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JOINT PROGRAM EXECUTIVE OFFICE
FOR CHEMICAL AND BIOLOGICAL DEFENSE
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REPLY TO
ATTENTION OF
Joint Program Executive Office
for Chemical and Biological Defense
Guidance #24

SEP 5 2007

Chemical and Biological Defense Materiel Lot Numbering

1. This guidance establishes standard lot numbering procedures for systems and/or items fielded by the Joint Program Executive Officer for Chemical and Biological Defense (JPEO-CBD) in order to improve asset visibility and Life Cycle Management of our systems.
2. Joint Project Managers (JPM) shall use the procedures contained in the enclosed JPEO-CBD, "Chemical and Biological Defense Materiel Lot Numbering Procedure" when fielding systems requiring lot numbers.
3. The procedures apply to all shelf-life Chemical and Biological Defense (CBD) materiel except medical Chemical and Biological Defense products that follow Food and Drug Administration lot numbering guidelines.
4. The Point of Contact is the Director of Current Acquisition at Commercial, (703) 681-0880.

A handwritten signature in black ink, appearing to read "Stephen V. Reeves".

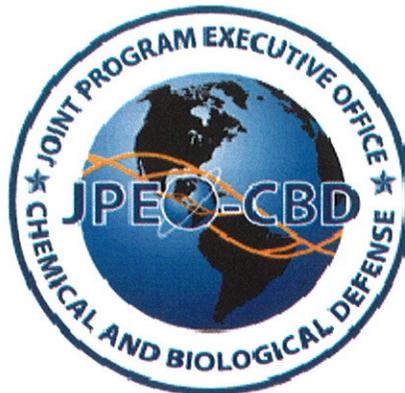
STEPHEN V. REEVES
Major General, USA
Joint Program Executive officer
for Chemical and Biological Defense

Enclosure

DEPARTMENT OF DEFENSE

**JOINT PROGRAM EXECUTIVE OFFICE
FOR CHEMICAL BIOLOGICAL DEFENSE
(JPEO-CBD)**

**CHEMICAL AND BIOLOGICAL DEFENSE
MATERIEL
LOT NUMBERING PROCEDURE**



**This guidance supplements the MIL-STD information specific to the
Chemical Biological Defense Program**

FOREWORD

1. This guidance is approved for use by all Departments and Agencies of the Department of Defense (DoD).
2. This guidance supplements the MIL-STD information specific to the Chemical Biological Defense Program. Contractors may, at their option, utilize this document for guidance in preparing responses to Government requests for proposals.
3. This guidance provides information to enable personnel to create a contract Statement Of Work (SOW) applicable to any material acquisition life-cycle phase.
4. The purpose of numbering equipment lots and creation of lot number databases as outlined herein is to provide the identification of homogeneous materiel necessary to assure accurate control of Chemical Biological Defense (CBD) items (except medical materiel) during development and experimental stages; during the movement of items from production line to production line, from plant to plant, from plant to storage facilities; while at test facilities or in the field; for issue to the using Services; to enable the proper establishment and maintenance of inventory and shelf-life surveillance records; and to provide a means for properly identifying materiel when withdrawal of defective, deteriorated, hazardous or obsolete equipment materiel from service is required.
5. Parts of this guidance are adapted from MIL-STD-1168, Ammunition Lot Numbering and Ammunition Data Card. This is to recognize the practicality of the current ammunition lot numbering method, and the understanding that this method has already been used in lot numbering of many CBD commodities. Adoption of a similar lot numbering convention would maintain consistency and enhance standardization of lot numbers for CBD items.
6. The provisions in this policy will replace any provisions from MIL-STD-1168, in their entirety in regard to lot numbering of shelf-life CBD materiel (except medical materiel). Furthermore, any reference to MIL-STD-1168 in any Government document in regard to lot numbering of shelf-life CBD materiel shall be superseded by a reference to this policy as the single document to be used for lot numbering of shelf-life CBD materiel.
7. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Director, Joint Chemical Biological Radiological Nuclear Defense Equipment Assessment Program, Marine Corps Logistics Command, Albany, GA 31704-0320, by using the Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

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1. SCOPE

1.1. Purpose. This policy establishes and describes the lot numbering system that shall be used to identify shelf-life chemical and biological defense (CBD) materiel, including related secondary items, during all phases of their life cycles.

1.2. Applicability. This policy applies to CBD materiel with a designated shelf-life; individually-issued CBD materiel; and other CBD materiel as determined by the Joint Program Executive Office-Chemical Biological Defense (JPEO-CBD), the Joint Project Managers (JPMs), or the procuring activities. The criteria shown below shall be used as a guideline to determine which equipment this policy will apply to:

a. Shelf-life. The equipment (or a component thereof) is designated as a Type I (non-renewable) or Type II (renewable) shelf-life item.

*Examples: M295 Individual Equipment Decontamination Kit
C2A1 Mask Filter Canister
Chemical Protective Gloves*

b. Quantity. The shelf-life item is produced in a large quantity in terms of total production or fielding. A large quantity is normally defined as 1,000 (one thousand) or more units in any lot size.

*Examples: Joint Service Lightweight Integrated Suit Technology (JSLIST)
M8 Chemical Agent Detector Paper
M50 Joint Service General Purpose Mask (JSGPM)*

c. Issuance. The equipment is typically an individually-issued item. However, many items not individually-issued are also covered by this policy because they are shelf-life equipment.

*Examples: M100 Sorbent Decontamination System
M18A1 Gas Particulate Filter
M256A1 Chemical Agent Detector Kit*

The JPEO-CBD, the JPMs, or the procuring activity will specify in the procurement documents whether this policy will apply to the particular item being procured.

1.3. Exceptions.

a. Medical CBD materiel. The provisions of this policy do not apply to medical CBD materiel. All FDA-regulated medical materiel is exempt from this policy. Lot numbering is considered part of the product label and so is covered under Title 21 Code of Federal Regulations, Parts 210, 211, and 610.

b. Other CBD materiel. The provisions of this policy will be applied wherever it is deemed beneficial to enhance the effectiveness of life-cycle CBD systems management. The Total Life-

Cycle Systems Manager has the authority to grant exceptions to this policy for the respective CBD item.

2. APPLICABLE DOCUMENTS

2.1. General. The documents listed in this section are specified in various sections of this policy. This section does not include documents cited in other sections of this policy or recommended for additional information or as examples. While every effort has been made to ensure the completeness of this list, document users are cautioned that they must meet all specified requirements documents cited in this policy, whether or not they are listed.

2.2. Government documents.

2.2.1. Specifications, standards, and handbooks. The following specifications, standards, and handbooks form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those listed in the issue of the Department of Defense Index of Specifications and Standards (DoDISS) and supplement thereto. The most current specifications, standards, and handbooks shall always be used.

GUIDES AND HANDBOOKS

- Department of Defense Guide to Uniquely Identifying Items.
- Joint Service Technical Marking of Chemical Biological Defense Equipment (CBDE) Handbook.

DEPARTMENT OF DEFENSE STANDARDS

- MIL-STD-129, Military Marking for Shipment and Storage.
- MIL-STD-130, Identification Marking of U.S. Military Property.

(Unless otherwise indicated, copies of the above specifications, standards, and handbooks are available from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094 or electronically from <http://assist.daps.dla.mil/>).

2.2.2. Other Government documents and publications. The following other Government documents and publications form a part of this document to the extent specified therein. Unless otherwise specified, issues are those cited in the solicitation.

