

**BY ORDER OF THE COMMANDER
309TH MAINTENANCE WING**

**309TH MAINTENANCE WING
INSTRUCTION 21-109**



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Maintenance

CAPITAL PURCHASE PROGRAM (CPP)

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The maintenance industrial fund outlined in Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*, Department of Defense (DoD) 7000.14-R, *DoD Financial Management Regulations (FMRS)*, Air Force Instruction (AFI) 21-102, *Depot Maintenance Management*, AFI 65-601V1, *Budget Guidance and Procedures*, Air Force Manual (AFMAN) 23-110, *United States Air Force (USAF) Supply Manual*, AFI 23-111, *Management of Government Property in Possession of the Air Force*, and Air Force Materiel Command Instruction (AFMCI) 21-109, *Air Force (AF) Depot Maintenance Activity Group (DMAG) Facilities and Equipment*, provides policies, procedures and guidance on the equipment, facilities, and Automated Data Processing Equipment (ADPE) program segments of the CPP. These also outline the policies and procedures relating to the DMAG productivity program as specified by Air Force Materiel Command (AFMC) directives and policy letters. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

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1. Policy. It is the policy of the 309th Maintenance Wing (309 MXW) to manage an industrial fund that is economically and/or mission-essential justified. The overall program should provide support to current and programmed workload and to a mobilization effort, when required. This Instruction does not take the place, nor does it supersede AFMCI 21-109.

1.1. The 309 MXW Business Operations Office (309 MXW/OBF) has overall program management responsibility and is the designated office of primary responsibility (OPR) for equipment, ADPE and minor construction for DMAG designated as CPP. Each group will designate a primary and alternate CPP monitor that will be responsible for the program with that group. It is recommended when the group has an engineering/planning organization, the designated office or individual should be in that organization. The Maintenance and Repair (M&R) OPR is 309th Maintenance Support Squadron (309 MXSS/MXDEAD).

NOTE: All hard copies of this publication are considered *uncontrolled copies*, only the electronic version that resides on the organizational home page will be considered *controlled*. In instances where a hard copy of an instruction is utilized, it is the user's responsibility to verify that the copy is the most current one available. This will be accomplished by comparing the date on the hard copy with the date on the electronic version.

1.2. The 309 MXW/OBF and each maintenance group will ensure all infrastructure investments are focused on resolving the capability gaps or achieving the returns on investment identified in the Ogden Air Logistics Center (OO-ALC) Long-term Depot Strategy Implementation Plan. A 5-year CPP Industrial Resource plan will be developed by the CPP Working Group and maintained electronically by the 309 MXW/OBF office. The plan will identify equipment, ADPE and minor construction requirements for the current year, budget year, 1 out year, and a projected requirements list for 2 additional years. All requirements will be identified by priority of need to accommodate the budget fluctuation without having to realign the overall program. The current year funded requirements identified in the plan will be input into the Defense Industrial Financial Management System (DIFMS) Fixed Assets data system. Equipment and facilities will be maintained as required to provide current information. Projected data will be changed to actual data as soon as actual data is available (1 year).

1.3. Each 309 MXW group will be represented by a CPP point of contact (monitor), primary and alternate, and will participate as a member of the CPP Working Group (CPPWG) to provide required input and attempt to resolve issues. The CPPWG members are identified as

309th Electronics Maintenance Group (309 EMXG), 309th Commodities Maintenance Group, 309th Software Maintenance Group (309 SMXG), 309th Aircraft Maintenance Group (309 AMXG), 309th Missile Maintenance Group (309 MMXG), 309th Maintenance Support Group (309 MXSG), 309th Aerospace Maintenance and Regeneration Group (309 AMARG). Representatives of other organizations, such as the 527th Electronics Maintenance Squadron (309 EMXS) Precision Measuring Equipment Laboratory PMEL, 542d Automated Test Equipment Support Group (542 ATSG), Association of Federal Government Employees (AFGE) 1592 and the Logistics Readiness Squadron, 75 LRS/LGRS, may be invited to working group meetings dependent on the agenda.

