



Provisioning Manual

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Subj: PROVISIONING MANUAL

- Ref:
- (a) Public Law 81-152, Federal Property and Administrative Services Act of 1949
 - (b) Code of Federal Regulation Title 41 – Public Contracts and Property Management, (41 CFR 101-30)
 - (c) Federal Catalog System Policy Manual, DoD 4130.2-M
 - (d) Federal Logistics Information System (FLIS) Procedures Manual, DoD 4100.39-M, Volume 4, Item Identification
 - (e) Department of Defense Provisioning and Other Procurement Screening Manual, DoD 4100.38-M
 - (f) Naval Supply Procedures, Afloat Supply, NAVSUP Publication 485, Volume 1, Part B, Material Classification
 - (g) Mission Support Handbook 2011 version 2.0
 - (h) Mission Support Strategic Blueprint FY2011-215 version 1.0
 - (i) Defense Integrated Material Management Manual for Consumable Items, DoD 4140.26-M
 - (j) Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4 (series)
 - (k) Coast Guard Handbook of Acquisition Logistics and Templates (CG HALT), COMDTINST M4105.13 (series)
 - (l) System Integrated Logistics Support Command (SILS) Policy Manual, COMDTINST M4105.8 (series)
 - (m) Major Systems Acquisition Manual, COMDTINST M5000.10 (series)
 - (n) Non-Major Acquisition Process (NMAP) Manual, COMDTINST M5000.11 (series)
 - (o) Joint Regulation Governing the Use and Application of Uniform Source Maintenance and Recoverability Codes, OPNAVINST 4410.2A
 - (p) Navy Uniform Source, Maintenance, and Recoverability (SMR) Codes, NAVSUPINST 4423.29
 - (q) DoD Requirements for a Logistics Support Analysis Record, MIL-STD-1388-2B
 - (r) Logistics Management Information (LMI) Performance Specification, MIL-PRF-49506
 - (s) DoD Handbook Acquisition Logistics, MIL-HDBK-502
 - (t) Logistics Product Data, GEIA-STD-0007, (August 2007)

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NON-STANDARD DISTRIBUTION:

- (u) Logistics Product Data Handbook, GEIA-HB-0007-A, (August 2007)
- (v) Unique Identification (UID) Standards for a Net-Centric Department of Defense, DoD Directive 8320.03
- (w) Federal Acquisition Regulation, Part 27-Patents, Data and Copyrights, Part 45-Government Property, Part 52-Solicitation Provisions and Contract Clauses, Subpart 52.245-1, Government Property
- (x) Defense Demilitarization Manual, DoD 4160.21-M-1
- (y) Code of Federal Regulation Title 15 - Commerce Control List, 15 CFR Part 774
- (z) Open Technical Dictionary, International Organization for Standardization (ISO) 22745
- (aa) Data Quality, International Organization for Standardization 8000Public Law 81-152, Federal Property and Administrative Services Act of 1949
- (bb) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)

1. PURPOSE. Provisioning is the process of determining the range and depth of repair parts that are required to support an end item for an initial period of time. Cataloging is the process of assigning a National Stock Number (NSN) to an item that is repeatedly bought, stocked, stored, issued, and used throughout the Federal Supply System. This Manual establishes provisioning and cataloging requirements, roles and responsibilities, and formally reiterates the Coast Guard's commitment to participate in the Federal Catalog Program (FCP).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.

- b. This Manual will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Manual, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Manual.
7. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

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TABLE OF CONTENTS

Background

Chapter 1. MISSION SUPPORT LOGISTICS ENTERPRISE	1-1
A. Introduction	1-1
B. Mission Support Business Model	1-1
C. Mission Support Strategic Blueprint	1-1
Chapter 2. COAST GUARD PROVISIONING	2-1
A. Life Cycle Support	2-1
B. Initial Provisioning, Re-provisioning, and Replenishment Provisioning Requirements	2-1
C. Provisioning Planning and Total Material Management	2-1
D. Defense Logistics Information System NSN Assignment	2-2
E. Provisioning Processes and Products	2-2
F. Standard Support Analyses Procedures	2-2
G. Major and Non-Major Systems Acquisition Systems Life Cycle Planning	2-2
H. Source, Maintenance and Recoverability (SMR)	2-2
I. Provisioning Life Cycle Management Resources	2-3
J. Provisioning Data Format Standards	2-3
K. Maintenance Planning Requirements	2-3
L. Provisioning and ILSP	2-3
M. Data Product Deliverables	2-3
N. Performance Measures	2-3
O. Waivers	2-3
Chapter 3. COAST GUARD CATALOGING REQUIREMENTS	3-1
A. National Stock Number (NSN) Requirements	3-1
B. Commandant (CG-4) NSN Approvals	3-1
Chapter 4. ROLES AND RESPONSIBILITIES	4-1
A. The Office of Logistics Program Management, Commandant (CG-441)	4-1
B. The Project Manager	4-1
C. The Asset Project Office	4-1
D. APO Formal Acceptance	4-3
E. Asset Logistics and Service Center Sustainment Life Cycle Management	4-3
F. The Project Resident Office (PRO)	4-4
G. Manufacturers, Contractors or System Integrators	4-4

Appendix A	Contractor Deliverables	A-1
Appendix B	Provisioning Data Item Descriptions	B-1
Appendix C	Acronyms	C-1

