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Materiel Management

MATERIEL MANAGEMENT PROCEDURES

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This document, in conjunction with AFH 23-123, *Materiel Management Handbook*, Vols 1-3, support AFI 23-101, *Air Force Materiel Management* guidance. These procedures apply to all personnel (military, civilian, and contractors) working for the United States Air Force (USAF). It applies to AF Reserve Command (AFRC) and Air National Guard (ANG) Units. This directive manual provides procedures in support of guidance from Department of Defense (DoD) and the AF. This guidance includes DoD 4140.1-R, DoD *Supply Chain Materiel Management Regulation*; DoD Directive 1225.6, *Equipping the Reserve Forces*; DoD 4140.26-M, DoD *Integrated Materiel Management (IMM) for Consumable Items: Operating Procedures for Item Management Coding (IMC)*; DoD 4140.27-M, *Shelf-Life Item Management Manual*; DoDI 4140.58, *National Guard and Reserve Equipment Report (NGRER*); and AF Policy Directive (AFPD) *23-1, Materiel Management Policy and Procedures*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Notify AF/A4LM of guidance conflicts between this instruction and any other DoD/USAF guidance or Technical Orders (TO). Pending case resolution, DoD directives/TOs will take precedence. Ensure that all records created as a result of

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(CAF) AFMAN 23-122**,** *Materiel Management Procedures*, is supplemented as follows: This publication implements major command (MAJCOM) policy by supplementing specific processes and procedures that are unique to Combat Air Forces (CAF). It applies to all Air Combat Command (ACC), Pacific Air Forces (PACAF), United States Air Forces in Europe (USAFE), the Air Force Component Numbered Air Force (C-NAF), and munitions activities and munitions using organizations. It also applies to the Air Force Reserves (AFR) and Air National Guard (ANG) Classic Associate units and upon mobilization into an ACC gaining unit or contingency. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Send comments, questions, and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, through channels to HQ ACC/A4WC, 130 Douglas Street, Suite 220, Langley AFB VA 23665-2704. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This interim change revises AFMAN 23-122 by updating/adding critical specific policy information that was omitted during the transition from AFMAN 23-110, Air Force Supply System. Changes include clarification of A4LM and MAJCOM responsibilities as well as detailed policy and process interpretation of Materiel Management procedures.

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Chapter 1

GUIDING PRINCIPLES

Section 1A—Purpose, Scope and Description of Manual

1.1. Purpose, Scope and Description of Manual.

1.1.1. **Purpose and Scope.** The purpose of this manual is to further implement direction provided in AFPD 23-1 and AFI 23-101. This guidance provides directions for performing predominantly retail materiel management processes associated with determining stock requirements, inventorying, storing materiel, cataloging, ordering, sourcing, receiving, delivering, and return/disposal of materiel for Class IX repair parts and select Class VII major end items as identified and approved by Headquarters AF (HAF). Additionally, guidance for other classes of supply is covered in specific subject areas. These references will be specifically enumerated where applicable.

1.1.2. **Supplementation and Waiver Authority.** This instruction may be supplemented no lower than the Major Command (MAJCOM) level unless otherwise indicated. MAJCOMs supplementing this instruction must coordinate with AF/A4LM and will follow guidance in AFI 33-360, *Publications and Forms Management*. All waiver requests to this instruction must be approved by the certifying official of this instruction.

1.1.3. **Description.** This manual has the same construct as AFI 23-101 and AFH 23-123, Vol 2, Pt 1. While not all sections within AFI 23-101 have associated procedures enumerated in AFMAN 23-122, those sections where procedures are detailed have the same section titles. In a similar manner, where applicable, sections have the same titles in AFH 23-123, Vol 2, Pt 1. For example, Sec. 5D, Equipment Management is the same section in AFI 23-101, AFMAN 23-122, and AFH 23-123, Vol 2, Pt 1, Ch 5.

1.1.3.1. Users are encouraged to refer to **Attachment 1** and **Attachment 2** for reference information as well as identification of legacy AF supply chain functions with updated terminology.

