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USD(A&S)

SUBJECT: DoD Integrated Materiel Management (IMM) for Consumable Items: Item Management Coding (IMC) Application

- References:
- (a) DoD Directive 5134.12, "Deputy Under Secretary of Defense for Logistics and Materiel Readiness (DUSD(L&MR)), May 25, 2000, as amended
 - (b) DoD 4140.26-M, "Defense Integrated Materiel Management Manual for Consumable Items," May 16, 1997 (cancelled by Volume 1 of this Manual)
 - (c) DoD Instruction 4140.01, "DoD Supply Chain Materiel Management Policy," March 6, 2019
 - (d) Deputy Secretary of Defense Memorandum, "Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment," July 13, 2018
 - (e) DoD Manual 4100.39, "Federal Logistics Information System (FLIS) Procedures," March 8, 2017, as amended
 - (f) Office of the Chairman of the Joint Chiefs of Staff, "DoD Dictionary of Military and Associated Terms," current edition
 - (g) FLIS Technical Procedures, dates vary by volume¹

1. PURPOSE

a. Manual. This Manual is composed of several volumes, each containing its own purpose. In accordance with the authority in Reference (a), the purpose of the overall Manual is to reissue Reference (b), to provide requirements and procedures consistent with Reference (c), for integrated materiel managers and others who work within or with the DoD supply system to determine if an item qualifies for wholesale management; submitting and processing supply support requests (SSRs), and submitting and processing logistic reassignment (LR) transactions.

b. Volume. This Volume establishes uniform guidance for IMM processes dealing with IMC application.

¹ Available on DLA website www.dla.mil/HQ/LogisticsOperations/TrainingandReference/FLISProcedures.aspx

2. APPLICABILITY. This Volume applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”).

b. Federal agency organizations participating with the DoD Components, e.g., the U.S. Coast Guard (USCG), Federal Aviation Administration, and General Services Administration (GSA), but only when and to the extent they adopt the terms of this Manual.

3. DEFINITIONS. See Glossary.

4. POLICY. According to Reference (c), it is DoD policy that the materiel management functions will be implemented with DoD standard data systems.

5. RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. See Enclosure 2.

7. RELEASABILITY. **Cleared for public release.** This volume is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

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

9. EFFECTIVE DATE. This Volume is effective September 24, 2010.



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Enclosures

1. Responsibilities
 2. Procedures
- Glossary

TABLE OF CONTENTS

ENCLOSURE 1: RESPONSIBILITIES.....5

 ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT (ASD(S))5

 SECRETARIES OF THE MILITARY DEPARTMENTS; DIRECTORS OF
 DEFENSE LOGISTICS AGENCY (DLA) AND NATIONAL SECURITY
 AGENCY (NSA); AND THE COMMANDANT, USCG AND ADMINISTRATORS
 OF OTHER FEDERAL AGENCIES5

ENCLOSURE 2: PROCEDURES.....6

GLOSSARY13

 ABBREVIATIONS AND ACRONYMS13

 DEFINITIONS.....14

ENCLOSURE 1

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT (ASD(S)). The ASD(S), in accordance with Reference (a) and under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, approves or disapproves IMM item-designation requests received from the Military Departments. Upon ASD(S) approval, the item(s) will be registered in the Federal Logistics Information System (FLIS) database (segment B) reflecting the appropriate DoD Component as the integrated materiel manager.

2. SECRETARIES OF THE MILITARY DEPARTMENTS; DIRECTORS OF DEFENSE LOGISTICS AGENCY (DLA) AND NATIONAL SECURITY AGENCY (NSA); AND THE COMMANDANT, USCG AND ADMINISTRATORS OF OTHER FEDERAL AGENCIES.

The Secretaries of the Military Departments; the Directors of DLA and NSA; and the Commandant, USCG and Administrators of other Federal agencies (e.g., Federal Aviation Administration and GSA) when agreed to by these agencies:

- a. Implement the procedures in this Volume.
- b. Maintain materiel management program control and visibility of the application of IMC procedures.
- c. Prepare internal implementing instructions.
- d. Negotiate resolution of IMC conflicts.