1.4. Each section is referenced within the OO-ALC CPP Overarching Process Flow Chart provided in [Attachment 2](#).

1.5. For simplicity in this guide, the CPP process is divided into three sections; requirement processes, budget processes, and execution processes. Each section of the CPP process is further defined below.

2. Requirement Processes for the Maintenance Groups:

2.1. The term “group” refers to the DMAG organizations defined above. Each group CPP monitor will coordinate with process engineers, users, System Program Office (SPO) and/or customers to identify potential CPP requirements. This identification may be derived from a data call to process engineers, squadron leaders, equipment custodians using the criteria and guidance provided, or this information may be identified during recurring staff meetings. The group CPP monitors will maintain a current list of CPP projects and will query engineers and production managers for potential CPP submissions.

2.2. As a general rule, requirements identification is a continuous process within the groups. Should there be an urgent or newly identified requirement, that requirement(s) should be communicated to the CPP Manager as soon as possible for identification of possible funding (i.e., reprogramming, Integrated Financial Review (IFR) funding, etc.).

2.3. Capital Equipment - includes equipment purchases (new or replacement) that cost \$250,000 or more, rehabilitation of existing equipment that costs \$250,000 or more, modification of existing equipment that costs \$250,000 or more, or the combined cost of components comprising a system that costs \$250,000 or more. These purchases must have a useful life of 2 years or more.

2.3.1. The analytical section in the 309 MXSG is required to be involved in this process to ensure maintainability and spare parts supplies. Technicians in the shop should be involved in the equipment installation, testing and operation training.

2.3.2. For all equipment that requires calibration, the calibration procedures must be purchased as part of the equipment buy. The 309 EMXS/PMEL is required to be involved in this process to ensure maintainability of equipment.

2.3.3. The CPP requirements must be planned, programmed, managed, obligated, executed, and reported in one of the following five categories: Weapon System Sustainment (WSS), Test and Inspection Equipment, Minor Construction (MC), ADPE and Telecommunications Equipment, or Software Development.

- 2.3.3.1. Weapon System Sustainment Equipment. This category includes new and replacement equipment purchases, rehabilitation of existing equipment, and modification of existing equipment not designed for test and inspection.
- 2.3.3.2. Test and Inspection Equipment. This category includes new and replacement equipment purchases, rehabilitation of existing equipment, and modification of existing equipment specifically designed for performance of test and inspection on depot maintenance workloads.
- 2.3.3.3. Minor Construction. New facility construction or alteration of existing facility up to \$750,000 and meeting the definition of MC as provided in AFI 32-1032, Ch 3, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*. The MC includes replacement, productivity, environmental or new mission projects.
- 2.3.3.4. The ADPE and Telecommunications Equipment. This category consists of computer hardware, operating system software (including utility and communications software), and telecommunications equipment. The ADPE and telecommunications equipment projects include replacement, productivity, environmental, or new mission.
- 2.3.3.5. Software Development. This category includes the actual development and acquisition of the information system (both in-house (organic) and contractor support). This category does not include software developed for a customer for use in a weapons system. For additional guidance on software, see DoDFMR 7000.14-R, Vol 2B, Ch 9, *Budget Formulation and Presentation*.
- 2.4. The CPP requirements are typically driven by the following sources:
- 2.4.1. Transformation.
 - 2.4.2. Overtime caused by problem.
 - 2.4.3. Equipment downtime.
 - 2.4.4. Obsolete equipment.
 - 2.4.5. New mission.
 - 2.4.6. Sustainment of current mission.
 - 2.4.7. Technology.
 - 2.4.8. Safety/Health/Fire/Environmental.
 - 2.4.9. XP – long range and yearly workload projections.
- 2.5. Projects will consider the following solutions for each CPP candidate:
- 2.5.1. Upgrade.
 - 2.5.2. Replacement.
 - 2.5.3. Contract.
 - 2.5.4. Buy new.
 - 2.5.5. Buy refurbished.