1.1.3.2. The Integrated Logistics System-Supply (ILS-S) system is the overarching term used to describe the system(s) used by base retail materiel management operations. The ILS-S is comprised of the Standard Base Supply System (SBSS), Enterprise Solution – Supply (ES-S), and the Air Force Supply Centralized Database (AFSCDB). In many cases the term ILS-S is used to identify system related functions/references. Where applicable, in some instances, specific identification of SBSS or ES-S is used for more detailed identification.

Section 1B—Organizational Structures & Responsibilities

1.2. Organizational Structures & Responsibilities.

1.2.1. Change of Accountable Officers (AOs).

1.2.1.1. Purpose: To explain the Change of AOs process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

1.2.1.2. When the AO of an accountable Department of Defense Activity Address Code (DODAAC) is replaced by a newly designated AO the following actions will be performed:

1.2.1.2.1. Complete a 100% inventory of NWRM for FB accounts with NWRM IAW **Sec. 5G, Physical Inventory and Inventory Adjustments**, prior to transfer of accountability.

1.2.1.2.2. The installation/ wing commander or equivalent with approving official input will determine if conditions exist which would preclude relief from accountability or require board/survey action against the officer before the present AO is relieved from accountability. If applicable, refer to AFMAN 23-220, *Reports of Survey for Air Force Property*.

1.2.1.2.3. Process the consolidated inventory adjustment document register as the record of activity for FB account transfers. See Consolidated Inventory Adjustment Document Register in AFH 23-123, Vol 2, Pt 2, Ch 5. **Note:** Material Management IT system queries will not be used as the official tool to perform this function.

1.2.1.2.3.1. The Materiel Management Flight will initiate a certificate of transfer for the account. See **Figure 1.1** for FB accounts and **Figure 1.2** for transfers of FB account with NWRM.

1.2.1.3. For other than "FB" account transfers refer to **Figure 1.3** If other guidance outlines transfer of accountability actions, it may be used in lieu of **Figure 1.3** (e.g. "FK" munitions account transfers will refer to AFI 21-201, *Conventional Munitions Maintenance Management* for appropriate guidance.) **Note:** Contractor managed accounts must have a government AO appointed. The government AO can either be the functional area chief, quality assurance evaluator, or other appointed government individual who is qualified in the appropriate AFSC. These procedures apply to the transition of these AOs as well.

Figure 1.1. Template for Certificate of Transfer of Account (for DODAAC "FB" Accounts).

_____ 20 __

I certify that the balance shown on the records of activity/DODAAC _____, as of the above date, the last document number _____ and last transaction number _____ as indicated on the attached control record data print-out, is true and correct to the best of my knowledge and belief and that the property has been this date turned over to _____ pursuant to [*G-Series Order # (or equivalent designation of accountability), date*].
SIGNED: __(Outgoing Accountable Officer)
APPROVED: (Commander at the next level of command)

I certify that I have received this date from _____ my predecessor, all property pertaining to the above designated activity/DODAAC for which my said predecessor was accountable, plus all proper charges against and less all authorized credits to my predecessor's activity/DODAACD, last document number _____ and last transaction number _____ and that I have assumed this date accountability for the property pertaining to this activity/DODAAC pursuant to [*G-Series Order # (or equivalent designation of accountability), date*].
SIGNED: __(Incoming Accountable Officer)
APPROVED: (Operational/base wing commanders (or equivalent directors))

Figure 1.2. Template for Certificate of Transfer of Account (for DODAAC "FB" Accounts with NWRM).

_____ 20 __
I certify that the balance shown on the records of activity/DODAAC _____, as of the above date, the last document number _____ and last transaction number _____ as indicated on the attached control record data print-out, is true and correct to the best of my knowledge and belief, having satisfactorily accounted for _____ NWRM line items and that the property has been this date turned over to _____ pursuant to [*G-Series Order # (or equivalent designation of accountability), date*].
SIGNED: __(Outgoing Accountable Officer)
APPROVED: (Commander at the next level of command)

I certify that I have received this date from _____ my predecessor, all property pertaining to the above designated activity/DODAAC for which my said predecessor was accountable; plus all proper charges against and less all authorized credits to my predecessor's activity/DODAAC; and have satisfactorily accounted for _____ NWRM line items assigned to this DODAAC as of this date of transfer indicated by last document number _____ and last transaction number _____ and that I have assumed this date accountability for the property pertaining to this activity/DODAAC pursuant to [*G-Series Order # (or equivalent designation of accountability), date*].
SIGNED: __(Incoming Accountable Officer)
APPROVED: (Commander at the next level of command)

Figure 1.3. Template for Certificate of Transfer of Account (for DODAAC account types other than FB).

