

FEDERAL
LOGISTICS
INFORMATION
SYSTEM



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FLIS PROCEDURES MANUAL
ESTABLISH/MAINTENANCE
OF
ORGANIZATIONAL ENTITY
AND
PROVISIONING SCREENING
MASTER ADDRESS TABLE
MAY 2011

CHAPTER 1

ESTABLISHMENT/MAINTENANCE of the CAGE/NCAGE-CODE MASTER FILE

7.1.1 Introduction

a. This chapter outlines the procedures for activities/agencies and vendors to follow when submitting requests to DLA Logistics Information Service for assignment of a new Commercial and Government Entity (CAGE) code or maintenance actions on an existing CAGE code as required in the Federal Logistics Information System (FLIS) and in accordance to the Defense Federal Acquisition Regulation (DFAR) 204.7200, 204.7201 (Definitions) and 204.7202-1 (CAGE Codes). DFAR 204.7201 defines a CAGE code as:

(1) A code assigned by the DLA Logistics Information Service to identify a commercial or Government entity; or

(2) A code assigned by a member of the North Atlantic Treaty Organization (NATO) that DLA Logistics Information Service records and maintains in the CAGE master file. This type of code is known as an “NCAGE code.”

b. Background. U.S. CAGE (referred in this document at CAGE) codes and North Atlantic Treaty Organization (NATO) CAGE (referred in this document as NCAGE) codes provide a standardized method of identifying entities doing business with/within the federal and foreign governments and to provide the logistics community with a potential source of supply on manufacturer’s part numbers recorded in the FLIS. A CAGE/NCAGE is assigned to the physical location of the company and is utilized in a number of Department of Defense (DOD) and federal agency acquisition processes and data systems. The CAGE code and physical location must be accurately reflected in contract documents per the DFAR Subpart 217.207 (Exercise of Options). A CAGE and NCAGE in combination with a part or drawing number are referred to as a “reference number” or identifier for an item of supply. CAGE/NCAGE assignments support the Federal Catalog System since these reference numbers are then generally associated to a National Stock Number (NSN) as a unique item of supply in FLIS.

(1) CAGE code format - a CAGE code is a five-position alpha-numeric code with a numeric character in the first and last positions (e.g., 10001, 2A345, 6CLP2), excluding the letters I and O and assigned to U.S. entities which manufacture and/or control the design of items supplied to a Government Military or Civil Agency or assigned to U.S. organizations, primarily for identifying contractors in the mechanical interchange of data between logistics data management systems. The CAGE data provides the data base for Logistics Online Access (LOLA) and Federal Logistics Data (FED LOG) applications, H series products, and other military Enterprise Resource Planning (ERP), Legacy, and supply sustainment systems.

(2) NCAGE code format - a NCAGE code is a five-position alpha-numeric code requiring an alpha in either the first and/or fifth position excluding the letter O, (e.g., AA123, 3AAAA, 1234K, K2345 or A1234A), assigned to organizations located in North Atlantic Treaty Organization (NATO) member nations (excluding U.S.) and other foreign countries which manufacture and/or have design control authority for items supplied to

a government military activity or civil agency. The prefix (first position) of a NCAGE code of I, S, L, O, will not be utilized with any alpha suffix (fifth position) in the NCAGE Code structure.

(a) Each NATO/Non-NATO country is responsible for their respective NCAGE data which is validated by and received from their National Codification Bureau (NCB) or the NATO Maintenance and Supply Agency (NAMSA). The NCAGE data is a source for the NATO Master Catalogue of References for Logistics (NMCRL), LOLA, FED LOG applications, and the H series products on CD-ROM. (See DoD 4100.39M, Volume 16.)

(b) The FLIS design features of the DLA Logistics Information Service CAGE/NCAGE Master File provides for submission of multimedia type input in a mechanized format. Resulting output from the DLA Logistics Information Service will be incorporated into the mechanized systems of recorded recipient services and agencies. (See DoD 4100.39M Volume 10, Table 134 for all national governments responsible for assigning and maintaining CAGE/NCAGE)

(c) CAGE code assignment and maintenance is the responsibility of DLA Logistics Information Service per DFAR 204.7202-1 (CAGE Codes). Transactions to update FLIS will be performed by the DLA Logistics Information Service.

(d) Requests for a new CAGE codes are submitted to the Defense Logistics Agency Logistics Information Service.

(e) NATO Form AC/135-No. 2 is the method used when requesting NCAGE codes for firms located outside the United States. Foreign registrants must have a NCAGE code assigned. Companies shall be allowed to apply directly to the NCB for NCAGE assignments if they are listed on the following website: http://www.dlis.dla.mil/nato_poc.asp. For France register at <http://www.cimd.interarmees.defense.gouv.fr> and for the United Kingdom register through www.isisweb.mod.uk. For a country not listed on the website provided above, registration must occur through NAMSA utilizing the following website: <http://nmcrlplus.namsa.nato.int>.

(f) Prior to submission of a request for code assignment or maintenance action, activities/agencies will screen their files to ensure a CAGE/NCAGE has not already been assigned or updated for that particular organizational entity. Defense Logistics Agency Logistics Information Service may perform a yearly address verification of all active CAGE codes.