- 2.5.6. Move workload.
- 2.5.7. Change/improve processes.
- 2.6. Estimates will be created at a high level Rough Order of Magnitude (ROM) to include:
 - 2.6.1. Materials costs and source(s).
 - 2.6.2. Equipment purchase cost and source(s).
 - 2.6.3. Non-Recurring Engineering (NRE) costs and sources.
 - 2.6.4. Notional schedule.
 - 2.6.5. Facilities modifications (i.e., self-help).
 - 2.6.6. Minor construction costs.
- 2.7. The following guidance is provided for estimates:
 - 2.7.1. Cost estimates for OO-ALC organic work will use labor and material costs appropriate to the Resource Control Center (RCC) that will be accomplishing the work.
 - 2.7.2. Plans and cost estimates that involve contract services via Purchase Requests (PR) requiring 75th Contracting Squadron (75 CONS) action will be outlined in the files.
 - 2.7.3. Specialty equipment from weapons systems will be identified if required.
- 2.8. Some exclusions from the CPP are:
 - 2.8.1. Initial lay-in of depot maintenance equipment for support of introduced weapons system.
 - 2.8.2. Military Construction (MILCON) projects.
 - 2.8.3. Maintenance and Repair (M&R) projects.
 - 2.8.4. Expense items (equipment sustainment).
 - 2.8.5. Any investment that supports non-DMAG activities or will not belong to DMAG activities.
 - 2.8.6. Any investment not in direct support of production (i.e., office furniture, passenger vehicles, etc.).
 - 2.8.7. Real Property Installed Equipment (RPIE).
- 2.9. The CPP project folders. The CPP monitor will initiate and maintain the CPP project folders as defined in AFMCI 21-109. As CPP projects are developed, critical information must be maintained in the CPP project folder, the official record for audit purposes. This information will be supplied to the 309 MXW Business Office (309 MXW/OB) CPP Manager on request. The group CPP monitor will provide required guidance, orientation, and assistance to project engineers during the requirements development phase. The project folder will be retained locally until transfer, turn-in, disposal or when the equipment is fully depreciated.
- 2.10. An OO-ALC/FMC data sheet will be supplied to the engineers/project managers to assist in validating the potential requirements. The group CPP monitor will provide guidance

to the engineers/project managers and answer questions when they arise during the Economic Analysis (EA) creation and later as the project moves forward.

2.11. Model Simulation Program should be used as a budgeting and prioritization tool as deemed necessary.

3. Documentation (Oct - Apr). The budget year requirements will be prepared and processed in advance of the FY of funding. Advanced processing guidelines are as follows:

3.1. The wing business office (309 MXW/OB) conducts a budget call meeting with CPP group point of contacts (POCs) (FY, 1st Quarter). Group POCs send a data call to engineers and planners for requirement investments who, in turn, complete a budget exhibit 9b, *Capital Purchase Justification*, to specifically answer what the current requirement is, its justification and the impact if not provided, and the OO-ALC/FMC data sheet. Return to group monitor (FY, 2d Quarter).

3.2. Group monitors will submit completed packages, including MC, and OO-ALC/FMC data sheet through the Comprehensive Cost and Requirement System (CCaR). CPP group monitor will also provide, through CCaR, the group FY priority list and out year exhibit 9bs, and identify any next FY reprogramming of projects. Equipment requirement cancellation/changes in current year and budget year programs must be justified by changes in workload and/or economics. Since approval for these changes must be obtained from Headquarters AFMC, complete justification statements must be provided. Requests for cancellations/changes are to be approved at group level (2d Quarter).

3.3. The 309 MXW/OB will forward the exhibit 9b and the OO-ALC/FMC data sheet to OO-ALC/FMC for EA/Cost Analysis (CA) development and certification. (FY, 2d Quarter).

3.4. The OO-ALC/FMC will forward a copy of the certified EA to the group monitor to be included in the project folder and attached to the CCaR record.

3.5. The 309 MXW/OB CPP Manager will consolidate the group CPP lists in preparation for the CPP Working Group Prioritization Meeting. The CPPWG must align and defend each requirement against the OO-ALC Long-term Depot Strategy Implementation Plan. The result of this meeting will be the OO-ALC prioritized list of CPP requirements for submission to the Production Board for approval.