Background

Inefficiencies within the supply system and procedures for cataloging items of supply, led to the passage of Public Law 81-152, the Federal Property & Administration Services Act of 1949, which called for the establishment of a common logistics language known as the Federal Catalog System (FCS). Of note, the Federal Property Management Regulations, 41 CFR 101-30.001, Public Contracts and Property Management, FCS, applies to all Federal Agencies. Pursuant to 41 C.F.R 101-30.501:

- (a) The Administrator of General Services delegated authority to the Secretary of Defense to develop and maintain the FCS. This delegation provided for the cataloging system to continue to provide for the identification and classification of personal property under the control of Federal agencies and to maintain uniform item management data required and suitable for interdepartmental supply activities.
- (b) *The Federal Catalog System Policy Manual, DoD 4130.2-M and the **Defense Integrated Data System (DIDS) Procedures Manual, DoD 4100.39-M are equally applicable to all Department of Defense (DoD) and civilian agencies. The Federal Supply Service, GSA, and the DoD share joint responsibility for the coordination of civilian agency cataloging to ensure the integrity of the system and the compatibility of civilian and military agency participation in the FCS.

The Department of Defense Provisioning & Other Procurement Screening Manual, DoD 4100.38-M and the Defense Integrated Materiel Management Manual for Consumable Items, DoD 4140.26-M were published under the authority of DoD 4100.39-M, Federal Logistics Information System (FLIS) Procedures Manual. The procedures in this Manual provide cataloging processes, provisioning and other pre-procurement screening service to meet the requirements of DoD activities, other Federal Government activities, and contractors acting as Government Agents complying with the mandate expressed in DoD 4100.39-M. This Manual is applicable to the CG.

The CG must comply with the policies and procedures set forth in DoD 4100.39-M when such matters are specifically imposed on the CG. In the absence of a specific CG requirement, the CG must adhere to the requirements imposed on civilian federal agencies. DoD manuals promulgated under the auspices of DoD 4100.39-M are applicable to the CG anytime the manual states "are equally applicable to all DoD and civilian agencies" and/or "to meet the requirements of DoD activities, other Federal Government activities, and contractors acting as Government Agents."

*Note: The DoD Directive 4130.2-M, The Federal Catalog System has been superseded by Federal Logistics Information System (FLIS) Procedures Manual, DoD 4100.39-M.

**Note: The title of DoD 4100.39-M, has been changed to the Federal Logistics Information System (FLIS) Procedures Manual.

Chapter 1. Mission Support Logistics Enterprise

- A. Introduction. The Federal Catalog Program's (FCP) purpose and its applicability to Federal agencies including the CG are outlined in references (a) thru (f). Reference (c) establishes the policies and procedures required for FCP participation. Reference (f) identifies items exempted from the FCS. The CG Modernization and Strategic Vision for Mission Support is promulgated in references (g) thru (h) and provides the foundation for the logistics enterprise.
1. To comply with the Assistant Commandant for Engineering and Logistics (CG-4) Technical Authority's Provisioning Policy, CG Inventory Control Points (ICPs) shall comply with reference (i) for the management of material.
 2. References (j) thru (bb) shall be incorporated into CG provisioning process guides and desk guides, hereafter referred to collectively as desk guides, to comply with the Assistant Commandant for Engineering and Logistics (CG-4) Technical Authority's Provisioning Policy.
- B. Mission Support Business Model. Reference (g) is the enterprise document that outlines the Mission Support Business Model. This consists of configuration management, organizational and depot maintenance commonly known as bi-level maintenance, total asset visibility, and product line management which drive the provisioning policy. This document supports modernization and participation in the Mission Support Business Model.
- C. Mission Support Strategic Blueprint. Desk guides shall adhere to the direction provided in reference (h) to meet current and future logistics initiatives. The Mission Support Strategic Blueprint logistics' initiatives and this Provisioning Manual contain guidance and policy for CG provisioning. This Provisioning Manual combined with Commandant (CG-4) Technical Authority and the Mission Support Strategic Blueprint shall provide the framework to develop standard provisioning business practices to incorporate into desk guides.

Chapter 2. Coast Guard Provisioning

- A. Life Cycle Support. This Provisioning Manual requires all systems and equipment, including commercially available equipment to be logistically supported throughout its life cycle to accomplish CG missions. Therefore, all CG and commercial parts (consumable and repairable), equipment, systems, and major end items of equipment shall be fully supported within the Mission Support Business Model. This will require advance planning that must factor the Coast Guard's needs for technical data rights and appropriate use licenses (e.g., computer software).
1. CG provisioning policies require life cycle logistical support for commercial and non-commercial systems and equipment to accomplish CG missions in accordance with references (i) and (j).
 2. Reference (j) provides guidance to standardize ICPs total material management supply support.
- B. Initial Provisioning, Re-provisioning, and Replenishment Provisioning Requirements. The Logistics and Service Centers shall maintain a single joint provisioning process guide. Units may issue local provisioning guidance that complies with the process guide as needed. Initial provisioning is the process of determining the range and depth of repair parts that are required to support an end item for an initial period of time. The term “range” refers to the number of different spare parts carried for the asset while “depth” refers to the number of each part carried for the asset.
1. Predicting the range and depth of spare and repair parts requires extensive modeling and analysis. This includes initial, re-provisioning, and replenishment support as well as levels for life cycle support. Initial provisioning, re-provisioning, replenishment requirements and processes are required to be fully defined in desk guides.
 2. In order to determine and validate demand requirements during provisioning and sustainment provisioning, desk guides shall contain procedures for a spare parts optimization model (also known as readiness-based sparing model). It shall be used to determine stocking levels for spare parts to minimize the cost of inventory while meeting availability constraints.
- C. Provisioning Planning and Total Material Management. The total material management responsibility requires standard supply support policies and practices between the ICPs to meet spare/repair part requirements and information life cycle support for operational and maintenance requirements in accordance with reference (j). In accordance with reference (j), desk guides shall contain procedures to perform all the responsibilities required for total material management. Also, desk guides shall contain processes to perform provisioning planning as written in reference (j) and contain a Provisioning Checklist tailored to the specific needs of the acquisition contract as a precursor to reaching total material management.