(g) Following DLA Logistics Information Service approval for processing of a transaction wherein a CAGE/NCAGE is cancelled and replaced by a CAGE/NCAGE involving one or more part numbers, a mass change of FLIS database records will result from LAR/LCR/LDR transactions. The DLA Logistics Information Service will provide the applicable activity/agency data receivers appropriate file maintenance data on KAR and KCR transactions for updating their National Item Identification Number (NIIN) file records.

(h) The CAGE/NCAGE Code Master File is the basis for the H series on the CD-Rom products.

7.1.2 New Commercial and Government Entity or NATO Commercial and Government Entity Code Assignments.

This section describes the criteria governing the assignment of new CAGE/NCAGE codes and profile data, subsequently referred to as CAGE Type A -Manufacturers; Type E -NATO Manufacturers; and Type F -Non-manufacturers.

a. Type A (Manufacturer) CAGE Code

(1) Activities/agencies will ensure that prior to submitting a request to DLA Logistics Information Service for the assignment of a Type A (manufacturer) CAGE code, that they are the design authority or responsible entity for operation pertaining to the new item of supply.

(2) The following types of organizations/entities are eligible for a Type A (manufacturer) CAGE code, which are recorded in the FCS as well as many other acquisition, procurement, and financial systems:

(a) Manufacturing organizations that are the sources from which items of supply are obtained.

(b) Industry and commercial organizations that control the design of items, but do not necessarily manufacture nor sell directly to the Government.

(c) Manufacturing organizations that produce items of industrial production equipment.

(d) Distributors who are sole sources of supply for items which cannot be purchased directly from the manufacturer.

(e) Government agencies that manufacture items entering the Federal Supply System or Military Industrial Systems, or control the design of such items without actually manufacturing them.

(f) Manufacturers who supply materials for incorporation into the products of contractors who provide drawings of these products to the federal government.

(g) Manufacturers which require that a factory source code be "stamped or imprinted" in accordance with various military specifications/standards.

b. Type F (Non-manufacturer) CAGE Code

(1) Submitting activities will ensure that the CAGE code assignment is required for identifying an organization/function in MILSCAP, bid abstracts, purchase documents, and/or other documents pertaining to the contract/purchase agreement as required by DoD 40000.25-5-M MILSCAP Manual; Armed Services Procurement Regulation (ASPR); DOD Procurement Manual; and the DOD procurement circulars.

(2) The following kinds of organizations/functions are eligible for Type F (non-manufacturer) CAGE code: Manufacturing organizations not qualifying for a Type A CAGE Code.

- (a). Manufacturing organizations that do not qualify for a Type A (manufacturer) CAGE code
- (b). Distributors, Sales Offices, retail establishments, service organizations, wholesale or jobbing establishments
- (c). Professional organizations, including engineering, construction and mining firms
- (d). Banks
- (e). Universities
- (f). Local, state, and federal government agencies
- (g). Individuals applying for grants and funding
- (h). Other non-governmental organizations which must be identified in MILSCAP data interchange

c. Type E -NCAGE

(1) Only specific National Codification Bureaus (NCB) or NAMSA are presently authorized to assign NCAGEs to manufacturers or other organizational entities located in NATO and non-NATO countries (excluding entities located in the U.S. or its territories).

(a) Foreign companies that perform work outside the U.S. or its territories are not required to register in Central Contractor Registration (CCR).

(b) Foreign companies that want to business with the U.S. Government must register in CCR. A NCAGE code assignment is required prior to registration (Federal Acquisition Circular 2001-16, subpart 4.11, dated 1 Oct 2003). Most countries can obtain a NCAGE code using the form AC/135-No 2.

The form is available at <https://eworkplace.dla.mil/sites/org3/des/des-bc/Pages/Forms.aspx>

(c) If you cannot submit this form by Internet, you can obtain an NCAGE by contacting your NCB of the country where your organization is located. Addresses can be found at: <http://www.dlis.dla.mil/nato/poc.asp>

(2) Companies shall be allowed to apply directly to NCBs for NCAGE Code assignments. Note: The appropriate country can be found in the drop down menu in Block 2 of the Form AC/135-No. 2 or reference 7.1.1 (2e) for the appropriate web sites.

(3) The following types of non-NATO foreign organizations/functions are eligible for NCAGE assignments in connection with Federal supply cataloging operations:

- (a) Manufacturers, distributors, or other entities that are the source from which items of supply are obtained for use in the Federal Supply System.
- (b) Commercial organizations that control the design of items used by the Federal Government, but do not necessarily sell directly to the Government.
- (c) Manufacturing organizations that produce items of industrial production equipment.
- (d) Manufacturers who supply materials for incorporation into the products of contractors who provide drawings of these products to the Government.
- (e) Manufacturers which require that a factory source code be "stamped or imprinted" in accordance with military specifications/standards.

