in accordance with internal UKNCB Quality Procedure for ISIS Access.
5. **IT Security.** All systems that intend to connect to ISIS are to be appropriately accredited and compliant with the Information Systems and Services (ISS) RLI Code of Connection (CoCo).
6. **Availability.** The on-line availability of ISIS will be: Monday to Friday: 0600 - 1800 hours and Saturday: 0600 - 1300 hours. Network support cover is provided: Monday to Thursday: 0830 - 1700 hours and Friday: 0830 - 1630 hours (except Scottish holidays).
7. **Exceptional Circumstances.** In order to meet operational requirements outside the standard ISIS availability times, additional access may be provided on request, providing as much advance notice as possible is made to DES JSC SCM-SCPoI-NCB2, Tel: Mil: 94561 Ext 2093 (fax 2148) or Civ: 0141 224 2093 (fax 2148).

ISISWEB ACCESS

8. ISISWeb provides users with details of all NSNs, including inactive, historic NSNs, and previous SMD records. It also provides improved reference and characteristic searching ability by batch and allows data to be exported in various formats.
9. Access to ISISWeb is available to all NATO and MOD departments as well as non-MOD organisations (subject to conditions), and is subject to MOD Security requirements as required by UKNCB ITSO / SSO and ISIS Accreditor.

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10. Application forms, terms and conditions, minimum operating requirements and further details can be provided by contacting the UKNCB help desk - Tel: Mil: 94561 Ext 2116 / 2160 or Civ: 0141 224 2116 / 2160 or e-mail DESJSCSCM-SCPol-NCB-OPS@mod.uk.

11. A DVD version of ISISWeb is available to those who, for operational reasons only, are unable to access the web version. This is an on-request temporary service, which is not to be regarded as a routine alternative to the ISIS web service. Users should e-mail DESJSCSCM-SCPol-NCB-CUSTSVCE@mod.uk to request a DVD.

12. Faults with any of the UKNCB-provided IT facilities, should be reported to the ISIS Help Desk: Tel: Mil: 94561 Ext 2116 / 2160 or Civ: 0141 224 2116 / 2160.

NATO MASTER CATALOGUE OF REFERENCES FOR LOGISTICS AND US FEDERAL LOGISTICS ACCESS

13. UKNCB also provides UK MOD organisations with copies of both the NATO Master Catalogue of References for Logistics (NMCRL) on DVD or by Web access and US Federal Logistics (FEDLOG) database on DVD to permit screening of items.

14. The NMCRL plus (NMCRL+) website is updated weekly and contains all NSNs, Part Numbers, Item Names and names and addresses for all manufacturers, currently contained in the databases of all NATO member countries plus Australia and New Zealand, and contains some technical and physical characteristics data where nations are able to provide them. The NMCRL DVD contains the same data as the website but is only updated every 2 months.

15. The US Federal Logistics DVD (FEDLOG DVD) is updated monthly containing full details of all NSNs, including all known manufacturers, part numbers and where possible full technical characteristics and physical attributes of each item used by the US.

16. UK MOD applications for NMCRL and / or FEDLOG must be made on UKNCB Form 056A. For more information contact UKNCB, Tel: Mil: 94561 Ext 2202 (Fax 2148) or Civ: 0141 224 2202.

17. UKNCB cannot provide NMCRL to non-MOD organisations, which must take out a subscription for NMCRL directly with the NATO Maintenance and Supply Agency (NAMSA). FEDLOG is not available to non-MOD organisations.

CODIFICATION EDUCATION

18. The UKNCB provides a variety of education packages and briefings that can be tailored to meet the requirements of any customer. These are delivered free of charge and are available to both MOD and Industry, and can be delivered either at UK NCB or at the customer's premises (if demand is sufficient). The packages include:

a. **One Day Introduction to Codification.** Codification policy and practice, hands on practical training on the functionality of the ISIS Web system (including characteristic and reference screening, multiple reference batch searches and Data Export), and the eTasking system.

b. **Half Day Web Refresher.** Hands on practical training on the functionality of the ISIS Web system (including characteristic and reference screening, multiple reference batch searches and Data Export), and the eTasking system.