DEPARTMENT OF DEFENSE REGULATIONS AND MANUALS

- DoD 4140.27-M, Shelf-Life Management Manual.

(Joint military publications and DoD regulations and manuals listed above should be requisitioned through the applicable Service/Agency publications distribution office. Non-DoD activities can obtain copies of the publications from the Defense Logistics Agency, Defense Standardization Program Office, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6221.

They may also be downloaded at <http://www.dtic.mil/whs/directives/>).

3. DEFINITIONS

3.1. Acronyms used in this policy. The acronyms used in this policy are defined as follows:

a. ACO	Administrative Contracting Officer
b. CAGE	Commercial And Government Entity
c. CBD	Chemical Biological Defense
d. CBRN	Chemical Biological Radiological Nuclear
e. DoD	Department of Defense
f. ECBC	Edgewood Chemical Biological Center
g. GOCO	Government-Owned Contractor-Operated
h. GOGO	Government-Owned Government-Operated
i. HRI	Human-Readable Information
j. JACKS	Joint Acquisition CBRN Knowledge System
k. JEAP	Joint CBRN-D Equipment Assessment Program
l. JPEO-CBD	Joint Program Executive Office-Chemical Biological Defense
m. JPM	Joint Project Manager
n. MRI	Machine-Readable Information
o. NICP	National Inventory Control Point
p. NMP	National Maintenance Point
q. NSC	Natick Soldier Center
r. PCO	Procuring Contracting Officer
s. PM	Program Manager or Project Manager
t. PQM	Product Quality Manager
u. QAR	Quality Assurance Representative
v. QAS	Quality Assurance Specialist
w. UID	Unique Identification Code

3.2. Terms used in this policy.

3.2.1. Assembly. An assemblage of parts that together form a completed system designed to perform a specific function. An example is a protective mask system such as the M40A1.

3.2.2. End item. A finished product, consisting of one or more parts, or one or more assemblies, which is identifiable by a military model number or an official military nomenclature. The end item may have one or more parts with shelf-life. An example is the M13A1 Gas Particulate Filter Unit.

3.2.3. Equipment lot. A quantity of equipment (individual parts or completed assemblies) which is manufactured or assembled by one producer under uniform conditions and which is expected to function in a uniform manner. An equipment lot is designated and identified by assignment of an equipment lot number. All materiel comprising an equipment lot must be homogeneous. For example, all were produced from the same lot of raw material, using similar manufacturing processes, and/or manufactured within a designated timeframe.

3.2.4. Equipment lot number. A code number systematically assigned to each equipment lot at the time of manufacture, assembly, or modification that uniquely identifies the particular equipment lot.

3.2.5. Equipment lot suffix. An alpha character added to the sequence portion of the equipment lot number to denote a rework effecting a materiel change in the original lot that necessitates a differentiation from the original lot number. Equipment lot suffixes are always in capital letters and are applied sequentially starting with “A” and continuing through “Z.” Use of some alpha characters are restricted or prohibited. These are listed in paragraph 5.4.

3.2.6. Grand lot. A grand lot of equipment is a lot consisting of smaller lots that are temporarily combined for the purpose of shelf-life evaluation. The equipment will maintain their original lot numbers. A grand lot is a term used in a nominal sense since there is no change in the lot numbers and no new lot number issued.

3.2.7. Homogeneity/homogeneous materiel. When all units of product in an equipment lot have been produced by one manufacturer, from one uniform batch of raw material, in one unchanged process, under stable conditions of production, in accordance with the same drawings, the same specifications and any revisions thereto, a “state of homogeneity” shall be considered to exist. This means that the items of equipment have been manufactured or assembled during a production process which has not been altered by innovation, changes in materiel sources, labor strikes, retooling (other than due to routine changes to compensate for normal tool wear or breakage) or interruptions other than those due to the end of the shift, day, or week.

3.2.8. Hybrid lot. A hybrid lot of equipment is a lot consisting of equipment from various lot numbers that are deemed to be sufficiently similar to warrant a combination to form a new lot for shelf-life management purposes. Hybrid lots will be numbered in accordance with the provisions contained in paragraph 5.4 of this policy.

3.2.9. Interfix number. A 3-digit number ranging from “001” to “999” placed between the month of production code letter and the sequence number. The interfix number is an integral part of the equipment lot number and is designed to identify those lots in an interfix series which have been produced or assembled by the same manufacturer at the same location for the same item, made according to a specific design and manufacturing process, using like materiel in accordance with certain administrative procedures.

3.2.10. Interfix series. An interfix series is comprised of one (1) or more equipment lots manufactured or assembled by the same producer under uniform conditions and which are expected to function in a uniform manner. The manufacturer's identification symbol and the interfix number remain as constants. The sequence number shall advance sequentially but shall not exceed “999.” In most instances the month of production code will change

Example: CBN06B006-001
 CBN06B006-002

CBN06C006-003
CBN06D006-004 to CBN08A006-015

In this example, the interfix series is CBN06B006-001 through CBN08A006-015. The interfix number is "006."

3.2.11. Lotting concepts. A lot of equipment is comprised of items that have been produced or assembled at the same plant under homogeneous conditions and subsequently numbered systematically to assure accurate identification and control of the lot during its entire life cycle. The quantity of equipment to be included in a lot is also determined by economic and practical factors to minimize the cost for sustainment operations and support.

3.2.12. Maintenance operations. For purposes of this policy, maintenance operations shall be used to cover the broad spectrum of all operations involving the care and preservation of equipment. For the most part, it will pertain to, but is not limited to depot, field, arsenal and plant applications which encompass operations such as adjusting, cleaning, derusting, repainting, remarking, repackaging, reconditioning, reworking, renovating, modifying, overhauling, conversion, reprocessing, replacing, repairing, regrouping, ordinary maintenance, or extensive maintenance. In most instances, maintenance operations will require the issuance of documents such as rework procedures, renovation instructions, and maintenance directives.

3.2.13. Manufacturer. The terms manufacturer, contractor, producer, and vendor are used interchangeably to identify an individual, company, corporation, firm, or Government activity who:

- a. controls the production of an item, or
- b. produces an item from raw or fabricated materials, or
- c. assembles materials or components, with or without modification, into more complex items, or
- d. reworks or overhauls an item to restore its working condition, or
- e. modifies an item to new or different specifications.

3.2.14. Manufacturer's identification symbol. A combination of one, two or three alpha characters assigned in a manner to indicate the unique identity and location of the arsenal, plant, depot, station, contractor, or vendor which manufactured, assembled, renovated, modified, or assembled a specific item of equipment or equipment component. The manufacturer's identification symbol is an integral part of the equipment lot number. It is the first entry of the lot number preceding the numeric code used to identify the year of production. The alpha characters shall always be all capital letters.

3.2.15. Modification. This operation is accomplished subsequent to the initial production and lotting, and consists of replacing, interchanging, or alteration of faulty or deteriorated component parts with a component of a different model number or nomenclature, thereby effecting a change in design, function, or manufacturing procedure, resulting in a loss of identification with the parent lot. The modification may be a direct result of engineering changes and specification revisions intended to change design or functional characteristics. In all cases, a

new lot number will be issued. The manufacturer's identification symbol for the new lot number shall be that of the facility performing the modification. The lot interfix number assigned will be in accordance with 5.1.5. This change is necessary to insure that the materiel changes are clearly understood. Modification may or may not be performed when regrouping of lots is being accomplished. These operations are frequently referred to as conversion, extensive maintenance, and extensive renovation.