7.1.3 Change Data to an Existing CAGE/NCAGE Record

This section describes the criteria for requests to the DLA Logistics Information Service for adding, changing or deleting data elements in a CAGE/NCAGE record. In accordance to DFAR 204.7202-1(CAGE Codes) DLA Logistics Information Service assigns or records and maintains CAGE codes to identify commercial and Government entities. Requests for maintenance actions will be submitted to and processed by the DLA Logistics Information Service. DLA Logistics Information Service will make the change at the direction and authority of the appropriate NCB or NAMSAs.

7.1.4 Change-of-Name Agreements, Novation, Mergers and Sales of Assets

1. In accordance with DFAR 207.7024, the contracting officer responsible for execution of a Change-of-Name Agreement (see FAR Subpart 42.12) must submit the agreement to the DLA Logistics Information Service. If there are no current contracts, each Contracting and Contract Administration Office receiving notification of changes from the commercial entity must forward a copy of the change notice annotated with the CAGE code to the DLA Logistics Information Service unless the change notice indicates that the DLA Logistics Information Service has already been notified.

2. Contracting Officers shall process and execute Novation Agreements in accordance with FAR Subpart 42.12 (Novation and Change-of-Name Agreements), and DFAR 207.7204 (Maintenance of the CAGE file). These actions are independent of code and name assignments made as a result of the occasion which created the need for the Novation Agreement. The Maintenance Activity (Service/Agency) will determine which entity(s) will retain the existing CAGE code(s) and which entities will be assigned new codes. The Contracting Officer responsible for processing the Novation Agreement shall be determined per FAR Part 4, Subpart 42.1202 (Responsibility for Executing Agreements). The responsible party shall provide the Maintenance Activity the following information:

- a. Name(s), address(es), and code(s) of the contractor(s) transferring the original contractual rights and obligations.
- b. Name(s), address(es), and code(s) (if any) of the entity who is the successor in interest (transferor).

c. Name(s), address(es), and code(s) (if any) of the entity who is retaining or receiving the rights to the technical data.

d. Description of the circumstances surrounding the Novation Agreement and especially the relationship of each entity to the other.

7.1.5 Cancel Total CAGE/NCAGE Code Record

This section describes the criteria for requesting a cancel CAGE transaction. These transactions will be used to change a CAGE status to cancel with or without replacement. They will not purge the record from the file in its entirety, but will purge such data as Post Office box number and street address. The only time a CAGE/NCAGE will be considered as a replacement for another code is when the succeeding firm has acquired all design, manufacturing, and/or patent rights to all product lines manufactured by the defunct organization and this fact is substantiated in writing by the firms involved. The fact that a firm manufactures identical items, but did not acquire the rights of the defunct firm, does not qualify it as a replacement.

a. Cancel Total CAGE Record -Type A -CAGE Code

(1) The information an activity/agency or company must submit to DLA Logistics Information Service for evaluation purposes will include the following information as applicable:

(a) Confirm that the coded facility has ceased all manufacturing operations. (In instances where a portion of the product lines have been discontinued or sold, a delete total CAGE code transaction is not proper.)

(b) If the coded facility has ceased all manufacturing operations in their entirety, determine if the operation was sold, including all design, manufacturing, and patent rights pertaining to items previously manufactured and furnished to the Federal Government.

(c) If all manufacturing operations of a defunct firm have been sold (including all manufacturing, patent rights, etc.), advise whether such operations were acquired by a single successor firm or if multiple successor firms are involved.

(d) If all manufacturing operations of a defunct firm have been sold to a single successor firm, advise whether the successor firm has previously been assigned a CAGE code.

(e) If all manufacturing operations of a defunct facility have been merged into one affiliated facility, advise whether the acquiring facility has previously been coded.

(2) If the proposed transaction does not include a replacement CAGE code, the accompanying correspondence will contain just that information listed above which is necessary to ascertain that the organization is, in fact, defunct.

(3) If the proposed transaction does not include a replacement CAGE code, the accompanying correspondence will provide the information listed in paragraph 7.1.4.a(1) necessary to ascertain that the replacement CAGE code submitted is proper.

(4) If there is a known successor firm, but that firm is not coded, the pertinent information listed in paragraph 7.1.4.a(3) will be submitted to DLA Logistics Information Service with the complete name and address of the successor organization. If, after evaluation, the DLA Logistics Information Service determines that a code should be obtained for the successor organization and a cancel/replace transaction submitted, such action will be taken by the DLA Logistics Information Service.

b. Cancel Total CAGE Record -Type A and F -CAGE Code

The information an entity/agency must submit to DLA Logistics Information Service for evaluation purposes will include the following information as applicable:

- (1) Indicate that the coded entity or facility has ceased all operations, and is in fact defunct.
- (2) If the coded facility has ceased all operations in its entirety, determine if the facility was sold and whether its assets were acquired by another separate entity.
- (3) If the operations of a defunct firm have been sold to or merged with a single successor firm, determine if successor firm has previously been assigned a CAGE code.
- (4) Provide written notification to DLA Logistics Information Service about any open contracts.
- (5) Contact the DLA Logistics Information Service to make arrangements for the update of any reference numbers recorded with National Stock Numbers associated with the previous CAGE code.

c. Cancel Total CAGE Record -Type E –NCAGE. A cancel Total CAGE transaction will be accomplished only by DLA Logistics Information Service solely at the direction of a specific foreign codification authority through the medium of correspondence and amendments or supplements thereto. DLA Logistics Information Service will prepare the documents.