- D. Defense Logistics Information System NSN Assignment. Provisioning process guides shall emphasize use of the Federal Supply System to support personnel providing logistics support according to the Mission Support Business Model and Commandant (CG-4) policy. Moreover, provisioning within the Mission Support Business Model according to Commandant (CG-4) policy requires coordination with and relying on Defense Logistics Information System (DLIS) for the assignment of NSNs for new equipment and existing equipment with no previous NSN and cataloging services. Desk-guides should reflect DLIS contribution to provisioning support within the Mission Support Business Model.
- E. Provisioning Processes and Products. Process guides shall implement processes to acquire products and/or manage business practices for the following sections of reference (l): provisioning information, provisioning methods, special provisioning techniques, provisioning conferences, and data format and transfer.
- F. Standard Support Analyses Procedures. As part of the maintenance planning and provisioning process, desk guides shall discuss and adopt standard procedures for the following support analyses: Reliability Centered Maintenance (RCM), (the Maintenance Requirements List (MRL) and Maintenance Procedure Card (MPC) development are a result of the RCM. All items listed on the MRLs shall have MPCs and must be provisioned), Reliability Maintainability Availability (RMA), Failure Modes Effects and Criticality Analysis (FMECA), Maintenance Task Analysis (MTA) and Level of Repair Analysis (LORA). Desk guides shall list in the reference section the applicable references that thoroughly cover the concepts and provide the procedures for conducting the support analyses. Refer to reference (k) for the applicable references for the analyses.
- G. Major and Non-Major Systems Acquisition Systems Life Cycle Planning. The Coast Guard Handbook of Acquisition Logistics and Templates (CG HALT) provides a standard approach regarding life cycle planning for major and non-major systems acquisition systems and associated project management to establish contractual logistics requirements.
1. Analysis requirements under the category of supportability analysis are described for each life cycle phase (Analyze/Select, Obtain, and Produce/Deploy/Support). The templates in the CG HALT allow for logistics requirements' tailoring based upon specifics unique to the project.
 2. However, reference (k) shall be considered a viable resource to develop desk-guide procedures for the identification and implementation of logistics requirements to provide integrated logistics support.
- H. Source, Maintenance and Recoverability (SMR). Another important aspect of maintenance planning that has to be covered in the desk-guide is the determination of SMR codes used to communicate maintenance and supply instructions to the CG organizational and depot support levels and the using commands for the logistics support of systems, equipment, and end items.
1. Desk guides shall develop business practices and processes that comply with references (n) and (o) for SMR code development. Desk guides shall discuss the purpose of SMR codes and the data sources that assist Subject Matter Experts (SMEs) in assigning SMR codes.

2. Specifically, the desk-guide should cover the stakeholders involved and Provisioning Technical Documentation (PTD) required for SMR code decisions in the context of the maintenance planning.
- I. Provisioning Life Cycle Management Resources. References (q) thru (u) may be used to provide guidance for conducting supportability analysis, and logistics planning that produces logistics product data. The CG has positioned itself within the Federal Supply System to leverage resources with other agencies per the policy, standards, best practices, and procedures outlined in references (v) thru (bb).
 - J. Provisioning Data Format Standards. It is imperative that a usable data format standard and plan to transfer the data from the contractor be developed. Provisioning data will generally be delivered via an electronic medium. The contractor shall be permitted wide latitude in the choice of computer applications to gather provisioning data. However, the data must be delivered in a format that is compatible with applicable provisioning CG databases. If the capability exists the government shall seek a data standard that can be electronically uploaded directly to the CG system from the Contractor Database.
 - K. Maintenance Planning Requirements. Reference (k) shall be considered to develop and deliver tailored logistics requirements for maintenance planning, supportability analysis, supply support, provisioning, and cataloging within reference (l). In the context of provisioning, planning for integrated logistics support (ILS) shall be conducted in accordance with references (l) thru (n) with exception of the provisioning responsibilities section in reference (l). Desk guides shall use Chapter 4, Roles and Responsibilities in this document to establish an activity's provisioning responsibilities.
 - L. Provisioning and Integrated Logistics Support Plan and Logistics Support Plan. Provisioning processes shall be included in the Integrated Logistics Support Plan (ILSP) and Logistics Support Plan (LSP). The ILSP shall comply with the reference (m) format for major acquisitions. The LSP shall comply with the reference (n) format for non-major acquisitions. The provisioning processes contained in the ILSP and LSP shall be a product of the guidance, best practices, and direction outlined in the desk-guide.
 - M. Data Product Deliverables. As a part of the Data Product Deliverables, the contractor's PTD submittal shall include the Component Identification Data (CID) used for all systems and equipment. In addition, the contractor shall use the CID to deliver Provisioning Header Data, and Certificate of Identity (COI). The minimum requirement for contractor deliverable data is contained at Appendix A. In addition, all PTD shall contain the provisioning requirement format as indicated at Appendix B.
 - N. Performance Measures. When the preferred source of supply has been selected and the equipment and end items are stable, the Provisioning desk guides shall contain provisioning performance measures. Measurement criteria should as a minimum include customer-oriented and efficiency-oriented measurement goals.
 - O. Waivers. The Technical Authority Commandant (CG-4) shall be the waiver approval authority with sponsor concurrence. Waivers of provisioning requirements are generally not

allowed. An exception to the provisioning policy is when a project or appropriate support manager determines, for justifiable reasons, that documentation and supply support are not required. Waivers will only be granted for the following circumstances:

1. The item is such a low cost to procure that it is more cost effective to replace than to repair.
2. The item will be supported by contract for its entire life and under no circumstances will the CG establish an organic supply support capability.
3. The item is an existing CG inventory item for which provisioning information is already possessed. The new items to be procured must be exactly the same as the current inventory item.

Chapter 3. Coast Guard Cataloging Requirements

- A. National Stock Number (NSN) Requirements. All acquisitions that require supply support shall be fully cataloged. Items exempted from cataloging are defined in reference (f). The CG provisioning activities are required to use Type IV National Stock Numbers (NSNs) as defined in reference (d) for all acquisitions (major and non-major) and modifications (major and non-major). Coast Guard contracts shall state the following: "Form, Fit and Function are required for item identification in the assignment of NSNs." Form, Fit and Function is defined as "technical data that describes the required overall physical, functional, and performance characteristics (along with the qualification requirements) of an item, component, or process to the extent necessary to permit identification of physically and functionally interchangeable items." For circumstances that arise and prevent cataloging to the level of Type I or Type IV (NSNs) catalog to the level that the data allows.
- B. Commandant (CG-4) NSN Approvals. Pursuing NSNs other than Type I or Type IV require prior approval from the Engineering and Logistics Technical Authority, Commandant (CG-4). Desk guides shall clearly state the requirement for Commandant (CG-4) prior approval before pursuing NSNs deemed unacceptable by Type or level of information provided per this Manual. Moreover, the process guides shall list NSN types in accordance with reference (d) requiring Commandant (CG-4) approval before they are assigned.

Chapter 4. Roles and Responsibilities

- A. The Office of Logistics Program Management, Commandant (CG-441). Commandant (CG-441) establishes and maintains current instructions and manuals that provide provisioning policy guidance so that Acquisition Project Managers (PM) can properly contract for provisioning data.
- B. The Project Manager. The Project Manager has the following responsibilities:
1. Obtain input from the Asset Project Office (APO) concerning provisioning requirements.
 2. Ensure that correct and complete provisioning requirements, appropriately tailored, are included in the contracts Contract Data Requirements Lists (CDRL), Data Identification Data (DID), and purchase documents for systems or equipment or engineering changes.
 3. Require systems integrators and manufacturers to include the requirement for PTD in their subcontracts.
 4. Plan, program, and budget for the acquisition of required PTD.
 5. Monitor the technical support manager's and provisioning activities progress.
 6. Establish and participate in provisioning Integrated Product Teams (IPT) (should be established early in the acquisition process).
 7. Establish and chair (or delegate chair authority) provisioning conferences. Hold a Provisioning Guidance Conference (PGC), usually within 90 days after a production contract award.
 8. Review and approve the PTD Submission Schedule and track progress of PTD submittals.
 9. Coordinate the development of maintenance concept plans to correspond with the existing CG's Logistics infrastructure and maintenance guide for incorporation into the Concept of Operations (CONOP).
 10. Measure the adequacy of the provisioning process in accordance with the Provisioning Performance Measures section provided within this Manual.
- C. The Asset Project Office (APO). For new surface acquisitions, the primary CG provisioning activity is the APO in Baltimore, MD. Provisioning activities shall have a documented provisioning desk-guide based on clearly defined readiness objectives, maintenance philosophies, available resources, and the appropriate provisioning model. The APO retains primary Acquisition Life Cycle Management for assets until transition to sustainment. The nature and philosophy of the specific program determines the transition to sustainment. In addition, the APO plans, manages, and executes the transition for legacy assets into the Mission Support Business Model. Refer to the Mission Support Organization 2.0 Cornerstone Document within the CG Portal intranet for details of the Mission Support Business Model.

The APO has the following responsibilities:

1. Provide engineering representation, as applicable, for technical matters pertaining to provisioning.
2. Participate as a member of IPTs.
3. Monitor the submission schedule of PTD to the provisioning activity.
4. Coordinate the provisioning requirements covered by CG HALT, COMDTINST M4105.13 (series) with all agencies and activities concerned with initial material support.
5. Coordinate resource requirements with provisioning and maintenance activities for maintenance and supply support as required.
6. Assist with the development of maintenance philosophies and concepts, the assignment of SMR codes, and the LORA.
7. Develop and maintain internal processes and practices and recommendations for CG wide provisioning policy based on lesson learned and changing requirements.
8. Provide Provisioning Contract Control Numbers (PCCN) to the PTD submitter(s). The PCCN is assigned by the government and will be provided at the provisioning start of work meeting. Ensure equipment identification and assign Equipment Identification Codes (EIC) as required.
9. Assist in the development of Provisioning Requirement Statements/Statement of Work (SOW) and associated ILS CDRLs.
10. Receive PTD from the system integrator or system/equipment manufacturer.
11. Review and verify PTD and technical coding in accordance with the contract data requirements list, data item descriptions, and the maintenance plan.
12. Determine supply support configuration and allowance list worthiness.
13. Utilize a spare parts optimization model/readiness-based sparing model to determine and validate demand requirements.
14. Provide budget inputs for both initial provisioning and projected system stock requirements.
15. Convene and participate in provisioning guidance conferences and meetings as required.
16. Ensure provisioned support items are coded and reviewed for shelf-life considerations.
17. Build initial outfitting lists.
18. Perform Federal Logistics Information System screening (DoD 4100.39-M, Department of Defense Provisioning and Other Procurement Screening Manual.)
19. Coordinate with the DLA LIS for NSN assignments for new supply items and existing supply items without NSNs.
20. Build complete and accurate allowance documents that reflect the approved support and maintenance philosophies, concepts and plans.

21. Inventory and/or stage supply support materiel as directed.
 22. Build outfit platforms/end items list as required.
 23. Coordinate the selection of the best provisioning, supply support or Performance Based Logistics (PBL) model with the project manager and product line manager.
 24. Evaluate provisioning performance through the analysis of performance metrics.
- D. APO Formal Acceptance. The APO is responsible for CG assets post signature of the Material Inspection and Receiving Report, DD Form 250 (formal CG acceptance of a system) by the Project Office and ensuring that each asset meets all CDRL's. The APO is responsible for all aspects of asset logistics, engineering, and operational support until the newly acquired capability has been optimized to meet cost, schedule, and performance levels.
- E. Asset Logistics and Service Center Sustainment Life Cycle Management. For CG legacy assets in the sustainment phase the primary provisioning responsibility resides with the Logistics and Service Centers. Moreover, Surface Force Logistics Center (SFLC) has provisioning responsibility for hull, mechanical and electrical (HM&E). The Command, Control, Communications, Computers and Information Technology (C4IT) Service Center has provisioning responsibility for C4IT assets. The Aviation Logistics Center (ALC) has provisioning responsibility for aviation assets, most avionics (aviation electronics) and aviation ground support equipment to include avionics test equipment. The SFLC, C4IT, and ALC responsibilities include:
1. Provide engineering representation, as applicable, for technical matters pertaining to provisioning.
 2. Participate as a member of IPTs as required.
 3. Assist with the development of maintenance philosophies and concepts (to include MRL and MPCs).
 4. Develop and maintain internal processes and practices and recommendations for CG wide provisioning policy based on lessons learned and changing requirements.
 5. Provide subject matter expertise to assist in the development of Provisioning Requirements Statements/SOW and associated ILS CDRLs.
 6. Convene and participate in provisioning guidance conferences and meetings as required.
 7. Perform Federal Logistics Information System screening (DoD 4100.39-M, Department of Defense Provisioning and Other Procurement Screening Manual).
 8. Coordinate with the DLA LIS for NSN assignments for existing supply items without NSN or for new supply items resulting from approved configuration changes/Time Compliance Technical Orders (TCTOs) during sustainment of an asset.
 9. Coordinate with the Primary Inventory Control Activity (PICA) to review the Major Organizational Entity Rule and submit requests for each existing NSN requiring CG registration. Provide follow on validation and screening for projected requirements on an annual basis, in order to maintain continued supply support.

10. Utilize a spare parts optimization model/readiness-based sparing model to determine and validate demand requirements.
 11. Inventory and/or stage supply support materiel as directed.
 12. Maintain a supply support review program for each platform. A periodic review shall be conducted to ensure support philosophy meets evolving program requirements.
 13. Evaluate provisioning performance through the analysis of performance metrics.
- F. The Project Resident Office (PRO). The PRO (when established) is generally located at the contractor facility for major acquisitions. Their responsibilities include overseeing all aspects of contract administration including monitoring contractor performance, managing risks, establishing closer communication and coordination with the contractor to minimize contract changes, control cost growth, and monitoring shipping and delivery of acquired assets. The PRO's provisioning responsibilities include:
1. Ensure that contractual provisioning obligations are achieved.
 2. Establish direct liaison with provisioning activities.
 3. Validate end items, equipment and components, prior to CG acceptance to ensure that PTD submitted reflects the physical configuration baseline.
 4. Participate in provisioning conferences listed in the Provisioning Conferences section of this Manual.
- G. Manufacturers, Contractors or System Integrators. The Manufacturers, contractors or system integrators responsibilities at a minimum shall provide the following deliverables:
1. Develop, procure and deliver the PTD required by the contract. The Certificate of Identity (COI) may satisfy the requirement for PTD. The Government will evaluate if it is acceptable for the contractor to submit a COI in lieu of PTD whenever previously submitted PTD may meet the requirements of the contract. COI certifies that the information has previously been submitted to, and accepted by the government.
 2. Develop and submit to the Government the Provisioning Technical Documentation Submission Schedule (PTDSS) as required by the contract.
 3. Provisioning requirements identified in the primary contract must be levied or addressed in subsequent subcontractor or vendor agreements
 4. Provisional screening shall be performed on all systems, equipment, components, and repair parts provisioned, for the purpose of identifying NSNs. For any provisioned item with an assigned NSN, the NSN must be included within the provisioning data.
 5. Participate, host and provide support in provisioning conferences as required.
 6. Participate as a member of IPTs as required.