3.2.16. Month of production. An alpha code to identify the month that the manufacture, assembly, or modification of the lot was initiated. This alpha code is placed directly between the year of production and the lot interfix number. It becomes an integral part of the equipment lot number. A listing of the alpha codes assigned to identify the month of production are contained in paragraph 4.1.3.

3.2.17. National Stock Number (NSN). A number assigned to each item of supply that is purchased, stocked, or distributed within the Federal Government.

3.2.18. Overhaul. The process of performing exterior maintenance, as required, on equipment lots which have been quality evaluated and found serviceable. This includes such operations as cleaning, removal of rust, corrosion, or other foreign material from an item, repainting, and remarking.

3.2.19. Parent lot. The "original" or "basic" lot prior to any changes, modifications, or renovations which result in either the addition of a lot suffix, a change in the lot interfix number, or the assignment of a completely new lot number.

3.2.20. Partial lot. Partial lots are "sub-divisions" of normal equipment lots. Usually they are of predetermined equal quantities or represent specific production time frames. A partial lot is not intended to be identified as an independent lot and must never be so considered.

3.2.21. Procuring Service/Activity. (Actual Buyer) A DoD Agency such as the Departments of Air Force, Navy, Army, the Marine Corps, or the Defense Logistics Agency, which is assigned the responsibility for the awarding, issuance, and execution of the procurement contracts, instruments and packages, as pertinent, used for the purchase of services, supplies or equipment, and performing post award functions not assigned to a Contract Administration Office (CAO).

3.2.22. Production line. (Assembly line) A production line will be considered as a collection of machines, conveyors, automated testers, and other equipment, the products of which can be grouped into one production lot or a "series of production lots." A facility may have several lines, in a physical sense, but if their product can be grouped together into one lot or a "series of lots," the facility will be considered as having only one production line. However, if a facility produces two (2) or more lots concurrently and the distinction between the lots is one of the place, type of machine, or methods from which the lots were produced, then the facility is considered to have more than one production line.

3.2.23. Rework. The process of replacing one or more faulty or deteriorated components in an end item with like components of the same nomenclature and model number. In some instances, economics or other factors may permit a maintenance operation to be designated as a rework when components of different nomenclatures or model numbers are used to replace the original components or the end item purpose and function may have been altered. All lots or quantities thereof which are reworked will be identified by the assignment of an equipment lot number with appropriate alpha suffix in accordance with the provision of this policy. This addition is necessary to insure that the changes are clearly and readily recognized.

3.2.24. Sequence number. A number ranging from “001” to “999” placed after the interfix number. The sequence number is an integral part of the equipment lot number and identifies the lot within the interfix series according to the sequence of production or assembly of the item.

3.2.25. Serial number. Number assigned to each lot produced in a consecutive manner in the order of manufacture or assembly or assigned in blocks to be applied in a consecutive manner in the order of manufacture or assembly for the applicable item(s) or lot(s). Serial numbers shall be assigned to those equipment items consecutively produced requiring serialization control for each end item, component item or lot manufactured or assembled as specified by the procuring activity. In some instances, items requiring serialization are not lotted unless required by the procuring activity. Serial numbers shall not be repeated on the same part numbered item regardless of changes in lot numbers.

3.2.26. Shelf-life. The total period of time beginning with the date of manufacture, cure, assembly, pack, or inspect/test/restorative action that an item may remain in the combined wholesale (including manufacturer's) and retail storage systems and still remain suitable for issue to and/or consumption by the end user. The shelf-life of an item can either be extended (Type II shelf-life equipment), or not extended (Type I shelf-life equipment). For Type II, the extension of shelf-life will require surveillance testing and/or inspection of the equipment in accordance with technical guidance by the respective engineering activity which has configuration management responsibility for the equipment. Shelf-life extension will be evaluated and applied to each equipment lot, therefore providing the impetus for lot numbering of CBD shelf-life equipment.

3.2.27. Shelf-life equipment. An individual item of supply having deteriorative or unstable characteristics to the degree that a storage time period must be assigned to ensure that it will perform satisfactorily while in service.

3.2.28. Unique Identification (UID) Code. A combination of data elements for an item that is globally unique and unambiguous, to ensure data integrity and data quality throughout equipment life, and to support multi-faceted business applications and users.

3.2.29. Unit of issue. A set of individual items which are assembled into a standard unit for issuing to the end user. A unit of issue may be used in place of individual items to determine the production quantity of an equipment lot.

3.2.30. Year of production. A numeric code consisting of the last two (2) digits of the calendar year in which the manufacture, assembly or modification of the lot was initiated. This numeric code is placed directly between the manufacturer's identification symbol and the month of production code. It becomes an integral part of the equipment lot number.

4. LOT NUMBERING REQUIREMENTS

4.1. Description, use, and responsibility for lot numbers. For all equipment end items and their components, the equipment lot number shall consist of a manufacturer's identification symbol, a numeric code showing the year of production, an alpha code representing the month of production, a lot interfix number followed by a hyphen, a lot sequence number and when necessary, and an alpha character used as an equipment lot suffix to denote a reworked lot. The equipment lot number will not exceed fourteen (14) characters in length and no characters will be separated by spaces. The minimum number of characters used will be thirteen (13). If a one or two character manufacturer's identification code is used, the remaining positions of the three (3) character field will be filled by dashes (-), e.g. A--, AB-. The following illustrates the construction of an equipment lot number:

CBN06G003-015A
/ | | | | \
a b c d e f

- (a) Manufacturer's identification symbol.
- (b) Two (2) digit numeric code identifying the year of production.
- (c) A single alpha code signifying the month of production.
- (d) Lot interfix number.
- (e) Lot sequence number.
- (f) Equipment lot suffix (the alpha suffix).

Section 5, "Lot Numbering for Non-Standard Lots," specifies exceptions to the foregoing system for numbering equipment lots. The exceptions refer to lots requiring special codes as listed in 5.1. The exceptions include first article test samples, experimental lots, hybrid lots, special lots, modified lots, and overhauled lots.

4.1.1. Manufacturer's identification symbol. Manufacturer's identification symbols shall be all capital letters, except as noted in 4.1, and shall not exceed three (3) alpha characters. This symbol is a part of the equipment lot number. It is used to identify the arsenal, plant, depot, station, private contractors, or vendors which manufactured, assembled, renovated, modified or assembled the specific lot of equipment. It is used in the marking of the equipment and the equipment packing to assure the accurate control of equipment and equipment components

during movement, storage, maintenance, issue, and receipt transactions.

4.1.1.1. Assignment of manufacturer's identification symbols. Manufacturer's identification symbols will be assigned to each manufacturer of equipment and equipment components. Different symbols for each plant will be assigned to those manufacturers who have more than one plant producing equipment items for the Government.

Different symbols will be assigned for individual plants when the same manufacturing concern has two or more different plants in the same city. These provisions apply also to those manufacturers who operate GOCO facilities in addition to producing equipment items for the Government at privately owned facilities.

4.1.1.2. Responsibility for assigning manufacturers identification symbols. Assignment of manufacturer's identification symbols for manufacturers of equipment listed under paragraph 1.2 is the responsibility of the United States Army Research Development and Engineering Command, Quality Assurance Office, AMSRD-ECB-ENA-Q, Rock Island, IL 61299. It is the responsibility of this organization to assure that no manufacturer's identification symbols are duplicated.