3.6. Ranking criteria has been established to help in the decision process. The following items are primary elements for ranking:

3.6.1. Available CPP budget - funding level is established by level of depreciation.

3.6.1.1. New mission.

3.6.1.2. Sustainment of current mission.

3.6.1.3. Cost.

3.6.1.4. Quality.

3.6.1.5. Schedule.

3.6.1.6. Safety/Environment.

3.6.1.7. Measurability.

3.6.2. Once the group has ranked their projects they will use the Strategic Linkage Scoring criteria to rank their projects for submission for the center CPP budget. The CPPWG will meet to set the priorities for the center budget submission. (FY, 3d Quarter).

4. Budget Processes:

4.1. The 309 MXW/OB CPP Manager will consolidate all Budget Cycle Projects in CCaR. The prioritized list with the exhibit 9bs and EAs are required at least 2 months prior to the execution year before AFMC/Depot Modernization and Investments (A4DM) can authorize the funds release.

4.2. The 309 MXW/OB CPP Manager will ensure aggregate program totals do not exceed the level of depreciation, existing and projected, the 309 MXW will actually earn for any budget-year, plus the projected authority from depot efficiencies unless appropriate HQ AFMC authorization has been granted.

4.3. HQ Budget Calls. It is anticipated that HQ AFMC will initiate budget calls each April to match timing for input into the Program Objective Memorandum (POM).

5. Execution Processes:

5.1. HQ AFMC Funding. Execution year documentation, i.e., exhibit 9bs and EAs, are required 2 months prior to the FY. Funds authorization is expected on 15 October of each year for the approved projects and 309 MXW/OB CPP Manager will notify group monitors when funds are available. Respective group CPP Monitors will notify appropriate project managers who will be ready to execute on receipt of funds.

5.2. OO-ALC/PK Planning Meeting. The CPPWG will schedule an acquisition strategy meeting with 75 CONS/PK representatives at least 4 months prior to the FY and again 2 months prior to the FY in order to finalize project specifications, initiate planning purchase requests for the approved President's Budget, and determine sole source or competitive bid approaches. The organization responsible for the requirement will review the detailed checklist available at the 75 CONS/PK website for the appropriate requirement and will provide this information to OO-ALC/PK at this meeting.

5.3. Group monitors will submit each project's funding document, in CCaR, within 30 days of funding available, it will then be routed through Automated Business Services System (ABSS). CCaR and ABSS send feeds to each other so both are updated with each approval. The 309 MXW/OB approves document, enters Sponsor Order Number (SPON), Customer Order Number (CON), Job Order Number (JON), Plant Account Number (PAN) into DIFMS. The 75th Comptroller Squadron (75 CPTS/FMAS), certifies funding document, enters commitment into DIFMs and General Accounting and Finance System (GAFS).

5.4. The OO-ALC/Cost Accounting has been appointed as the DIFMS OPR for fixed asset maintenance updates (i.e., contributed asset additions, asset deletions, etc.).

5.5. The 309 MXW/OB CPP Manager will validate with the groups prior to Program Budget Review (PBR)/Budget Estimate Review (BER) that all projects can be executed. Should the situation require that projects be changed during the year of execution, the 309 MXW/OB CPP Manager will request reprogramming through HQ AFMC. This request (depending on dollar value/capability) may require approval at the Office of the Secretary of Defense (OSD)

level and may or may not be approved. HQ AFMC/A4DM cannot authorize funding for reprogramming candidates without receiving completed EAs and exhibit 9bs.

5.6. Purchase Request Creation. The group initiates, executes, and coordinates the procurement process and provides status as required to the 309 MXW/OB CPP Manager. For organic workload, the group requests a funds authorization from 309 MXW/OB. The 309 MXW/OB then notifies the applicable group monitor that funds are available for use. In-house organic workload is delineated by Financial Job Order Number (FJON) in DIFMS. Example of FJON: FOG32A2G1000, underlined are special characters used to identify the workload as organic workload in support of a CPP project.

