GUIDELINES FOR DLA REPRESENTATIVES AT
PROVISIONING/GUIDANCE CONFERENCES

FOREWORD
(Supplementation is permitted at all levels.)

It is the intention of DLA to provide the best possible support to the Military Services (hereafter referred to as the Services) in meeting its combat readiness requirements. Serving the Services customer requires skilled and motivated employees. A high degree of skill/expertise, ability to plan work, and commitment to the tasks are viewed as key indicators in providing the required support. This handbook is designed to provide basic information to DLA supply catalogers/equipment specialists concerning their responsibilities during attendance at provisioning/guidance conferences. It should not be construed as policy. It is intended to provide uniform guidance and/or an explanation of the tasks and requirements necessary to represent DLA.

BY ORDER OF THE DIRECTOR

JAMES J. SINGSANK
Colonel, USA
Staff Director, Administration

DISTRIBUTION 4 less 7

COORDINATION: DLA-LP, DLA-LR, DLA-KS, DWSO
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PURPOSE

This handbook defines the DLA concept of the cataloging responsibilities related to provisioning conferences and the equipment specialist's responsibility during guidance conferences. It provides guidelines to ensure that the function is performed satisfactorily and that the DLA representative does not interfere with the Services representatives' performance of their assigned tasks. The DLA representative should strive to become a team member and be totally dedicated to the task and display a cooperative attitude. He/she should be concerned mainly with the consumable items that will be managed by DLA. DLA attendance is primarily in an advisory capacity to the chairperson and to act as a technical advisor for DLA-managed items.

APPLICABILITY AND SCOPE

The provisions of this handbook address DLA and DSCs. It serves as information for the supply cataloger/equipment specialist in determining his/her responsibilities as a DLA representative at provisioning/guidance conferences. The scope of this handbook encompasses the supply cataloger's/equipment specialist's responsibilities before, during, and after the provisioning/guidance conferences and information for DLA representatives at Service-sponsored guidance conference. The information furnished in this handbook is not all encompassing. It covers basic responsibilities and suggested methods designed to maintain a consistently high standard of business conduct, ethics, and social responsibility.

GENERAL

Over the past several years, DLA personnel have had little involvement in the provisioning process prior to the Service submittal of Supply Support Requests (SSRs) for National Stock Number (NSN) assignment. Prior to October 1983, participation by supply catalogers was very sporadic. DLA participation has been by invitation only. The Air Force has recently proposed that DLA play a consistent and defined role in the total provisioning process. DLA views the Air Force proposal as a realistic approach to improving provisioning.

Provisioning is the process of determining the range and quantity of specific items of supply necessary to operate and maintain an end item for an initial period of operation. Initially, a DoD Component (Army, Navy, Air Force, Marine Corps) awards a contract for a required end item. The end item can range from a small instrument to a complex major item or weapon system. After contract award, a guidance conference is held. The purpose of the guidance conference is to ensure that the Contractor and the Government have a firm understanding of the contractual requirements and to establish funding and task milestones. During the initial design stage, DoD has a Parts Control Program to promote the use of standard parts. DLA has established Military Parts Control Advisory Groups (MPCAG) to assist DoD Components and their contractors in the selection of standard and preferred parts in assigned commodity classes for use in new systems and equipment redesign.

Subsequent to the contractor completing the engineering effort and preparing the proper provisioning technical documentation (PTD), a provisioning conference is held. The purpose of this conference is for the Government to select items (spare parts), to assign Source, Maintenance, and Recoverability (SMR) codes, to select replacement rates or factors for the selected spare parts, and ensure the adequacy of technical documentation for supply management and cataloging purposes. Provisioning conference attendees can be representatives from the contractor (technical and contracting personnel), the system and end item manager from the procuring activity, technical personnel from the procuring activity, a Cataloging and Standardization Center representative, and a DLA representative. After the completion of the provisioning conference, the provisioning service completes item technical identification. Those items coded for support by DLA, are submitted to
the proper commodity manager via SSR. Item Entry Control (IEC) is performed by the appropriate DSC. The DSC establishes item identification and accomplishes IEC screening, cataloging requirements for NSN assignment, procurement, and stocking of the requested repair parts.