4.1.1.3. Responsibilities for correct use of manufacturer's identification symbols. Each private contractor, Government-Owned Government-Operated (GOGO), and Government-Owned Contractor-Operated (GOCO) plant operation must be assigned a manufacturer's identification symbol prior to the start of production of component parts or assembly of complete items. Assurance that each producer engaged in the manufacture or assembly of equipment items is assigned a symbol prior to the start of production and the proper use of the symbol during production will be the responsibility of the appropriate Configuration Manager or System Manager. The National Inventory Control Point/National Maintenance Point (NICP/NMP) Item Manager, responsible for issuing instructions and directives for reworks, renovations, and modifications, will also be responsible for assuring that each installation performing such operations uses the correct manufacturer's identification symbol at all times. Manufacturer's identification symbols can be obtained by request to AMSRD-ECB-ENA-Q.

4.1.1.4. Listing of manufacturers and their identification symbols. A master list of current manufacturers' identification symbols shall be maintained by AMSRD-ECB-ENA-Q. This list will be updated as new manufacturers are added, or revisions are made to existing symbols. The procuring agencies are responsible for verifying that all manufacturers of applicable procurement contracts have a valid manufacturer's identification symbol, or a new symbol is requested from AMSRD-ECB-ENA-Q.

4.1.1.5. Changes in manufacturer's identification symbols. Whenever a manufacturer's identification symbol is changed by the assigning office, the next lot, reflecting the change in symbol, shall start with a new interfix number and a new sequence number in accordance with procedures specified in this document. (Example: A manufacturer with the basic identification symbol of CBN had manufactured lots CBN06G003-001 through CBN06G003-006, when the identification symbol was changed to "ABA." The next lot manufactured was numbered ABA06G001-001. Changes in manufacturers' identification symbols are rare. Normally, there

are three (3) basic reasons. They are as follows:

- a. When it is learned that a manufacturer’s identification symbol is being duplicated by one or more producers; or
- b. When a manufacturer moves his operations from one city to another or closes out production from one facility to a distinctively different facility, even if they are in the same city; or
- c. When a business establishment changes names due to change of ownership, mergers, and the like.

4.1.2. Year of production. Each equipment lot number commencing with the first lot manufactured, assembled or modified shall have the year of production inserted after the manufacturer’s identification symbol. The year of production is a two (2) digit code represented by the last two (2) numbers of the current calendar year that manufacture, assembly, or modification of the lot was initiated. There are no spaces between the manufacturer’s identification symbol, the year of production code, and the alpha code used to identify the month of production. The contractor is responsible for the correct application and placement of the year of production code into the lot number. However, Administrative Contracting Officers (ACOs), Quality Assurance representatives (QARs), Procuring Contracting Officers (PCOs), Product Quality Managers (PQMs), Item Managers, Inspectors, Quality Assurance (QA) Specialists, etc., are responsible for assuring that contractors are knowledgeable in the use and application of the year of production code and that the code used correctly represents the year of production for the lot.

4.1.3. Month of production. Each equipment lot number commencing with the first lot produced, assembled or modified shall have the month of production inserted after the two (2) digit code identifying the year of production. The month of production is a single alpha code assigned as follows:

January -	A	May -	E	September -	J
February -	B	June -	F	October -	K
March -	C	July -	G	November -	L
April -	D	August -	H	December -	M

Note: the letter “I” is not used.

The single alpha code reflects the month of the year in which the manufacture, assembly, or modification of the lot was initiated. There are no spaces between the year of production code, the month of production code, and the first digit of the lot interfix number. A change in the month of production does not necessitate the lot interfix number or the lot sequence number to revert to “001.” The contractor is responsible for the correct application and placement of the month of production code into the lot number. However, ACOs, QARs, PCOs, PQMs, Item Managers, Inspectors, QA Specialists, etc., are responsible for assuring that contractors are knowledgeable in the use and application of the month of production code and that the code used correctly represents the month of production for the lot.

4.1.4. Lot interfix number. Each equipment lot number commencing with the first lot produced, assembled, or modified shall have an interfix number not to exceed three (3) digits (999). The interfix number will usually start with "001." Others will be based on the determination of those persons responsible for assigning interfix numbers as defined in paragraphs 4.1.4.2 and 4.1.4.3.

4.1.4.1. Assignment of lot interfix numbers. Assignment of lot interfix numbers or blocks of numbers will be made by those persons delegated with the responsibility of determining when the interfix number will be changed, or when and what blocks of interfix numbers will be used. In most instances, assignment of interfix numbers for an item will be in numerical sequence. (Exceptions to this procedure are cited herein.) Plant and depot personnel (Government and contractor) are responsible for alerting persons responsible for assigning interfix numbers when changes are anticipated.

4.1.4.2. Responsibility for assigning interfix numbers. Product quality specialists, as appropriate, will be responsible for assigning interfix numbers for those lots of equipment, equipment components, equipment units of issue, etc., manufactured or assembled by the various private contractors, GOGO and GOCO facilities. Delegation of this authority to plant QARs and ACOs does not relieve these persons of primary responsibility. The Chief Inspectors/Quality Assurance Specialists of the Quality Assurance functions at depots, in the field, etc., will be responsible for assigning interfix numbers for those items and those lots which are modified or some other type of operation performed which will necessitate a change in the interfix number.

4.1.4.3. Responsibility for correctness and proper use of interfix numbers. Persons responsible for assigning interfix numbers (see 4.1.4.2) or those delegated the responsibility will be the primary persons responsible for the correctness and proper use of interfix numbers. Once the same manufacturer has produced a lot of an item, the interfix number must never revert to "001" even though several years have elapsed since the producer last manufactured or assembled the item. Since the procuring services' master repositories retain files permanently, acquisition of the final interfix used in previous production is relatively easy to obtain. There is no reason for interfix numbers to be used more than once for the same item, hence no reason for duplicate lot numbers. All acquisition personnel should notify the proper persons when interfix numbers or lot numbers are incorrect, improperly shown, or missing.

4.1.4.4. Actions requiring changes in interfix numbers. Under certain conditions changes in contract shall require a change in interfix number. Changes in design, manufacturing processes, materiel, production methods, certain administrative procedures, or suppliers, shall manifest themselves into a change in the interfix number and all lots for that item produced under the altered conditions will have a different interfix number. Interfix numbers may be changed for reasons other than those noted herein when it is considered necessary by the Government. Each reason for changing interfix numbers shall be stated in the "Production Notes" column of the lot number database. Persons generating the lot number database are responsible for properly reporting and recording interfix changes and the reasons for the changes. The following occurrences necessitate changes in interfix numbers:

4.1.4.4.1. For administrative purposes.

4.1.4.4.1.1. Different interfix numbers. Lot interfix numbers must be different for various items made or assembled by the same manufacturer at the same location; for the same item made or assembled by the same manufacturer at the same location at different times; for items which may be confused with one another; or for different items which are of the same specifications or size.

4.1.4.4.1.2. Concurrent manufacturing. If a contractor is concurrently manufacturing several similar items at the same facility, then each item must have distinct interfix numbers. This will be accomplished by assigning blocks of interfix numbers to each of the specific items considered as items of a similar nature. Blocks of interfix numbers may be assigned to “010s”, “020s” or whatever progressions the responsible assigning person considers feasible based on procurement, contractual, and production projections. The first group to exhaust its block of interfix numbers would proceed to the next available block of interfix numbers following a logical progression.

4.1.4.4.1.3. Development. When a development category (XM) model number is standardized, the next lot produced as the standardized model will simply be assigned the next higher sequential interfix number. The last sequence number will again revert to “001.”