7.1.6 Reinstate Cancelled CAGE/NCAGE Record

This section describes the criteria for external requests to DLA Logistics Information Service for reinstating CAGE records that are recorded on the DLA Logistics Information Service CAGE/NCAGE Master File as cancelled.

- a. Reinstate Cancelled CAGE Record -Types A and F. Requests for reinstatement actions will be submitted to DLA Logistics Information Service on a DD Form 2051 or correspondence prepared by an official of the firm.
- b. Reinstate Cancelled CAGE Code Record -Type E. DLA Logistics Information Service will make the change solely at the direction of the appropriate NCB .

7.1.7 Outputs from Processing CAGE Code Master File Records

This section encompasses the output data distribution system employed by DLA Logistics Information Service. Specific data receivers of CAGE/NCAGE file maintenance data are determined by each requiring Service/Agency. Output mode(s) for dissemination of data is predicated on the specific type of output transaction, data involved, and activity/agency mode of communication for receiving data from DLA Logistics Information Service.

a. NIIN File Maintenance Update. Following approval/processing of an OE input transaction, containing a replacement CAGE code number involving one or more FLIS part numbers, DLA Logistics Information Service will provide the applicable activity/agency receivers with appropriate FLIS file maintenance data for updating their NIIN file records. Update actions for deletion of a cancelled CAGE code and adding of a replacement CAGE code are accomplished by DLA Logistics Information Service forwarding machine-generated KDR, KCR, and KAR transactions to data receivers.

b. CAGE SSR File Maintenance Service (Document Identifier Code - KHN). Provides activities/agencies machine sensitive records to establish and maintain a CAGE file containing each assigned CAGE/NCAGE related data as recorded and maintained on the DLA Logistics Information Service Master Consolidated CAGE/NCAGE File. This service is available only to recipients of the basic file. (See DoD 4100.39-M, [Volume 8, chapter 8.2](#) for format.)

(1) CAGE code data elements: refer to FLIS Procedures Volume 12 for complete data dictionary.

(a) The CAGE Status code designates a specific status condition related to a CAGE code. There may be two complete records for a CAGE code; however, only one record is shown in a current status. (See DoD 4100.39M, Volume 10, Table [19](#))

(b) The complete package for each CAGE/NCAGE consists of one or more records. Each record will be 80 positions in length.

(2) Requests for CAGE/NCAGE Master file maintenance updates will be processed through dated electronic transmission. This will permit the release of the latest information available.

(3) File maintenance is available by means of electronic data transmission. Data records will be released on a daily basis.

c. The CAGE/NCAGE Master File will be provided to agencies/activities via requested medium upon receipt of their written requirements, forwarded through the tailored extract products request process (see "Tailored Extracts" on the DLA Logistics Information Service homepage <https://www.dlis.dla.mil>). Format will be in accordance with Document Identifier Code – KHN, [volume 8, chapter 8.2](#).

(1) DLA Logistics Information Service has the capability to output CAGE code data electronically in varied mediums when the activity possesses electronic receiving capabilities. Requirements may be defined for specific data modes by reviewing DoD 4100.39M, Volume 10, Table [10](#).

d. For foreign activities/agencies that do not possess electronic capabilities or internet access, or those foreign activities requesting a U.S. CAGE be assigned to a U.S. firm for a NATO government, a confirmation will be on NATO Form AC/135-NR.2, section B. (See [appendix 7-1-B](#))

Letters and/or forms concerning the CAGE code process or system will be directed to:

DLA Logistics Information Service

Attn: CAGE

Hart-Doyle-Inouye Federal Center

74 Washington Ave. N.

Battle Creek, MI 49037-3084

Volume 7

Please note the address on the back of DD Form 2051 should read: Director, DLA Logistics Information Service, Hart-Dole-Inouye Federal Center, 74 Washington Ave. N., Battle Creek, MI 49037-3084

CHAPTER 1
APPENDIX 7-1-A
PREPARATION of DD FORM 2051

Requests for assignment of new CAGE codes must be submitted to the DLA Logistics Information Service as required in DFAR 204.7202-1. When a CAGE code is requested for a security clearance or DODAAC code assignment, the completion of a DD Form 2051 “Request for Assignment of a Commercial and Government Entity (CAGE) code.” Section A must be completed and signed by a sponsoring Federal Government Agency responsible for assuring that the DD Form 2051 is properly completed and submitted to DLA Logistics Information Service.

2051, “Request for Assignment of a Commercial and Government Entity (CAGE) Code.” Section A must be completed and signed by a sponsoring federal government agency responsible for assuring that the DD Form 2051 is properly completed and submitted to DLA Logistics Information Service.