_____ 20 __
I certify that the balance shown on the records of activity/DODAAC _____ as of the above date and the last document number (or equivalent) _____ dated _____ 20___ is true and correct to the best of my knowledge and belief and that the property has been turned over this date to _____ pursuant to *G-Series Order # (or equivalent designation of accountability), date*.
SIGNED: __(Outgoing Accountable Officer)
APPROVED: (Commander at the next level of command)

I certify that I have received this date from _____ my predecessor, all property pertaining to the above designated activity/DODAAC for which my said predecessor was accountable, plus all proper charges against and less all authorized credits to my predecessor's activity/DODAAC to the last document number _____ dated _____ 20___ and that I have assumed this date accountability for the property pertaining to this activity/ DODAAC pursuant to [*G-Series Order # (or equivalent designation of accountability), date*].
SIGNED: __(Incoming Accountable Officer)
APPROVED: (Commander at the next level of command)

1.2.1.4. If the projected successor officer contests the information presented in the transfer documentation, resolution should be sought with the projected relieved officer. If resolution is not achieved, the approving official with installation/wing commander concurrence shall determine the necessary action to achieve resolution.

1.2.1.5. One copy of the certificate of transfer will be retained by the officer being relieved of accountability and one copy will be filed with the accountable records (disposition in accordance with AFI 33-364, *Records Disposition—Procedures and Responsibilities*).

Section 1C—Satellite Operations

1.3. Satellite Operations.

1.3.1. Satellite Relocation (Re-home).

1.3.1.1. Purpose: Satellite accounts are moved from one computer support base (CSB) to another for satellite support for a variety of reasons: to improve support, to accommodate additional satellite accounts at the host base, to relieve a host base of too many accounts, to arrange new support when a base closes, etc. The process has to be exact. Strict management control and cooperation from all activities involved are necessary. In this section, timeline requirements, monitoring responsibilities, and reporting requirements are covered. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

1.3.1.2. General Procedure: For a satellite account to be relocated, certain specific procedures are required. The transfer procedures discussed here allow for an orderly transfer, and they apply to all activities involved in relocation. These procedures must be accomplished in the order presented, and MAJCOMS must supplement with directives needed for special requirements.

1.3.1.2.1. Time Requirement. Plan to start relocation actions 90 days before the relocation schedule date, unless the major command in coordination with the AFMC SCM-R Computer Operations Activity elects to complete the procedure in a shorter period.

1.3.1.2.2. The LRS CC/AO, AFMC SCM-R Computer Operations Activity and Accounting & Finance officers at both the gaining and losing bases will appoint representatives to monitor the transfer process.

1.3.1.2.3. Transfer. After down-loading procedures are completed, the AFMC SCM-R Computer Operations Activity and LRS CC/AO have the responsibility of transferring all output to the gaining CSB responsible for uploading the records.

1.3.1.2.4. Points of Contact. Good communication is the key to a successful rehome. Primary and alternate points of contact at both the gaining and the losing bases and AFMC SCM-R Computer Operations Activity must be identified. Each individual selected as a point of contact must have a good working knowledge of the rehome process. Recommend that the points of contact be selected from Functional Systems Management Section (LGLOS) or equivalent.

1.3.1.2.5. Reporting Requirements. Notify the Standard Systems Group control room, HQ AFMC SCM-R Information Technology Activity, DSN 596-5771, prior to the rehome download and when the rehome has been completed. The gaining CSB or AFMC SCM-R Computer Operations Activity reports the beginning of upload and notifies AFMC SCM-R Information Technology Activity when upload is completed. Any problems with hardware, procedures, or software will be reported by means of normal procedures. When difficulties are encountered in efforts to resume normal operations, satellite parent command, CSB gaining command, and AFMC SCM-R Information Technology Activity will be kept informed.