5.6.1. Once the procurement package (i.e., statement of work (SOW), specs, drawings, sole source) is finalized and submitted to 75 CONS/PK, the group will enter funding information in CCaR and route for approval. After approval (funds certification, etc.), the monitor will fax/email this to the contracting agency if applicable.

5.6.2. Once the purchase request is entered into CCaR, the coordination process begins. The Accounting Liaison Office (ALO) certifies the CPP documents in ABSS and records the commitment into DIFMS and General Accounting and Finance System (GAFS-R).

5.7. Procurement Action. Once the purchase request is approved and funds certified, 75 CONS/PK solicits bids for contract. The CPPWG will meet with 75 CONS/PK quarterly and as required on contract status.

5.8. Contract Award. Once the contract has been awarded, 75 CONS/PK notifies applicable group monitor or project manager that the contract has been awarded and provides a copy of the contract for the project file. The group monitor provides a copy of the contract to the 309 MXW/OB CPP Manager.

5.9. Obligations. Group monitor will track status of equipment buy to ensure obligation of funds – will meet or exceed the AFMC 80% standard by 30 Jun but no later than 30 Jul. HQ AFMC/A4DM recognizes this is dependent upon 1st quarter FY funds release and will advocate on behalf of OO-ALC if this is not achieved. This does not apply to 2d quarter or later reprogramming actions. All un-obligated funds as of 1 Aug are subject to redistribution at the Logistics Board Tier 2 discretion.

5.9.1. Obligation of budget is accomplished using several mechanisms:

5.9.1.1. Signed contract.

5.9.1.2. DD Form 448-2, *Acceptance of MIPR* (Category I).

5.9.1.3. Fund-Cite Letter (for indirect organic labor).

5.9.1.4. Category II acceptance does not obligate funds.

5.10. Reporting. The organization managing the project will supply obligation information and signed documentation, e.g., contract, and other tracking data to the 309 MXW/OB CPP Manager as the projects execute throughout the year. Progress reports are used to provide funds obligation status to management and HQ AFMC/A4DM; this information is reported to OSD quarterly.

5.11. Accounting Reconciliation. The 309 MXW/OB CPP Manager and group POCs will use the DIFMS Online Report Viewer (OLRV) Construction in Progress 7310-512 report to

monitor equipment purchases, receipts, and payments of an asset. The manager will review each current year obligated project for un-obligated funds. HQ AFMC/A4DM will provide assistance to reconcile HQ managed requirements.

5.12. Work complete/depreciation. The equipment custodian/manager, process engineer and/or group monitor will notify 309 MXW/OB of project acceptance and will notify Base Supply for the Custodian Account/Custody Receipt Listing (CA/CRL) and Air Force Equipment Management System (AFEMS) update. The group monitor will notify the CPP Manager via email with Control Symbol Number (CSN), project title, cost and description including date(s) that the investment is fully operational. Civil Engineers will provide minor construction information.

5.13. The CPP project folders. Group CPP Monitors will update project folders to reflect execution year status and will supply this information to the 309 MXW/OB CPP Manager on request.

5.14. Completion. After project completion 309 MXW/OB will take the following actions:

5.14.1. Obtain Commander's Resource Integration System (CRIS) Report to verify that funds have been expensed. If all funds have not been expensed, work with the project owner to resolve the issue.

5.14.2. Close the JON in DIFMS.

5.14.3. Update the Plant Account Record (PAR) in DIFMS so that depreciation can begin.

5.14.4. Group monitor reviews OLRV fixed assets, 7310-501 report to verify equipment status and make updates as needed.

5.14.5. Group monitor reviews OLRV monthly depreciation 7310-514 report to verify equipment status and make updates as needed.