APPENDIX A - CONTRACTOR DELIVERABLES

The Contract Statement of Work along with applicable CDRLs and DIDs will establish schedules, identify actions and delineate the specific procedural and deliverable data requirements applicable to the solicitation or contract. The following documents and items set forth in Appendices A & B reflect the minimum contract data requirements for provisioning and should be tailored by the Provisioning Team for application to each individual program. Each CDRL listed below shall be renumbered when written into applicable contracts.

- CDRL-001 Provisioning Conferences - The Contractor shall provide facilities for provisioning conferences as required unless the Government chooses to hold the conference at a Government facility. The following types of provisioning conferences are possible:
- Provisioning Guidance Conference (PGC) - The USCG holds a PGC to ensure mutual understanding of provisioning requirements and responsibilities. It should solidify the provisioning team's understanding of the provisioning System being used to develop and submit PTD. Contractor personnel who will prepare the provisioning documentation are required to attend. The attendees of the PGC should thoroughly review the contract requirements and be ready to present any questions and recommendations relative to the provisioning requirements. The Contractor will prepare a System block diagram/family tree (refer to the System Configuration Provisioning List [SCPL]) to facilitate the determination of the level to which PTD submission will be required.
- Long Lead Time Provisioning Conference (LLTIPC) - PGC attendees will address the requirements and criteria for the LLTIPC. The purpose of the LLTIPC is to identify those items with a production/acquisition period warranting early acquisition. The output of the LLTIPC will be the LLTIL that the contractor shall develop with the conference attendees.
- Interim Support Item Provisioning Conference (ISIPC) - Requirements and criteria for the ISIPC will be addressed during the PGC.
- CDRL-002 Provisioning Agenda - The Contractor shall develop and deliver the agenda for all provisioning related conferences.
- CDRL-003 Provisioning Conference Minutes - The Contractor shall develop and deliver the minutes for all provisioning related conferences.
- CDRL-004 Master Equipment Configuration List (MECL) - A technical and supply document prepared for an individual System which lists the equipment and components installed, associated on board repair parts, special tools, test equipment, miscellaneous portable items, and equipment required to perform its mission.
- CDRL-005 Equipment Long Lead Time Items List - This data consists of those items which, because of their complexity of design, complicated manufacturing process or limited

production capacity, may cause production or procurement cycles which would preclude timely and adequate delivery, if not ordered in advance of normal provisioning.

- CDRL-006 Commercial Off-the-Shelf (COTS) Manuals - Technical manuals associated with all commercial off-the-shelf items, either supplied by the manufacturer, or developed by the Government or Contractor as defined by CDRL requirements.
- CDRL-007 Provisioning Technical Documentation Submission Schedule - A schedule that outlines in a month/percent illustration the PTD submission progress schedule.
- CDRL-008 Ship Level Provisioning Parts List - A list that contains shipboard installed units that are not readily associated to specific equipment. It is only used in contracts for construction, modernization and availabilities of ships or service craft.
- CDRL-009 Provisioning Parts List (PPL) - Identifies the listing of parts or physical composition of the equipment in some logical order such as, top-down or circuit symbol number sequence. This listing of parts should contain all parts subject to wear or failure and other items required for maintenance throughout the life cycle.
- CDRL-010 Engineering Data for Provisioning (EDFP) - The technical data which provides definitive identification of dimensional, materiel, mechanical, electrical, or other characteristics that depict the physical characteristics, location, and function of the item. EDFP is used for provisioning of the support items of the end article(s) on contract.
- CDRL-011 System Configuration Provisioning List - A list that establishes family-tree relationships for units of the equipment when the PPL is prepared for an activity. It also includes items which will be government furnished and separately provisioned.
- CDRL-012 Design Change Notice - A document used to identify changes to previously deliver item which add to, delete, supersede or modify items which are approved for incorporation into the end item.
- CDRL-013 Interim Support Items List - This data consists of those support items required between operational need date and the point in time that provisioning for operational requirements has been accomplished.
- CDRL-014 Outfitting Operations Plan Parts II and III - Outfitting Operations Plan (cutters only). The Contractor shall established outfitting procedures to be used in accomplishing the detailed requirements contained herein and described them in an outfitting operations plan. The Contractor shall provide outfitting documentation and support in the Outfitting Operations Plan. The Outfitting Operations Plan shall cover all onboard material. The onboard materials shall be loaded in accordance with MIL-STD-1339C.

- CDRL-015 Tools and Test Equipment List - The list consisting of support equipment required to inspect, test, calibrate, service, repair, or overhaul an end item.
- CDRL-016 Component Identification Data (CID) for Certificate of Identically (COI) - The Contractor shall use CID to submit identification data for all Systems and equipment. CID shall be delivered concurrently with every submittal of Data Product Deliverable. The Contractor shall use CID for submittal of the Certificate of Identicality.
- CDRL-017 Component Identification Data for Advance Repairable Identification Code (RIC) - The Contractor shall use CID to submit identification data for all Systems and equipment. CID shall be delivered concurrently with every submittal of Data Product Deliverable. The Contractor shall use CID for submittal of Advance RIC requests.
- CDRL-018 Repairable Item List (RIL) - This data consists of all support items of a repairable nature and used in or associated with the end item.
- CDRL-019 Readiness-Based Sparing Recommendations - Recommendations used to determine system support provisioning requirements found through a determination methodology that produces an inventory investment solution that meets end item performance requirements at minimum cost.
- CDRL-020 Outfitting Material Status Reports - The Contractor shall submit Outfitting Material Status Reports. The reports shall allow the USCG to monitor and track all onboard allowance material in accordance with MIL-STD-1339C.