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c. **Codification Road Shows.** A short presentation aimed at large audiences of MOD and Industry customers focusing on the benefits of the NATO codification System and how it impacts on the JSC.

d. **Online Training.** Tutorials covering Characteristics Searching, Manufacturer / NCAGE search and Batch Search on ISIS Web are available on the UKNCB team page, under related applications and tools.

19. Further information, dates and locations are available from the UKNCB, Tel: Mil: 94561 Ext 2227 or Civ: 0141 224 2227 or the UKNCB Team page.

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CHAPTER 7: MANAGEMENT OF DOMESTIC MANAGEMENT CODES

INTRODUCTION

1. Domestic Management Codes (DMC) are used on JSC Logistic Information Systems (JSC LogIS) to group ranges of NATO Stock Numbers (NSN) to assist in their management and financial control.
2. A DMC (SMBi for SCCS) is a mandatory element of eTasking. Users can get guidance on the creation and management of DMCs from:
 - a. **CRISP.** DMCs used on CRISP, known as Inventory Management Codes (IMCs) are controlled by DES JSC SCM-SSIT-Ships-InvMgt.
 - b. **SS3.** The procedures for the creation and maintenance of DMCs on SS3 are found in this chapter. See Figure 10 below.
 - c. **SCCS.** DMC / SMBis used on SCCS are controlled by DES JSC SCM-SCPol-NCB3a.
 - d. **ASTRID.** Contact DES JSC SCS-SSIT-Wpns-InvMgt.
3. Details of the current DMCs are available online at the UKNCB website, DMC / IMC / SMBI Enquiry Service.

MANAGEMENT OF DOMESTIC MANAGEMENT CODES ON STORES SYSTEM 3

4. It is policy that every item on Stores System 3 (SS3) is allocated a DMC and that each DMC is managed by one Project Team (PT) on behalf of all users. PTs managing items on SS3 are responsible for the in service supply, procurement and disposal of items within their DMC(s) and any associated costs. This responsibility includes the requirement to procure stock to support equipment that is owned by other PTs.
5. **Traditionally there have been three types of DMC:**
 - a. **Manufacturer.** This was the first type of DMC and allowed data to be routed to the provision section that dealt with a particular firm. A large number of these DMCs remain but are seldom associated with their original firm. The modern equivalent of this type of DMC is one raised for a specific support agreement: either to provide a commodity; for example: 'Y3BAT' primary batteries or to support equipment and 'Z24MBD' for Rapier "C" Contractor Logistic Support (CLS).
 - b. **Generic.** This type of DMC contains generic commodity items; for example: '6MT9' for proprietary braking and steering systems and 'X5' for electric lamps.
 - c. **Equipment.** These DMCs contain items where the given equipment is the prime / sole user. These items do not have to be unique to the equipment. An example of this type of DMC is 'MLRS' for MLRS. The majority of items that are applicable to major equipments are managed in this manner. A significant advantage of the equipment DMC is the ability to easily obtain financial data.