ENCLOSURE 2

PROCEDURES

1. In terms of the operational requirements processes in this Volume:

a. The application of IMC will adhere to the guidance contained in this Volume. All items in Federal Supply Classes (FSC) exempt from IMC are to be managed by the designated integrated materiel manager.

b. DLA Troop Support is hereby designated as the integrated materiel manager for:

(1) Equipment, instruments, and supplies designed for use in the medical, dental, or veterinary programs of the Military Departments within any FSC. IMC is only applicable to items in FSC 6630, 6640, 8820, and 9410.

(2) Clothing and textile and subsistence items, except for those items approved on a case-by-case basis by ASD(S) for Military Department retention or GSA management. IMC is not applied in these FSCs.

c. DLA Energy is hereby designated as the integrated materiel manager for liquid propellants and fuels, petroleum base (FSC 9130), and fuel oils (FSC 9140). IMC is not applied in these FSCs.

d. Single-agency items, IMC Criterion 3, will always have IMC "F" applied except as noted in Volume 2 of this Manual. Defense Threat Reduction Agency and NSA are single-agency activities. Defense Threat Reduction Agency will not code any items to another integrated materiel manager. NSA is hereby designated as the single agency for design-controlled crypto materiel. Items will be managed by appropriate cryptology activity.

e. The Army Communications-Electronics Command is hereby designated as the integrated materiel manager for all items unique to the mobile subscriber equipment system regardless of FSC. IMC Q applies.

2. IMC application procedures ensure that the DoD integrated materiel manager, the non-DoD integrated materiel manager, and non-IMM Federal agencies apply the IMC procedures in a consistent manner to control IMM of consumable items.

a. LR's between DLA and GSA will be negotiated via agreed-to procedures in lieu of IMC actions. The gaining inventory manager (GIM) will assume support for all Military Departments and/or agencies and will change user registration (major organizational entity (MOE) rules) for all recorded users. The DLA Logistics Information Service (DLIS) will maintain a DLA- and GSA-approved exception item table for items managed by GSA in DLA assigned FSCs and vice versa.

b. For items transferring from NSA to another integrated materiel manager, the GIM will ensure the appropriate MOE rule is recorded for each user.

c. The Military Departments or designated item manager requesting registration on a member item in an interchangeable and substitutable (I&S) family group must also be recorded on the master item in that I&S family group.

d. The IMC, Item Management Coding Activity, and card identification code (CIC) will be submitted or recorded on Military Department and NSA user registration records in all FSCs subject to IMC in accordance with the instructions for IMC actions of this enclosure and DoD Manual 4100.39 (Reference (e)).

e. DoD Components and participating Federal civil agency organizations requiring supply support for a National Stock Number (NSN) item that is currently managed by a non-integrated materiel manager activity will apply the IMC criteria and submit appropriate cataloging actions to DLIS to record the Military Department's or agency's management responsibility and to change the user registration for items that are to be retained for management.

f. DoD Components and participating Federal civil agency organizations requiring supply support for an NSN item that is currently managed by DLA or GSA will apply the IMC criteria and submit an SSR (document identifier code (DIC) "CXA", condition 2) to the appropriate integrated materiel manager. The integrated materiel manager will submit the appropriate cataloging action to DLIS to record the integrated materiel manager's management responsibility and to change the user registration as appropriate.

g. DLIS will reject and return IMC transactions with DIC "LCD" (change data element request) to the submitting activity if one of the following conditions applies:

- (1) NSN is not identified.
- (2) Items in an FSC are not subject to IMC.
- (3) Items are coded for IMM for which the FLIS database reflects management by another integrated materiel manager.
- (4) NSN is listed as canceled in FLIS database.
- (5) IMC transaction is submitted for the same item already coded by another inventory control point (ICP) of the same Military Department.
- (6) IMC transactions are received by other than the designated integrated materiel manager.
- (7) NSN does not represent a valid item of supply.

h. IMM responsibility includes the supply support of all Military Departments and/or agencies of the Federal Government.

