

Administrative Changes to 309MXWI23-106, *Non-Stock Listed Requests*

OPR: OO-ALC/OBWP

References to 309 MXW should be changed to OO-ALC throughout the publication.

27 March 3014

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

**309TH MAINTENANCE WING
INSTRUCTION 23-106**



9 DECEMBER 2011

Materiel Management

NON-STOCK LISTED REQUESTS

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This instruction provides guidance for the 309th Maintenance Wing (309 MXW) production support technician/production support specialist (PST/PSS) to initiate a request by part number (P/N). This procedure augments the process in Air Force Manual (AFMAN) 23-110, *USAF SUPPLY Manual*, Volume 3, Part 2, Chapter 3, *Requisitioning And Local Purchase Criteria*, and Air Force Materiel Command Instruction (AFMCI) 21-130, *Depot Maintenance Materiel Control*. This instruction does not apply to the 309th Aerospace Maintenance and Regeneration Group, and the 571st Aircraft Maintenance Squadron OL-A, located at Randolph Air Force Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force (AF) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional chain of command.

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1. General Information.

1.1. This instruction identifies process changes due to Base Realignment and Closure 2005, and standard depot maintenance process, and must be complied with. Major changes include: the roles and responsibilities of the PST/PSS in this process, and the transfer of materiel requirements between the AF and Defense Logistics Agency (DLA), located in Ogden, Utah. This instruction contains guidance necessary to order non-stock listed (NSL) materiel utilizing a Department of Defense (DD) Form 1348-6, *Single Line Item Requisition System Document, DOD (Manual-Long)*. The PST/PSS will submit the P/N request, via the Part Number Supply Support Request System (PNSSRS) automated DD Form 1348-6 P/N requisitions. These are manual inputs for NSL items that have a Technical Order (TO) governing the procurement of the item. Requesting a P/N requisition that does not have a TO reference should be rare, and will require justification. **NOTE:** Justification for not having a TO reference should be addressed in block 11 (Remarks) of the PNSSRS (i.e. work off drawings), and in block 9 (End Item Application) include the weapons system.

2. Responsibilities.

2.1. The PST/PSS has specific responsibilities when processing a P/N request. Research is a key function at all levels to ensure the required item is made available, as expeditiously as possible, to support the workload.

3. Procedures.

3.1. The PST/PSS will accomplish research using the AF Master Item Identification Data Base (D043A) system to determine if the P/N has been cataloged to a national stock number (NSN), and the source of supply (SOS) is valid.

3.1.1. If the materiel is hazardous, and/or the federal stock class (FSC) indicates the item is managed by the Standard Base Supply System (SBSS), the request should be processed to the SBSS Research Unit (Building 900) for further action, as referenced by AFMAN 23-110, Volume 2 , Part 2, Chapter 27, Table 27B5.1 Federal Supply Classes (**Attachment 2**).

3.1.2. If a valid NSN is found in the D043A system, the PST/PSS will coordinate with the DLA customer support specialist (CSS) to have the stock number loaded into the Wholesale and Retail Receiving and Shipping System (WARRS/D035K), and the Naval Air Systems Command (NAVAIR) Industrial Materiel Management System (NIMMS). Once the stock number is loaded into WARRS/D035K and NIMMS, the part can be ordered through the Automated Bill of Material (ABOM) system. If no NSN is found, contact the mechanic or planner to assist in filling out the P/N worksheet (**Attachment 3**) before submitting a DD Form 1348-6. Annotate in the required delivery date field mission capability (MICAP)/potential work stoppage, if it meets the requirements (refer **paragraph 3.3.1.1** and **paragraph 3.3.1.2** for requirements). **NOTE:** If a non-cataloged (NC) number or a non-definitive (ND) number is assigned to the P/N in D043A, you must still submit a DD Form 1348-6 in PNSSRS.

3.2. Access to the PNSSRS website is <https://pnssrsadm/pnssrsadm/>. From the purchase request actions home page screen (**Attachment 4**), click DD Form 1348-6.

3.3. Input all required data into the DD Form 1348-6 from the P/N worksheet, and ensure the data is complete and accurate. The electronic DD Form 1348-6 areas highlighted in gray are mandatory fields (see **Attachment 5**). **NOTE:** Additional information can be provided in box 8, Description of Item Requested. If a request was previously submitted, a base assigned control number, Ogden (PG) number will be available in PNSSRS; this only captures historical demands. A new DD Form 1348-6 is still required for the item.

3.3.1. The TO figure and index for the P/N and the source, maintenance and recoverability (SMR) Code (**Attachment 6**) will be entered on the DD Form 1348-6. If there is no TO available, use the next higher assembly TO or drawing number.

3.3.2. The production information input screen (see **Attachment A7.1**) for the DD Form 1348-6 just created will be found on the DD Form 1348-6 drop down menu, and the following information must be entered (see **Attachment A7.2**):

3.3.2.1. The end item document number; standard reporting designator; production control number (PCN); operation number, and a valid job order number (JON). **NOTE:** Be sure the end item document number, PCN, and JON are current and on work. When entering the priority and the required delivery date, ensure they are realistic and reflects the actual time frames for the maintenance technician. DLA Aviation is not responsible to provide this information.

3.3.3. If required materiel has been identified as MICAP or has potential work stoppage impact, and the 309 MXW would like to utilize the government purchase card (GPC), in block 11 on the electronic DD Form 1348-6 state, "Item is to support a MICAP or to eliminate a potential work stoppage, please notify (name and phone number of requestor) when the package is less than \$3,000".