APPENDIX B - DATA ITEM DESCRIPTIONS (DIDs)

- DI-ADMIN-81249A Conference Agenda: The Contractor shall develop and deliver the agenda for all provisioning related conferences
- DI-ADMIN-81250A Conference Minuets: The Contractor shall develop and deliver the minutes for all provisioning related conferences
- DI-ALSS-81529 Logistics Management Information (LMI) Data Product(s): The contractor shall develop and deliver LMI in accordance with MIL-PRF-49506, "Performance Specification, and Logistics Management Information". The government shall have the right to review and approve the data, and have viewing rights into the database at the government's discretion.
- DI-ALSS-81530 Logistics Management Information (LMI) Summaries: Summaries of LMI acquired to provide item sustainment data on a materiel system and information needed for planning, assessing program status, and program decisions. Contractor shall ensure that information provided under this specification is coordinated with the data requirements of other program elements to eliminate inconsistencies between deliverables.
- DI-ALSS-81544 Provisioning Data Cover Page: The Provisioning Data Cover Page will be used to record the data required to identify the end item being provisioned. It will be sued to support full-support provisioning, configuration-only provisioning, and for the establishment of Advance Repairable Identification Codes (RICs).
- DI-ALSS-81545 Interactive Computer Aided Provisioning System (ICAPS) Data Exchange: A software package designed to automate the contractor development and submission of PTD. It is a method for the transmission, processing and tracking of all new and revised provisioning data. It provides data entry screens for data input, various capabilities/utilities to manipulate the data, and the ability to input/output the data in correct LMI Performance Specification, MIL-PRF-49506 required format.
- DI-ALSS-8155 Supplemental Data for Provisioning (SDFP): Data acquired by contract to support LMI supportability analysis. This data is necessary for the assignment of SMR codes to each Provisioning List Item Sequence Number (PLISN) on the provisioning list. EDFP is also used for assignment of Item Management Codes, prevention of proliferation of identical items in the Government inventory, maintenance decisions, and item identification necessary in the assignment of a NSN.
- DI-ILSS-80866 Special Equipment Long Lead Time Items List: A listing of those items which because of their complexity of design, complicated manufacturing

process, or limited production, may cause production or procurement cycles which would preclude timely or adequate delivery, if not ordered in advance of normal provisioning. The listing is intended to be used by the government to determine provision requirements for special equipment.

- DI-ILSS-80959 Coordinated Shipboard Allowance List (COSAL) Baseline Asset File - Storeroom (BSF-SRI) Reconciliation Report: The COSAL/BAF-SRI reconciliation report identifies differences between the contractor's BAF-SRI and loading COSAL allowances. The report forms the basis for correcting or adjusting ordering documents (as necessary) to satisfy government loading COSAL allowance requirements.
- DI-ILSS-80960 Allowance Shortage Lists: The allowance shortage lists provide the government with the information required for monitoring, following-up, and expediting outfitting material shortages until received by the ship. The allowance shortage lists identify all storeroom item (SRI) and operating space item (OSI) allowances that have not been completely satisfied by on hand material.
- DI-SESS-81653 Preliminary Allowance List (PAL): A PAL is a document/record consisting of preliminary provisioning information, and is published in Allowance List (AL) format when provisioning has not been completed prior to delivery/installation of the end item. PAL assignment usually begins six months prior to delivery and continues until two months prior to delivery of the end item. The PAL will become an AL having the same alphanumeric designator (RIC) after provisioning has been completed.
- DI-SESS-81712 Provisioning Part List Index (PPLI): The PPLI is used to provide a cross reference of the manufacturer's part numbers to the provisioning line item sequence number (PLISN) within a Provisioning Parts List (PPL).
- DI-SESS-81713 Provisioning Performance Schedule: Checklist of events including schedules in the provisioning process that is used to monitor such events.
- DI-SESS-81714 Provisioning Screening Data: The provisioning screening data is used to identify existing NSNs for an end item against the Defense Logistics Information Service data files, validate currency of an NSN, and aid in maximum use of known assets.
- DI-SESS-81715 Provisioning Parts List: This list structured at the end item, component, or assembly level contains the end item, component, or assembly equipment and all support items which can be disassembled, reassembled, or replaced, and which, when combined, constitute the end item, component, or assembly equipment.

- DI-SESS-81758 Logistics Product Data: Logistics Product Data comprises the support and support-related engineering and logistics data acquired from contractors that the requiring authority needs to develop their internal materiel management processes. This includes data for maintenance planning, to include identification of resources (e.g., personnel, support equipment, facilities and transportation), initial provisioning, cataloging, item management and in-service feedback.
- DI-SESS-81759 Logistics Product Data Summaries: Logistics Product Data Summaries consist of information required for the requiring authority to conduct logistics planning and analysis, influence program decisions, assess design status, and verify contractor performance.
- DI-MISC-80508A Readiness-Based Sparing Recommendation: Recommendations used to determine system support provisioning requirements found through a determination methodology that produces an inventory investment solution that meets end item performance requirements at minimum cost.
- CGDI-ILSS-8050 Provisioning Technical Documentation Submission Schedule (PTDSS): A schedule that outlines in a month/percent illustration the PTD submission progress schedule.

