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USD(AT&L)

SUBJECT: DoD Integrated Materiel Management (IMM) for Consumable Items: Operating Procedures for Item Management Coding (IMC)

- References:
- (a) DoD Directive 5134.12, "Deputy Under Secretary of Defense for Logistics and Materiel Readiness (DUSD(L&MR)),” May 25, 2000
 - (b) DoD 4140.26-M, "Defense Integrated Materiel Management Manual for Consumable Items,” May 16, 1997 (hereby cancelled)
 - (c) DoD Directive 4140.1, "Supply Chain Materiel Management Policy,” April 22, 2004
 - (d) DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation,” May 23, 2003
 - (e) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms,” current edition

1. PURPOSE

a. Manual. This Manual is composed of several Volumes, each containing its own purpose. In accordance with the authority in Reference (a), the purpose of the overall Manual is to reissue Reference (b) to provide requirements and procedures consistent with Reference (c) for integrated materiel managers and others who work within or with the DoD supply system to determine if an item qualifies for wholesale management and to submit and process supply support requests (SSRs) and logistic reassignment (LR) transactions.

b. Volume. This Volume:

(1) Establishes uniform guidance and describes operating procedures for IMM processes and related actions applicable to consumable items.

(2) Establishes the Integrated Materiel Management Committee (IMMC). The charter for IMMC is at Enclosure 3 of this Volume.

2. APPLICABILITY. This Volume applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”).

b. Federal agency organizations participating with the DoD Components, e.g., the U.S. Coast Guard (USCG), Federal Aviation Administration (FAA), and General Services Administration (GSA), but only when and to the extent they adopt the terms of this Manual.

3. DEFINITIONS. See Glossary.

4. POLICY. According to Reference (c), it is DoD policy that the materiel management functions will be implemented with DoD standard data systems.

5. RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. See Enclosure 2.

7. RELEASABILITY. UNLIMITED. This Volume is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Volume is effective upon its publication to the DoD Issuances Website.



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ENCLOSURE 1

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS AND MATERIEL READINESS (ASD(L&MR)). The ASD(L&MR), in accordance with Reference (a) and under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), shall:

- a. Direct and administer the Defense Integrated Materiel Management Program (DIMMP), including developing procedures and monitoring program controls.
- b. Establish IMMC.
- c. Resolve differences on any phase of the program that cannot be resolved by IMMC.
- d. Maintain this Manual.

2. SECRETARIES OF THE MILITARY DEPARTMENTS; DIRECTORS OF DEFENSE LOGISTICS AGENCY (DLA) AND NATIONAL SECURITY AGENCY (NSA); AND THE COMMANDANT, USCG AND ADMINISTRATORS OF OTHER FEDERAL AGENCIES (e.g., FAA AND GSA). The Secretaries of the Military Departments; the Directors of DLA and NSA; and the Commandant, USCG and Administrators of other Federal agencies (FAA and GSA) when agreed to by these agencies, shall:

- a. Implement the procedures in this Volume.
- b. Conduct demand and supply planning that optimizes supply chain resources to meet established support strategies and employs collaboration between support providers and their customers as they relate to IMM.
- c. Structure internal IMM procedures to provide responsive, consistent, and reliable support to the warfighter during peacetime and war.
- d. Adopt and/or adapt best commercial business practices when such practices will contribute to improved IMM performance and reduced total life-cycle systems cost.
- e. Maintain IMM program control and visibility for submitting and processing SSRs and LR transactions.
- f. Prepare intra-agency implementing instructions.
- g. Provide advice and assistance to the ASD(L&MR) on all elements of DIMMP.

h. Negotiate resolution of IMC disagreements.

ENCLOSURE 2

PROCEDURES

1. IMM

a. In terms of the operational requirements processes in this Volume, DoD IMM systems shall:

(1) Use standard materiel management procedures.

(2) Incorporate modern technologies to handle materiel management information, automatically identify items in storage and movement, analyze process improvements, and provide better product support for weapon systems.

(3) Maintain optimum levels of materiel accountability, control, and asset visibility of the consumable item inventory. Cryptology and nuclear ordnance items will be processed in accordance with this Manual, except as modified by instructions of the Defense Threat Reduction Agency (DTRA) or NSA.

b. All DoD materiel management processes, programs, and systems will have a supply chain orientation aimed at satisfying customer support requirements developed collaboratively with support providers, while considering all costs and minimizing the DoD investment in requirements determination, procurement, distribution, overhaul, repair, and disposal of materiel.

2. SUPPLY SUPPORT PROCESSES AND TRANSACTIONS

a. Volume 2 of this Manual describes uniform DoD-wide IMC criteria and procedures for IMM applicable to all consumable items that are subject to IMC.

b. Volume 3 of this Manual provides procedures for submitting IMC transactions to the DLA Logistics Information Service (DLIS) for processing and recording.

c. Volume 4 of this Manual provides procedures to develop and coordinate time-phase schedules for LR actions and to eliminate multi-management of consumable items.

d. Volume 6 of this Manual provides procedures for SSR processing. It also provides procedures for notification of repetitive demands for non-registered participants.