3.3.3.1. Work stoppage GPC buy decisions will be based on the applicable guidance for aircraft undergoing depot repair. Some examples include, but not limited to: the aircraft is unable to move to the next production cell; the aircraft is unable to move to functional test or out of functional test; flow days will be extended or increased; the Aircraft and Missile Maintenance Production Compression Report date is impacted. For exchangeable/commodities some examples include, but not limited to: there is no work around, and an operation cannot be completed and it impacts the repair shops ability to produce the end item on time; there is no work around, and the production line will be shut down; there is no work around, and the end item will have to go into awaiting parts (AWP) status.

3.3.3.2. MICAP buys must go through the procedures outlined in AFMAN 23-110. The 309th Aircraft Maintenance Group, 309th Commodities Maintenance Group, 309th Electronic Maintenance Group, 309th Missile Maintenance Group, and 309th Software Maintenance Group MICAP status is only authorized when the end item supported is MICAP. If a MICAP condition exists, and can be verified in D035A or WARRS/D035K, the item manager will provide the tail number of the aircraft that has the MICAP situation, or the serial number of the end item that is a MICAP to the priority cell.

3.3.4. For emergency buys that go to the priority cell intended for local purchase with only one vendor identified, or multiple vendors identified, but only one of the vendors can meet our delivery requirements; a Sole Source Justification letter (**Attachment 8**) and/or an Urgency of Need letter (**Attachment 9**) will be provided by the PST/PSS with the DD Form 1348-6 request based on input from the equipment specialist (ES). These letters are necessary when unusual and compelling circumstances exist (i.e., going through full and open competition would result in a work stoppage, or severe financial impact to maintenance).

3.4. DLA reviews the request and establishes a PG number, or uses an existing PG number. The maintenance backorder (B/O) will then be established with the information provided in **paragraph 3.3.2.1**. The PST/PSS may use this PG number to monitor their B/Os. A local purchase (LP) number will be established in ABOM to facilitate communication between ABOM/NIMMS, and WARRS/D035K. **NOTE:** DLA assigns PG number/LP number and the Air Force Global Logistics Support Center (AFGLSC) assigns ND number. The PST/PSS must query ABOM/NIMMS to ensure stock numbers are linked to prevent errors when materiel is issued to maintenance (see **Attachment 10, Figure A10.1 – A10-3.**).

3.4.1. DLA updates the comments page in PNSSR (see **Attachment 11, Figure A11.1 - A11.4**) with the AFGLSC actions, and can be viewed by the PST/PSS for status of the B/O. **NOTE:** Contact the shop CSS for status and delivery dates.

3.4.1.1. If the request package is identified to be under the \$3,000 threshold, and you have entered the MICAP or work stoppage statement, DLA will send the package back to the originator with a recommended source and quote from the ES. The GPC will only be used for direct materiel purchases that meet MICAP or potential work stoppage criteria. **NOTE:** The PST/PSS must ensure proper documentation is included in the package (i.e., recommended source and quote from the ES). 309 MXW is then authorized to purchase using the GPC. The PST/PSS will provide

contact information to the GPC holder for coordination purposes. The GPC holder must coordinate with the resource advisor after materiel is received, to ensure a cost transfer is preformed.

3.4.1.2. GPC holder must provide contact information to the vendor. Materiel will be shipped directly to the GPC holder, and then the GPC holder will contact PST/PSS for delivery to the mechanic. DLA will not receive a receipt in GPC purchases.

3.4.1.3. Both the PST/PSS and GPC holder need to retain all documentation pertaining to GPC purchases IAW current policy and regulations. In addition, log all purchases on the P/N emergency buy log ([Attachment 12](#)) for tracking and audit purposes. Send a copy of the log for the previous month to 309 MXW Business Office (OBWP) on the 10th of each month.

3.5. If PNSRS is not available, fill out a manual DD Form 1348-6 which can be obtained at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1348-6.pdf>. The DD Form 1348-6 may be hand carried or faxed to the priority cell.

4. P/N Requisitions to Contractor Inventory Control Point (C-ICP)/Depot Maintenance Partnership Workload.

4.1. Depot partnering is defined as an agreement between any C-ICP, and depot maintenance; in which depot maintenance agrees to perform a specific workload for that C-ICP. These workloads are completely defined within individual implementation agreement (IAs), and or statements of work (SOW) between each C-ICP and the affected maintenance organization. Whereas requirements within individual IAs or SOW may differ greatly, air staff has mandated use of current AF legacy systems to the greatest extent possible, to track induction, repair, parts ordering, and turn-in of materiel.

4.2. PST/PSS will complete steps 3.1. through 3.3.2.1. In addition, the PST/PSS will coordinate with the shop planner and or scheduler to provide the C-ICP manufacturer's name (i.e., Boeing, Lockheed Martin, etc.) in block 2; source of supply (F77, F59, F01, etc.) in block 9a; contact information (name, phone number, and fax number) of the person that DLA needs to send the P/N request to, along with cost code (see [Attachment 13](#)) referenced from AFMCI 65-101, *Depot Maintenance Accounting and Production System-Financial Policy and Procedures*, and an estimated cost in block 11. **NOTE:** While there is no materiel expense generated on C-ICP provided items, the item record should reflect as accurate a cost as possible.