5.14.6. For update and research in DIFMS, fixed assets, use the following screens:

5.14.6.1. The MS072P displays the data elements of a Plant Account Number (PAN)

5.14.6.2. The MS071P displays the data elements of fixed assets JON.

5.14.6.3. The MS053P displays budget amount.

5.14.6.4. The MS036P option 4 displays contract number.

5.14.6.5. The MS015P displays contract costs.

5.14.6.6. The MS062P displays document number and JON.

5.14.6.7. The process engineer notifies the analytical section in 309 MXSG, of accepted equipment for them to update Electronic Facilities Equipment Management System (EFEMS) and to establish a Preventative Maintenance (PM) number for maintenance and services.

5.14.6.8. Inventory. Equipment custodians will complete annual inventory of equipment on the shop floor in accordance with AFMAN 23-110. These individuals will reconcile the stock number, serial number, acquisition cost, and operation/acquisition date for Working Capital Fund (WCF) general equipment listed

in both AFEMS with DIFMS and the equipment project folders, and correct current equipment data discrepancies. Identify AFEMS inconsistencies to the custodian for resolution. Equipment custodians will be responsible for reconciling folder information. These project folders will contain supporting data used to economically justify the project. They will use the **Table 5.1** below.

Table 5.1. Project Folder Checklist

Project Folder Checklist
<ol style="list-style-type: none"> 1. Date of Review: 2. Organization/building location: 3. National Stock Number (NSN): 4. CSN: 5. Serial Number: 6. Plant Account Number: 7. CA/CRL Document Number: 8. Nomenclature: 9. Chronology of Significant Events: 10. Other (AF Form 601, <i>Equipment Action Request</i>, AF Form 2005, <i>Issue/Turn In Request</i>), as Applicable: <p>Any Other Information That Further Documents the Project:</p> <ol style="list-style-type: none"> 11. Installation Costs, if Applicable: <p>A. Account Code “14” (DMAG Assets)</p> <ol style="list-style-type: none"> 1. Copy of signed purchase contract. 2. Purchase Engineering Specifications (local purchase only). 3. Economic Analysis with supporting data, if applicable. 4. Cost Analysis, if Applicable. 5. Vita Mission Approval Documentation, if applicable. 6. Simulation Model (Hard Copy), if applicable. 7. Post Implementation Benefits Analysis for Items \$1M or Greater (within 3 years of completing and installing the equipment). 8. Other as Applicable (Supply Group 34 Only). <ol style="list-style-type: none"> a. DD Form 1419, <i>Non-availability Certificate</i>. b. DD Form 1423, <i>Contract Data Requirements List (CDRL)</i>. 9. Other (DD Form 1348, <i>DOD Single Line Item Requisition System Document (Manual)</i>; DD Form 250, <i>Material Inspection and Receiving Report</i>; DD Form 1149, <i>Requisition and Invoice/Shipping Document</i>; DD Form 1150, <i>Request for Issue or Turn-In</i>), as applicable: <p>B. Account Code “22” (Contributed Assets)</p>

1. Copy of signed purchase contract or copy of D043 for acquisition cost for equipment transferred from a Working Capital Fund Activity (After 1 Oct 91 only). Data from D043 should match manufacturer's date or - fair market value for equipment donated from outside DOD (After 1 Oct 91 only)
2. Other (DD Form 1348, DD Form 250, DD Form 1149, DD Form 1150) as applicable:

C. Account Code "84" (Non-DMAG Assets)

1. Maintenance agreement placed prior to receipt of asset containing the following information:
 - a. Replacement Responsibility
 - b. Return Rights/Return Date Specified
 - c. Disposal Instructions
 - d. Other

5.14.6.9. The project folder checklist will be placed on the inside cover of each project folder. According to the AFMCI 21-109, paragraph 2.8.3, the checklist must be annotated to include the date of each change to the folder contents and/or review that takes place. Items 1-9 are mandatory for each equipment item. The requirements of section A should be maintained in addition to items 1-9. If any items on the list are not available after sufficient research, a memo for record must be in the folder explaining why the data is missing. Reviews of the project folder must be accomplished at intervals not to exceed 2 years to ensure folders contain the required documentation on the checklist. Newly purchased or contributed assets can be supported with an electronic project folder, posted to the CPP CoP, <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-LG-CP-P0>.

