

APPENDIX B23: UNIT OF ISSUE

Purpose of this Appendix

This Appendix provides instructions for reviewing, determining and processing materials that require a change to the Unit of Issue (UI), and as appropriate Quantitative Expression, and/or Quantity Unit Pack.

Contents

1. References
2. Definitions
3. Part I - Reviewing the established UI; determining a change is required
4. Part II - Preparing the DLA Form 1359; submitting the form to the Packaging Specialist
5. Part III – Packaging Specialist; verify the request for UI change is valid and coordination with the Military Services as appropriate submits action to DLIS.
6. Part IV – Reviewing scheduled changes and verifying EBS updates on the Effective Date (EFFDT)

References:

- DoD 4100.39-M, Volume 10, Federal Logistics Information System (FLIS) Manual
 - Phrase Codes (Table 52)
 - Units of Issue Codes (Table 53)
 - Quantity Unit Pack (Table 56)
 - Unit of Issue Conversion Factors (Table 79)
 - Units of Measure Designation for Quantitative Expression (Table 81).
- MIL-STD-129, DoD Military Marking for Shipment and Storage
- MIL-STD-2073-1, DoD Standard Practice for Military Packaging
- DLA Technical – Quality Policy and Procedures Deskbook, Section 5 - Procedures, Title Unit of Issue
- Cross Process Job Aid, Unit of Issue Management

Definitions:

BASE UNIT OF MEASURE (BUoM): This is the smallest/lowest unit for which the material shall be managed. The BUoM can't be changed once established in EBS!

Primary Location: Basic Data 1 - **Primary User:** All

Note: The following data elements are reviewed and could change if the Sales Unit needs to change.

SALES UNIT (SU): The unit of measure in which a material is issued to the customer when different from the Base Unit. The Federal Logistics Information System (FLIS) Unit of Issue (UI) populates the EBS Sales Unit field. SU shall only be changed by DSC authorized personnel via form 1359 and E-CAT submission to DLIS. **DO NOT** manually update EBS Sales Unit field as it will automatically populate once DLIS processes the E-CAT transaction.

Primary Location: Sales: Sales Org 1 - **Primary User:** All

ORDER UNIT (OU): The OU is the unit of measure a material may be/is procured and may be different from the Base Unit and/or the Sales Unit. **NOTE:** When it is necessary to procure the material in a Unit of Issue other than the BUoM or SU update of the OU is the responsibility of the T/Q BPA. Contact them to update the OU accordingly.

Primary Location: Purchasing - **Primary User:** Planning and Purchasing

(EBS) Unit of Issue: Unit in which the material is issued from the warehouse. In Inventory Management, the unit of issue is for goods issues, transfer postings, other goods receipts, and reservations. This UI is also plant specific.

Primary Location: Plant Data/Stor.1 - **Primary User:** All

(FLIS) Unit of Issue: A code indicating the physical measurement, the count or when neither is applicable, the container, or shape of an item for purposes or requisitioning by, and issue to, the end-user, and is that element of management data to which the unit price is ascribed.

Primary Location: Total Item Record (TIR) Management Data - **Primary User:** All

Quantity Unit Pack (QUP): The code indicating the number of units of issue in the unit package as established by the managing activity. The QUP is used on definitive units of issue and may represent an intermediate pack.

(EBS) Primary Location: Classification/Packaging – **Primary User:** All

(FLIS) Primary Location: TIR Management Data – **Primary User:** All

Quantitative Expression (QE): An expression which specifies the content (decimal locator, quantity and unit of measurement) of a non-definitive unit of issue assigned to the material. When the UI is non-definitive the QUP will always be 1 because the QE spells out the Quantity and Unit of Measure that define the non-definitive unit of issue.

(EBS) Primary Location: Additional Data/Units of Measure – **Primary User:** All

(FLIS) Primary Location: TIR Phrase Code Data - **Primary User:** All

Unit of Issue Conversion Factor: The quantitative value by which the proper quantity per unit of issue must be multiplied to arrive at an equal quantity of the new unit of issue.

Primary Location: Internal to FLIS and Additional data/ Unit of Measure Tab - – **Primary User:** All

Part I, Reviewing the established UI

Although the unit of issue is initially assigned by the using military service, it is imperative that all center Associates recognize inappropriate or incorrect unit of issue designations and initiate Defense Logistics Agency (DLA) Form 1359 *Request for Unit of Issue Change*. When determining and updating a UI. QE or QU; the following rules apply:

- Only one UI will be assigned to an item of supply at any one time.
- The Federal Logistics Information System (FLIS) Manual, DOD 4100.39-M, Volume 10 is the source of the terms and corresponding codes that are authorized for use in the assignment of a UI to an item of supply and the development of a Quantitative Expression (QE) when appropriate.
 - Reference authorized UI tables are:
 1. Phrase Codes (Table 52)
 2. Units of Issue Codes (Table 53) Non-definitive UI are designated by the asterisk (*) beside the 2-digit UI Code.
 3. Quantity Unit Pack (Table 56)
 4. Unit of Issue Conversion Factors (Table 79)
 5. Units of Measure Designation for Quantitative Expression (Table 81).
- The UI designation assigned to an item upon entering the Department of Defense (DOD) Supply System shall not be changed by the responsible Material Manager without adequate justification and only after coordination with all recorded Military Service Retail Managers.
- Units of Issue officially assigned to National Stock Numbers (NSNs) shall not be changed or deleted from records until applicable catalog subsystem records are officially updated.
- When a non-definitive UI is assigned to an item of supply, the development of a QE to identify the lowest unit of measure is required to define precise quantities.
- Quantitative definitions of non-definitive UI are subject to the same restrictions as UI except when such definitions are found to be incomplete, unclear, or incompatible with the currently assigned QE.

- During Annual Surcharge Processing, mid-May through 1 October, unit of issue changes will not be processed. This is also known as FLIS Brownout.
- The UI designation assigned to a material will be determined primarily on the basis of practicability and usefulness to the materiel application, requisitioning and accounting function of the end-user.
- Use the above rules and Attachment 1, when determining a new UI for an existing material.

Who can **request** a UI change?

The Product Specialist, Supply Planner, Demand Planner, Acquisition Specialist, Contract Specialist, Packaging Specialist etc. may discover indicators that a change to the UI should be made to an established UI. UI change indicators may be uncovered during procurement process, engineering and/or cataloging reviews, requisition processing, demand planning or packaging reviews.

To determine if an established UI should be changed please use the rules above and the criteria listed in Attachment 1 of this appendix to determine the proposed UI.

Part II, Preparing and submitting the DLA 1359, Unit of Issue Changes to the Packaging Specialist

DLA Form 1359, Request for Unit of Issue Change (See Attachment 2, for preparation instructions).

- Blocks 1-14 and 17-18 are completed by the submitter
- Block 15 completed by Finance
- Blocks 16, 19 – 26 completed by Packaging Specialist
- Military Coordination Section completed by Military UI POC

(Add Hyperlink to form)

Part III, Packaging Specialist; verify the request for UI change is valid and coordinate with the Military Services and as appropriate submits action to DLIS.

- Return unjustified UI changes to the requestor indicating that the UI change is not acceptable and why.
- If data to support the UI change is not provided, advise the requestor to resubmit the request when he or she can provide supporting data.
- Coordinate the proposed UI change with the Supply Planner, Demand Planner, Packaging, Procurement, and Finance.

- Route the DLA Form 1359 to the responsible action office for UI change verification, approval and submission of e-CAT request for UI and additional data changes to DLIS for cataloging action.
- After the cataloging transaction has been completed by DLIS:
 - distribute copies of the approved DLA Form 1359 to the appropriate offices
 - Update Internal Comments to reflect the current UI and/or QE to include a definition of non-definitive UI, where applicable and other related UI data. Explain changes in the TGI section.

Part IV, Reviewing Scheduled Changes and verifying EBS updates on the EFFDT

Refer to Cross Process Job Aid titled, Unit of Measure Management for instructions.

ATTACHMENT 1

Criterion 1 - Unit of Measure (UM) - UM denotes the generally recognizable physical measurement of length, volume, weight, (such as foot, centimeter, gallon, liter, pound, kilogram) or count (each, dozen, gross) of an item, and is in terms most commonly used throughout the DOD logistics system. For the end user the most satisfactory Unit of Issue (UI) designation is the UM. This factor shall be afforded first priority in the UI assignment process.

Criterion 2 - End-Item Application - *This is directed to how the item is used in a maintenance or repair operation, or to how the item is consumed, if referring to general-use commodities.* For example, certain bearings or oil rings are normally installed in matched pairs or multiples to ensure the end-item's future performance and reliability when it is undergoing repair or modification. The UI assignment shall accommodate this multiple maintenance application and be expressed in a corresponding count of the item. When the item is an integral part of a set or kit, the UI shall be assigned in the smallest quantitative value, preferably a UM.

Criterion 3 - Packaged for Issue - When a supply item is characterized by a specific packaging requirement, because of its physical or chemical behavior (paint, chemical, or gas), the types and sizes of containers become elements of; item identification for cataloging purposes and are reflected in the Federal Catalog System. Different sizes and container shapes for the same item are assigned a different National Stock Number. A packaged-for-issue entry in the Federal Catalog's Item Identification Record shall be used as a criterion for the assignment of an identical UI.

Criterion 4 - Unit Standard Price - The unit standard price becomes a criterion for assigning the UI when the cost of an individual item is less than 1 cent. Since the unit standard price is not expressed in mills in the DOD supply system, a unit pack shall contain sufficient quantity of an item to equal a value of at least one cent. The UI shall denote the quantity in the minimum unit pack established.

Criterion 5 - Interchangeability and Substitutability (I&S) - All items included in a homogeneous group for item reduction and standardization code determinations are distinguished by similar characteristics of form, fit, and function to facilitate Interchangeability and Substitutability (I&S) decisions. Upon entry into the supply system, each new item susceptible to later standardization coding and I&S determinations shall be assigned a UI identical to other items possessing the same technical and physical characteristics, consistent with the requirements prescribed under the preceding criteria.