4.3. The P/N requisition will follow the same process as noted in [paragraphs 3.4](#) and [paragraph 3.4.1](#)

ALLAN E. DAY, Col, USAF
Commander, 309th Maintenance Wing

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

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

AFMCI 21-130, *Depot Maintenance Materiel Control*, 15 November 2007

AFMCI 65-101, *Depot Maintenance Accounting and Production System-Financial Policy and Procedures*, 28 March 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

DD Form 1348-6, *Single Line Item Requisition System Document*, 01 February 1985

Abbreviations and Acronyms

ABOM—Automated Bill of Material System

AF—Air Force

AFGLSC—Air Force Global Logistics Support Center

AF IMT—Air Force Information Management Tool

AFMAN—Air Force Manual

AFMCI—Air Force Materiel Command Instruction

AWP—Awaiting Parts

B/O—Backorder

C-ICP—Contractor Inventory Control Point

CSS—Customer Support Specialist

DD—Department of Defense

DLA—Defense Logistics Agency

D043A—Air Force Master Item Identification Data Base

ES—Equipment Specialist

FSC—Federal Stock Class

GPC—Government Purchase Card

IA—Implementation Agreement

IAW—In Accordance With

JON—Job Order Number

LP—Local Purchase

MICAP—Mission Capability

NAVAIR—Naval Air Systems Command

NC—Non-Cataloged

ND—Non-Definitive

NIMMS—NAVAIR Industrial Materiel Management System

NSL—Non-Stock Listed

NSN—National Stock Number

OBWP—Business Office

OPR—Office of Primary Reasonability

PCN—Production Control Number

PG—Base assigned control number, Ogden

P/N—Part Number

PNSSR—Part Number Supply Support Request

PST/PSS—Production Support Technician/Production Support Specialist

RDS—Records Disposition Schedule

SBSS—Standard Base Supply System

SMR—Source, Maintenance & Recoverability

SOS—Source of Supply

SOW—Statements of Work

TO—Technical Order

WARRS/D035K—Wholesale and Retail Receiving and Shipping System

309 MXW—Maintenance Wing

Attachment 2

FEDERAL SUPPLY CLASSES FOR HAZARDOUS MATERIEL'S (SBSS)

Table A2.1. Federal Supply Classes for Hazardous Materiel's (SBSS)

<u>FSC</u>	<u>DESCRIPTION</u>
3429	Welding Rods
6810	Chemicals
6820	Dyes
6830	Gases/Compressed and Liquefied
6840	Pest Control and Disinfectants
6850	Misc Chemical Specialties
7930	Cleaning and Polishing Compounds and Preps
8010	Paints, Dopes, Varnishes and Related Products
8030	Preservatives and Sealing Compounds
8040	Adhesives
9110	Fuels, Solid
9130	Liquids, Propellants and Fuels, Petroleum Base
9135	Liquid Propellant Fuels & Oxidizers, Chemical Base
9140	Fuels Oils
9150	Oils and Greases/Cutting, Lubricating and Hydraulic
9160	Miscellaneous Waxes, Oils and Fats

Attachment 3

PART NUMBER WORKSHEET

Table A3.1. Part Number Worksheet

The following information will be required when filling out a 1348-6 utilizing the PNSRS
*PART NUMBER:
*NOMENCLATURE:
*CAGE CODE, MANUFACTURER'S NAME AND CODE:
*QUANTITY:
*UNIT OF ISSUE:
*ESTIMATED UNIT COST:
*BLDG STATION:
*PRIORITY:
*STOCK CLASS: Refer to the DLA Customer Assistance Handbook
*T.O. FIGURE & INDEX:
*REQUESTOR:
*END ITEM DOCUMENT NUMBER:
*SRD (Standard Reporting Designator):
*PRODUCTION NUMBER:
*JON:
*Unit Per Assembly (UPA):
*OPERATION NUMBER:
*REQUIRED DELIVERY DATE:
QUARTERLY DEMAND:
REPLACEMENT %:
*SMR (Source, Maintenance & Recoverability) CODE:
*SHOP CODE (To Load L/M Items In To NIMMS):
IS THIS A "ONE TIME" DEMAND:
SHOULD THIS ITEM BE STOCK LISTED:
CAN THIS ITEM BE LOCAL MAN:
ADDITIONAL NOTES, (Examples Suggested SOS/Safety of Flight, if ordered on a 1348-6 before:
FIRST LINE SUPERVISOR SIGNATURE:

Attachment 4

PURCHASE REQUEST ACTIONS, HOME PAGE SCREEN

Figure A4.1. Purchase Request Actions, Home Page Screen

Logistic Management Product Integrity Branch

Purchase Request Actions [User Guide](#)

Input Forms	Update Forms	Reports
DD Form 1348-6	DD Form 1348-6: <input type="text"/> Type/Select Part Number <input type="button" value="GO"/>	DD Form 1348-6
AF Form 918	AF Form 918 (Select One): Enter Part Number <input type="text"/> Or Type in ISBN <input type="button" value="GO"/>	AF Form 918

[DoD System Use Warning-Read First](#)
The New POC for GBMAB Part Number Requisitions is Dallas Voorhies at DSN 777-1340.

Select DD Form 1348-6

Attachment 5

DD FORM 1348-6 (ALL FIELDS IN GRAY ARE MANDATORY)

Figure A5.1. DD Form 1348-6 (All Fields in Gray Are Mandatory)

Input DD Form 1348-6

All items in gray are required.