5.14.6.10. The project folders are required on all equipment less than 10 years old. Once the equipment is fully depreciated, (usually 120 months), the folder is no longer required.

5.14.7. The following procedures should be used for reconciling AFEMS and DIFMS:

5.14.7.1. Once the DIFMS Financial Accounting (FA) plant account number is input to the AFEMS Capital Assets system in the contract number field, the reconciliation process will be as follows:

5.14.7.2. The OO-ALC/FMRD FA POC ensures the DIFMS FA report is available by the 4th calendar day of the month being reconciled.

5.14.7.3. The OO-ALC/FMRD FA POC will request AFEMS CFO Capital Assets report from AFMC A4 AFEMS POC by the 4th calendar day of the month being reconciled.

5.14.7.4. The OO-ALC/FMRD FA POC will:

5.14.7.5. Sort the DIFMS FA Report by the plant account number and the AFEMS CFO capital asset report by the contract number (DIFMS plant account number).

5.14.7.6. Compare the DIFMS FA list to the AFEMS CFO Capital Asset list by checking for differences in, see [Table 5.2](#)

Table 5.2. Reconciliation Discrepancies

Description Number	Problem Description
1	Customer Account number (CA/CRL)
2	NSN
3	Serial Number
4	Acquisition Cost
5	Operation/Acquisition Date
6	Plant Account Number

5.14.7.7. Any differences in the comparison on the six items above will be noted as follows:

5.14.7.8. The OO-ALC/FMRD FA POC forwards any discrepancies to the designated 309 MXW group equipment managers for explanation and/or corrective action.

5.14.7.9. The 309 MXW group equipment managers will:

5.14.7.10. Research items 1 through 6 and determine the necessary corrective action.

5.14.7.11. Determine whether the equipment records need to be corrected in AFEMS, DIFMS or both.

5.14.7.12. Prepare the proper data for corrective action of the accounting records in one or both systems.

5.14.7.13. Send the prepared data to the DIFMS and/or AFEMS POC for processing.

5.14.7.14. Follow up via email to ensure the forms are processed in a timely manner.

5.14.7.15. Equipment monitors will send the corrections to OO-ALC/FMRD. The OO-ALC/FMRD FA POC processes the correction requests in DIFMS then sends a confirmation e-mail and documentation to the 309 MXW group equipment managers.

5.14.7.16. Equipment monitors will send the corrections to 75 LRS/LGRM. The 75LRS/LGRM personnel process the correction request in AFEMS then send a confirmation e-mail and documentation to the 309 MXW group equipment managers.

5.14.8. Please note:

5.14.8.1. Until corrective action is taken, any un-reconciled items will continue to appear on the quarterly reconciliation list of discrepancies.

5.14.8.2. If un-reconciled items are not corrected in a timely manner, the 309 MXW group equipment managers, DIFMS FA POC and AFEMS POC will coordinate and prepare a report explaining why the discrepancies cannot be eliminated and forward to the appropriate supervisors for guidance.

6. Prescribed and adopted forms.

6.1. **Prescribed forms:** No forms prescribed.

- 6.2. **Adopted forms:** AF Form 601, *Equipment Action Request*
AF Form 2005, *Issue/Turn In Request*
DD Form 250, *Material Inspection and Receiving Report*
DD Form 448-2, *Acceptance of MIPR*
DD Form 1149, *Requisition and Invoice/Shipping Document*
DD Form 1150, *Request for Issue or Turn-In*
DD Form 1348, *DOD Single Line Item Requisition System Document (Manual)*
DD Form 1423, *Contract Data Requirements List*

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Attachment 1**GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION*****References***

AFPD 21-1, *Managing Aerospace Equipment Maintenance*, 25 February 2003

DOD 7000.14-R, *DoD Financial Management Regulation*, June 2000

AFI 21-102, *Depot Maintenance Management*, 19 July 2004

AFI 65-601V1, *Budget Guidance and Procedures, Budget Guidance and Procedures*, 3 March 2005