**OBJECTIVE**

To become fully involved in all aspects of the provisioning process. Involvement will encompass preprovisioning, provisioning conferences, and post provisioning. This does not imply that DLA representatives are to attend all provisioning conferences. In many cases, DLA/DSC can provide written comments/requirements, etc., sufficient for conference use without DLA attendance. Teamwork is an integral part of our work ethic and team objectives take precedence over individual objectives. Therefore, the DLA representative will strive to become a team member, thereby promoting a strong sense of purpose, dedication to the task, and a sincere desire to provide support to the Services.

**PROCEDURES**

A list of selected procedures and cataloging tools pertaining to the provisioning process is contained in appendix A. The DLA representative should have a working knowledge of these procedures and tools.

**DSC ACTIONS/RESPONSIBILITIES**

a. CATALOGER'S RESPONSIBILITIES BEFORE PROVISIONING CONFERENCE:

(1) Notification of conference and invitation to attend/participate are received via two methods: Letter or message directly from the Services or message from DLA Weapon System Support Office (DWSSO). Messages from DWSSO are usually addressed to all DSCs, except Defense Personnel Support Center (DPSC).

(2) Upon receipt of conference notification, determine a lead DSC. This can be done by coordinating with other DSC personnel, by phone, to determine which DSC has preponderance of DLA items applicable to the equipment being provisioned. Sometimes a firm determination cannot be made, in which case, the responsible DSC will be selected by mutual agreement. Normally, representatives from only one DSC will participate in the conference. The DLA participant will represent all DSCs.

(3) The lead DSC participant will contact conference chairperson, by phone, to request applicable data (i.e., Provisioning Parts List (PPL), PTD, etc.). Upon receipt of data, review and determine need for conference attendance. (Attendance should not be withheld solely on the basis of not receiving the applicable data prior to the conference.) The DLA participant should communicate with the Services' cataloger and equipment specialist to obtain as much information about the equipment being provisioned as possible (i.e., first appearance items, problems with PPL, or drawings, etc.).

(4) Coordinate with Services' cataloger and contractor to determine availability of equipment such as; microfiche reader, Government publications, etc.

(5) Determine, by mutual agreement with Services' cataloger, which cataloging tools, etc., each should bring to the conference. The required tools will depend on the experience and expertise of the cataloger attending the conference. It is suggested that the minimum requirement would include: H2-1, H4-1, H4-2, H6, MCRL 1 & 2, ML-C, and DLAH 4130.1, Defense Integrated Data Systems (DIDS) Handbook.

(6) The DLA participant will review the PPL upon receipt of data to determine correct item names, Unit of Issue (U/I), adequacy of drawings/tech data, Federal Supply Classification (FSC), and identify potential problem areas, etc. This review
may require communication with other DSCs regarding items identified as their commodities. The participant should be thoroughly prepared upon arrival at the conference to represent DLA.

b. CATALOGER'S RESPONSIBILITIES AT THE CONFERENCE:

(1) A clean and neat appearance should be maintained at all times. The dress for the conference is normally a business suit for civilians and duty uniform for the military personnel.

(2) Conduct should always be beyond reproach. Attendee should be thoroughly familiar with DLAR 5500.1, Standards of Conduct.

(3) A helpful and team member attitude should be maintained. Our part in the team effort is to assist in establishing the correct item name, FSC, and U/I for all items of supply, and to ensure we are getting the best technical data available.

(4) Arrive at the conference on time; early if possible. It is desirable to be located next to the Service cataloger and with enough room for cataloging tools required. Compromises may have to be made, depending on space availability.

(5) A tour of the facility and inspection of the end item may be scheduled following the introductions and closed meeting. Be attentive. Information may be gained which will be helpful during the conference. Carry a note pad. Make note of any standard parts such as Standard Automotive Engineering hoses or fittings; whether breakdowns are available for inspection, if necessary.

(6) Normally, each line item is reviewed by the Service equipment specialist assisted by their maintenance specialists, to determine the appropriate SMR codes. Ordinarily the cataloger will not be involved in the SMR coding. However, the equipment specialist may ask for information concerning classification and management before coding an item. Be prepared to give such information if requested. Many equipment specialists and provisioning specialists do not welcome unsolicited interference in their areas of expertise. The areas of responsibility are defined at the beginning of the conference.

(7) The Service and DLA catalogers are solely responsible for determining the correct Approved Item Name (AIN), FSC, U/I, and adequacy of tech data. Cooperation between the catalogers is important in maintaining a good flow of work, with a minimum of delays. One cataloger may check out questionable items in the H6, or screen additional part numbers, while the other assists in the PPL review. Drawings must be checked for adequacy, legibility, and to ensure that all vendor numbers are properly listed on the PPL and have been screened for NSNs.