APPENDIX C - ACRONYMS

AL	Allowance List
ALC	Aviation Logistics Center
APO	Asset Project Office
BCD	Binary-Coded-Decimal
BSF-SRI	Baseline Asset File - Storeroom
C4IT	Command, Control, Communications, Computers and Information Technology
CAGE	Commercial and Government Entity
CCLI	Commerce Control Items List
CDRL	Contract Data Requirement List
CED	Categorical Exclusion Determination
CFI	Card Format Indicator
CG	Coast Guard
CGHALT	Coast Guard Handbook of Acquisition Logistics and Templates
CFR	Code of Federal Regulation
CID	Component Identification Data
COI	Certificate of Identicality
COMDTINST	Commandant Instruction
CONOP	Concept of Operations
COSAL	Coordinated Shipboard Allowance List
COTS	Commercial Off-the-Shelf
CSN	Card Sequence Number
DEMIL	Demilitarization Code
DHS	Department of Homeland Security
DIDs	Data Item Descriptions
DLA	Defense Logistics Agency
DLA LIS	Defense Logistics Agency Logistics Information Service
DOD	Department of Defense
EDFP	Engineering Data for Provisioning
EBCDIC	Extended BCD Interchange Code
EIC	Equipment Identification Code
FCP	Federal Catalog Program
FCS	Federal Catalog System
FLIS	Federal Logistics Information System
FMECA	Failure Mode, Effects, and Criticality Analysis
FSC	Federal Supply Classification
GSA	General Services Administration
HM&E	Hull, Mechanical and Electrical

Appendix C to COMDTINST M4423.5

ICP	Inventory Control Point
ICAPS	Interactive Computer Aided Provisioning System
IIP	Initial Issue Provisioning
ILS	Integrated Logistics Support
ILSM	Logistics Support Manager
ILSMT	Integrated Logistics Support Management Team
ILSP	Integrated Logistics Support Plan
IMC	Item Management Code
IND CD	Indenture Code
IPB	Illustrated Parts Breakdown
IPC	Indentured Product Code
IPT	Integrated Product Team
ISA	Inter-service Support Agreements
ISIL	Interim Support Items List
ISIPC	Interim Support Item Provisioning Conference
ISO	International Organization for Standardization
ISS	Interim Supply Support
IT	Information Technology
INC	Item Name Code
LCC	Life Cycle Cost
LCN	Logistics Control Number
LEM	Logistics Element Manager
LLTI	Long Lead Time Items
LLTIL	Long Lead Time Item List
LLTIPC	Long Lead Time Provisioning Conference
LMI	Logistics Management Information
LORA	Level of Repair Analysis
LRU	Line Replaceable Unit
LSA	Logistics Support Analysis
LSAR	Logistics Support Analysis Record
LSSC	Logistics Status Support Code
MECL	Master Equipment Configuration List
MTA	Maintenance Task Analysis
NATO	North Atlantic Treaty Organization
NAVSUPINST	Navy Supply Instruction
NEPA	National Environmental Policy Act
NHA	Next Higher Assembly
NIIN	National Item Identification Number
NSN	National Stock Number
OEM	Original Equipment Manufacturer
ORR	Overhaul Replacement Rate

OSI	Operating Space Item
PAL	Preliminary Allowance List
PBL	Performance Based Logistics
PCCN	Provisioning Contract Control Numbers
PCL	Post Conference List
PDCN	Provisioning Document Control Number
PGC	Provisioning Guidance Conference
PHST	Packaging, Handling, Storage, and Transportation
PICA	Primary Inventory Control Activity
PII	Procurement Instrument Identification
PIIN	PII number
PLCC	Provisioning List Category Code
PLISN	Provisioning List Item Sequence Number
PLT	Production Lead Time
PM	Program Manager
PMD	Program Management Documentation
PPL	Provisioning Parts List
PPLI	Provisioning Part List Index
PRO	Project Resident Office
PTD	Provisioning Technical Documentation
PTDSS	Provisioning Technical Documentation Submission Schedule
QPEI	Quantity per End Item
R&M	Reliability and Maintainability
RCM	Reliability-Centered Maintenance
RDOC	Reference Designation Overflow Code
RIC	Component Identification Data for Advance Repairable Identification Code
RIL	Repairable Item List
RMA	Reliability, Maintainability and Availability
SCPL	System Configuration Provisioning List
SDFP	Supplemental Data for Provisioning
SFLC	Surface Forces Logistics Center
SILS	System Integrated Logistics Support Command (SILS) Policy Manual
SL	Shelf-Life
SLAC	Shelf-Life Action Code
SLPPL	Ship Level Provisioning Parts List
SMCC	Special Material Content Code
SME	Subject Matter Expert
SMIC	Special Maintenance Item Code
SMR	Source, Maintenance, and Recoverability
SOW	Statement of Work
SPIIN	Supplementary PII Number

Appendix C to COMDTINST M4423.5

SPPM	Supply Policy and Procedures Manual
SPS	Statement of Prior Submission
TCTO	Time Compliance Technical Order
TOCC	Type of Change Code
UI	Unit of Issue
UIC	Unit Identifier Code
UM	Unit of Measure
UOC	Useable on Code
USCG	United States Coast Guard
USO	Coast Guard Uniform Supply Operations (USO) Manual