

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Pamphlet
No. 708-1

18 December 1989

Cataloging of Supplies and Equipment
MANAGEMENT CONTROL NUMBERS (MCN)

1. PURPOSE. This pamphlet provides customer guidance to management control numbers (MCN) assigned to supply items by this headquarters.

2. APPLICABILITY. Guidance provided by this pamphlet is intended for and limited to local use by units/activities receiving supply support from Headquarters, Fort Sam Houston. This pamphlet will be published semiannually in accordance with AR 710-2.

3 REFERENCES

- a AR 708-1, Cataloging and Supply Management Data
- b AR 710-2, Supply Policy Below the Wholesale Level
- c FSH Reg 700-1, Installation Supply and Services Support

4 EXPLANATION OF TERMS

- a Management control number

(1) The MCN is a 13-character number similar to a national stock number (NSN) except for a letter code in the seventh position which represents the major command or activity. It is assigned to items which cannot be identified to an existing NSN, manufacturer's part number (MPN), or when the identifying part number exceeds 15 digits.

(2) MCNs will be assigned within Installation Supply and Services Division (ISSD) to facilitate local processing of transactions. They will not be used in transactions that are external to this installation, except when submitting DA Form 1988 (Request for National/NATO Stock Number) to the national inventory control point.

- b MCN control register listings

(1) Appendix A. Listing of current MCN in alphabetical sequence by nomenclature

(2) Appendix B Listing of any changes in MCN, if applicable

5. RESPONSIBILITIES. Unit property book officers (PBO) will take necessary action to ensure that all MCNs on the property book are screened and corrected as necessary. Occasionally, regulatory requirements cause changes after the first assignment. Failure to correct property records is a chargeable error during command inspections. Procedures for minor property book adjustments are prescribed in AR 710-2-1.

a Procedure for verification of MCN on property books

(1) Check the nomenclature listing at appendix A. If MCN is not found, but a similar item is listed, telephone verification must be made prior to any property record correction. Contact the Chief, Supply Management Section, telephone: 512-221-5800/3848 or AV 471-5800/3848.

(2) If the MCN shown on the property book is not listed at appendix A, check appendix B to see if the number has been changed.

(3) If the MCN is listed as changed, make necessary record corrections and reports. Questions concerning MCN should be directed to Chief, Supply Management Section, telephone: 512-221-5800/3848 or AV 471-5800/3848.

b Assignment of a valid MCN

(1) The provisions of this paragraph apply only to those units/activities which have nonstandard/nonstocked items on their property books without a valid MCN as listed in this pamphlet.

(2) Formal request for assignment of an MCN must be made in writing. Required data is described below.

(a) Address memorandum to Commander, Headquarters, Fifth U.S. Army and Fort Sam Houston, ATTN: AFZG-DL-SBSM, Fort Sam Houston, Texas 78234-5000.

(b) Request should list all available identification data pertaining to the item including:

- 1 The old MCN as shown on property book
- 2 A complete description of the item, to include manufacturer if known
- 3 Authorizing document
- 4 Issue document (if known). A copy of the purchase request/issue document may serve all purposes.

c Determination of MCN requirement

(1) Units/activities must attempt to identify needed item to an existing NSN or Manufacturer's Code and Part Number. The following references should be used:

(a) Master Cross Reference Listing (MCRL-1) - reference number (catalog or part number assigned by manufacturer) to NSN.

(b) MCRL-2 - NSN to reference number

(c) MCRL-3 - Federal Supply Code for Manufacturer (FSCM) to reference number to NSN.

(d) Army Master Data File (AMDF) - NSN

(2) Item not assigned an NSN or MPN. The next reference source should be the attached listings. All requests for issue using MCN must also use DIC AOD.

(3) Item not assigned an NSN/MPN/MCN. Requirements will be submitted on DD Form 1348-6 (Non-NSN Requisition).

(a) Stock number Entry will be the Federal Supply Class (FSC) of the item requested.

(b) Item Description. Entry will provide sufficient data for ready item identification.

(c) Publication Data. Entry will cite the applicable data as prescribed in FSH Reg 700-1, clarifying authorization.

(d) Source of supply. In addition to any required certificates, DD Form 348-6 will list a suggested source of supply, if known.

(e) Documentation. An extracted copy of the authorization document for commercial nonstandard item must be firmly attached to the DD Form 1348-6.

d Turn-in of nonstandard/nonstocked item

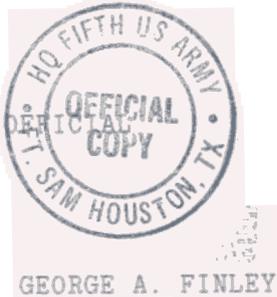
(1) An item should have either a Valid NSN, MPN, or an assigned MCN. When none of these are available, the minimum stock number shall consist of the FSC with abbreviation for no national stock number (NNSN)

(2) Turn-in procedures are provided in FSH Reg 700-1

FSH Pam 708-1

The proponent of this pamphlet is the Directorate of Logistics. Users are invited to send comments and suggested improvements on DA Form 2028, (Recommended Changes to Publications and Blanks Forms) to the Commander, Fort Sam Houston, Attn: AFZG-DL-SSP, Fort Sam Houston, Texas 78234-5000.

FOR THE COMMANDER



GEORGE A. FINLEY
Director of Information
Management

Director of Information
Management

DISTRIBUTION

A - (Minus 2-7, 9-19, 22, 24-26)
B - (Minus 18, 23-29)
R - (minus Group 4)
10- AFZG-DL-SS
25- AAFZG-IM-LSBP