i. All requests to return materiel management responsibilities from DLA to a Military Department will be forwarded to the headquarters (HQ) DLA LR monitor with proper documentation and justification. The HQ DLA LR monitor will coordinate with the DLA ICP LR monitors and forward a recommendation to the Integrated Materiel Management Committee (IMMC) Chair. The IMMC Chair retains final approval or disapproval authority for back transfer requests. Approval authority for IMC E (depot-level reparable) has been delegated to the HQ DLA LR monitor.

j. DLA- or GSA-initiated requests will be coordinated between the DLA and Military Department LR monitors. The DLA and/or GSA LR monitors will provide the Military Department LR monitor documentation supporting the transfer along with a proposed IMC. The Military Department LR monitor will review the request and determine if a back transfer request will be initiated.

k. Items requiring special management techniques and/or processing instructions require coordination by the losing inventory manager to the GIM prior to effect an IMC change.

3. IMC coding actions are processed in the FLIS database managed by DLIS.

a. Reclassification, Initial, or Retroactive Coding Actions

(1) FSC Changes

(a) Actions by ICPs

1. Subsequent to the FSC change, update the Segment B record of the FLIS database with IMC for DoD Component management utilizing CIC "M."

2. Provide for each item coded for DLA and/or GSA management the elements of data indicated in Reference (e). The IMC DIC "LCD" transaction will be forwarded through DLIS to the appropriate integrated materiel manager after the effective date of the FSC change.

(b) Actions by DLA and/or GSA

1. Utilizing the FLIS database, perform an edit and validation of the data elements and then proceed through the supply classification routine for determination of the management method to be utilized. Transactions containing invalid data are rejected to the ICP(s) in DIC "KRE" format with applicable return code(s).

2. Update FLIS database as required.

(c) Actions by DLIS. Upon receipt of the IMC data transaction, perform only those edits and validations required to assure processing of the IMC through FLIS. Output DLIS

rejects to the submitter in DIC “KRE” format with the applicable return code. For approved IMC transactions, forward approval notification to the submitting activity and all recorded users.

(2) Items Currently Retained by Military Departments and Agencies

(a) Actions by the ICP

1. When day-to-day operations indicate that an item currently retained now qualifies for DLA and/or GSA management, utilize CIC “T.”

2. Prepare an IMC transaction, CIC “T” coded for DLA and/or GSA management and reflecting the elements of data indicated in Reference (e). Submit the data through DLIS to DLA and/or GSA as appropriate.

(b) Actions by DLA and/or GSA

1. Utilizing the FLIS database, perform an edit and/or validation of the data elements and then proceed through the supply classification routine for determination of the management method to be utilized. Transactions containing invalid data are rejected to the ICP(s) in DIC “KRE” format with applicable return code(s).

2. Update FLIS database as required.

(3) Actions by DLIS. Upon receipt of the IMC data transaction, perform only those edits and validations required to assure processing of the IMC through FLIS. Output DLIS rejects to the submitter in DIC “KRE” format with applicable return code. For approved IMC transactions, forward approval notification to the submitting activity and all recorded users.

b. Adopt Coding

(1) Actions by the ICP

(a) Determine that the item is currently managed by DLA and/or GSA and for which no MOE rule for the Military Department is recorded in the FLIS database. For items managed by the DoD Components, see SSR guidance.

(b) Provide an IMC data transaction, CIC “A” coded for DLA and/or GSA management reflecting the elements of data indicated in Reference (e). Submit the data through DLIS to DLA and/or GSA as appropriate.

(2) Actions by DLA and/or GSA

(a) Utilizing the FLIS database, perform an edit and validation of the data elements and then proceed through the supply classification routine for determination of the management method to be utilized. Transactions containing invalid data are rejected to the ICP(s) in DIC “KRE” format with the applicable return code(s).

(b) Update FLIS database as required.

(3) Actions by DLIS. Upon receipt of the IMC data transaction, perform only those edits and validations required to assure processing of the IMC through FLIS. Output DLIS rejects to the submitter in DIC “KRE” format with the applicable return code. For approved IMC transactions, forward approval notification to the submitting activity and all recorded users.

c. Reactivation Coding

(1) Actions by the ICPs. Prepare an IMC data transaction with CIC “D” coded for IMM reflecting the elements of data indicated in Reference (e). Submit the data through DLIS to DLA and/or GSA as appropriate.