(a) A viewer and microfiche should be set up convenient to the catalogers for screening part numbers and Commercial and Government Entity Codes (CAGEC).

(b) When a Wide Area Telephone Service (WATS) line is made available, reference numbers may be called directly to the Defense Logistic Services Center (DLSC) for screening against the Total Item Record (TIR).

(8) Develop unapproved item names for those items not meeting the delimitations of an AIN, based on physical and performance characteristics. The knowledge of the Service equipment specialist and maintenance specialist may be helpful in this development. FSC will be assigned, in accordance with current procedures, based on the next higher classifiable assembly.

(9) Review the screening for reference and partial descriptive type item identifications managed by DLA. Request a copy of the drawing from the Service to upgrade the item identification.
(10) Maintain a record, by Provisioning Line Item Serial Number (PLISN), of the items which do not have drawings, Supplementary Provisioning Technical Documentation (SPTD), or for which additional data may be required. The record will be given to the chairperson who will include it as part of the minutes and request the data be furnished. Any comments, for the record, will be written and furnished to the chairperson before the end of the conference.

(11) The catalogers, along with all other attendees, are obligated to challenge any price that seems unreasonable while reviewing the PPL. Many times the contractor will resolve the problem before the end of the conference. The unresolved challenges are recorded for possible further negotiations.

(12) The DSC attendee is a DLA representative. Therefore, he/she must put forth the same effort for items which will be managed by other DSCs.

c. CATALOGER'S RESPONSIBILITIES AFTER CONFERENCE:

(1) Prepare a clear, concise, and timely trip report in accordance with DLA and DSC procedures. Report should include authority, purpose, who attended, discussions and observations, conclusions, and recommendations.

(2) Take appropriate action to ensure that all corrections, revisions, transfers, or cancellation actions deemed necessary as a result of information gained at the conference are completed.

(3) Monitor SSR problems and resolve discrepancies as required.

(4) Forward copy of conference minutes to HQ DLA, and other DSCs in a timely manner, and advise appropriate DSCs of anticipated SSR problems and unique situations.

PROVISIONING FOR DLA-OWNED AND OPERATED EQUIPMENT

a. EQUIPMENT SPECIALIST'S RESPONSIBILITIES BEFORE GUIDANCE CONFERENCE:

(1) Upon receipt of notification of the contract award the equipment specialist will determine the need for a guidance conference. He/she will accomplish this through coordination with contractor and Service. A guidance conference is usually convened within 45 days after the contract award. The conference location is at either the contractor or Government facility.

(2) When a conference is required the equipment specialist will assume full responsibility for preparation, convening, and conducting the conference. The preconference preparation includes:

   (a) Establishing conference date. This will require coordination to ensure that dates do not conflict with participant's schedules.
   (b) Determining conference site. This will require coordination to ensure facilities are adequate.
   (c) Preparing a message to all participants specifying time and location of conference. Available lodging and any applicable instructions should be included.
   (d) Preparing a conference agenda and any other material deemed necessary. Since the equipment specialist is the chairperson, and fully in charge of the meeting, it is very essential that he/she be thoroughly knowledgeable of all aspects of the contract. Be prepared to assume leadership and keep the meeting in control.

b. EQUIPMENT SPECIALIST'S RESPONSIBILITIES AT GUIDANCE CONFERENCE:
(1) A clean and neat appearance should be maintained at all times. The dress for the conference is normally a business suit for civilians and dress uniforms for the military personnel.

(2) Conduct should always be beyond reproach. Attendee should be thoroughly familiar with DLAR 5500.1, Standards of Conduct.

(3) Maintain a cooperative attitude. However, keep in mind your responsibilities. You are informing the contractor of his responsibilities and contractual requirements in delivery of the equipment in accordance with the provisions of the award.

(4) Arrive at the conference site early on the first day to ensure facilities are adequate and that conference can start on time. Arrive on time, early if possible, on all succeeding days.

(5) Conduct the meeting in a professional manner. Ensure that minutes are accurately recorded.