Record Number		MICAP: <input type="checkbox"/> Yes <input type="checkbox"/> No		RCC (Shop Code Only)								
Document Identifier	Routing Identifier	M&I	Fiscal	Item Description Part Number	Unit of Issue	Quantity	serv	Document Number Requisitioner				
Document No. (Cont.) Date	Serial	Demand	serv	Supplemental Address	Signal	Fund Code	Distribution Code	Project Code	Priority	Required Delivery Day of Year	Advice Code	Blank
Reject Code (For Use By Supply Source Only)		Identification Data										
		1. Manufactures Code and Part No.										
		2. Manufactures Name										
3. Manufactures Catalog Identification				4. Data (MISDORNY) 0 0 0				5. Technical Order Number				
6. Technical Manual Number		7. Name of Item Requested										
8. Description of Item Requested											9a. Color	
											9b. Size	
9. End Item Application						9c. Source of Supply						
9d. Make			9e. Model Number			9d. Series			9e. Serial Number			
9f. Requisitioner (Name and Address)								9. Remarks				
DD Form 1348-6, FEB 95		Edition of Apr 77 may be used until exhausted			DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT(MANUAL-LONG FORM)							
<input type="button" value="Submit"/>												

Submit when Complete

"Item is to support a MICAP or to eliminate a potential work stoppage, please notify (name and phone number of requestor) when the package is less than \$3,000."

Attachment 6

SMR CODES

A6.1. The SMR code provides maintenance activities with repair-level responsibilities, support method (i.e., procure, manufacture, etc.), and disposition instructions. SMR codes can be found in TO 00-25-195.

A6.2. Code Definition:**Table A6.1. Code Definition**

P	Assigned to parts which may be acquired and installed by any activity within the authorized scope of maintenance. Code "P" is applied to items which have known or expected regular and frequent usage. Service manufacture is allowed for immediate support after confirming non-availability from supply sources.
PD	Assigned to parts which may be acquired and installed by authorized depot-level maintenance activities. This code is applied to parts which have known or anticipated regular and frequent usage. Emergency service manufacture is allowed after conforming non-availability from supply.
P1	Assigned to parts which may be acquired and installed by an activity within the scope of maintenance. This code is applied to parts which have known or expected regular and frequent usage. Service manufacture is believed impractical.
P1D	Assigned to parts which may be acquired and installed by authorized depot-level maintenance activities only. Code "P1D" is applied to parts which have known or anticipated regular and frequent usage. Service manufacture is impractical.
P2	Assigned to insurance type items which can be installed by any activity within the scope of maintenance. It is applied to parts which have limited and infrequent usage. These parts are uneconomical and impractical to manufacture. These items are not subject to periodic replacement or frequent wear-out due to equipment operation. Infrequent replacement may result from unexpected deterioration, mishandling, accidental damage, or other rare occurrences. Long service items are also included under this code.
P2D	Identifies insurance items which may be installed by authorized depot-level maintenance only. This code is applied to parts as described under "P2".
M	Identifies insurance items which can be manufactured and installed within the capabilities of intermediate maintenance activities. All of the following must apply: <ul style="list-style-type: none"> a. Procurement is not justified because of low usage or peculiar storage and installation factors. Needs are to be met by local manufacture only as required. b. Manufacture does not require tools, technical data, equipment, or skills not normally authorized at the intermediate level of maintenance. c. Requires no test equipment other than that normally authorized at the intermediate level of maintenance. d. Requires no materiel other than that normally available in Air Force inventory.
M1(M D)	Identifies parts which can be manufactured at authorized depot-level maintenance activities. All the following conditions must apply: <ul style="list-style-type: none"> a. Procurement is not authorized because of low usage or peculiar storage and

	<p>installation factors. The needs of base-level activities are to be met by requisitioning from the System Program Director (SPD) or End Article Item Manager (EAIM).</p> <p>b. Manufacture is beyond the capabilities of intermediate maintenance activities.</p> <p>c. Manufacture requires no tools or equipment not normally authorized at depot-level maintenance facilities.</p>
A	Assigned to items capable of being assembled at any level of maintenance. This code is applied to assemblies consisting of two or more parts, the majority of which are purchased or service manufactured.
A1	Identifies items to be assembled at Air Force depot activities only applied to assemblies of two or more parts, the majority of which are purchased or service manufactured.
X	Applied to main structural part members or similar parts which, if required, would suggest extensive repair. The need of an "X" coded item (i.e., wing spares, center section structure, etc.), should normally result in recommendation to retire the article from service.
X1	Code applies to any level of maintenance and identifies parts for which it is more feasible to obtain the next higher assembly. Example; an integral detail part (i.e., a welded segment inseparable from the assembly). In some cases, this code may be used to indicate an integral part of an assembly which has no anticipated usage and was coded "M" or "MI".
X1D	Assigned to parts described under "X1" code but are applicable to authorized depot-level maintenance activities only.
X2	Assigned to parts applicable to any level maintenance, which have no anticipated usage, and will not be procured or stocked. These items normally require no supporting spare parts and service manufacture is considered impractical. Any future requirement will be satisfied through reclamation. If unavailable, the item will be requisitioned through normal channels with supporting justification. A "repeat" requirement will justify an SMR code change to a "P" series if considered economical to procure and stock.
X2D	Identifies parts as described under "X2", but applicable to depot-level maintenance only. Repeated requirements for such parts shall justify an SMR code change as applicable. Any change must be considered economically feasible.
U	Applied to any drawing, instruction sheet, field service drawing, or part number of no supply significance. Also includes obsolete parts which cannot be procured, stocked, or service manufactured.
F	Identifies kits which are available to all maintenance activities authorized to perform intermediate level of repair of the end item.
D	Applied to kits available only to activities authorized to perform depot-level maintenance.
KF	Code identifies items which are components of a field parts kit (code "F").
KD	Code assigned to items which are components of a depot parts kit (code "D").
KB	Code identifies items which are components of both the field and depot parts kits.
<p>Note: Items coded "KD", "KF", or "KB" and peculiar to repair kits will not be stocked separately. Items source coded "KD", "KF", or "KB" and followed by the letter "P", refers to items normally procured and stocked as "bulk" (i.e., O-rings, seals, bearings, lubricants,</p>	

sealants, etc.). These items are common to both repair kits, as well as other overhaul and/or repair applications. Such items will be stocked separately.