1.3.2. Satellite Relocation (Re-home) Sequence for Pre-Relocation Actions.

1.3.2.1. Purpose: To provide a recommended schedule for planning satellite relocation (re-home) beginning 90 days before the completion date. For policy specific requirements review AFI 23-101 and for IT specific guidance use Satellite Rehome Sequence for Pre-Relocation System Processing in AFH 23-123, Vol 2, Pt 1, Ch 1**.**

1.3.2.2. The following actions will be performed:

1.3.2.2.1. 90 Days before Relocation.

1.3.2.2.1.1. LGLOS personnel at the losing CSB will contact the gaining CSB LGLOS, the A&F officers of both CSBs and the satellite relocation monitor and establish a relocation plan.

1.3.2.2.2. 30 Days before Relocation.

1.3.2.2.2.1. The losing CSB will identify unique account attributes such as P item records, organization and shop codes and system designator information.

1.3.2.2.3. 20 Days before Relocation.

1.3.2.2.3.1. The gaining command will request an address change from AFMC SCM-R Information Technology Activity for the losing CSB to the gaining CSB.

1.3.2.2.4. 15 Days before Relocation.

1.3.2.2.4.1. The losing CSB will establish a cutoff date in conjunction with the planned removal of communication lines.

1.3.2.2.5. 10 Days before Relocation.

1.3.2.2.5.1. The losing CSB will send a list of standard reporting designators (SRDs) used by the satellite to the gaining CSB/ AFMC SCM-R Computer Operations Activity. The gaining CSB will load all the SRDs that are applicable.

1.3.2.2.5.2. The satellite will develop a letter of agreement with the gaining CSB/AFMC SCM-R Computer Operations Activity.

1.3.2.2.6. 2 Days before Relocation.

1.3.2.2.6.1. The losing CSB will provide the gaining CSB Interchangeable Substitute Groups (ISG) clean up information.

1.3.2.2.7. 1 Day before Relocation.

1.3.2.2.7.1. Ensure all satellite processing has stopped.

1.3.2.2.8. Day of Relocation.

1.3.2.2.8.1. Execute necessary ILS-S transition programs.

1.3.3. Establishing a Satellite Account.

1.3.3.1. Purpose: This section describes the procedures used to establish (also known as conversion) a satellite account. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

1.3.3.2. Preconversion/Conversion Requirements.

1.3.3.2.1. Formal Agreements. When a satellite account is established, a formal agreement about responsibilities may be considered between the account and the host base. This agreement may be in the form of a support agreement written according to the regulations contained in AFPD 25-2, *Support Agreements*, a contract, or a formal MOA.

1.3.3.2.2. Time Requirements. Pre-conversion actions are normally time phased from a period of 120 days prior to conversion. However, the 120-day lead time may be compressed or expanded as mission dictates. All functions scheduled to establish a satellite account use the basic procedures contained in this section.

1.3.3.2.3. Reporting Requirements: The new host CSB or AFMC SCM-R Computer Operations Activity notifies the AFMC SCM-R Information Technology Activity at DSN 596-5771 when the upload begins and when the upload is complete. Normal

procedures are used to report to the major command and the AFMC SCM-R Information Technology Activity any problems with hardware, software, or procedures.

1.3.3.2.4. GSD SMAG Operating Program. The gaining major command is responsible for notifying HQ AFMC/FMRS of an anticipated move or conversion, the date of the move or conversion will take place, and any pertinent information on the major command involved.

1.3.3.2.5. Notification of Conversion. The gaining major command is responsible for notifying certain agencies when a host or satellite account is established. The gaining major command will:

1.3.3.2.5.1. Submit a letter/message to the AFMC Allowance Standard Activity advising them of the pending conversion and requesting any known address changes. **Note:** Notify AFMC Allowance Standard Activity only if the account is type E.

1.3.3.2.5.2. Send a message to DLA Transaction Services(DLATS), Wright-Patterson AFB, Ohio, advising them of any SRAN changes and the type of accounts affected (for example, FB, FG, FP, etc.).