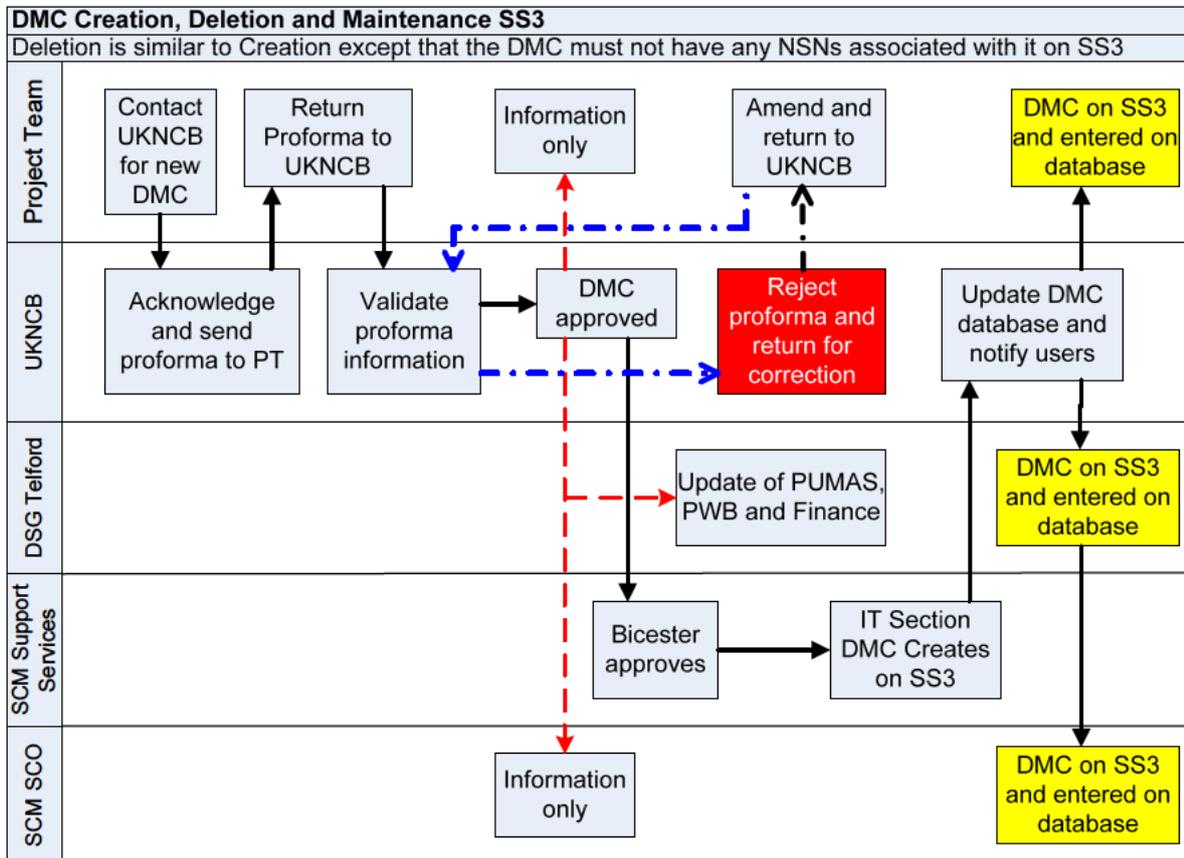
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SS3 DMC Creation Policy

6. **Responsibility of the PT.** PTs are responsible for raising a request to the UK NCB, DES JSC SCM-SCPoI-NCB1a3 to create a new DMC prior to requesting codification of an item. This action is only required for new-to-service items where there is no applicable current DMC. The responsibility for determining the requirement for new DMCs lies with the owning PT, however, the authority for the creation of new DMCs is vested in UKNCB, whose remit is to ensure that all DMCs meet the criteria laid out below.

7. **CLS Arrangements.** DMCs created to be used in support of items provided through the Interim Land CLS model are owned by the PT but managed through a “Swivel Chair” arrangement provided by LCS Ops. All requests for CLS DMCs are to be passed to SCM-SS-Land for confirmation that the Support Solutions Envelope (SSE) has been met, and that LCS Ops is content to provide “Swivel Chair” facilities to the PT. With the introduction of SS3 Electronic Business Capability (EBC) this requirement will remain the same, but will not include LCS Ops as the “Swivel Chair” will not be applicable.

Figure 10: DMC Creation and Deletion on SS3



8. **New CLS DMC Request.** On receipt of a request for a new CLS DMC, UKNCB will scrutinise the requirement to ensure it meets all the above parameters and to confirm this request has not been processed previously. If the request does not meet these parameters, the request will be rejected back to the PT with an explanation. If accepted, the following actions will be carried out for “Swivel Chair” CLS arrangements.

- a. Provision Section Code (PSC) will be D1.
- b. The Cat of Store will be 08.

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- c. UKNCB will request SCM-SS-Land to confirm that the SSE has been met. It is the responsibility of SCM-SS-Land to confirm that LCS Ops is aware of the CLS. SCM-SS-Land will respond directly to UKNCB accepting or rejecting the request. If the request is rejected, SCM-SS-Land will action directly with the PT.
- d. If accepted, the process continues as for any other DMC creation.