Please note the address on the back of DD Form 2051 should read:

Director
DLA Logistics Information Service
Hart-Dole-Inouye Federal Center
74 Washington Ave. N.
Battle Creek, MI 49037-3084

REQUEST FOR ASSIGNMENT OF A COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE <i>(See Instructions on back)</i>		<small>OMB No. 0704-0225 OMB approval expires Jan 31, 2014</small>	
<small>The public reporting burden for this collection of information is estimated to average 7 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0225). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>			
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. SEND COMPLETED FORM TO ADDRESS ON BACK.			
SECTION A - TO BE COMPLETED BY INITIATOR			
1. REQUESTING GOVERNMENT AGENCY/ACTIVITY			
a. NAME		b. ADDRESS STREET	
2. TYPE CODE REQUESTED <i>(X one)</i>		3. EXCEPTION CODES	
a. TYPE A	a. CAO	CITY	STATE ZIP CODE
b. TYPE F	b. ADP		
4. INITIATOR			
a. TYPED NAME <i>(Last, First, Middle Initial)</i>	b. OFFICE SYMBOL	c. SIGNATURE	d. TELEPHONE NO. <i>(Include area code)</i>
SECTION B - TO BE COMPLETED BY FIRM TO BE CODED			
5. FIRM			
a. NAME <i>(Include Branch of, Division of, etc.)</i>		b. ADDRESS STREET	
c. CAGE CODE <i>(if previously assigned)</i>		CITY	STATE ZIP CODE
6. IF FIRM PREVIOUSLY OPERATED UNDER OTHER NAME(S) OR OTHER ADDRESS(ES) SPECIFY THE PREVIOUS NAME(S) AND/OR ADDRESS(ES) <i>(Use separate sheet of paper, if necessary)</i>		7. PARENT COMPANY AND AFFILIATED FIRMS <i>(X one, and complete as applicable)</i>	
		a. NONE	
		b. CURRENTLY AFFILIATED WITH OTHER FIRMS <i>(List name(s) and address(es) of such firms on a separate sheet of paper)</i>	
c. PREVIOUSLY AFFILIATED WITH OTHER FIRMS <i>(List name(s) and address(es) of such firms on a separate sheet of paper)</i>			
8. PRIMARY BUSINESS CATEGORY <i>(X one)</i>		9. SMALL DISADVANTAGED BUSINESS STATUS <i>(X one)</i>	
a. MANUFACTURER		a. APPROVED BY SMALL BUSINESS ADMINISTRATION (SBA) FOR SECTION 8(a) PROGRAM	
b. DEALER/DISTRIBUTOR		b. OTHER SMALL DISADVANTAGED BUSINESS CONCERN	
c. CONSTRUCTION FIRM		c. NOT SMALL DISADVANTAGED BUSINESS CONCERN	
d. SERVICE COMPANY		10. NUMBER OF EMPLOYEES	
e. SALES OFFICE		11. WOMEN-OWNED BUSINESS CONCERN <i>(X one)</i> a. YES b. NO	
f. OTHER <i>(Specify)</i>		12. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES	
		a. PRIMARY	
		b. OTHER <i>(Specify)</i>	
13. REMARKS			
14. FIRM OFFICIAL			
a. TYPED NAME <i>(Last, First, Middle Initial)</i>	b. DATE SIGNED <i>(YYYYMMDD)</i>	c. SIGNATURE	d. TELEPHONE NO. <i>(Include area code)</i>

INSTRUCTIONS FOR COMPLETING DD FORM 2051	
GENERAL NOTE FOR PERSONNEL PREPARING OR PROCESSING THIS REPORT	
Coding must be as indicated in the instructions. Noncompliance with the coding instructions contained herein will make the organization that fails to comply responsible for required concessions in data base communication.	
SPECIFIC INSTRUCTIONS	
SECTION A - TO BE COMPLETED BY THE INITIATING GOVERNMENT ACTIVITY	SECTION B - <i>(Continued)</i>
<p>Item 1. Self-explanatory.</p> <p>Item 2. Mark the type of code being requested.</p> <p style="padding-left: 20px;">a. Type A - Manufacturers Code, which is used in the Federal Catalog System to identify a certain facility at a specific location that is a possible source for the manufacture and/or design control of items cataloged by the Federal Government; or,</p> <p style="padding-left: 20px;">b. Type F - Non-manufacturers Code, which is required for identifying an organization/function in MILSCAP. These are assigned to contractors that are non-manufacturers or that are manufacturers not qualifying for a Type A Code.</p> <p>Item 3. If applicable, enter the exception DoD Activity Address Code for the Servicing Contract Administration Office (CAO) or ADP point.</p> <p>Item 4. Self-explanatory.</p>	<p>Item 9. A small disadvantaged business concern is defined in Section 19.001 of the Federal Acquisition Regulation.</p> <p>Item 10. Enter the number of employees. This number should include the employees of all affiliates.</p> <p>Item 11. A women-owned business concern is defined in Section 52.204-5 of the Federal Acquisition Regulation.</p> <p>Item 12. The NAICS Code is a Government Index that is used to identify business activity and that indicates the function (manufacturer, wholesaler, retailer, or service) and the line of business in which the company is engaged. If multiple NAICS Codes apply, indicate the primary first, then next important, etc.</p> <p>Item 13. Self-explanatory.</p> <p>Item 14. Self-explanatory.</p>
SECTION B - TO BE COMPLETED BY THE FIRM TO WHICH THE CODE WILL BE ASSIGNED	<p>NOTE: When any future changes are made to the coded facility (e.g. name change, location change, business sold, or operations discontinued), written notification stating the appropriate change should be sent to:</p>
<p>Item 5.a. and b. Self-explanatory.</p> <p style="padding-left: 20px;">c. If a CAGE Code (Type A or Type F) was previously assigned, enter it in this block.</p> <p>Item 6. Self-explanatory.</p> <p>Item 7. If a block other than "None" is marked, identify the Parent company by a (P) beside the firm name.</p> <p>Item 8. Self-explanatory.</p>	<p style="text-align: center;">-</p>