3. RECORDING OF DATA. The DoD Components and participating Federal agency organizations should refer to Volume 5 of this Manual, which provides procedures for:

a. Data elements and requirements necessary to ensure effective management control of reporting and auditing data of consumable items. This ensures the proper interface of DIMMP with the Federal Logistics Information System (FLIS) and other DoD standard systems.

b. Financial management of consumable items, both wholesale and retail.

ENCLOSURE 3

DoD IMMC CHARTER

1. PURPOSE. This Charter establishes DoD IMMC to oversee the uniform DoD-wide IMMC policies, criteria, and procedures applicable for improving the materiel management of consumable and non-consumable items within the Department of Defense and other applicable Federal agencies.

2. SCOPE. The IMMC efforts are focused on improving the overall efficiency and effectiveness of procedures and program controls for consumable items subject to IMC and non-consumable items subject to Non-consumable Item Materiel Support Codes (NIMSC). IMMC will evaluate proposed system change requests to both legacy and enterprise resource planning programs, identify problems, examine new concepts, and make recommendations for improvements relating to materiel management policy.

3. AUTHORITY. IMMC is empowered to assist the ASD(L&MR) and advise on IMM of consumable and non-consumable items and ensure IMMC policy is consistent with Reference (c) and DoD 4140.1-R (Reference (d)).

4. MEMBERSHIP. IMMC is chaired by the Deputy Assistant Secretary of Defense (Supply Chain Integration) (DASD(SCI)) or delegated authority. Appointed by their respective organizations, IMMC members represent the DoD Components and other Federal agencies who are full-time or permanent part-time government employees, or military members, electing to participate that are impacted by IMC of consumable items and NIMSC of non-consumable items.
 - a. IMMC voting membership shall consist of the Chair and one representative each from:
 - (1) U.S. Army
 - (2) U.S. Navy
 - (3) U.S. Air Force
 - (4) U.S. Marine Corps
 - (5) USCG
 - (6) DLA
 - (7) GSA

- (8) NSA
- (9) FAA
- (10) U.S. Special Operations Command

b. Non-voting IMMC membership, participating in an advisory capacity, shall consist of one representative each from:

- (1) DoD Component inventory control points
- (2) DLIS
- (3) FAA

5. FUNCTIONS

a. IMMC will:

(1) Provide uniform DoD-wide criteria and procedures for IMM applicable to all consumable and non-consumable items through the development, maintenance, coordination, and monitoring of revisions to applicable guidance and procedures.

(2) Develop, monitor, and review DIMMP to assure appropriate application of IMC criteria and NIMSC coding procedures.

(3) Perform site visits to the appropriate DoD Component and/or Federal Agency organizations to ensure proper program controls are implemented.

(4) Develop and coordinate time-phase schedules for mass LR actions.

(5) Provide guidance and procedures for registering a user of a consumable item in the FLIS record.

(6) Provide guidance and procedures for recording of repetitive demands for nonregistered users.

(7) Provide procedures for data elements and requirements necessary to ensure effective management control of reporting, auditing, and financial management of consumable and non-consumable items.

(8) Provide guidance and procedures for SSRs.

(9) Review and approve proposed changes to Primary Inventory Control Activity/Secondary Inventory Control Activity (PICA/SICA) responsibilities and designations.

(10) Ensure the proper interface of DIMMP with FLIS and other DoD standard systems.

(11) Prepare and submit to the ASD(L&MR), through the IMMC Chair, disagreements on any phase of the program that IMMC cannot resolve. Minority reports will contain the recommended course of action and supporting rationale.

6. ROLES AND RESPONSIBILITIES

a. IMMC Chair

(1) Approves proposed agenda topics and final agendas.

(2) Convenes all meetings.

(3) Leads deliberations of IMMC meetings.

(4) Approves meeting minutes.

(5) Elevates issues not resolved at the IMMC level to the ASD(L&MR) for final decisions.

b. IMMC Secretariat (to be rotated among IMMC voting members)

(1) Prepares and distributes final agendas with a brief description of the topics and indicates actions required 10 working days before scheduled meetings.

(2) Coordinates and distributes all presentation materials related to each meeting to IMMC representatives 10 working days before scheduled meetings.

(3) Records minutes from each meeting and distributes the copy to IMMC representatives.

(4) Tracks all action items until IMMC representatives approve the action as completed.

(5) Coordinates with IMMC representatives on all applicable change requests to this Manual.

c. IMMC Representatives

(1) Provide input to the agenda addressing and documenting IMC, LR, SSRs, PICA/SICA, and other related materiel management issues within the respective organization.

(2) Provide representation for all meetings.