Example: Mask, XM60 with lot number CBN06H002-004 converts to Mask, M60. The next production lot of the now standardized model shall be numbered CBN06J003-001.

4.1.4.4.1.4. Change in contract. Whenever a new contract is issued to the same producer for the same item, the materiel delivered under the new contract will have a new interfix number assigned, unless production under the new contract continues without interruption from the previous contract, all production from the previous contract has been completed, no significant technical data changes have been made, and no other events have occurred which normally necessitate changes in interfix numbers. Interfix number assignments for changes in contract will be issued in the normal sequence; exceptions have already been noted. Lot sequence numbers will again begin with “001.” At no time will the same manufacturer (private or Government) of the same item revert the interfix number back to “001” when production commences under a new contract, regardless of the number of years which may have elapsed since production or assembly of the item was completed under the previous contract.

4.1.4.4.1.5. Sequence number exceeds “999.” The next higher interfix number will be assigned in those rare instances where the lot sequence number for an equipment item manufactured or assembled by the same contractor reaches “999” (exceeding three digits). The next lot produced will require that the sequence number again start with “001.”

Example: The lot number for an item produced by a company with manufacturer’s identification symbol “CBN” is CBN06A006-999. The next lot of this item produced will be numbered CBN06A007-001.

4.1.4.4.1.6. Change in manufacturer's identification symbol. Any conditions which warrant a change in the manufacturer's identification symbol will require a change in the pertinent interfix number. (See 4.1.1.5) In these instances, the interfix number will revert to "001" (exceptions already noted) and the sequence number will again begin with "001."

4.1.4.4.2 For technical reasons.

4.1.4.4.2.1. Interruptions. Whenever production or assembly of an item is interrupted for a period of time in excess of thirty (30) days or for the period of time as determined by the responsible persons as defined in 4.1.4.2 and 4.1.4.3, a change in the pertinent interfix number is required. This applies even though no physical changes to the production facilities or processes occurred during the shutdown. When production resumes, the next sequential interfix number will be assigned and the lot sequence number will again begin with "001."

4.1.4.4.2.2. Dismantling operations. When a contractor dismantles a production or assembly line and then, at a later date, reassembles and commences production of the same item, such actions will necessitate a change in the interfix number to the next higher sequential number. The lot sequence number will again revert to "001."

4.1.4.4.2.3. Two distinct lines. Lots of the same item produced on two (2) distinct production lines will have different interfix numbers assigned based upon the order of their production or in accordance with the "block of interfix numbers" procedure outlined in 4.1.4.4.1.2.

4.1.4.4.2.4. Two distinct parts of a line. Lots of the same item produced on two (2) distinct parts of the same line will have different interfix numbers assigned in the order of their production or in accordance with the "block of interfix numbers" procedure outlined in 4.1.4.4.1.2.

4.1.4.4.2.5. Same item – different manufacturing methods. Lots of the same item, made by different methods of manufacture or to new designs, so altered from those previously used that a distinct change in function can be expected, will be assigned different interfix numbers to the next higher interfix number, with the lot sequence number reverting to "001."

Example 1: A change in designation from Mask, M40A1 to Mask, M40A2 will require a change in interfix number to the next higher interfix number. If the final production lot of the M40A1 was CBN06H011-007, then the first lot of the M40A2 would be numbered CBN06J012-001. At no time will the interfix number start again with "001" or with any other number which will result in a duplication of interfix numbers for the entire Mask, M40 series, even though several years may have elapsed since the previous model designation was produced.

Example 2: The final production lot of the Detector Kit, M256A1, was CBN06D016-012, after which extensive changes were made. The changes, however, are reflected by merely suffixing the model number to M256A2. The first production lot of the M256A2 must be CBN06L017-001. Again it is emphasized that items carrying the same basic model

number and manufactured or assembled by the same facility will never be assigned the same interfix number, resulting in duplication of lot numbers, no matter how numerous or how extensive the changes might be.

4.1.4.4.2.6. Production line changes. Changes in production lines necessitate changes in interfix numbers. If a single production line is split into two or more parts, a different block of interfix numbers will be assigned for those lots produced on the new production lines. The lots being produced on the original production line will continue with the old interfix number and in the lot sequence number order previously used until such time as a change is effected which normally requires an interfix number change. All changes and further assignment of interfix numbers will be accomplished in accordance with the provisions of 4.1.4.4.1.2, 4.1.4.4.2.3 and 4.1.4.4.2.4.

4.1.4.4.2.7. Merging production lines. When two or more production lines are merged into a single line, the lots produced on the new single line will be assigned a different interfix number in sequence to the next highest number of those interfix.

Example: Two (2) lines are producing lots with lot numbers CBN06H006-014 and CBN06H012-003. After the two (2) lines are merged the next lot produced on the new single production line will be numbered CBN06J013-001.

4.1.4.4.3. Best interest of the Government. Changes in interfix numbers will also be accomplished when it is determined by those persons responsible for assignment of interfix numbers that it is necessary to change or the best interest of the Government will be served by changing interfix numbers.

4.1.4.5. Documenting changes in interfix numbers. Whenever changes in interfix numbers are effected all such changes shall be appropriately documented by the manufacturer. Any and all reasons for interfix changes shall be part of the production records.

4.1.5. Lot sequence number. The 3 digit lot sequence number identifies a lot according to the sequence of production, within each lot interfix number. A sequence number shall be assigned to each lot produced regardless of the final disposition (see 4.2). The lot sequence number within each interfix shall always begin with "001" and continue in sequence until production of the item is terminated, a change is made in the item or its production process, the sequence number reaches "999," or a change in contract is made. Whenever an alpha lot suffix is added to the lot, number, the alpha character becomes an integral part of the lot number. The lot sequence number will begin with "001" following a successful first article. For example:

CBN06C001A001 First Article
CBN06C001A002 First Article – second submission
CBN06C001-001 First production lot

4.1.5.1. Responsibilities for assignment of lot sequence numbers. The supplier is directly responsible for the assignment of sequence numbers and for making changes as necessary. However, the conditions requiring changes in sequence numbers will be specified by the

appropriate procuring agency, National Inventory Control Point (NICP) or National Maintenance Point (NMP) for the applicable item. The appropriate Product Quality Manager, Quality Assurance Specialists, Chief Inspectors, etc., are responsible that each producer is cognizant of the correct procedures, uses and applications of sequence numbers; is furnished proper guidance on a continuing basis; and is supplied with the necessary documents (standards, bulletins, manuals, etc.) to be used for reference purposes, direction, etc.

4.1.5.2. Responsibilities for correctness and proper use of lot sequence numbers. The manufacturer has the primary responsibility to assure that sequence numbers are correct and used properly at all times. However, ACOs, QARs, PCOs, PQMs, Item Managers, Inspectors, and other persons in related administrative positions are charged with the responsibility to make adequate checks necessary to assure that sequence numbers are being used correctly and changed properly. These persons are the cognizant authorities for uses and applications of the sequence numbers. It is further the responsibility of all users of equipment to note incorrect applications of lot numbers, errors in markings and on documents, and other related discrepancies, and to then notify the proper persons when such occurrences are observed.

4.1.5.3. Changes in lot sequence numbers. Actions requiring changes in lot sequence numbers to the next higher sequential number. In each of the following events, the lot interfix number shall remain unchanged:

4.1.5.3.1 For administrative purposes.

4.1.5.3.1.1. Time. When the contractually stipulated time frame for a lot has been attained. Frequently, the contract states that specific production time frames such as a shift, a day, a week, a month, or a quarter, shall constitute a production lot, regardless of the quantity produced during the period. When such requirements have been met, a new lot sequence number, continuing in the sequence of the previous production, will be assigned.