A6.3. Source codes are entered in the first and second positions of the uniform SMR coding format.

A6.4. Source Code Definitions:

Table A6.2. Source Code Definitions

PA	Item procured and stocked for known or anticipated usage.
PB	Item procured and stocked for insurance purposes. Essentiality dictates a minimum quantity be available in the supply system.
PC	Item procured and stocked which would otherwise be coded PA, except it is deteriorative in nature.
PE SE	Procured and stocked for initial issue and spares which are designated for specific repair activities.
PF SE	Will not be stocked, but will be procured on demand.
PG	Item peculiar to the equipment which is procured and stocked to provide sustained support. Normally applied to an item which will prove uneconomical to reproduce after discontinuance or shut down of production facilities.
KD	An item of depot overhauls and/or repair kit and not purchased separately. (Depot kit is defined as a kit which provides items required at the time of overhaul or repair.)
KF	Identifies an item of a maintenance kit and not purchased separately. (Maintenance kit is defined as a kit that provides an item [or items] to be replaced at organizational or intermediate levels of maintenance.)
KB	Item included both depot overhaul and/or repair kit, and maintenance kit.
Note: Items source coded “KD”, “KF”, or “KB” and peculiar to repair kits will not be stocked separately. Items source coded “KD”, “KF”, or “KB” and followed by the letter “P” refers to items which are normally procured and stocked as “bulk” (i.e., O-rings, bearings, lubricants, sealants, etc.). These items are common to other repair kits, as well as other repair and overhaul applications. Such items will be stocked separately in the appropriate commodity class.	
MO	An item to be manufactured or fabricated at the organizational maintenance level.
MF	An item to be manufactured or fabricated at the intermediate maintenance level.
MD	An item to be manufactured or fabricated at the depot maintenance level.
AO	Item to be assembled at the organizational maintenance level.
AF	Item to be assembled at the intermediate maintenance level.
AD	Item to be assembled at the depot maintenance level.
XA	Item is not procured or stocked, because requirement for the item would result in the replacement of the next higher assembly.
XB	Item is not procured or stocked. If not available through salvage, requisition through normal supply channels with supporting justification.
XC	Assigned to installation drawings, diagrams, instruction sheets, field service drawings, etc., which are identified by a manufacturer’s part number.

Attachment 7

PRODUCTION INFORMATION INPUT SCREEN

Figure A7.1. Production Information Input Screen

The screenshot shows the 'Production Information Input Screen' with a dropdown menu open for 'DD Form 1348-6'. The menu options are: Back To DD Form 1348-6, Input DD Form 1348-6, New DD Form 1348-6's List, All DD Form 1348-6's For This Part Number, DD Form 1348-6 Reports, Print DD Form 1348-6, Cancellation Letter, Transmission Page, Rusted Suspenses, Production Information (highlighted with a red arrow), and Daily Metrics. The background form includes fields for Record Number (4795), Date Entered Into System, Document Identifier (ash), Routing Identifier (huz), MAS, FECM (6220), Quantity (20), Document Number (2029), and various identification data fields. A yellow callout box points to the 'Production Information' option in the dropdown menu.

Figure A7.2. Production Information Input Screen

This screenshot shows the 'Production Information' section of the form. It includes fields for JON*, EIDN*, PDN*, UPA*, OPN*, REP%*, SRD*, and GRD*. A checkbox labeled '* Required' is present, along with a checkbox for 'REQUEST PART BE STOCKLISTED FOR CURRENT AND FUTURE REQUIREMENTS'. Below these are fields for 'PG NUMBER' and 'LP NUMBER', and a 'MAINTENANCE BACKORDER DOCUMENT NUMBER(S)' field. A 'Submit' button is highlighted with a red box. A yellow callout box on the left states 'AF - retrieve info from DD Form 1348-6 worksheet', and a yellow callout box on the right states 'DLA-OO RIM will fill out'.

Attachment 8

SOLE SOURCE JUSTIFICATION LETTER

Figure A8.1. Sole Source Justification Letter



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 309TH MAINTENANCE WING (AFMC)
 HILL AIR FORCE BASE, UTAH

MEMORANDUM FOR OO-ALC/PKOC

Date

FROM: 309 MXW/(Office Requesting the Part Number)

SUBJECT: Sole Source Justification (SSJ)

