



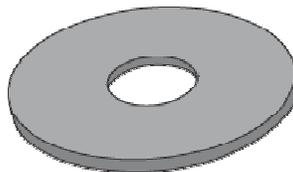
Government/Industry Reference Data Edit and Review (GIRDER) Program.

In an effort to support our Warfighters, the GIRDER program was established to maintain accurate data in the Federal Cataloging System (FCS) in order to support the “right item” at the “right place” at the “right time”. The interactive GIRDER (iGIRDER) application provides government contractors, manufacturers, vendors and suppliers the ability to review and (or) update product information through a WEB application. iGIRDER is available at: <http://www.dlis.dla.mil/gidm/>. (Note: registration is required to insure secured access).

PLEASE READ ABOUT US BEFORE YOU START.

The Reference Number is known as the combination of the CAGE code and Part Number or manufacturer’s Item Identifying Number. Please verify/validate the accuracy of your Commercial and Government Entity (CAGE) code and Part Numbers (P/N) in relation to the National Stock Number (NSN) assigned in the FCS. In reviewing for accuracy understand that part numbers may be reformatted to meet government standards e.g. (P/N) 35657-5% will read **35657-5PCT** in the FCS. A (P/N) 4’BY 4’ will read **4FTX4FT** in the FCS. For additional formatting procedures refer to DoD 4100.39-M Volume 10, Table 22 at <http://www.dlis.dla.mil/forms/forms.asp>, select Forms and Publications, and then select FLIS Procedures.

What would you call this?



A washer? A spacer? A shim?

Well, if you’re not sure, then you understand how important it is to establish a common name and description for a single item. This item is classified as a **WASHER, FLAT** in the Federal Logistics Information System (FLIS). A variety of manufacturers’ item names for identical parts created inconsistencies in the various

logistics management systems, making it difficult to control inventories. A common language of supply was needed to manage the growing complexity of modern logistics. So please keep all of this in mind when working the extract.

How do I get an NSN assigned to our Part Number if one is not assigned? The Inventory Control Points (ICP) are the only ones that can submit action for an NSN assignment. This is based on reoccurring supply demands, or a service/agency requirement to support a weapon system. You can register with each ICP for possible future solicitations <http://www.dlis.dla.mil/related.asp> or register at *Federal Business Opportunities* - FedBizOpps.gov

The accompanying file is a listing of your company's active "buy" items recorded in the FCS. The extracts being sent will contain the following columns:

ACTREQ - Action required GIRDER codes listed below.

PICA - Primary Inventory Control Point

PART NUMBER - Reference Number or Manufacturers Identification Number

NEW CAGE Code – used with GIRDER ACTREQ code J1, J2, and J3.

NEW PART NUMBER – used with GIRDER ACTREQ code L1, L2, and L3

REFNOCOMMENTS –used with GIRDER ACTREQ code N for Additional information

FSC - Federal Supply Class-FSC and NIIN make up the National Stock Number

NIIN - National Item Identification Number

ITEM NAME - Current Item Name assigned in FSC

RNCC/VC - Reference Number Category Code and Verification Code

The columns that you may enter data into are: **ACTREQ** (GIRDER code), **New CAGE code**, **New P/N**, and **REFNOCOMMENTS** (any additional comments). Place the appropriate code in the **ACTREQ** (GIRDER Code) column for all Reference/Part Numbers that need to be updated to reflect the corrected data. When reviewing your extract please refer to the list of **ACTREQ** (GIRDER Codes) below. If you are not sure how to interpret a code for an item, please contact us first. To ensure prompt processing of your updates, please e-mail your completed extract along with any questions/comments to iGIRDER@dlam.mil or FAX (269) 961-4485.

If at all possible, please return the completed CAGE/part number extract in the same format you received it. That will simplify our processing of the data. Also provide the point of contact who worked the extract in case questions arise, include phone number .ext and/ or email.

Permissible combinations of two ACTREQ (GIRDER codes) when CAGE code and part number/reference number are changed: J1L1 J1L2 J1L3 J2L1

ACTREQ
(GIRDER CODE)