(2) Actions by DLA and/or GSA

(a) Utilizing the FLIS database, perform an edit and validation of the data elements and then proceed through the supply classification routine for determination of the management method to be utilized. Transactions containing invalid data are rejected to the ICP(s) in DIC “KRE” format with applicable return code(s).

(b) Update FLIS database as required.

(3) Actions by DLIS. Upon receipt of the IMC data transaction, perform only those edits and validations required to assure processing of the IMC through FLIS. Output DLIS rejects to the submitter in DIC “KRE” format with the applicable return code. For approved IMC transactions, forward approval notification to the submitting activity and all recorded users.

d. Change Coding

(1) Actions by the ICPs

(a) DoD Component Management. Subsequent to the initial assignment of an IMC for items coded, change the IMC by updating the segment B record of the FLIS database with the new IMC utilizing CIC “C.” Excluded are those IMC changes that would result in a change from Military Department or agency management to DLA and/or GSA management.

(b) DLA and/or GSA Management

1. The following elements previously furnished to DLA and/or GSA changed by the ICP:

a. Mobilization requirement code.

b. Special package requirement code.

c. Estimated demand.

d. Demand indicator code.

2. Provide an IMC transaction CIC “C” reflecting the elements of data indicated in Reference (e). The data will be submitted through DLIS to DLA and/or GSA as appropriate.

(2) Actions by DLA and/or GSA

(a) Utilizing the FLIS database, perform an edit and validation of the data elements and then proceed through the supply classification routine for making adjustments as required. Transactions containing invalid data are rejected to the ICP(s) in DIC “KRE” format with the applicable return code(s).

(b) Update FLIS database as required.

(3) Actions by DLIS. Upon receipt of the IMC data transaction, perform only those edits and validations required to assure processing of the IMC through FLIS. Output DLIS rejects to the submitter in DIC “KRE” format with the applicable return code. For approved IMC transactions, forward approval notification to the submitting activity and all recorded users.

e. Return Coding Actions. Items now managed by DLA or GSA may be reviewed by the ICPs against the criteria contained in Volume 2 of this Manual, for possible return to DoD Component management. Similarly, DLA or GSA may select certain items for possible return to DoD Component management. The assumption of IMM responsibility includes the support of organizations of the Federal Government. Large groups of items, i.e., 25 or more, will be negotiated first at the DoD Component IMMC level. The following procedures apply:

(1) Return request initiated. Upon approval:

(a) The DLA losing inventory manager will submit a loss approval transaction (DIC “BLR”) “L” to FLIS to allow the logistic transfer.

(b) The GIM will submit cataloging actions to change MOE rule and catalog management data, with the proposed effective transfer date.

(2) All return coding actions involving individual items, whether initiated by an ICP or by DLA and/or GSA, will be negotiated at that level and effective transfer date established accordingly. When a satisfactory agreement cannot be obtained through negotiations, the problem will be referred to the appropriate headquarters for action and subsequently to the IMMC for resolution, if required.

(3) When return coding is proposed for either a master or a member item in an I&S family, return coding action will be proposed for all items in the family.

f. Non-provisioning and Provisioning SSRs

(1) SSRs are prepared and processed in accordance with the procedures in Volume 6 of this Manual.

(2) When an SSR results in a National Item Identification Number (NIIN) assignment, reinstatement of a NIIN, or the recording of a Military Department in segment B of a NIIN in the FLIS database, then the IMC, Item Management Coding Activity, and CIC will be recorded in accordance with Reference (e).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(S)	Assistant Secretary of Defense for Sustainment
CIC	card item code
DIC	document identifier code
DLA	Defense Logistics Agency
DLIS	DLA Logistics Information Service
FLIS	Federal Logistics Information System
FSC	Federal Supply Classification
GIM	gaining inventory manager
GSA	General Services Administration
HQ	headquarters
ICP	inventory control point
IMC	Item Management Coding
IMM	integrated materiel management
IMMC	Integrated Materiel Management Committee
I&S	interchangeable and substitutable
LR	logistics reassignment
MOE	major organizational entity
NIIN	National Item Identification Number
NSA	National Security Agency
NSN	National Stock Number
SSR	supply support request
USCG	United States Coast Guard

