

APPENDIX E-295 P

UNIT OF ISSUE CHANGE FORM, REQUEST FOR

1. PURPOSE

This appendix is applicable to section III, chapter 48, and describes the preparation and processing of Request for Unit of Issue Change, DLA Form 1359. This form will be prepared whenever it is necessary to effect a change in the current UI and coordinate such change with Military Service Retail Managers (i.e., recorded users).

2. APPENDICES AND FORMS USED IN THIS PROCESS

- a. Appendix A-49, Unit of Issue Terms/Designations.
- b. Appendix B-69, CMDF Management Data Change Transaction.
- c. Appendix B-72, Management Data Action Request Transaction.
- d. Appendix F-12, CAR Edit and Validation Errors/New Item Notification (Report Number H-3-5).
- e. Appendix F-84, IMC Edit Errors/CRC List (Report Number F-84).
- f. Appendix F-89, Item Identification File Printout (Report Number H-3-6).
- g. Appendix F-109, National Inventory Record (NIR) Printout (Report Number F-109).
- h. Appendix F-146, Catalog Management Data File Printout (Report Number H-3-6).
- i. Appendix F-275, Unit of Issue Change Listing.
- j. DD Form 146, Item Identification.

3. RESPONSIBLE ORGANIZATIONAL ELEMENTS

a. A Request for UI Change may be initiated by any organizational element within the DSC in accordance with the policy and procedures outlined in DLAM 4140.2, Volume II, Chapter 48, Section III, The UI In Materiel Management.

b. The Materiel Support Branch, MSO, DSO, at each DSC, or the MSO of each Commodity Directorate at DPSC, will designate a UI Coordinator who will be the focal point for all matters pertaining to the UI Program.

4. PROCEDURES/INSTRUCTIONS

a. Originator.

(1) The originator of the Request for UI Change will complete Item Numbers 1 through 11 and 14. The form will be prepared in four copies; one copy to be retained by the originator and three copies furnished to the DSO UI Coordinator. To accommodate local procedures, the originator may informally coordinate proposed UI changes with the DTO prior to the initiation of a formal request. This preliminary action does not negate the requirement for routing the official request through the DTO during the formal coordination cycle.

(2) With reference to Item Number 7, the designation of a UI Assignment Criterion (i.e., 1 through 6) is optional. UI Assignment Criteria are included herein.

(3) With reference to Item Number 14, the proposed UI must be one of the DoD Approved UIs listed in appendix A-49.

b. DSO UI Coordinator will:

(1) Ensure that all required data entries have been completed by the originator.

(2) Enter appropriate data in Item Numbers 12 - Conversion Factor, and 18 - Activity Codes for Service users.

(3) Retain one copy for suspense control file and forward remaining copies to responsible organizational elements for further processing.

c. DTO will:

(1) Review entries in Item Numbers 7 - Justification, and 14 - Proposed UI.

(2) Enter appropriate data in Item Numbers 13 - Conversion Ratio, 16 - Proposed Quantity Unit Pack, 17 - Quantitative Expression, if nondefinitive, and 19 - Item Name and Description. The Quantitative Expression must utilize one of the DoD Approved Units of Measure listed in appendix A-49.

(3) Forward to next interested element.

d. Comptroller will:

(1) Enter proposed standard Unit Price in Item Number 15.

(2) Forward to next addressee.

e. DSO UI Coordinator will:

(1) Conduct final review of completed form and indicate Approval or Disapproval in Item Number 20. Complete entries in Item Numbers 21 through 26.

(2) Forward approved actions via letters of transmittal to all recorded Service Retail Managers for formal coordination.

5. UNIT OF ISSUE ASSIGNMENT CRITERIA AND GUIDELINES

a. Criteria 1 - Unit of Measure. Inasmuch as the Unit of Measure (U/M) denotes a universally recognizable physical measurement (length, volume, weight), e.g., foot, gallon, pound, or count (each dozen, gross) of an item, it is in terms most commonly used and understood throughout the DoD Logistics System. To adopt the U/M as the UI is the most satisfactory assignment from the standpoint of the end user. This factor shall be afforded first priority in the UI assignment process.

b. Criteria 2 - End Item Application. Although related to Criterion 1 above, this criterion is directed primarily to how the item is used in a specific maintenance or repair operation, or how the item is consumed, if referring to general-use commodities. For example, certain bearings, oil rings, are normally installed in matched pairs or multiples to ensure future performance and reliability of the end item undergoing repair or modification. The UI assignment shall accommodate this multiple maintenance application and be expressed in a corresponding count of the item. If it is determined that the item is an integral-part of a set or kit, the UI shall be assigned in the smallest quantitative value possible, preferably a U/M.

c. Criteria 3 - Packaged for Issue. Whenever an item of supply, e.g., paint, chemical, gas, is characterized by a specific packaging requirement because of its physical or chemical behavior, the type and size of containers become an element of item identification for cataloging purposes and are reflected throughout the Federal Catalog System. Different sizes and container shapes for the same item are each assigned a different NSN. A packaged for issue entry in the Federal Catalog Item Identification Record shall be used as a criterion for the assignment of an identical UI.

d. Criteria 4 - Unit Standard Price. The unit standard price becomes a criterion for assigning the UI when the cost of an individual item is less than one cent. Unit standard price is not expressed in the DoD Supply System in mills. Therefore, sufficient quantity of an item should be contained in a unit package to equal a value of at least one cent. The UI thus assigned should denote the quantity in the minimum unit package established.

e. Criteria 5 - Interchangeability and Substitutability (I&S). All items included in a homogeneous group for item reduction and standardization code determinations are distinguished by similar characteristics of form, fit, and function permitting I&S decisions. Therefore, upon entry into the supply system, each new item susceptible to later standardization coding and I&S determinations shall be assigned a UI identical to other items processing the same technical and physical characteristics and consistent with requirements prescribed under preceding Criteria 1 through 4, as appropriate.

f. Criteria 6 - Commercial Packaging Practices. Commercial/Industry packaging specialists normally consider size, fragility, deterioration, cost, and projected quantity per customer buy in developing the commercial unit package, and the unit pack specifications for each item.

If industry has standardized on a quantity per unit package, certain economic advantages usually accrue at the wholesale procurement and distribution levels if the end-user can accommodate and utilize the established commercial unit package. Commercial packaging, particularly when multiple items are contained therein, shall be considered a secondary criterion for assignment of the UI.

6. CHANGES TO QUANTITATIVE EXPRESSION (QE)

Changes to the QE will be accomplished IAW chapter 48 and appendix E-413 P, part II, by the DSO UI coordinator or alternate. These individuals have been furnished instructions for these specialized actions.