SS3 DMC CREATION PROCESS

9. **New DMC Request.** For UKNCB to be able to accept a new DMC, a written request is required from PTs. To ensure this request is ratified it must satisfy the following criteria:

- a. It should identify a distinct proportion of the inventory.
- b. It should have a DMC consisting of no more than 6 alpha / numeric characters that relate to either the equipment or manufacturer.
- c. It must not be identical to a DMC or equivalent used in the Maritime (CRISP), Munitions (ASTRID) or Air (SCCS) Base Inventory systems.
- d. It is preferred that the DMC should not lead with the letter "O", or numbers "0" (zero) or "1" (one) or contain the letters B, I, O, U or Z to help reduce the risk of transcription errors.
- e. It must have a current SS3 Category of Store Code (Cat of Store).
- f. It must have a Provision Section Code (PSC).
- g. It must have a current / valid Unit Identification Number (UIN).

10. **New DMC Creation.** On receipt of a DMC request UKNCB will scrutinise the requirement to ensure it meets all the above parameters. If it is accepted the following actions will be carried out:

- a. **DSG Utilising PTs.** For the PTs that use DSG Telford based provision sections:
 - (1) UKNCB will inform DSG Telford serviced PTs, authorising the creation of a new DMC. A copy will be forwarded to SCM-SCO-Stock Collation System to enable mapping of Resource Accounting and Budgeting (RAB) charges and to the requesting PT informing of the initiation of the process.
 - (2) It is the responsibility of DSG Telford to ensure that the Purchase Management and Accounting System (PUMAS), Provisioners Work Bench (PWB) and the relevant financial systems are updated. On completion of this action, UKNCB will inform;
 - (a) SCM-SS-Land listing the full details contained in Paragraph 9a to 9g above, requesting that the DMC is created on SS3.
 - (b) LCS for storage information.
 - (3) SCM-SS-Land on completion of their action will notify the owning PT and UKNCB confirming that the new DMC is live on SS3.

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(4) UKNCB will then amend the master DMC Database located on the UKNCB website.

b. **Other PTs.**

(1) UKNCB will inform the owning PT authorising the creation of the new DMC, with a copy forwarded to DES Fin FA to enable mapping of RAB charges.

(2) It is the responsibility of the owning PT to ensure that all associated finance and provisioning tools are updated. On completion of this action the owning PT must notify the UKNCB, listing the full details contained in Paragraph 9 above, requesting that the DMC is created on SS3.

(3) On completion of their action, UKNCB will inform the owning PT that the new DMC is now live on SS3. This will allow the update of ISIS, and UKNCB to update the DMC Database and LCS for storage information.

(4) UKNCB will then amend the master DMC Database, located on the UKNCB Web site.

Transfer of SS3 DMC Ownership between PTs

11. The transfer of ownership of a DMC between PTs covers not only those actions required on SS3 but also the transfer of the relevant finance between PTs. This instruction only covers those elements required to transfer the DMC on SS3. The actions required to be carried out are detailed below:

a. **Exporting PT.** The exporting PT is to notify UKNCB that a transfer of DMC ownership is planned; no action will be taken on SS3 at this point.

b. **Importing PT.** On acceptance of ownership, the importing PT is required to write to UKNCB requesting the transfer of the DMC. The letter must contain DMC title, the new IPTMAN code, the new owning UIN, a new Cat of Store and new PSC. It is the new owning PTs responsibility to amend all IPTMAN codes, failure to do so will result in all associated RAB charges remaining with the exporting PT.

c. **Authorising Transfer Action.** On receipt of the letter accepting ownership, UKNCB will write to DSG Telford informing them of DMC title, new Cat of Store and new PSC. DSG will then request a meeting between PUMAS, PWB and the relevant financial systems to agree relevant actions. DSG Telford will then contact both exporting and importing PTs to agree timeframes for transfer action on SS3. It should be noted that transfers are usually actioned over a weekend to minimise disruption to the system. As soon as the date of transfer is known DSG Telford will write to the exporting and importing PTs for information, SCM-SS for Database update, SCM-SS-Land for stores system update, D Fin Stock Collation System for mapping of RAB charges, LCS for storage information.

d. **Completed Transfer.** On receipt of the authorising letter from DSG, UKNCB will amend the master DMC Database to reflect the change.