EXPLANATION

- A** **The Reference Number (CAGE code + Part Number/Item identifier) is accurate, current, and available. Note:** The Manufacture is not required to have stock on hand. If you leave the ACTREQ cell blank, you are indicating to us that the part number fits in this category.
- B** **Schedule B item – Export/imports** The Census Bureau has notified the Defense Distribution Center (DDC) that in the near future, they will require a valid Schedule-B code on all items shipped by DoD. To assure the proper Schedule-B code is used by DoD to ship your item, please provide the applicable 10 digit Schedule-B code in the **REFNOCOMMENTS**. Schedule B codes can be found at: <http://www.census.gov/foreign-trade/schedules/b/>
- J1** **CAGE code is in error (provide new CAGE code and/or company name, and address). IMPACT:** The existing CAGE code and part number will be changed to an obsolete reference number. The new CAGE code (the one the submitter provides) and the existing part number will be added as an ‘active’ or ‘buy’ reference number. If the CAGE the submitter provides is associated with the company then the company will still be notified of solicitations for bid. If the CAGE belongs to an unrelated company, then the submitter’s company will no longer be notified of solicitations. If the part number/reference number changes with the CAGE code see L1, L2 and L3 for permissive combinations.
- J2** **Production item or items were sold to a different corporation (provide CAGE code or company name and address). IMPACT:** Similar to the J1 above. If the part number/reference number changes with the New CAGE code see L1, L2 and L3 for permissive combinations.
- J3** **Entire Company was sold to a different corporation (provide new CAGE code or company name). IMPACT:** Similar to J1. If the part number/reference number changes with the CAGE code see L1, L2 and L3 for permissive combinations, and add the new part number in the appropriate field. This does require documentation such as a novation agreement etc.
- K** **Part number is not recognized by this Manufacturer or was never sold to anyone. IMPACT:** The submitter’s reference number remains on the NSN but will be coded as an obsolete reference number. If the submitter knows of the true/valid manufacturer enter that information in the RNNOTES.

- L1 Part Number is in error.** Use the L1 only if the part number is formatted incorrectly, or has changed formatting (reference the above government standard formatting), or the part number has been modified, but still represents an **exact duplicate** of the original design control item of production. **IMPACT:** The submitter's reference number remains on the NSN but will be coded as an obsolete reference number. The new reference number will be added to the existing NSN as an active buy item.
- L2 Part Number has Changed.** Provide the new part number, which represents a **change** from the original design control; however it is fully interchangeable with what the original design meets (Fit, Form, and Function plus Application). **IMPACT:** The submitter's reference number remains on the NSN but will be coded as an obsolete reference number. The new reference number will be added to the existing NSN as an active buy item. Some cases may require a new NSN to be assigned.
- L3 Part Number has been Replaced.** Item no longer represents the original design or production item. **New item cannot be substituted for old item** nor can the old item be substituted for new item. **IMPACT:** There will be no action taken until review and approval from the engineering office and the Inventory Control Points. This action requires a new NSN to be assigned.
- M Obsolete Part Number.** Production of this item has been discontinued. **Note:** when using this code ensure all stock/assets have been depleted. Do not use this code if it represents a design control drawing and can still be manufactured even if your company no longer manufactures the item. **IMPACT:** The submitter's reference number will be coded obsolete. No solicitations or offers for bid will be conducted.
- N Other** (please provide explanation in the **REFNOCOMMENTS**). **Note:** ensure that none of the above explanations apply before using this code.

All submitted updates are entered on the 5th of each month. You can track the status of updates at: <http://www.dlis.dla.mil/qdb/> Select the Search option and enter your CAGE or Part Number.

Also available is WebFLIS <http://www.dlis.dla.mil/webflis/default.asp> click on Public Search

Your company can also become a supplier through DOD EMALL at:
<https://emall6.prod.dodonline.net/main/> Click on 'Supplier's Corner' then click on
'How to become a supplier'

Pictures in DLIS Products program would be greatly appreciated. We take a photo that relates to an Item of Supply and have it viewable when that item is being researched within one of the DLIS products (FEDLOG, WEBFLIS, and UDR). This makes identification much easier and helps with the re-ordering of that item. Digital photos (color or B&W) are preferred with a minimum file size of 5k and saved as a JPG or GIF. Multiple pictures (ex: front and side view) can be used for an individual item and all logos and trademarks will be removed so as to eliminate any construed favoritism. To view an example of a part and a sample photo, go to the public site of Web FLIS: (https://www.webflis.dlis.dla.mil/WEBFLIS/ASPscripts/pub_search.aspx) and enter NIIN 014947621.

Submitted questions/photos can be sent to photographs@dla.mil with a cross-reference linking each photo to its respective NSN or mailed (DVD/CD) to:

DLIS-VPH
Attn: (Deleted)
Federal Center
74 Washington Ave N, STE 7
Battle Creek, MI 49017-3084

We thank you for your Support! And we look forward to any future updates.

If you have questions or concerns please feel free to contact me.

Defense Logistics Information Service
GIRDER Program Management Office