1. Justification is required for any acquisition that is other than full and open competition, Federal Acquisition Regulation (FAR) Part 6 (6.302). Sole Source Justification letter is required if purchasing from a single source.
2. The following guidance is provided to assist requiring activities in preparing quality SSJ.
 - a. A brief non-technical description of the supplies or services to be acquired, including statements as to the general application and particular significance/specialized character of the requirement.
 - b. A clear, concise statement regarding the circumstances surrounding the sole source position of the contractor. For example:
 - (1) If urgency is cited as a circumstance requiring sole source acquisition, specifically explain the time constraint (mandated by law, congressional requirement, or national defense) and why only one contractor can meet the requirement.
 - (2) Cite the specific data required in the performance of the contract that is only available to one contractor and the significance of this data to the acquisition. The mere statement that proprietary data exists on a weapon system is not adequate.
 - (3) Cite the unique capabilities required for performance that are possessed by only one contractor. Site the reasons why no other contractor has, or can obtain these capabilities, and why they are essential for contract performance.
 - (4) State any other reason which cannot practically be avoided for the exclusion of potential sources.
 - c. A statement that the proposed sole source is the only known that can satisfy the government's requirement. Statements such as "No other sources are considered qualified, or "The XYZ Company is considered best qualified," shall not be considered a basis for sole source justification.
 - d. Actions to be taken by the requiring activity to preclude the necessity for future sole source acquisition of the same supplies/services; such as:
 - (1) Conducting a market survey to determine potential future sources (including identification of what is needed to permit potential sources to compete) such as additional data, material furnished as GRP, or longer production/contracting lead time.
 - (2) Estimating costs to the Air Force of providing assistance (data, materials, or other) enabling other firms to compete. Conduct a cost-benefit analysis to determine best future course of action.
 - (3) Identifying the individual components of the acquisitions that can be competitively acquired.
3. An SSJ must contain the elements required by law and clearly set forth the primary reason(s) for the sole source situation.
4. A SSJ need not be "The Great American Novel", but it must contain the elements required by law and clearly set for the primary reason(s) for the sole source situation.
5. Request addresses disseminate this information to all levels within their respective organization having responsibility to initiate local purchase requirements.
6. Include a point of contact and telephone number.
7. Signed by the shop that is requesting the SSJ.

Figure A8.2. Sole Source Letter Sample



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 309TH MAINTENANCE WING (AFMG)
HILL AIR FORCE BASE, UTAH

Date

MEMORANDUM FOR OO-ALC/PKOC

FROM: 309MXW/OBW

SUBJECT: Sole Source Justification for B-52 Strut Stand.

1. The organic repair of the B-52 strut (pylon) is in the process of being moved from Tinker AFB to Hill AFB. Before a management item subject to repair (MISTR) line can be established on the strut here at Hill AFB, the identified requirement for tank specific stands must be satisfied.
2. The struts are large and must remain safely balanced while the technicians perform the repair process. The 309 CMXG repair shop currently does not have stands that will accommodate the B-52 strut during the repair process and will not be able to perform required repair which includes bearing migration work without the stands.
3. The requirement is for 6 stands and at this time there are no known future requirements.
4. The Government does not possess technical drawings for this stand. The only known source that can satisfy this requirement for the strut stand is E.Z. Drill Inc. and the stand is unique to the B-52.
5. The points of contact for this issue are Ms. Ann Marie Karger, 309 MXW/OBW, DSN 586-1349.

// Signed //

STAN SANDERS

Chief, Production Support & Workload Analysis

Attachment 9

URGENCY OF NEED LETTER

Figure A9.1. Urgency of Need Letter



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 308TH MAINTENANCE WING (AFMC)
HILL AIR FORCE BASE, UTAH

Date

MEMORANDUM FOR OO-ALC/PKOC

FROM: 309 MXW/ (Office Requesting the Part Number)

SUBJECT: Urgency of Need

1. (Authority) Statement of URGENCY – When the agency's need for the supplies or services is such an unusual and compelling <urgency> that the Government would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals, full and open competition need not be provided for.
2. (Application) This authority applies in those situations where:
 - a. An unusual and compelling <urgency> precludes full and open competition.
 - b. Delay in award of a contract would result in serious injury, financial or other, to the Government, (work stoppage, etc).
3. (Limitations) Justifications may be made and approved after contract award when preparation and approval prior to award would unreasonably delay the acquisition. This statutory authority requires that agencies shall request offers from as many potential sources as is practicable under the circumstances.
4. Include a point of contact and telephone number.
5. Signed by shop requesting the Urgency of Need Letter.

Figure A9.2. Urgency of Need Letter Sample



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 309TH MAINTENANCE WING (AFMG)
HILL AIR FORCE BASE, UTAH

Date

MEMORANDUM FOR OO-ALC/PKOC

FROM: 309 EMXG

SUBJECT: Urgency of Need Justification for High-Lock Pin Rivets.

1. Request that the attached list of Hi-lock pin rivets be procured from the below listed source.
2. Proposed source: Wesco Aircraft
27727 Avenue Scott
Valencia Ca. 91355
3. Source circumstances: These items were recently cataloged by the Air Force and transferred to DLA. Until such time as DLA can let contracts and get these items in the 'supply pipeline' we need this material to support our current on-going A-10 HOG-UP workload.
4. Competition efforts: Quotes were solicited from several companies' but this company is the only one that provided a quote and acceptable lead-times on all the material that we are looking for. Request your immediate attention in expediting this request.
5. My point of contact is Fred Smith, 309 MXW/OBW, 775-5254.