1.3.3.3. Satellite Account Pre-Conversion/Conversion.

1.3.3.3.1. Refer to Satellite Rehome Sequence for Pre-Relocation System Processing in AFH 23-123, Vol 2, Pt 1, Ch 1 for the programs/processes needed to support Pre-Conversion and Conversion.

Chapter 2

PLAN

Section 2A—Overview

2.1. Overview. This chapter outlines steps for the materiel management processes associated with demand and supply planning for base retail operations. These activities include Stockage Policy procedures; Financial Management; WRM; Degraded Operations; and Readiness Spares Packages and Kits; Contingency/ Wartime Planning.

Section 2B—Stockage Procedure

2.2. Stockage Procedure.

2.2.1. Readiness Based Leveling.

2.2.1.1. Purpose: Describe the procedures and transactions used to implement and maintain centrally computed Readiness Based Levels. For policy specific requirements refer to AFI 23-101 and for IT specific guidance refer to AFH 23-123.

2.2.1.2. General Readiness Based Level (RBL) procedures. A Readiness Based Level is a centrally computed quantity pushed from the Air Force RBL (D035E) system. When RBL levels are established in the ILS-S, the RBL quantity becomes the peacetime portion of the total base requirement and the base stock level.

2.2.1.3. RBLs are demand-based levels and are identified in the ILS-S with Type Level Flag F and "A007PL" in the first six positions of the document number. See Guide To Assigning The Type Level Flag (TLF) in AFH 23-123, Vol 2, Pt 1, Ch 2 for a list of type level flags. The RBL process was designed to allocate the AFMC-computed worldwide peacetime requirements among AF bases and depots in a way that minimizes worldwide expected backorders.

2.2.1.4. Contractor Inventory Control Points (CICP) are responsible for total item management including the requirements computation and setting and updating base stock levels. Wholesale contractor ICPs may use RBL, their own unique leveling system, or a combination of both in managing item stock levels.

2.2.1.5. Computing RBLs involves both item usage during pipeline times and worldwide requirements data. Base item usage data are provided to the RBL (D035E) or Contractor Inventory Control Point (CICP) central leveling system via electronic reports. AFMC/CICPs can also send bases electronic requests for usage data when the RBL system has not received an updated base daily demand report/percent base repair report in over 90 days. The RBL process uses base specific data to determine the optimum allocation of the worldwide requirement. The following actions will be performed:

2.2.1.5.1. RBL is processed quarterly at AFMC for both the base and the depot. The computation is performed during the third week of the first month of each quarter. Generally, the system will allocate a stock level to all worldwide users. However, there is no guarantee that each user will receive a positive level, because even though a base may have sufficient demands to establish a demand level in the ILS-S, the

AFMC-computed worldwide peacetime requirement may not be sufficient to allocate a positive level to every base. Therefore, the system could allocate a stock level of zero to a base. An exception applies to selected Communications-Electronics (C-E), space, and missile (non-airborne) items that are managed under the Low Density Level (LDL) process. For LDLs, AFMC SCM-R Stock Control Activity LDL manager consolidates MAJCOM-approved levels, creates a flat file and sends it to AFMC to be loaded into the RBL system each quarter. The LDLs are then honored via RBL push levels even if the sum of the LDLs exceeds the worldwide requirement.

2.2.1.5.2. The RBL system contains special rules for honoring Contingency High Priority Mission Support Kit (CHPMSK) requirements. When approved by AFMC/A4, CHPMSK levels are loaded at contingency (deployment) locations and supported by the source of supply. For tactical JCS coded units, AFMC/A4 may authorize CHPMSKs for those units supported by IRSP offset levels. CHPMSKs support long term (over 90 days) contingency needs. To accommodate the CHPMSK requirements, RBL subtracts the CHPMSK authorized quantity from the worldwide peacetime requirements before any RBL allocations are made. Therefore, the additional CHPMSK quantity that will be requisitioned by the contingency location will be offset by reductions in RBL allocations to all worldwide users of the CHPMSK items. Note: AFMC/A4 will maintain/publish a listing of units authorized CHPMSK. This listing will be updated at least annually in preparation for the annual CHPMSK review.