Criterion 6 - Industrial Packaging Practices - Packaging specialists in private industry normally consider size, fragility; deterioration, cost, and projected quantity per customer buy in developing the industry unit pack and the unit pack specifications for each item. If industry has settled on a standard specific quantity per unit pack, the economics of using this unit pack shall be considered in UI determinations.

Criterion 7 - Metric Measurements - Consideration shall be given to the assignment of metrically measured UI designations where feasible and practical.

PREPARATION INSTRUCTIONS FOR DLA FORM 1359, REQUEST FOR UNIT OF ISSUE CHANGE

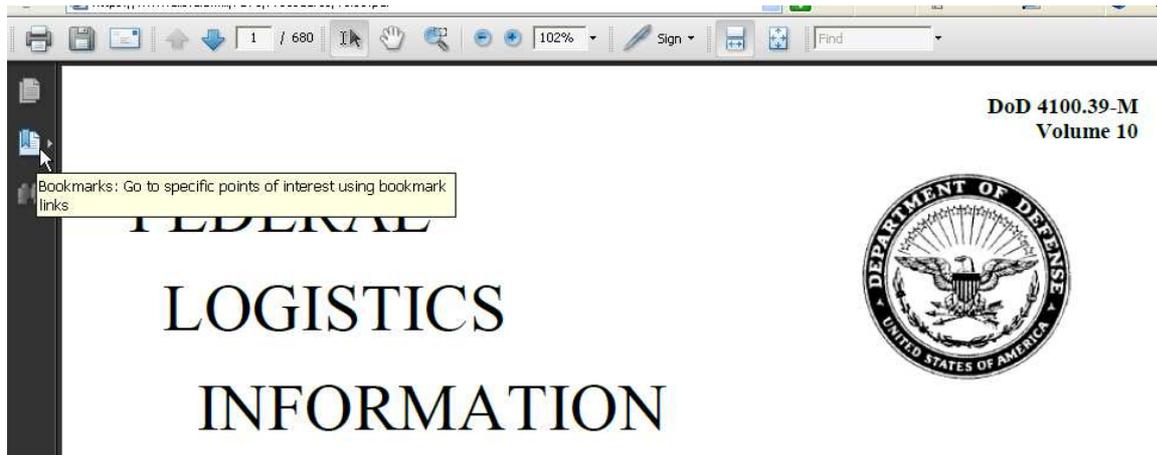
BLOCK INSTRUCTIONS

- 1) Used for routing beginning with originator, the releaser should annotate office symbol to which the form is being forwarded, the date the form is released to that office, and the initials and telephone extension of the releaser. This block is to be utilized for inter-directorate routing only. Intra-directorate routing will be accomplished by other means.
- 2) Self-explanatory.
- 3) Self-explanatory.
- 4) Office symbol of the originator.
- 5) Telephone extension of the originator.
- 6) Date of preparation by originator.
- 7) Check the number block corresponding to the UI Assignment Criterion (Encl 2) most appropriately relating to the UI proposed (not required for QE change only). Provide narrative explanation and justification for proposed UIQE change. If additional space is required, attach a supplemental continuation sheet. Type "QE CHANGE ONLY" in capital letters when requesting only the QE be changed. .
- 8) Current UI from National Inventory Record (NIR), (SAMMS verb SNIR,).
- 9) Current Standard Price from NIR.
- 10) Current Quantity Unit Pack (QUP) from NIR.
- 11) Current Quantitative Expression from the Total Item Record (TIR).
- 12) Conversion Factor required converting quantities under the current UI to quantities under the Proposed UI. To be expressed as five numbers with decimal indicator in 1st position. (See DLAM 4140.2, Volume II, Appendix C-154). Not applicable for "QE only" changes
- 13) Leave blank.
- 14) The proposed two-position alpha UI authorized by the FLIS Procedures Manual. Same as Block 7 for "QE only" changes
- 15) Proposed Standard Unit Price. Leave blank for "QE only" changes.
- 16) QUP code for proposed UI.
- 17) Quantitative Expression (QE) for the proposed UI if that UI is non-definitive. Use only authorized Units of Measure (UM) from the FLIS Procedures Manual
- 18) Activity Codes of Service Retail Managers. Not applicable for "QE only" changes.
- 19) Current item name and brief catalog description.
- 20) Annotate appropriate block - Reason(s) for disapproval must be sufficiently detailed to clearly justify the disapproval to the originator.
- 21-24) Self-explanatory.

Determining the UI Conversion Factor Code

Review Table 79 to determine the appropriate Unit of Issue Conversion Factor for the Unit of Issue change.

<https://www.dlis.dla.mil/PDFs/Procedures/vol10.pdf>



Expand the files under "Chapter 3 Tables" and scroll to desired table. Unit of Issue Tables are as noted in the beginning of this Appendix and are Tables 53, 79 and 81