Transfers of NSNs between Logistic Information Systems

12. There is no mechanism for transferring a DMC en masse between CRISP, SS3 and SCCS IS. If a transfer of ownership of the NSNs within a DMC and associated stock,

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liabilities and attributes is required, the exporting PT is to contact SCM-SCPol for Assurance regarding the proposal. Any move between systems, rather than just a change of ownership, will result in a changed support solution to the Front Line Commands (FLC) and as such may be contrary to SSE reflected policy. Following SCM-SCPol agreement, if the transfer of ownership results in a transfer between stores systems, a transfer of ownership committee is required. The committee should be comprised of representatives covering:

- a. Finance staff both exporting and importing PTs.
- b. Supply Managers both exporting and importing PTs.
- c. Provision / Stores specialists.
- d. Stores systems specialists. e.g. SCM-SCPol and SCM-SS-Land for SS3.
- e. LCS for stock holding implications.
- f. Representative of the gaining system.

13. The committee should reach an agreement covering:

- a. If the proposed transfer should proceed.
- b. Transfer of financial responsibility and associated finance.
- c. Stores system management policy, eg. transfer between systems remain on current system with new indicators etc. The lead on this will be provided by SCM-SCPol.
- d. Timeframes for agreed actions.

14. When the transfer of ownership of the NSNs has been completed, it is the responsibility of the exporting / importing SS3 PT to contact UKNCB to have either the previous DMC removed from the system, or a new DMC created. UKNCB will then carry out the relevant actions described above.

SS3 DMC Housekeeping

15. For various management purposes the UIN of a DMC maybe changed and it is the responsibility of all PTs to inform UKNCB of any change to the UIN for a DMC. This is to allow UKNCB to inform the relevant Provision Section of the amendment, D Fin Stock Collation System for amending the mapping of RAB and Budgeting charged and allow the master DMC database to be updated.

16. As DMCs change over time PTs are required to review regularly the contents of their DMCs and status of their DMCs. This is especially necessary to ensure that each DMC can produce meaningful statistical information covering financial and demand fulfilment levels. The types of checks required on the contents of a DMC are:

- a. Is the DMC title still applicable to its contents?
- b. Is the DMC description relevant to the items contained within the DMC?
- c. Are the PSCs, Cat of Store, IPTMAN code, UIN correct?

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17. If any of the above factors no longer apply, the owning PT are to write to UKNCB listing the current information of the DMC and its factors. UKNCB will inform DSG Telford and / or SCM-SS-Land in order to have the necessary elements amended and the documentation updated. DSG and / or SCM-SS-Land are required to inform UKNCB, SCM-SS-Land-Stock Collation System, and LCS when the amendment(s) have been made. UKNCB will update the master DMC Database upon receipt of the request from the owning PT.

DMC Deletion

18. For a DMC to be deleted from SS3 it must be denuded of all NSNs. On receipt of a request to delete a DMC, UKNCB will check that the DMC does not contain any NSNs. If there are still NSNs applicable, the request will be rejected back to the PT who will be required to either delete or transfer the NSNs. If there are no NSNs, UKNCB will authorise deletion from SS3 by writing to DSG Telford serviced PTs and to SCM-SS-Land for other PTs. The requester must provide UKNCB with the current PSCs and Cat of Store to have the DMC deleted.

19. UKNCB will ensure the DMC Database is amended to reflect the DMC deletion.

DMC Database

20. The UKNCB website hosts the database; however, they do not own or maintain the majority of information held on it. The responsibility for data maintenance lies with the areas outlined below. The database is currently in three (3) partitions, split into, CRISP, SCCS and SS3.

21. The DMC database is the master document covering DMCs and is updated / maintained by the following areas:

- a. **DMC on SS3:** UK NCB, Tel Mil: 94561 Ext 2066.
email: DES JSC SCM-SCPol-NCB1a3.
- b. **DMC / IMC on CRISP:** UK NCB, Tel Mil: 94561 Ext 2066.
email: DES JSC SCM-SCPol-NCB1a3.
- c. **DMC / SMBI on SCCS:** UK NCB, Tel: 01249 822312.
email: DES JSC SCM -SCPol-NCB1a3.
- d. **DMC on ASTRID:** Tel Mil: 9679 Ext 81376.
email: DES JSC SCM-SSIT-Wpns-InvMgt.

22. It is envisaged that UK NCB will in future take responsibility for the entire database, covering; creation, deletion, transfer and amendment on behalf of the four (SS3, SCCS, CRISP and ASTRID) main base inventory systems (BIS).