DD FORM 2051 (BACK), OCT 2011

CHAPTER 1
APPENDIX 7-1-B
PREPARATION of NATO FORM AC/135-NR-2

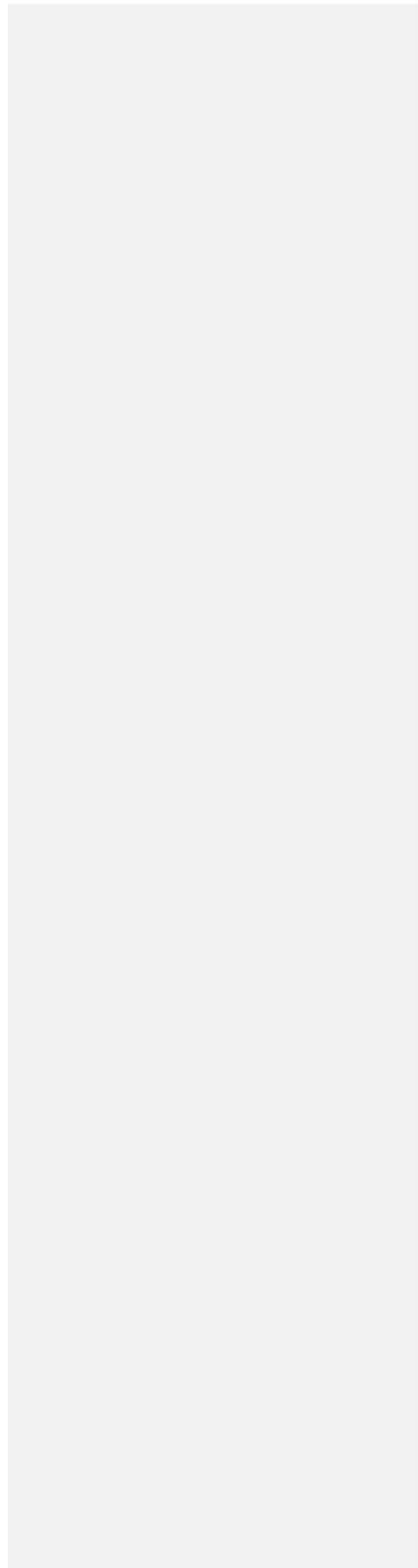
When North Atlantic Treaty Organization governments require assignment of CAGE Codes for firms located in the United States, NATO Form AC/135-NR-2 will be submitted with the A portion completed as shown in the following example. DLA Logistics Information Service will complete the B portion as shown and return to the requesting Agency.

Part A

Block	Instructions
1	Indicate the code of the requesting NCB or NAMS (e.g. ZX).
2	Indicate date and the national reference (optional).
3	Indicate the code of the assigning NCB (e.g. YB).
4	Checkmark the appropriate box.
5	Checkmark the appropriate box.
6	The maximum information must be transmitted: the exact name, the geographical and/or postal address and the telephone must be stated. Any known abbreviations of the name of the firm/organization are also to be indicated. If the name includes "Department of", "Division of" "Branch of", etc. of a parent company, include this as part of the address. The requesting country will assume that the "manufacturer" or "organization" meets the definition given in Sub-Section 241.
8	The Government Contract Number (e.g. MIL-D-70237) and/or any other purpose as the materiel to be identified should be stated. List at least two typical identifying sets of numbers, letters or other symbols furnished by the manufacturer/organization to be coded and state name(s) of the item(s).
9	Any information available about known production should be given in order to facilitate the work of assigning Bureau. The official address of the head office, as well as the address of the factory actually producing the items in

Part A

Block	Instructions
10	question, should be given here. Signature of the responsible authority.



