

MEMORANDUM FOR DISTRIBUTION CENTER COMMANDERS

SUBJECT: Critical Safety Item Procedural Enhancements

Recent Critical Safety Item (CSI) site assessments revealed that clarification was needed to the original CSI procedural guidance instructions. As a result, clarification is provided on the Contract and Government Entity Code (CAGE), CSI Supply Discrepancy Report (SDR) mandatory information and enhancements for visibility of stock at receiving and in location as follows:

Results of recent CSI assessments found that a distinction between Prime and Alternate Manufacturer Contract and Government Entity (CAGE) codes was not being made. Prime is in reference to the Original Equipment Manufacturer (OEM) CAGE. Any other Manufacturers CAGE Code (MFG) would be in reference to an alternate manufacturer or sub-vendor. At receiving, validate both CAGE codes on the item or package against the receipt restriction screen message. In the event both codes are not listed on the screen they can be verified from the list of approved codes at the [Critical Safety Item \(CSI\) Web Site](#). During the stock screening process, also validate both CAGE codes from the CSI workload spreadsheet supplied by the DDC or from the DSCR web site. If either prime or alternate cage codes cannot be verified, material must be suspended and an SDR submitted. It is acceptable if only one CAGE code is present if validated.

Supply Centers continue to have problems receiving SDRs with insufficient data. Mandatory data fields are: National Stock Number (NSN), Manager, Routing Identifier Code (RIC), Contract number and Line Item (CLIN), lot/batch and/or serial number, condition code, quantity shipped/ billed/received and discrepant. In addition, manufacture name and all manufacturer CAGE codes and part numbers found on the package, bare item data plate should be listed. Discrepancy code Q7 and Action Code 1A will be used as default codes for all CSI SDRs.

It is recommended that you consider applying a label stating "CSI" in bold and black letters during the receiving receipt or stock screening process. This along with condition code controls will provide improved management visibility and customer confidence in our process.

The DDC point of contact is Walter Bostdorf, Supply Management Specialist, J-3/J-4-O, DSN 771-5951, email: wbostdorf@ddc.dla.mil.

JANET CRAVENER
Chief Distribution Operations Division

cc:
DDC J-3/J-4-M
DDC CSS-A
DDC