2.2.1.5.3. AFMC and CICPs communicate centrally computed RBLs sent via centrally computed level transactions. See Readiness Based Level (RBL) Procedures and Transactions in AFH 23-123, Vol 2, Pt 1, Ch 2 for specific details and input format for centrally computed level transactions. The RBL will always be sent to bases on the AFMC master NSN for items in an interchangeable and substitute group (I&SG) or on a bachelor NSN for items that are not in an I&SG.

2.2.2. Customer Oriented Leveling Technique (COLT).

2.2.2.1. Purpose: Describe the procedures used to implement and maintain COLT. For policy specific requirements refer to AFI 23-101 and for IT specific guidance refer to COLT Procedures in AFH 23-123, Vol 2, Pt 1, Ch 2.

2.2.2.2. General Customer Oriented Leveling Technique (COLT) centrally computes levels for Budget Code 9 items that have an established demand pattern at a base. The following paragraphs describe the methodology for setting and implementing COLT stock levels.

2.2.2.3. The COLT process was designed to set base stock levels on DLA-managed items in a way that minimizes base-wide unit customer wait time (CWT) per dollar spent. CWT considers both the number of items issued immediately and backordered (as does issue effectiveness) as well as the duration of the backorders to provide a complete measure of the efficiency and effectiveness of the levels. COLT is generally designed to produce base stock levels that are cost-neutral with respect to the ILS-S demand leveling process. The COLT process described in COLT Procedures in AFH 23-123, Vol 2, Pt 1, Ch 2 was initially developed and tested in 2003, and approved for Air Force wide implementation in 2005.

2.2.2.4. The Air Force COLT team obtains base-level data from the Air Force centralized database for input to the COLT model. The COLT model develops stock levels one base at a time; finding the optimum levels. A review of the output is performed by the AF COLT team. Time is provided in the process for the AFMC SCM-R Weapon System Support Activity, MAJCOMs, or bases to optionally review the output to ensure level accuracy. The AFMC SCM-R Weapon System Support Activity /MAJCOM/base may decide to exclude some items from receiving levels based on local conditions (e.g., improper coding of HAZMAT items). The final COLT levels are then sent to the ILS-S using XCA transactions. They are implemented in the ILS-S via RBL transactions described in RBL Procedures and Transactions, AFH 23-123, Vol 2, Pt 1, Ch 2. No special level request documentation approval/submission is required for COLT items.

2.2.2.5. COLT levels are computed once a quarter for each base. To spread the workload, COLT computes levels for one-third of the bases each month of the quarter.

2.2.2.5.1. Quarterly-computed COLT levels are only pushed to bases when the new level differs from the existing base stock level by more than the square root of the existing level. Note: Increases in levels for items with Mission Impact Code (MIC) 1 will always be pushed regardless of the difference from previous levels. This is the same as the ILS-S rule and is designed to reduce level volatility. See COLT Procedures in AFH 23-123, Vol 2, Pt 1, Ch 2 for additional explanation.

2.2.2.6. There are a number of constraints (level caps) in COLT to control the depth of leveling. Like the ILS-S computed demand levels, the economic order quantity (EOQ) is capped at one year's demand quantity as is the COLT reorder point (ROP). These caps are designed to prevent over stocking.

2.2.2.6.1. COLT stops leveling when the Expected Backorders (EBOs) are less than 0.0027; preventing leveling where there are minimal gains. COLT supports the use of the Shelf Life Code (SLC); capping levels at half the shelf life quantity.

2.2.2.6.2. Stockage Priority Code (SPC) 5 items are capped at the existing on hand balance. This allows COLT to maintain a level on these items (and prevent backorders), while keeping the system from buying more stock until there are subsequent demands. If there are subsequent demands, the SPC code will be upgraded, allowing the resumption of full COLT leveling. The final cap calls for the total COLT level to be capped at $4K (if the ILS-S demand level = 0) or $5K more than the ILS-S demand level (if the demand level > 0). COLT will sometimes provide significantly more depth of levels than the current ILS-S demand level.