NATO CODIFICATION SYSTEM - SYSTEME OTAN DE CODIFICATION
REQUEST FOR A NATO COMMERCIAL AND GOVERNMENT ENTITY CODE (NCAGE) /
DEMANDE D'UN CODE ORGANISME COMMERCIAL OU GOUVERNEMENTAL OTAN
(NCAGE)

PART A

1 FROM / DE		3 TO / POUR					
2 REFERENCE : DATE							
4 REQUESTED NCAGE CODE FOR / CODE NCAGE DEMANDE							
<input type="checkbox"/> Manufacturer / Fabricant <input type="checkbox"/> Vendor / Distributeur <input type="checkbox"/> NATO or International Organisation / Organisation OTAN ou Internationale <input type="checkbox"/> Provider of Services / Fournisseur de Services							
5 PRIORITY / PRIORITE							
<input type="checkbox"/> Emergency / Urgente <input type="checkbox"/> Accelerated / Accélérée <input type="checkbox"/> Routine / Routine							
6 NAME AND ADDRESS / NOM ET ADRESSE							
NA1	Manufacturer Name / Nom de Fabricant						
ST1	Street / Rue						
POB	P.O. Box / Boîte Postale						
CT1	City / Ville						
STB	State or Province (US and Canada only) / Etat ou Province (seulement EU et Canada)						
STT	State or Province (other than US and Canada) / Etat ou Province (autres que EU et Canada)						
CTK	Country / Pays						
PCC	Postal City / Ville Postale						
PSC	Postal Code / Code Postal						
PCS	POB Postal Code / Code Postal BP						
TBL	Tel. No. / N° Tél						
TLX	Telex No. / N° Telex						
FAX	Fax No. / N° Télécopieur						
VIX	Videotex No. / N° Vidéotex						
BOX	Telebox No. / N° Courrier Electronique						
PSS	Packet Switched Service No. / N° Réseaux Commuté de Paquets						
INF	Internal National Information / Information Nationale Interne						
7 FORMER NAME AND NCAGE CODE / ANCIENS NOM ET CODE NCAGE							
<table border="1" style="width:100%; height:20px;"> <tr> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> </tr> </table>							
8 TYPICAL REFERENCE NUMBERS / NUMEROS DE REFERENCE TYPIQUES							
9 REMARKS / REMARQUES			10 SIGNATURE				
NATO FORM AC/135 No. 2		FORMULAIRE OTAN AC/135 N° 2					

NATO CODIFICATION SYSTEM - SYSTEME OTAN DE CODIFICATION
REQUEST FOR A NATO COMMERCIAL AND GOVERNMENT ENTITY CODE (NCAGE) /
DEMANDE D'UN CODE ORGANISME COMMERCIAL OU GOUVERNEMENTAL OTAN
(NCAGE)

PART B

1 FROM / DE	3 TO / POUR						
2 REFERENCE : DATE							
4 ASSIGNED NCAGE CODE / CODE NCAGE ATTRIBUE <table border="1" data-bbox="250 768 443 810"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>							5 REVISED NAME AND ADDRESS AS INDICATED / NOM ET ADRESSE REVISES COMME INDIQUE
6 REMARKS / REMARQUES	7 SIGNATURE						
NATO FORM AC/135 No. 2 FORMULAIRE OTAN AC/135 N° 2							

CHAPTER 2

ESTABLISHMENT/MAINTENANCE OF PROVISIONING SCREENING MASTER ADDRESS TABLE (PSMAT)

7.2.1 Registration in the PSMAT

a. These instructions cover the procedures to be used to register activities as users of the Defense Logistics Information Service provisioning screening services and to record such activities and their requirements in the DLA Logistics Information Service Provisioning Screening Master Address Table. (See volume 10, table [23](#).)

b. 1-2 days prior to the initial submittal of LSF or LSR search transactions, the submitters and receivers requirements and address data must be registered in the PSMAT under an applicable Destination Code, Screening. Only a Government Service or Agency is authorized to establish and maintain registrations in the PSMAT. Non-Government activities (private sector) must submit their requests through the authorizing Government Agency or Service Activity DLA Logistics Information Service will advise the submitter as soon as the registration is affected. If the submitter does not receive such notification, a follow-up inquiry will be made prior to the submission of screening requests.

c. A letter of registration is required as the authorization for activities and their contractors to participate in the DLA Logistics Information Service provisioning screening program and to provide for their registration in the DLA Logistics Information Service PSMAT. The letter of registration must be submitted to DLA Logistics Information Service by the responsible Government Activity and will contain the following information:

- Type of input (establish, change, delete)
- Recipients complete mailing address(es)
- Media of output (see volume 10, table 10)
- Alternate media of output (electronic data transfer) (see volume 10, table 10)
- Activity Code, Screening (DRN 0177)
- Destination Code, Screening (DRN 3890)
- Service Code (see volume 10, table 42)
- Communications Routing Indicator Code (electronic data)
- Authorization for Catalog Management Data (CMD)

Submitters who require the return of provisioning screening results by mail will submit a letter of registration. (See [appendix 7-2-B](#).) and Submitters who will receive provisioning screening results electronically will establish their registration through the submission of a letter of registration. (See [appendix 7-2-A](#).)