// Signed //
Lynda Palmer
Structures, SSC Chief

Attachment 10

L NATIONAL ITEM IDENTIFICATION NUMBER (NIIN) SCREEN IN ABOM

Figure A10.1. L National Item Identification Number (NIIN) Screen in ABOM

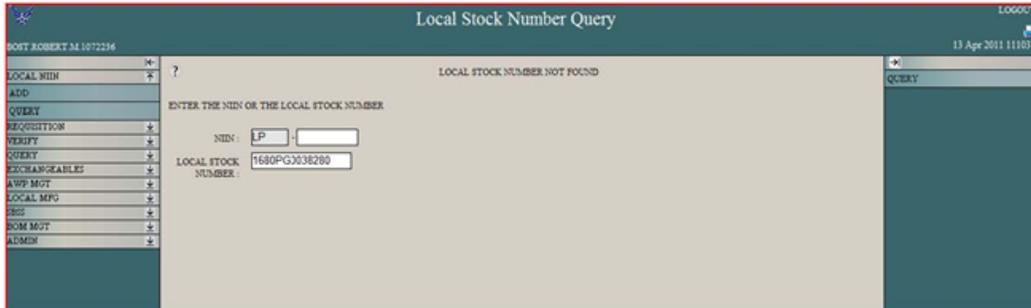
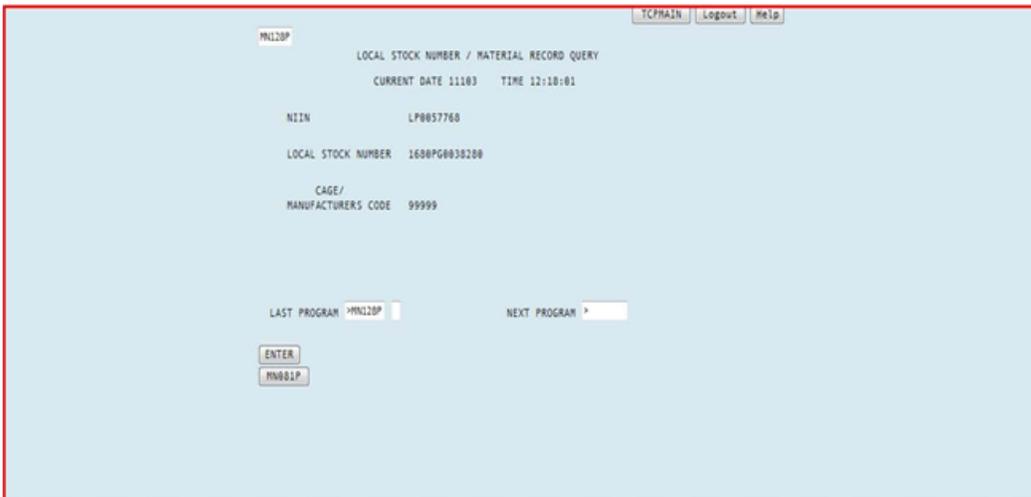


Figure A10.2. L-NIIN Screen in ABOM Record Respond



Figure A10.3. MN128P Screen in NIMMS



Attachment 11
ACCESS RESPONSE

Figure A11.1. Access Response

Logistic Management Product Integrity Branch

Purchase Request Actions [Users Guide](#)

Input Forms	Update Forms	Reports
DD Form 1348-6	DD Form 1348-6: 01054041 Type/Select Part Number <input type="button" value="GO"/>	DD Form 1348-6
AF Form 918	AF Form 918 (Select One): Enter Part Number: _____ Or Type In ISR: _____ <input type="button" value="GO"/>	AF Form 918

[DoD System Use Warning - Read First](#)
The New POC for GBMAB Part Number Requisitions is Dallas Voorhies at DSN 777-1340.

Enter or select P/N from drop down menu

Figure A11.2. Access ES Respond

Record Number	Part Number	Document Number	Date Entered
3445	160D611501-126	FB20295027X551	1/27/2005 6:32:00 AM
12042	160D611501-126	FB20297163X006	6/12/2007 7:02:00 AM

Figure A11.3. Access ES Response

Bottom half of DD Form 1348-6

3. Manufacturer's Catalog Identification 4. Date (MM/DD/YY) 5. Technical Order Number
0/0/0 DRWG: 160D611501-126 ZONE 12B2

6. Technical Manual Number 7. Name of Item Requested
LEADING EDGE RIB

8. Description of Item Requested
LEADING EDGE RIB

9. End Item Application Sa. Source of Supply
A10

Sb. Make

10. Requisitioner (Name and Address)
JON CLARK 6-6184

DD FORM 1348-6, FEB 83 Edition of Apr 77 may be used until exhausted DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT(MANUAL-LONG FORM)

Part Number Coordination Request Accomplished 807 Accomplished AF Form 918 Accomplished
[Update Part Number Coordination Request](#) [Create AFMC Form 807](#) [Create AF Form 918](#)

Ozone Depleting Substances Letter Accomplished Local Purchase/Manufacture Cancellation Letter No Attachments Are Available For This Record
[Create Ozone Depleting Substance Letter](#) [Create Local Purchase/Manufacture Cancellation Letter](#) [View Attachments For This Record](#)

Indicates action
Select box for ES comments

Possible actions

Figure A11.4. ES Response

Welcome To The PNSSRS Tracking System DD Form 1348.6 PNCR AFMC Form 918 AFMC Form 807

Update Part Number Requisition Coordination Request

**LGMPR PART NUMBER REQUISITION
EQUIPMENT SPECIALIST (ES) COORDINATION REQUEST**

Part I - To be completed by LGMPR Date Initiated: 1/27/2005 9:05:00 AM Suspension Date: 2/10/2005
Supply Specialist Name: Phone ext:

1. PN: 160D611501-126
2. Noun: LEADING EDGE RIB
3. TO, Fig & Index: DRWG: 160D611501-126 ZONE 12B2
4. Weapon System: A10
5. Requisition Number: FB20295027X551
6. SRAN/Requiring Activity: HILL AFB
7. ND Number Assigned: 1560ND072542GFJ

(ND number will only be assigned if recommended action is Central Procurement of Depot Manufacture.)