4.1.5.3.1.2. Quantity. When the contractually stipulated quantity has been produced. In certain instances, a contract states that a particular number of units such as 5,000, 10,000, 20,000, shall constitute a production lot regardless of the length of time required to produce such an amount. When such requirements have been met, a new lot sequence number, continuing in the order of the previous production, will be assigned. A normal production lot will not exceed 40,000 units.

4.1.5.3.1.3. Same producer – same item. When a new contract is issued to the same producer for the same item, the first lot manufactured under the new contract shall have a new lot sequence number assigned continuing in the sequence of production under the previous contract provided there has been no interruption in production, all production under the previous contract has been completed, no significant technical data changes have been made, or no other events have occurred which normally require a change in the interfix number. If a change has occurred which warrants a change in interfix, this will be accomplished in accordance with 4.1.4.4. There will be no instances when the same lot sequence number will be used following a change of contract number.

4.1.5.3.1.4. Change in manufacturer's identification symbol. Any condition which warrants a change in the manufacturer's identification symbol will result in a change in the lot sequence number (See 4.1.1.5). In all such events, the lot sequence number shall always begin with "001."

4.1.5.3.2 For technical reasons.

4.1.5.3.2.1. Interruptions. When production or assembly of an item is interrupted and resumes again after a time lapse of not more than thirty (30) days, a new lot sequence number, continuing in the order of the previous production, shall simply be assigned provided no design changes were made in the interim or the method or production was not altered. Exceptions to this procedure are noted in 4.1.4.4.2.1.

4.1.5.3.2.2. New raw material lot. Where it is deemed necessary to require identification of raw material lots by unique lot numbers, a change to a new lot of raw material during the manufacturing process shall necessitate a change in the lot sequence number.

4.1.5.3.2.3. Change in lot interfix number. All conditions which necessitate a change in the lot interfix number will also manifest themselves into a change in the lot sequence number (see 4.1.4.4 and all subparagraphs thereof). In each of these instances, the sequence number shall always revert to "001."

4.1.6. Equipment lot suffix (the alpha suffix). The lot suffix, as defined herein and when required, becomes an integral part of the equipment lot number and is applied directly after the sequence number as shown in 4.1. Lot suffixes will in all instances consist of one (1) alpha character and will be a capital letter. In identifying lots of equipment or any quantities thereof which are being reworked, etc., the lot suffix will be assigned in alphabetical sequence starting with the letter "A" and continuing through "Z." (See 4.1.6.5 for listing of alpha characters whose use is restricted or prohibited.)

4.1.6.1. Relationship to original lot number. Once a lot of equipment or any portion thereof has been assigned an alpha equipment lot number suffix, the suffixed lot assumes an independent status and a completely separate identity from that of the original basic lot or any quantities of the original lot which may be assigned a different suffix letter.

4.1.6.2. Use of equipment lot suffix. A lot suffix shall be used when it is necessary to differentiate a lot of equipment or any portion thereof from the original lot that was produced under the original contract. Examples include the following:

- a. Equipment that had undergone a rework process.
- b. Equipment that had been reclassified from regular issue items to training equipment.
- c. Equipment whose shelf-life has been altered such that it is different from the shelf-life of other equipment from the same original lot.

- d. Equipment that must be segregated from other equipment from the same lot for safety or other inventory management concerns.
- e. To identify subcomponents that have shelf-life properties, such as the shell fabric of the JSLIST.

4.1.6.3. Application of lot suffix. The first quantity of equipment to have a new lot number would be identified by affixing a capital letter suffix “A” to the original lot number. The next quantity of equipment from the same basic lot to have a new lot number shall be identified by the addition of a “B” suffix, etc.

Example: The original quantity of a lot of C2A1, lot number CBN06J002-012, is 40,000 units. Three (3) years later 26,000 units have to be disassembled, inspected, and repackaged. This 26,000 quantity now becomes CBN06J002-012A.

Different suffixes must be assigned for different types of reworks which are performed on the same basic item. Different suffixes must also be assigned even when the same type of rework is performed at a different time, different place, or by different contractor. For instance, repackaging of separate quantities of the same equipment lot at different times, even if performed at the same location, would necessitate the assignment of different suffixes to identify each of the quantities repackaged. The authorization for issuing rework instructions and the types of operations to be performed, quantities, etc., is the responsibility of the appropriate NICP/NMP agency.

4.1.6.4. Request for a suffix. When a lot of equipment or a quantity thereof has been designated as a new lot for reasons stated above, the facility performing the rework or the inventory manager of the equipment shall request a suffix assignment from Commander, U.S. Army Research Development and Engineering Command, Edgewood Chemical Biological Center, ATTN: AMSRD-ECB-ENA-Q, Rock Island, IL 61299, with the exception of protective clothing items. For protective clothing items, except the Self-contained Toxic Environment Protective Outfit (STEPO) and Improved Toxicological Agent Protective (ITAP) suit, the contact will be Commander, U.S. Army Research Development and Engineering Command, Natick Soldier Center, Natick, MA 01760.

4.1.6.5. Exceptions to use of certain letters as equipment lot suffixes. When the application of an equipment lot suffix is required, the following letters shall not be used as suffixes except as noted herein:

- a. “E” - no exceptions other than as used to denote experimental lots. (See 5.2)
- b. “I” - no exceptions. Can easily be confused with the number “1” (one).
- c. “O” - no exceptions. Could be easily mistaken for the number “0” (zero).
- d. “T” - will be used to designate equipment lots to be used for training only.

4.2. Mandatory numbering of equipment lots. Where drawings, specifications, and other documents or special direction so indicate, each lot of equipment must have a lot number assigned at the time of manufacture or assembly, regardless of the ultimate disposition of the lot.

This means that lots which have been rejected and then are scheduled for reworking, demilitarization, scrapping, etc., must have a basic lot number assigned. Only by so doing shall proper controls be continually exercised.

4.3. Lot numbering of components in an assembly or end item. For an assembly or end item consisting of several components, each component that has shelf-life must be assigned an individual lot number. Considerations could be given to components that have the same shelf-life specifications, and will be evaluated together as an assembly or end item for shelf-life extension purposes. In this case, only the assembly or end item requires a lot number.

5. LOT NUMBERING FOR NON-STANDARD LOTS

5.1. Use of equipment lot numbers under special conditions. The following is a list of lots that require special marking identification in the lot number for proper handling. The lot identifier code is a capital letter inserted in the equipment lot number by replacing the hyphen with the appropriate alpha code as specified in the following paragraphs.

<u>TYPES OF NON-STANDARD LOTS</u>	<u>LOT IDENTIFIER CODE</u>
Experimental Lots	E
First Article Lots	A
Hybrid Lots	H
Special Lots	S
Modified Lots	M
Overhauled Lots	V

5.2. Experimental lots (the “E” lots). These lots shall be identified by replacing the hyphen between the lot interfix number and the lot sequence number with a capital letter “E.” The appropriate manufacturer’s identification symbol will be applied and the lot sequence number shall identify in sequence the number of experimental lots developed by the particular manufacturer. The lot interfix number shall be identified by the numeric characters “000.” At no time will the same manufacturer duplicate experimental lot numbers even though the type of materiel involved is different. Experimental lots will be numbered in accordance with the following example:

- 1st Experimental Lot: PA-97K000E001*
- 2nd Experimental Lot: PA-97K000E002*
- 3rd Experimental Lot: PA-97L000E003*

Experimental lots are produced in accordance with special instructions and are covered by engineering production orders. Experimental lots are those generally small quantities of

equipment items that are produced for research and development, engineering design tests, and special tests for engineering evaluations.