The letter of registration may be forwarded either by E-mail to DLA Logistics Information Service contact at prvsngscrng@dlis.dla.mil or will be addressed to:

Director
DLA Logistics Information Service

Hart-Doyle-Inouye Federal Center
74 Washington Ave. N.
Battle Creek, MI 49037-3084

d. Notification to Contractors. When a contractor is to be established as a registrant in the DLA Logistics Information Service CS PSMAT, the responsible Government activity will furnish the contractor the destination and the activity codes prior to the preparation of provisioning screening requests by the contractor. This will be done no later than 15 days after the receipt of a request for these codes from the contractor.

e. Multiple Addressees. When multiple output of screening results is requested, all addressees registered under the applicable destination code will receive the results of screening. When single output is requested, only the first addressee in the register (under the applicable destination code) will receive the results.

7.2.2 Maintenance of the DLA Logistics Information Service Master Address Table

It will be the responsibility of the Government Activity having cognizance of the screening requirements of the contractors to update and purge the PSMAT according to current requirements. However; if it becomes apparent that the PSMAT address(es) requires an update, DLA Logistics Information Service will contact the service agency and/or contractor. If the contact is unsuccessful, then DLA Logistics Information Service will have the authority to delete the address(es) from the PSMAT. Special attention should be directed to deletion of addresses and destination codes upon completion of contractual obligations or Service/Agency requirements.

7.2.3 Required Information

a. Type of Input

Establish. Input used to establish a new destination code and related address information, or to add a new recipient's address information to an existing destination code in the DLA Logistics Information Service Master Address Table.

Change. Input used to change address information or output media in an existing address and destination code.

Delete. Input used to delete a destination code and all related address information or delete an address from a destination code.

b. Activity Code, Screening (DRN [0177](#)). The two-position code designating the submitter or responsible Government Activity (as listed in, but not restricted to, volume 10, table [104](#); e.g., TG Warner Robins AFB, KE Aviation Supply Office, etc.).

c. Destination Code, Screening (DRN [3890](#)). The five-position code which identifies the recipient(s) of provisioning screening results. It may be any combination of alphanumeric characters as designated by the submitter. For a Government Activity submitter, it must contain at least two alpha characters in order to preclude duplication of a valid CAGE/NCAGE. The destination code for a contractor may consist of, but is not restricted to its assigned CAGE/NCAGE.

d. Service Code, Provisioning Screening Destination Table (DRN [0264](#)). A two-position numeric code

designating the Military Service component or Civil Agency authorizing the submission of provisioning screening requests. Used internally by DLA Logistics Information Service only for statistical purposes. (See volume 10, table [42](#).)

e. Output Mode/Media Code (DRN [3740](#)). A two-position alphanumeric code which designates the mode and media by which the output data is desired by the recipients of provisioning screening results. (see Appendix 1, Table 10, Output Mode/Media Code)

f. Alternate Media of Output Code (DRN [3740](#)). The output mode and media code in this position designates the alternate mode and media of output desired when the results of screening exceed electronic data output limitation (See DIC KEC) or when there is a degradation of electronic transmission. (See volume 10, table [23](#), note 3.)

g. Provisioning Screening Receiver's Address (DRN [0232](#)). The multiple line information in the exact format required to mail the output product to the recipient(s) of provisioning screening data. A separate line will be used for each line of address information as set forth in the previous instruction. An attention line if used, should be placed before the street and city address information and should be an office symbol, room number, etc. A person's name should not be used unless absolutely necessary.

h. CMD Authorization Code (DRN [0759](#)). A one-position numeric code which indicates whether or not a recipient is authorized to receive Catalog Management Data. Code 1 indicates the recipient is authorized, Code 2 indicates he is not.

CHAPTER 2
APPENDIX 7-2-A

SAMPLE LETTER OF REGISTRATION (ELECTRONIC DATA TRANSMISSION USERS)

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Director
DLA Logistics Information Service
Hart-Doyle-Inouye Federal Center
74 Washington Ave. N.
Battle Creek, MI 49037-3084

SUBJECT: Request for Registration as an Electronic Data Recipient of Provisioning and Other Preprocurement Screening Results

Following information pertinent to registration as an electronic data recipient of results of provisioning and other preprocurement screening is being furnished in accordance with [volume 7, paragraph 7.2.1.c](#), DoD 4100.39-M.

Input (Establish, Change, Delete)
Activity Code - TG
Destination Code - 12345
Service Code - 03
Media of Data - M2 (Fixed Length Record Format Record)
Address Information

Communication Routing Indicator Code - XX (per JANAP 128) XX

This contractor is/is not authorized to receive Catalog Management Data (CMD).

(signed)

**CHAPTER 2
APPENDIX 7-2-B**

**SAMPLE LETTER OF REGISTRATION (EXCEPT ELECTRONIC DATA TRANSMISSION
USERS)**

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Director
DLA Logistics Information Service
Hart-Doyle-Inouye Federal Center
74 Washington Ave. N.
Battle Creek, MI 49037-3084

SUBJECT: Request for Registration as Recipient of Provisioning and Other Preprocurement Screening Results

The following information is furnished pursuant to the above subject request:

Input (Establish, Change, Delete)
Activity Code - TG
Destination Code - 12345
Service Code - 03
Output Media Code - P7
Alternate Media of Output - P7
Point of Contact:
Telephone Number:
FAX Number:
Address Information

This contractor is/is not authorized to receive Catalog Management Data (CMD).

(signed)

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