REQUEST FOR CATALOGING/SUPPLY MANAGEMENT DATA ACTION
(See Instructions on Back)

DCSN

SECTION I - BASIC DATA

NSN		ACQUISITION ADVICE CODE	METHOD OF PURCHASE CODE
ITEM NAME		ITEM STANDARDIZATION CODE	FEDERAL SUPPLY SCHEDULE NUMBER

UNIT PRICE	UNIT OF ISSUE	QUANTITATIVE EXPRESSION	QUANTITY PER UNIT PACK
SHELF LIFE CODE	NAF ITEM CODE	PUBLICATION INDICATOR CODE	ESSENTIALITY CODE	EXCEPTION STATUS FLAG

SECTION II - CATALOGING ACTION REQUESTED

(Provide mgmt. data in Section III)

☐ OBTAIN NEW NSN   ☐ REINSTATE NSN   ☐ CHANGE FSC TO: _____

(Shown in Section III)

☐ ADD   OR   ☐ CHANGE GSA MGMT. DATA   ☐ CHANGE ITEM NAME TO: _____

☐ DELETE GSA MGMT. DATA *(Inactive NSN)*   ☐ ADD/REVISE CHARACTERISTICS DATA *(Shown in Section IV)*

☐ CANCEL NSN INVALID *(No replacement NSN)*   ☐ ADD/REVISE REFERENCE DATA *(Shown in Section IV)*

☐ CANCEL/USE   ☐ CANCEL/DUPLICATE OF NSN: _____

☐ DELETE GSA MGMT. DATA - NON PROCURABLE (NIIN STATUS CODE 1 or 9) REPL NSN: _____

☐ CHANGE ITEM STANDARDIZATION CODE TO: _____   REPL NSN: _____

☐ OBTAIN EXCEPTION STATUS   ☐ LOGISTICS REASSIGNMENT   ☐ ADD USER

SECTION III - SUPPLY MANAGEMENT DATA REQUESTED

ACQUISITION ADVICE CODE	METHOD OF PURCHASE CODE	SHELF LIFE CODE	FEDERAL SUPPLY SCHEDULE NO.	NAF ITEM CODE
UNIT PRICE	UNIT OF ISSUE	QUANTITATIVE EXPRESSION	PUBLICATION INDICATOR CODE	QUANTITY PER UNIT PACK
PHRASE CODE	W/SUB NSN		ESSENTIALITY CODE	EFFECTIVE DATE

SECTION IV - EXPLANATION, JUSTIFICATION, AND/OR ADDITIONAL DATA *(Additional space on back)*

SECTION V - ORIGINATOR

ORIGINATOR'S NAME	CORRESPONDENCE SYMBOL	TELEPHONE NUMBER	DATE

SECTION VI - ACTION TAKEN

MANAGER'S NAME	CORRESPONDENCE SYMBOL	TELEPHONE NUMBER	DATE

ACTION TAKEN?   ☐ YES   ☐ NO   ☐ MODIFIED AS FOLLOWS:

GENERAL SERVICES ADMINISTRATION

GENERAL INSTRUCTIONS

1. Please complete all data elements relevant to your request. In come cases, such as a method of purchase code change, only a few data elements may be necessary to process your request. Other requests, such as a new NSN assignment, will require many data elements as well as detailed justification and/or identification data. All of the data elements and actions included on this form are further explained in GSA handbook, FSS P 29011.11A, chapters 2, 7, and 11 through 13. Chapter 11 gives direction on coordination, types of justification required and recommended attachments.

2. When requesting to obtain a new NSN, use Section III to record the proposed management data. When adding or changing management data for an existing NSN, provide only those data elements in Section III which are to be changed.

3. Most actions covered by this form require a proposed effective date. An explanation of how the date was chosen should be provided.

4. Use Section IV to show new or revised characteristics or reference data, and to explain the proposed action, effective date, etc. If Section IV is not large enough, use the space below or extra sheets.