Special and engineering tests performed outside the place of manufacture, such as at the proving grounds, are normally covered by engineering test program requests – exclusive of engineering production orders. Equipment designated as experimental lots will not be issued for field use nor flow into the regular supply stream without special and specific authorization of the applicable NICP/NMP element.

5.3. First article lots (the “A” lots). These types of lots shall be identified by replacing the hyphen between the lot series number and the lot sequence number with a capital “A.”

CBN06B001A001 (Indicates interfix 001-first submission)

CBN06C001A002 (Indicates interfix 001-second submission)

CBN06M002A001 (Indicates interfix 002-first submission)

Uses and applications of the manufacturer’s identification symbol, the year of production code, the month of production code and the lot interfix procedures remain consistent with the pertinent provisions of this policy.

NOTE: Upon successful completion of the first article the sequence number of the production lot reverts to “001.”

5.4. Hybrid lots (the “H” lots). A hybrid lot consists of equipment from various lot numbers. The primary purpose for the formation of hybrid lots is to allow economical technical evaluation of small lots of equipment that otherwise would have to be discarded. These are equipment of which serviceability is questionable and needs to be verified, but because of the small quantities of each lot, it is not economical or practical to examine the serviceability of each lot individually. The acquisition activity must request, and the technical organization must authorize any formation of a hybrid lot before, not after, it is created.

Hybrid lots must be formed from remnants of acceptable lots which are considered to have an inherent quality of performance good enough to economically justify their formation and should only be authorized for those cases in which experience has demonstrated that the safety and functioning of the item will not be jeopardized to any undesirable extent. Once a hybrid lot is authorized it shall be numbered in accordance with the provisions of this policy.

A hybrid lot shall be identified by replacing the hyphen between the lot series number and the lot sequence number in the ammunition lot number with a capital letter “H”. When formation of a hybrid lot is approved, a new lot number will be assigned as follows:

- a. **Manufacturer Identification Symbol:** Remains the same. All equipment must be from the same manufacturer.
- b. **Year and Month of Production:** The year and month that the hybrid lot was formed.

- c. Lot Interfix Number: Will be "000."
- d. Lot Sequence Number: Will begin with "001" and progress in the normal manner if more than one hybrid lots are formed.

5.5. Special lots (the "S" lots). Certain lots of equipment are manufactured for specially expressed purposes, such as proving ground tests, special requirements, special tests, or engineering tests. Generally they are not intended for use as service or training equipment. These "S" lots shall be numbered consecutively regardless of type and size of the item and no matter how small the quantity. Lots shall simply be numbered CBN06F001S001, CBN06F001S002, and so on. When CBN06F001S999 is reached, the producing facility shall continue numbering by merely changing the interfix to "002." The next special lot of these types would then be CBN06F002S001.

5.6. Modified lots (the "M" lots). These lots shall be identified by replacing the hyphen between the lot interfix number and the lot sequence number with a capital letter "M." The lot number shall be assigned in the normal manner with the manufacturer's identification symbol being that of the facility performing the modification, and interfix numbering beginning at "001" and advancing numerically in accordance with the provisions contained herein for assigning lot interfix numbers (see 4.1.4 and all paragraphs thereto).

5.7. Overhauled lots (the "V" lots). These lots shall be identified by replacing the hyphen between the lot interfix number and the lot sequence number with a capital letter "V." Overhauled lots are regular production lots which have had required exterior maintenance performed on them (see 3.2.18). No change is made in the basic lot number except as described above.

5.8. Partial lot. As noted in 3.2.20, a partial lot is primarily defined as a sub-division of a normal equipment lot. Partial lots are usually permitted for use to expedite shipments and deliveries of critically needed items, as a convenience in controlling production quantities of a shift, day, week, etc., and to facilitate ease of shipments. Their intended purposes and usage are temporary. Identification should only be shown on the appropriate controlling documents which, if desired, can be destroyed after the partial lots have served their intended purposes. Partial lots shall simply be identified with the basic lot in a numerical sequence based on the order of production. This information will be placed in the "Production Notes" column of the lot number database and shall not be a part of the lot number per se. Authorization to manufacture, assemble, and move partial lots of equipment is a function of the applicable procuring activity.

5.9. Grand Lot. A grand lot does not require the creation of a new lot number or a modification of existing lot numbers (see 3.2.6). A grand lot is formed for a specific purpose, such as to perform a technical analysis, where the concatenation of groups of equipment from different lots would allow the analysis to be performed in a practical and economical manner. The results from the analysis will only apply to the equipment within the grand lot. For this reason, a grand lot is formed only when there is a high degree of probability that no other equipment from the same lots exist elsewhere.

6. LOT NUMBERING OF RAW MATERIALS

6.1. Responsibility for raw material lot numbers. The procuring agency will designate if any raw materials used in the manufacturing process of the subject CBD equipment will require lot numbers. The manufacturer may assign lot numbers to other raw materials as desired.

6.2. Raw material lot numbering. The lot numbering system for shelf-life CBD equipment as defined in paragraph 4.1 is not required for assigning lot numbers to raw materials. The manufacturer may use any preferred industry method for assigning lot numbers to raw materials.

6.3. Raw material lot number records. When lot numbers are assigned to raw material lots, the manufacturer must maintain production records showing the raw material lot used to manufacture each of the end item lots.

7. MARKING OF LOT NUMBERS

7.1. Marking drawings (for contractors preparing drawing). The responsible engineering activity shall prepare drawings for each item showing all required markings. These drawings shall locate, describe, and specify method(s) and materiel(s) for all markings and shall be known as "marking drawings." All "marking drawings" shall be forwarded to the procuring activity for review and approval before commencing the manufacture of the equipment involved. Marking shall be accomplished in accordance with the appropriate "marking drawing."

7.2. Equipment Marking. Each unit of manufacture of the equipment shall be identified by a lot number which shall appear on the item itself whenever size permits. The location, method of marking, and size of the lot number shall be shown on the applicable "marking drawing." The marking shall be permanent in nature and may consist of a stamping in the materiel of the item; a permanently attached non-destructible plate; or stenciling with a marking fluid of materiel that is highly resistant to weather and wear. The method of marking shall be an engineering determination (see 7.1). The location of the marking shall be an engineering determination also, due to such considerations as kind of materiel to be marked, size and shape of item, and potential wear points. The markings shall be of the appropriate size and prominently displayed on the body of the items in such a manner as to be easily read. In addition to specific instructions from a "marking drawing," specifications from MIL-STD-129 and MIL-STD-130 shall be used for both human-readable and machine-readable protocols.

7.3. Container Marking. Unit, intermediate, and exterior shipping containers shall have lot numbers marked in accordance with MIL-STD-129. Packages that contain components that are lot numbered shall reflect those same lot numbers on the outer container, at the unit, intermediate, and shipping container level. Marking methods and procedures shall be in accordance with MIL-STD-129.

7.4. Required use of complete lot number. In reference to individual lots, whether in correspondence, in records, or in marking containers, packages, or cartons, the complete lot number shall be used.

