

ENCLOSURE 3

GENERAL PROCEDURES

1. NONCONSUMABLE ITEM MATERIEL SUPPORT CODES (NIMSCs). The designated PICA and the SICA will use the procedures in this enclosure for NIMSCs. The nonconsumable item program uses NIMSCs to define the level of support between organizations. Numeric-codes are assigned to SICAs and alpha-codes are assigned to PICAs. The implementation of this program recognizes the following item management concepts:

Submitters should consider saving the completed MS Word worksheets as pdfs then digitally signed by the approving authority.

d. The DoD Component will submit a nonconsumable item materiel support request (NIMSR) using the NIMSR worksheet in Table 1 and submit a PICA or SICA management level change or reassignment request using the worksheet in Table 2 to complete the TIR in accordance with the procedures in Reference (f).

(1) The NIMSR worksheet in Table 1 is used by the SICA to obtain initial support from the PICA. The NIMSR will not be used by the SICA to change or modify follow-on support once the SICA is recorded as a user in the FLIS TIR.

Table 1. NIMSR Worksheet

<u>NIMSR Worksheet</u>	
Part 1. SICA Requesting Organization or Activity	
1. From	Enter the one position service code of the requesting organization or activity: A=Army, F=Air Force, M=Marine Corps, N=Navy, B=FAA, C=Coast Guard. Enter the two position alpha managing activity code, contact name, address office symbol or code, and Defense Switched Network (DSN) phone number of the requesting organization or activity.

Table 1. NIMSR Worksheet, Continued

2. To	Enter the one position service code, two position alpha managing activity code, and the address.
3. National stock number (NSN)	Enter the NSN. If the NSN desired is in a DOD I&S family relationship, enter the master NSN.
4. Air Force materiel management aggregation code (MMAC) or Navy cognizance code	If Air Force managed, enter MMAC code, if applicable. If Navy managed enter cognizance code, if available. Otherwise, leave blank.
5. Primary part number	Enter the primary part number.
6. Weapon system or end item application	Enter the type of weapon system or end item being supported.
7. Number of systems supported	Enter the number of weapon systems or end items being supported.
8. Level of support (NIMSC)	Enter requested SICA NIMSC to indicate the level of support the PICA is being requested to provide.
9. Technical review package (TRP) required	Advise the PICA if a TRP will be required or not with a yes or no statement.
10. Repairability code	Enter the item(s) SICA repairability code from AR 700-82, OPNAVINST 4410-2A, MCO 4400.120 (Reference (g))
11. Item management code (IMC)	Enter the IMC to indicate the management technique to be applied from Reference (e): E=Depot Repairable Component, D=End Item of Equipment, etc.
12. Major organizational entity (MOE) rule	Enter the appropriate MOE rule to be established in the TIR.
13. Installed quantity	Enter the number of installs that will be required.
14. Type Program	Enter one of the codes to indicate the type of program used to determine item requirements: H=Hours, M=Miles, R=Rounds, S=Starts, L=Landings, D=Days, T=Months, Y=Years.
15. NSN (suitable subs)	If the desired NSN is in a DOD I&S family relationship, list all related NSNs that the requestor wants to become a user on.
16. Operational annual usage	Enter the projected annual operational usage, e.g., 150,000 hours, 800 months, or 600 overhauls.
17. Initial quantity	Enter the initial quantity required.
18. Date initial quantity required	Enter the date the initial quantity is required.
19. Requested materiel support date	Enter the date support is desired for Phase II (NIMSC 5, 6) only. Applicable only if TRP is not required.

Table 1. NIMSR Worksheet, Continued

20. Replenishment demand	Entry required only if line 8 of this worksheet is NIMSC 5 or 6. Enter projected replenishment demand by year for 5 years.
21. Unserviceable returns	Entry required only if line 8 of this worksheet is NIMSC 5 or 6. Enter the projected unserviceable assets to be returned to the PICA for the corresponding 5-year period identified in line 20 of this worksheet.
22. SICA Configuration manager	Enter the mailing address of the cognizant configuration or engineering management organization element in the SICA service.
23. SICA control number	Enter the SICA internal suspense control number.
24. Remarks	Enter additional data if necessary.
25. Signature, name, and title of requesting official	Enter the signature, name, and title of the requesting official and the date signed.
26. Date	Enter the signature date.
Part 2. PICA Response	
1. From	Enter the one position service code of the approving official: A=Army, F=Air Force, M=Marine Corps, N=Navy, B=FAA, C=Coast Guard. Enter the two position alpha managing activity code, contact name, address office symbol or code, and DSN phone number of the approving official.
2. To	Enter the one position service code, two position alpha managing activity code, and the address.
3. Level of Support (NIMSC)	Concur or nonconcur with the NIMSC requested in Part 1, line 8 of the request.
4. Justification	If nonconcurrence in line 3 of this worksheet, provide justification and PICA proposed NIMSC.
5. Method of support for initial quantity	Enter the method (military interdepartmental purchase requests (MIPRs) or funded requisition) by which the initial quantity will be supported.
6. Procurement lead time in months	Enter the number of months which will elapse between receipt of a SICA MIPR or requisition and the time materiel will be available for release to the SICA.
7. Date funds required	Enter the date the MIPR or funded requisition is required by the PICA: materiel support date (Part II, line 10 of this worksheet) minus procurement lead time (Part II, line 6 of this worksheet) minus PICA administrative MIPR processing time.
8. Unit cost	Enter the item(s) unit cost(s).
9. Total dollar value	Enter the total dollar value to be cited when materiel is to be provided via MIPR.