(6) Be very specific in the guidance you provide to the contractor. Following are the data elements discussed with the contractor:

   (a) DD Form 1423, Contract Data Requirements List, contains all the deliverable data requirements.
   (b) Technical or commercial manuals. The content of the manuals are thoroughly discussed and the contractor is advised of the correct format and criteria.
   (c) PPL. Preparation of the PPL is usually the most difficult task for the contractor, especially if he has no previous experience. Take the necessary steps to ensure an understanding of this task. Request all vendor's part numbers be included.
   (d) SPTD. Be very firm and detailed on this requirement. This data which includes drawings, specifications, standards, photographs, sketches, descriptions, etc., are a vital requirement in the establishment and maintenance of the cataloging, supply, and procurement records.
   (e) Performance schedule. This schedule contains specific details of what is to be delivered and when.

(7) A list of procedures, specifications, and standards applicable to the provisioning process is contained in appendix A.

c. EQUIPMENT SPECIALIST'S RESPONSIBILITIES AFTER GUIDANCE CONFERENCE:

   (1) Prepare a clear, concise, and timely trip report in accordance with DLA and DSC procedures. Report should include authority, purpose, who attended, discussions and observations, conclusions, and recommendations.

   (2) Maintain contract surveillance in accordance with DLAR 4100.8, Surveillance of the Contractual Aspects of the Provisioning Cycle in the Defense Supply Centers. Act as contracting officer's representative.

   (3) Forward a copy of the conference minutes to HQ DLA and other DSCs.

d. SERVICES-SPONSORED GUIDANCE CONFERENCE:

   (1) Occasionally, DLA is invited to attend a Service-sponsored Guidance Conference. The DLA representative should serve in a supportive role. However, he/she should be very firm and detailed on the SPTD requirements for those items which will be managed by DLA.
(2) A clean and neat appearance should be maintained at all times and conduct should always be beyond reproach.

(3) Upon returning from the conference, prepare a clear, concise, and timely trip report in accordance with DLA and DSC procedures. Report should include authority, purpose, who attended, discussions and observations, conclusions, and recommendations.

(4) Forward copy of conference minutes to HQ DLA and other DSCs in a timely manner.
## PROVISIONING AND CATALOGING PROCEDURES/TOOLS

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<tr>
<td>DoD 4100.38-M</td>
<td>Department of Defense Provisioning and Other Preprocurement Screening Manual</td>
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<td>DoD 4140.26-M</td>
<td>Chapter 2, Item Management Coding Criteria</td>
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<td>DoD 4140.26-M</td>
<td>Chapter 4, Supply Support Requests</td>
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<td>MIL-STD-1561B</td>
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<td>DoD-D-1000B</td>
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<td>MIL-STD-1388-1A</td>
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<td>H6</td>
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<td>H2/6</td>
<td>Advance Notice, latest revision</td>
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<td>H7</td>
<td>Manufacturers Part and Drawing Numbering System Handbook</td>
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<td>MCRL-1</td>
<td>Consolidated Master Cross-Reference List, Manufacturers' Part Number to NSN</td>
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<td>MCRL-2</td>
<td>Consolidated Master Cross-Reference List, NSN to Manufacturers' Part Number</td>
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DLA/DSC POINTS OF CONTACT

HEADQUARTERS, DEFENSE LOGISTICS AGENCY
ATTN: DWSO
CAMERON STATION
ALEXANDRIA, VA 22304-6100
AUTOVON: 284-6381
COMMERCIAL: (202) 274-6381

HEADQUARTERS, DEFENSE LOGISTICS AGENCY
ATTN: DLA-SC
CAMERON STATION
ALEXANDRIA, VA 22304-6100
AUTOVON: 284-6477
COMMERCIAL: (202) 274-6477

COMMANDER, DEFENSE CONSTRUCTION SUPPLY CENTER
ATTN: DCSC-SLS
PO BOX 3990
COLUMBUS, OH 43216-5000
AUTOVON: 850-3107
COMMERCIAL: (614) 238-3107

COMMANDER, DEFENSE ELECTRONICS SUPPLY CENTER
ATTN: DESC-SP
1507 WILMINGTON PIKE
DAYTON, OH 45444-5000
AUTOVON: 986-5435
COMMERCIAL: (513) 296-5435

COMMANDER, DEFENSE INDUSTRIAL SUPPLY CENTER
ATTN: DISC-SCAE
700 ROBBINS AVENUE
PHILADELPHIA, PA 19111-5096
AUTOVON: 442-3643
COMMERCIAL: (215) 697-3643

COMMANDER, DEFENSE GENERAL SUPPLY CENTER
ATTN: DGSC-SLP
RICHMOND, VA 23297-5000
AUTOVON: 695-4425
COMMERCIAL: (804) 275-4425