

REQUEST FOR FEDERAL CATALOGING/SUPPLY SUPPORT ACTION

SEE REVERSE FOR INSTRUCTIONS

SECTION I -- TO BE FILLED IN BY REQUESTING ACTIVITY

1. TYPE OF ACTION <input type="checkbox"/> FEDERAL CATALOGING <input type="checkbox"/> SUPPLY SUPPORT	2. AGENCY DOC. NO.	3. DATE REQUIRED	4. AGENCY LOCAL STOCK NO.
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5. REQUESTING AGENCY'S CATALOGING ACTIVITY CODE (or Address of Requestor)	6. ITEM IDENTIFICATION ACTION (Check if Applicable) <input type="checkbox"/> ASSIGNMENT OF NATIONAL STOCK NUMBER (NSN) FEDERAL SUPPLY CLASS: _____ MOE RULE: _____
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7. ITEM MAINTENANCE ACTION REQUEST FOR NSN			
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<input checked="" type="checkbox"/>	ACTION	MOE RULE	<input checked="" type="checkbox"/>
Add This Activity as User			Cancel NSN (Give Reason in Block 8)
Withdraw This Activity as User			Revise NSN as Described in Block 8
Change Activity MOE Rule	FROM	TO	Add Reference Number Appearing in Blocks 9 and 10

8. IDENTIFICATION DATA (Approved item name, if known, or noun name. List all physical and performance characteristics and/or attach technical documentation.)

9. MANUFACTURER'S NAME AND ADDRESS (Including Cage Code for MFR, if Known)

10. MANUFACTURER'S PART/STOCK NO. 11. SPECIFICATION DATA (Include Type, Class, etc.)

10A. Is Above MFR/Part No. Definitive Without Additional Characteristic Data? <input type="checkbox"/> YES <input type="checkbox"/> NO	12. PACKAGE DATA
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13. YEARLY DEMAND	14. U/I	15. QUANTITATIVE EXPRESSION	16. QUANTITY	17. UNIT PRICE (Dollars & Cents)
Actual (1)	Estimated (2)		A. On Hand B. Due-in	\$ <input type="checkbox"/> Actual (A) <input type="checkbox"/> Estimated (E)

18. ACTIVITY ITEM MANAGEMENT DATA (Check Appropriate Box(es))	19. REQUEST FOR SUPPLY SUPPORT (Indicate NSN in Block 7, if Known)	A. DATE REQUIRED
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YES	NO	ITEM	B. METHOD OF SUPPLY SUPPORT REQUESTED (Check Appropriate Box)
		A. Is Your Activity Currently Supported by Another Agency? If Yes, indicate Agency:	<input type="checkbox"/> GSA Stock
			<input type="checkbox"/> Federal Supply Schedule
			<input type="checkbox"/> GSA Buy Upon Receipt of Requirement
		B. Does Your Activity Support Its Own Requirement? If Yes, Indicate How:	<input type="checkbox"/> GSA Self-service Stores
			<input type="checkbox"/> Other

(1) Is the Item Procured Centrally?	20. AGENCY CONTACT CONCERNING THIS ACTION (Name and Telephone Number)
(2) Is the Item Stocked?	

21. APPROVING OFFICIAL SIGNATURE	DATE
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SECTION II -- FEDERAL CATALOGING ACTION (To be Completed by Cataloging Activity)

23. ACTION TAKEN (Check Appropriate Boxes)	Assigned NSN:	NSN Canceled/Invalid
	Activity Added	NSN Canceled/Use:
	Activity Withdrawn	NSN Canceled as Duplicate of:
	MOE Rule Assigned:	Reference Number - Data Revised
	Item Identification Revised	No Action Required (See block 23 for explanation)

23. REMARKS

24. APPROVED	SIGNATURE	CORRESPONDENCE SYMBOL	DATE
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SECTION III -- SUPPLY SUPPORT ACTION (To be Completed by Supply Support Activity)

25. SUPPLY SUPPORT	A.	B. Method of Support	C. Effective Date	26. ITEM CURRENTLY AVAILABLE FROM:
	<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted			

27. REMARKS

28. APPROVED BY	SIGNATURE	CORRESPONDENCE SYMBOL	DATE
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GENERAL INSTRUCTIONS

1. Activities shall prepare an original and two copies of Standard Form 1303 and check the appropriate box in block 1 to indicate whether action requested is for Federal cataloging only, supply support only, or both. This form is to be used when requesting a National Stock Number for inclusion in civil agencies' supply systems; to add or withdraw user registration; for proposing changes to existing Federal Item Identifications when characteristics of items are modified; for deleting items from individual supply systems; for recording reference data associated with a National Stock Number; and for the response of the cataloging/supply support activity.

2. Standard Form 1303 shall be used to cover only one item of supply associated with one National Stock Number (NSN). Specific instructions for preparing this form are contained in the GSA Handbook, Federal Catalog System Logistics Data (FPMR 101-30.3).