Part II - To be completed by appropriate Equipment Specialist (ES) Date Completed: 01/31/2005

1. Request above part number be validated and guidance provided for best course of action to obtain this part

Central Procurement (One Time Buy) Local Purchase (Field Level)
 Depot Manufacture Local Manufacture (Field Level)

(NOTE: If Local or Depot Manufacture is recommended the customer or shop may require that the ES supply them with copies of any current prints and/or drawings/MYLARs.)

Cancel/Reject (Reason for Reject) DLA Managed (918 Must be Submitted)

Indicates depot manufacture

Top half of comments

Required Field (Please provide reason why 918 not required.)

Required Field (Please provide reason why 918 not required.)
 918 Required 918 Not Required ORDER NHA

(Please provide reason for Cancel/Reject.)
REQUESTER NEEDS TO ORDER THE NHA. DEPOT MANUFACTURE RIB PER DRAWING UNTIL NHA IS SUPPORTABLE BY DLA

2. The following information MUST be provided if Local Purchase, Central Procure (One Time Buy), or Depot Manufacture is recommended:

A. Next Higher Assembly: 160D611501-114
B. Realistic Estimated Unit Price: \$ 200.00
C. Prime Contractor/Manufacture Cage: 26512
D. Recommended Source(s) of Supply & Cage: 98747
E. Item Description:
LEADING EDGE RIB
(Should contain size, dimensions, tolerances, kind of materials, and end item application)
F. SMR Code: MFOOON Demil Code: B

(Both SMR Code and Demil Code MUST be provided for central procure and depot manufacture actions.)
FOR CENTRAL PROCURE (One Time Buy): Please sign attached ozone certificate and complete blocks 3,4,6 & 7 on attached AFMC Form 807.

STEVE THOMAS LCAE JZ 6-3161
(Reviewing ES Name) (Unitc Symbol) (ES Code) (Phone Ext)

Send Notification To: Not Selected CC: + Email Address

Subject:
Message:

Bottom half of comments

ES information

Submit

Attachment 13

CROSS-REFERENCE OF EXPENSE TYPE AND JON TYPE

Table A13.1. Cross-Reference of Expense Type and JON Type

Cost Code	Cost Code Validations for DMAG Stock Orders (Inventory)	Cost Code Validations for SRI Orders (line issue)	Remarks
A	Expendability, Reparability, Recoverability Code (ERRC): N, P	ERRC: N, P	Funded
	Budget code: numeric	Budget code: numeric	
	Inventory type: N	JON type: direct	
B	ERRC: C, T, S	ERRC: C, T, S	Funded – Due In From Maintenance/Due Out to Maintenance (DIFM/DOTM) – indirect JON for rework
	Budget code: numeric	Budget code: numeric	
	Inventory type: N	JON type: direct, indirect	
D	ERRC: C, T, S, U	ERRC: C, T, S, U	Unfunded – 1st position of NIIN must be K
	Budget code: alpha	Budget code: alpha	
	Inventory type: C, D	JON type: direct	
E	ERRC: C, T, S	ERRC: C, T, S	Unfunded – DIFM/DOTM – indirect JON for rework
If JON is indirect, NIMMS will treat as funded materiel			
	Budget code: alpha	Budget code: alpha	
	Inventory type: C, D	JON type: direct, indirect	
K	ERRC: C, T, S	ERRC: C, T, S	Funded – DIFM/DOTM
Repair of depot maintenance equipment			
	Budget code: numeric	Budget code: numeric	
	Inventory type: N	JON type: direct, indirect	
L	ERRC: N, P	ERRC: N, P	Funded
	Budget code: numeric	Budget code: numeric	
	Inventory type: N	JON type: indirect	
M	ERRC: C, T, S, U	ERRC: C, T, S, U	Unfunded and Funded – must use Y force credit indicator
	Budget code: All	Budget code: all	If JON is indirect, NIMMS to treat as funded materiel
	Inventory type: C, D	JON type: direct, indirect	
Cost Code	Cost Code Validations for DMAG Stock Orders (Inventory)	Cost Code Validations for SRI Orders (line issue)	Remarks

N	ERRC: N, P	ERRC: N, P	Turn in of serviceable expense materiel (FOB) removed as excess from assets, which are undergoing maintenance
	Budget code: All	Budget code: All	
	Inventory type: N/A	JON type: none	
S	ERRC: C, T, S	ERRC: C, T, S	Funded – initial installation – Indirect JON for rework
	Budget code: numeric	Budget code: numeric	
	Inventory type: N	JON type: direct, indirect	
T (ammo)	ERRC: C, T, S, U	ERRC: C, T, S, U	Unfunded – for issue and turn-in of items for reinstallation and for the issue of AF IMT 2692
	Budget code: alpha	Budget code: alpha	
	Inventory type: C, D	JON type: direct	
W	ERRC: N, P	ERRC: N, P	Funded – repair of depot maintenance equipment
	Budget code; numeric	Budget code: numeric	
	Inventory type: N	JON type: direct, indirect	
X	ERRC: N, P	ERRC: N, P	Unfunded
If JON is indirect, NIMMS will treat as funded materiel			
	Budget code: alpha	Budget code: alpha	
	Inventory type: C, D	JON type: direct, indirect	
Z	ERRC: C, T, S, N, P, U	ERRC: C, T, S, N, P, U	Costing determined by customer
Treat as unfunded. If JON is indirect, NIMMS will treat as funded materiel			