Table 1. NIMSR Worksheet, Continued

10. Approved materiel support date	When NIMSC requested is 5 or 6 in Part I, line 6 of this worksheet and the PICA concurs in Part II, line 3 of this worksheet, provide the date when support can be provided.
11. Unserviceable receiving activity DoD activity address code (DoDAAC) and address	For NIMSC 5 items, enter the DoDAAC and address for the activity where unserviceables are to be shipped.
12. Document control number	Enter the PICA document control number.
13. Date catalog data submitted to Defense Logistics Agency (DLA)	Enter the date the catalog data was submitted to DLA for SICA registration in accordance with Reference (f).
14. PICA configuration manager	Enter the mailing address of the cognizant configuration or engineering management organization element in the SICA Service.
15. Remarks	Enter additional data as required.
16. Signature and title of approving official	Enter the signature, name, and title of the approving official
17. Date	Enter the signature date.

(2) The PICA or SICA management level change or reassignment request worksheet in Table 2 is used by either the PICA or SICA to recommend the transfer of PICA responsibility between DoD Components or agencies or request changes to management level support.

Table 2. PICA or SICA Management Level Change or Reassignment Request Worksheet

<u>PICA or SICA Management level Change or Reassignment Request Worksheet</u>	
Part 1. To be completed by the requesting office.	
1. From	Enter the one position service code for the requesting office: A=Army, F=Air Force, M=Marine N=Navy, B=FAA, C=Coast Guard. Enter two position alpha managing activity code, contact name address, office symbol or code, and DSN phone number for the requesting office.
2. To	Enter the one position service code, two position alpha managing activity code, and the address.
3. NSN	Enter the NSN. If the NSN desired is in a DoD I&S family relationship, enter the master NSN.
4. Primary part number	Enter the primary part number.
5. Application	Enter the type of weapon system or end item being supported.

Table 2. PICA or SICA Management level Change or Reassignment Request Worksheet,
Continued

6. Item name	Enter the noun (item name).	
7. NSN of suitable substitutes	If the desired NSN is in a DoD I&S family relationship, list all NSNs in the family.	
8. Unit price	Enter the item unit price.	
9. Actions recommended by the PICA or SICA	Recommend reassignment of PICA or SICA responsibility from and to managing activity codes. Enter the two position alpha managing activity codes to identify the changes being proposed. Identify if service use is discontinued.	
10. Change in management level code	Enter the proposed management level change: a. From consumable or nonconsumable. b. To consumable or nonconsumable.	
11. Reason for request	Specify the reason: a. Economic or technical factors. b. Collocation of management. c. Depot or maintenance assignment. d. Logistics reassignments, service use discontinued. e. Other reason. Provide the rational for requesting the change in a separate narrative document, if necessary.	
12. Last 2 years demand	Enter demand.	
13. Quantity on hand	Enter current stockage data.	
14. Quantity due in	Enter current quantity on order.	
15. Item management code	Enter current item management code.	
16. PICA data elements affected by the change		
Enter the current and proposed PICA data elements requiring the change:	From:	To:
a. NIMSC.		
b. Catalog management data (CMD)(e.g., acquisition advice code or repair code)		
c. Other codes		
d. Note any continuing foreign military sales (FMS) support requirements by inserting the applicable FMS sponsor only		
17. SICA data elements affected by the change		
Enter the current and proposed SICA data elements requiring the change:	From:	To:
a. MOE rule		
b. NIMSC		

Table 2. PICA or SICA Management level Change or Reassignment Request Worksheet,
Continued

c. CMD, e.g., acquisition advice code or repair code		
d. Other codes		
e. Note any continuing FMS support requirements by inserting the applicable FMS sponsor only		
18. Point of contact	Enter the name, office symbol or code, and DSN phone number of the individual to be contacted regarding this request.	
19. Response due date	Enter the response due date. Allow time based on the following standards: a. 60 days for NIMSC changes within phase 1 deletion of SICA MOE rule, other. b. 90 days for SICA request for NIMSC changes from phase 1 to phase II or vice versa. c. 120 days for Deletion of PICA MOE rule or PICA reassignment. d. 180 days for MLC Change, PICA request for NIMSC change from phase I to phase II.	
20. Repair or overhaul specification or publication number	Enter the specification or publication number. Specification or publication is required for changes from consumable to nonconsumable. Include only if applicable for changes for nonconsumables. Not required for consumables.	
21. Estimated overhaul cost	Enter the estimated repair costs.	
22. Estimated credit for unserviceable returns	Enter 65 percent for NIMSC 5 items.	
23. Overhaul activity code	Enter activity code of repair facility.	
24. Name and title of the requesting official	Enter the name and title of the requesting official.	
25. Signature of the requesting official		
26. Date	Enter the signature date.	
Part 2. To be completed by the approving authority.		
1. From	Enter the approving authority one position service code: A=Army, F=Air Force, M=Marine N=Navy, B=FAA, C=Coast Guard. Enter two position alpha managing activity code, contact name address, office symbol or code, and DSN phone number.	
2. To	Enter the one position service code, two position alpha managing activity code, and the address for the approving authority.	

Table 2. PICA or SICA Management level Change or Reassignment Request Worksheet,
Continued

3. Response to requested change	Specify concur or nonconcur with remarks to explain a nonconcur response.
4. Approved NIMSC or MOE rule change	Enter approved NIMSC. If losing manager, also enter MOE rule change.
5. Document control number	Enter the approving authority document control number.
6. Proposed effective transfer date	Enter the date.
7. Materiel support date	Enter the date.
8. Name and title of the requesting official	Enter the name and title of the approving authority.
9. Signature of the requesting official	
10. Date	Enter signature date.