(3) Designate subject matter experts (SMEs) to participate, as appropriate, in IMMC meetings, reviews, and studies. The SME is responsible for presenting findings from reviews/studies to IMMC.

(4) Present findings from issues, decisions, and recommendations of IMMC to respective organizations.

(5) Present the DoD Component/Federal agency position and negotiate and seek agreement with IMMC members to achieve the goals and objectives of the DIMMP.

(6) Ensure knowledgeable and consistent IMMC representation to address legacy and enterprise resource program IMM initiatives.

7. RELATIONSHIPS. IMMC representatives will present ideas and issues to IMMC to facilitate and foster knowledge of tools, data quality efforts, and IMM systems for consumables. IMMC will work in conjunction with the appropriate offices to broaden and enhance IMC and DIMMP knowledge throughout the Department of Defense in support of the warfighter. When an issue or concern requires changes to IMC guidance or policy, IMMC will seek the concurrence of IMMC members for resolution.

8. MEETINGS. IMMC meetings will convene bi-monthly (six meetings per year) or more often, as needed, to address issues affecting materiel management of consumable items.

a. Two meetings per year will be hosted in the national capital region.

b. The other bi-monthly meetings (four in total) will be combined with on-site visits to DoD Component/Federal agency locations to ensure proper internal controls are in place to support DIMMP program objectives.

c. At the first meeting of each year, the annual meeting schedule and site visit locations will be announced.

d. IMMC members proposing new agenda topics must provide a brief background and description of the topic(s) to be discussed, along with any presentational materials 15 working days before a meeting. Final approval will be made by the IMMC Chair.

9. RESOURCES. Sponsors of IMMC members will fund necessary travel and administrative costs associated with IMMC functions. All components will ensure a knowledgeable replacement is appointed to serve on IMMC if the current representative is no longer available or able to serve.

10. CHARTER EFFECTIVE DATE. This charter remains in effect until replaced by a new charter or if IMMC is determined to be no longer needed and is disestablished.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(L&MR)	Assistant Secretary of Defense for Logistics and Materiel Readiness
DASD(SCI)	Deputy Assistant Secretary of Defense (Supply Chain Integration)
DIMMP	Defense Integrated Materiel Management Program
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DLIS	DLA Logistics Information Service
FAA	Federal Aviation Administration
FLIS	Federal Logistics Information System
GSA	General Services Administration
IMC	item management coding
IMM	integrated materiel management
IMMC	Integrated Materiel Management Committee
LR	logistics reassignment
NIMSC	Non-consumable Item Materiel Support Codes
NSA	National Security Agency
PICA/SICA	Primary Inventory Control Activity/Secondary Inventory Control Activity
SME	subject matter expert
SSR	supply support request
USCG	United States Coast Guard
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics

PART II. DEFINITIONS

These terms and their definitions set forth standard terminology for use in DoD supply chain materiel management.

consumable item. An item of supply or an individual item (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended.

DIMMP. A DoD-wide program which establishes policies and procedures for eliminating duplication in the wholesale management of consumable items and assigns the appropriate integrated materiel manager through the application of approved IMC criteria.

inventory control point. An organizational unit or activity within the DoD supply system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Military Department or for the Department of Defense as a whole. In addition to IMM functions, an inventory control point may perform other logistics functions in support of a particular Military Department or Agency or for a particular end item (e.g., centralized computation of retail requirements levels and engineering tasks associated with weapon system components).

IMM. Any activity or agency that has been assigned integrated wholesale materiel management responsibility for the Department of Defense and participating Federal agencies. Integrated wholesale materiel management responsibilities include requirements determination, procurement, distribution, overhaul and repair of reparable materiel, and disposal of materiel.

inventory. Materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal

item of supply. A category of items identified by a national stock number with the same form, fit, and function. The individual items (units) included in this category could be manufactured by multiple sources.

LR. The transfer of IMM responsibilities from one manager to another.

materiel. Defined in Joint Publication 1-02 (Reference (e)).

materiel management. Continuing actions relating to planning, organizing, directing, coordinating, controlling, and evaluating the application of resources to ensure the effective and economical support of military forces. It includes provisioning, cataloging, requirements determination, acquisition, distribution, maintenance, and disposal. The terms “materiel management,” “materiel control,” “inventory control,” “inventory management,” and “supply management” are synonymous.

national capital region. Defined in Reference (e).

non-consumable items of supply. National stock number items of supply that are major end items, depot-reparable components, or special management items.

provisioning. The management process of determining and acquiring the range and quantity of support items necessary to operate and maintain an end item of materiel for an initial period of service.

SSR. A transaction identifying requirements for consumable items that is submitted by the DoD Component introducing a materiel and/or weapon system to IMM.

supply chain. Defined in Reference (e).

wholesale. The highest level of organized supply, and as such, procures, repairs, and maintains stocks to resupply the retail levels of supply. The terms “wholesale supply,” “wholesale level of supply,” “wholesale echelon,” and “national inventory” are synonymous.