PART II. DEFINITIONS

These terms and their definitions set forth standard terminology for use in DoD supply chain materiel management.

adopt coding. Application of the approved IMC criteria to items of supply currently managed by an integrated materiel manager, wherein that Military Department or agency is not currently recorded as a user in the DLIS database, and desires to add user interest and obtain supply support from the integrated materiel manager.

change coding. The method of changing data elements previously furnished as a result of IMC. Excluded are changes from Military Department Management to integrated materiel manager or vice versa. Such latter changes will be accomplished under initial, maintenance, retroactive, or return coding as appropriate. In addition, changes may also be made from one Military Department-retained code to another Military Department-retained code.

component (materiel). Defined in the DoD Dictionary of Military and Associated Terms (Reference (f)).

consumable item. An item of supply or an individual item (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended.

DIC. Three letter codes listed in Table 105 of Volume 10, Cataloging Data and Transaction Standards, used by materiel managers to input information into the FLIS data base and the FLIS system support record or information sent from FLIS to the materiel managers.

GIM. The inventory manager responsible for assuming IMM functions.

I&S family. Two or more items having interchangeable and/or substitutable relationship with another. The head of the family is called the master item, i.e., an item with an interchangeable or substitutable relationship with every member of the family.

ICP. An organizational unit or activity within the DoD supply system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Military Department or for the Department of Defense as a whole. In addition to IMM functions, an ICP may perform other logistics functions in support of a particular Military Department or for a particular end item (e.g., centralized computation of retail requirements levels and engineering tasks associated with weapon system components).

IMC. The process of determining whether items of supply in FSC assigned for integrated materiel management qualify for management by the individual DoD Components other than DLA or GSA.

IMM. Any activity or agency that has been assigned integrated wholesale materiel management responsibility for the Department of Defense and participating Federal agencies. IMM

responsibilities include requirements determination, procurement, distribution overhaul and repair of reparable materiel, and disposal of materiel.

initial coding. Application of the established IMC criteria by the ICPs to all new NSN items.

inventory. Materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal.

inventory manager. Handles all functions related to the tracking and management of material. This would include the monitoring of material moved into and out of stockroom locations and the reconciling of the inventory balances.

item of supply. A category of items identified by an NSN with the same form, fit, and function. The individual items (units) included in this category could be manufactured by multiple sources.

losing inventory manager. The organization responsible for relinquishing wholesale IMM functions.

LR. The transfer of IMM responsibilities from one manager to another.

materiel. Defined in Reference (f).

materiel management. Continuing actions relating to planning, organizing, directing, coordinating, controlling, and evaluating the application of resources to ensure the effective and economical support of military forces. It includes provisioning, cataloging, requirements determination, acquisition, distribution, maintenance, and disposal. The terms “materiel management,” “materiel control,” “inventory control,” “inventory management,” and “supply management” are synonymous.

MOE. The principal subdivision of Government organization under which component organization entities are identified (e.g., Army, Navy, Air Force, Marine Corps, DLA, NSA, GSA).

MOE rule. Codes reflecting the relationship of an activity to an item of supply. The codes are defined in Volume 13 of Reference (e).

retroactive coding. Scheduled application of the approved IMC criteria by the ICPs to item(s) which were previously coded for Military Department or agency retention.

return coding. A request to effect the return of an item currently coded for DLA and/or GSA management by the application of IMC criteria.

SSR. A transaction identifying requirements for consumable items that is submitted by the component introducing a materiel/weapon system to the integrated materiel manager.

wholesale. The highest level of organized supply, and as such, procures, repairs, and maintains stocks to resupply the retail levels of supply. The terms “wholesale supply,” “wholesale level of supply,” “wholesale echelon,” and “national inventory” are synonymous.