7.5. Required use of Unique Identification (UID) Code. All shelf-life materiel identified by a serial number shall require the use of UID, unless specific exception is given by the JPM, PM, or procuring agency.

7.6. Required use of human-readable information (HRI). All shelf-life CBD equipment shall have the lot number displayed in an HRI format on the item in accordance with MIL-STD-130. The procuring agency may also require some or all of the following information to be displayed in HRI format along with the lot number:

- a. Item nomenclature
- b. NSN number
- c. Contract number
- d. Size
- e. Shelf-life information
- f. Serial number

7.7. Required use of machine-readable information (MRI). In addition to HRI, all shelf-life CBD equipment shall have machine-readable information in accordance with MIL-STD-130. In addition to the information required by MIL-STD-130, the following must be included:

- a. Size
- b. Shelf-life information
- c. Warranty information (if applicable)

8. LOT NUMBER DATABASE

8.1. Establishment of lot number database. The manufacturer or producer of CBD equipment shall establish and maintain a database of all information pertinent to all lots produced under each contract to which this policy applies. The database format is described in paragraph 8.6.

8.2. Lot number database submission. A copy of the database shall be submitted by the manufacturer to the procuring activity or designated acquisition organizations on a monthly basis beginning with the start of production. A completed copy of the database containing lot number information for all lots produced under the particular contract or order shall be submitted no later than 30 days after the last units have been produced.

8.3. Other requiring organizations. A copy of the database for each completed contract shall also be provided by the manufacturer to the following organizations no later than 30 days after the last units have been produced, or upon request:

- a. Joint Program Executive Office-Chemical Biological Defense (JPEO-CBD)
- b. Joint CBRN-D Equipment Assessment Program (JEAP)
- c. Engineering Support Organizations (ECBC, NSC, etc.)

8.4. Lot number database repository. The central depository of all lot number information shall be the Joint Acquisition CBRN Knowledge System (JACKS), where a master equipment lot number database shall be maintained. The JEAP shall be responsible for assuring that the depository contains lot number information for all equipment listed in paragraph 1.2 and other equipment as applicable. All procuring activity and all components of the JPEO-CBD shall ensure that all lot number information and any updates and revisions be forwarded to the JEAP within one month of the receipt of such information.

8.5. Post-production lot number revisions. When the original lot number is modified by the addition of a lot suffix, therefore a new lot number is created, or when a new lot number is assigned to a hybrid lot, the new lot number will be provided to the JEAP within one month.

8.6. Lot number database format. This database shall be generated using a Microsoft Excel spreadsheet program and contain the following information for each lot, in the following column order:

- a. Item Nomenclature
- b. National Stock Number (NSN)
- c. Manufacturer's Name
- d. Lot Number
- e. Contract or Order Number
- f. Lot Quantity
- g. Lot Unit
- h. Method of Packing (individual unit, box of 4, kit of 6, etc.)
- i. Date Production Started for Lot
- j. Date Production Ended for Lot
- k. Production Notes

Actions and reasons pertinent to forming, numbering, and identifying any and all equipment lots produced under special conditions shall be explained in detail in the Production Notes block of the database.

9. LIFE-CYCLE MANAGEMENT OF EQUIPMENT LOTS

9.1. Equipment management by lot number. The equipment lot number is a critical part for the life-cycle management of shelf-life CBD equipment. The date that the lot was manufactured, modified, reformed, reworked, or repaired, has a direct relationship to the date that the equipment must be inspected, tested, or considered for disposal according to its shelf-life specification.

9.2. Original production lots. For a normal equipment lot, the warranty, inspection, and shelf-life periods begin with the first day of the month following the date indicated by the lot number.

Example: Lot CBN06F001-007 was produced during the month of June 2006. The equipment of this lot has a warranty period of 2 (two) years, a cyclic inspection frequency

of 18 (eighteen) months, an extendable shelf-life of 5 (five) years, and an allowable extension period of 2 (two) years.

- *The 1st cyclic inspection will be performed by* 31 March 2008
- *The warranty period will expire on* 31 September 2008
- *The 2nd cyclic inspection will be performed by* 31 September 2009
- *The 3rd cyclic inspection will be performed by* 31 March 2011
- *Shelf-life testing must be performed by* 31 September 2011
- *The 4th cyclic inspection will be performed by* 31 March 2013
- *Shelf-life testing must be performed by* 31 September 2013

9.3. Hybrid, rework, modified, or overhauled lots. The responsible engineering organization will assign the shelf-life of a hybrid lot, which could be different than the shelf-life specification of the original production lots. This shelf-life information will be communicated with the responsible procurement or inventory control organizations, and will be recorded on the master equipment lot number database for the particular hybrid lot. Special attention will be given to the shelf-life management of hybrid lots due to the attendant irregularity.

10. NOTES

10.1. Method for obtaining required technical data. Copies of specifications, standards, drawings and publications required by contractors in connection with applicable procurement and production functions should be obtained from the appropriate procuring service NICP/NMP or as directed by the pertinent contracting officer, commodity manager, administering officer, QAR or PQM.

10.2. Procedure for requesting lot suffixes. Requests for suffixes should be directed to the appropriate agencies as outlined in 4.1.6.4. These are the only agencies authorized to issue lot suffixes for use out side of new production plants. All suffix requests should be documented e.g., letter, teletype, etc.

10.3. Subject term (key word) listing.

- Human-readable
- Lot interfix number
- Lot sequence number
- Machine-readable
- Marking
- Raw material lot number
- Shelf-life
- Shelf-life equipment
- Unique identification code

STANDARDIZATION DOCUMENT IMPROVEMENT PROPOSAL

INSTRUCTIONS 1. The preparing activity must complete blocks 1, 2, 3, and 8. In block 1, both the document number and revision letter should be given. 2. The submitter of this form must complete blocks 4, 5, 6, and 7. 3. The preparing activity must provide a reply within 30 days from receipt of the form. **NOTE:** This form may not be used to request copies of documents, nor to request waivers, or clarification of requirements on current contracts. Comments submitted on this form do not constitute or imply authorization to waive any portion of the referenced documents(s) or to amend contractual requirements.

I RECOMMEND A CHANGE:

1. DOCUMENT NUMBER

2. DOCUMENT DATE (YYMMDD)

3. DOCUMENT TITLE Chemical and Biological Defense Materiel Lot Numbering Procedure

4. NATURE OF CHANGE (*Identify paragraph number and include proposed rewrite, if possible. Attach extra sheets as needed.*)

5. REASON FOR RECOMMENDATION

6. SUBMITTER

a. NAME (*Last, First, Middle Initial*)

b. ORGANIZATION

c. ADDRESS (*Include Zip Code*)

d. TELEPHONE (*Include Area Code*) (1) Commercial (2) DSN (*if applicable*)

7. DATE SUBMITTED (YYMMDD)

8. PREPARING ACTIVITY

a. NAME Joint CBRN-D Equipment Assessment Program (JEAP)

b. TELEPHONE (*Include Area Code*) (1) Commercial (2) DSN (*if applicable*) (229) 639-7483 DSN 567-7483

c. ADDRESS (*Include Zip Code*)
814 Radford Blvd., Ste 20320
Albany, GA 31704-0320

IF YOU DO NOT RECEIVE A REPLY WITHIN 45 DAYS, CONTACT: Joint Program Executive Office for Chemical and Biological Defense, Current Acquisition Directorate, 5203 Leesburg Pike, Suite 1609, Falls Church, VA 22041-3203 Telephone (703) 681-0806 DSN 761-0806