AFMAN 23-110, *USAF Supply Manual*, 1 April 2009

AFI 23-111, *Management of Government Property and Possession of the Air Force*, 25 July 2005

AFMCI 21-109, *Air Force (AF) Depot Maintenance Activity Group (DMAG) Facilities and Equipment*, 18 September 2007

AFI 32-1032, *Ch 3, Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, 15 October 2003

OMB (Office of Management and Budget) Circular A-11

DoD Budget Guidance Manual, Chapter 2B2

Abbreviations and Acronyms

A4DM— Depot Modernization & Investments

A4MM— Material Management

ABSS— Automated Business Services System

ADPE— Automated Data Processing Equipment

AF— Air Force

AFEMS— Air Force Equipment Management System

AFGE— Association of Federal Government Employees

AFPD— Air Force Policy Directive

AFI— Air Force Instruction

AFKN— Air Force Knowledge Now

AFMAN— Air Force Manual

AFMC— Air Force Material Command

AFMCI— Air Force Materiel Command Instruction

ALO— Accounting Liaison Office

AMARG— Aerospace Maintenance and Regeneration Group

AMXG— Aircraft Maintenance Group
542 ATSG— 542d Automated Test Equipment Support Group
BER— Budget Estimate Review
CA— Cost Analysis
CA/ CRL— Custodian Authorization/Custody Receipt Listing
CCaR— Comprehensive Cost and Requirement System
CDRL— Contract Data Requirements List
CFO— Chief Financial Officer
309 CMXG— 309th Commodities Maintenance Group
75 CONS— 75th Contracting Squadron
CPP— Capital Purchase Program
CPPWG— CPP Working Group
CRIS— Commander’s Resource Integration System
CSN— Control Symbol Number
DIFMS— Defense Industrial Financial Management System
DMAG— Depot Maintenance Activity Group
DMT— Depot Maintenance Transformation
DOD— Department of Defense
EA— Economic Analysis
EFEMS— Electronic Facilities Equipment Management System
309 EMXG— 309th Electronics Maintenance Group
527 EMXS— 527th Electronics Maintenance Squadron
FA— Financial Analysis
FJON— Financial Job Order Number
FMB— Financial Management, Budget
FMRD— Cost Accounting
FMRS— Financial Management Regulations
FY— Fiscal Year
GAFS—R— General Accounting Financial Systems
HQ— Headquarters
IFR— Integrated Financial Review
JON— Job Order Number

M&R— Maintenance & Repair
MC— Minor Construction
MILCON— Military Construction
309 MMXG— 309th Missile Maintenance Group
309 MXSG— 309th Maintenance Support Group
NRE— Non-Recurring Engineering
NSN— National Stock Number
OB— Business Office
OBF— Business Operations Office
OLRV— Online Report Viewer
OO—ALC – Ogden Air Logistics Center
OO—ALC/FMC – Cost Analysis
OO—ALC/XP – Plans and Programs Directorate
OPR— Office of Primary Responsibility
OSD— Office of the Secretary of Defense
PAN— Plant Account Number
PAR— Plant Account Record
PBR— Program Budget Review
PMEL— Precision Measuring Equipment Laboratory
POC— Point of Contact
POM— Program Objective Memorandum
PR— Purchase Request
PWS— Performance Work Statement
RCC— Resource Control Center
ROM— Rough Order of Magnitude
RPIE— Real Property Installed Equipment
SAF/ IEL— Installation, Environment and Logistics
309 SMXG— 309th Software Maintenance Group
SOW— Statement of Work
SPO— System Program Office
SPON— Sponsor Order Number
USAF— United States Air Force

WCF— Working Capital Fund

WSS— Weapon System Sustainment

309 MXW— 309th Maintenance Wing

75 CES— 75th Civil Engineering

75 CPTS/FMAS— 75th Comptroller Squadron

75 LRS/LGRS— 75th Logistics Readiness Squadron

84 CONS/PK— 84th Contracting Squadron

Attachment 2

OO-ALC CPP OVERARCHING PROCESS FLOW CHART

309 MXW CPP Overarching Process