2.2.2.6.3. COLT has several rules that restrict the levels. There is an initial leveling rule in COLT to prevent initially stocking an item when the chance of a future demand is small. COLT logic limits stock levels for Individual Equipment (IEU) items (Federal Stock Group 84 and Federal Stock Class 4240) and HAZMAT items (IEX 9). To accommodate MAJCOM policies, COLT only provides levels on these items if ILS-S demand level > 0. COLT will not stock any item with a Max Level of 0 or an SPC of E. In addition, there are exclusion/zero lists maintained by the AF COLT team, modified by the MAJCOMs/ AFMC SCM-R Weapon System Support Activity, which excludes items in identified federal stock classes at identified bases from receiving positive levels.

2.2.2.6.4. The ILS-S programmatically assigns mission impact code (MIC) 1 to items that have previously caused a MICAP at that base. Therefore, all COLT candidate items will receive a positive level on MIC 1 items, except for those MIC items with an SPC 5 and no on-hand serviceable balance.

2.2.2.6.5. COLT has other rules to modify levels. COLT uses the Mission Change details and Base Closure Flags to modify demand and leveling for changing missions. COLT has a bench stock/RSP rule where it considers other inventory on a base as partially available to help avoid backorders. Finally, COLT has special logic to determine levels for the AMC Forward Supply Locations.

2.2.2.7. Refer to COLT Procedures in AFH 23-123, Vol 2, Pt 1, Ch 2 for further details associated with COLT transaction processing.

2.2.3. Proactive Demand Levels (PDL).

2.2.3.1. Purpose: Describes the procedures used to generate and communicate PDL to base level. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.2.3.2. PDL is used to compute levels for items that have no demand history or extremely low historical demands. The goal of PDL is to reduce the number of MICAPs for Material Management IT systems non-stocked items.

2.2.3.3. PDL Procedures in AFH 23-123, Vol 2, Pt 1, Ch 2 describes the methodology for setting and implementing PDL.

2.2.4. Mission Change Data.

2.2.4.1. Purpose: To explain the mission change data (MCD) procedures process. For policy specific requirements refer to AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2, Pt 1, Ch 2.

2.2.4.2. The mission-change process is designed to alter base stock levels for items applicable to a weapon system that is already assigned at the base that will be affected by a known “mission change.”

2.2.4.3. A mission change is the addition or loss of a number of weapon system end items at a base or the base may be tasked to fly the same number of sorties, but increase or decrease the average sortie duration. The ILS-S can use the base historical SRD-based consumption data for the applicable weapon system and information about the mission change to adjust base demand, thereby adjusting the stock levels for the weapon system-applicable items. Consider an example in which the mission change process should be used. Suppose a base has 24 F-16C aircraft assigned and is going to receive an additional 12 aircraft in 6 months. The actions contained in Mission Change and New Activation Spares Support List Procedures, AFH 23-123, Vol 2, Pt 1, Ch 2 will be taken by the base to establish sufficient materiel management support for the increased number of aircraft.

2.2.4.4. Reference Mission Change and New Activation Spares Support List Procedures, AFH 23-123, Vol 2, Pt 1, Ch 2 for further details associated with MCD transaction processing.

2.2.5. Adjusted Stock Level Requests.

2.2.5.1. Purpose: To explain the general procedures for requesting and processing Adjusted Stock Level (ASL) Requests. For policy specific requirements review AFI 23-101 and for IT specific guidance use refer to AFH 23-123.

2.2.5.2. General. Activities may submit requests for ASLs to AFMC SCM-R using a digitally signed email. Where multiple individual items with same justification require ASLs, request may be submitted in a single correspondence. All required data must be included on the request, message or email. Repetitious data need only be provided once. All approved ASL's will be validated through the appropriate approval authority biennially.

2.2.5.2.1. NWRM adjusted levels are directed, loaded/changed/deleted by the NWRM Transaction Control Cell (NTCC), **635SCOW.NTCC@us.af.mil.** All actions including required validations are performed by the NTCC.

2.2.5.3. Requesting ASL's. Customers requesting an ASL will provide detailed justification for all initial requests for negotiated levels to AFMC SCM-R Stock Control Activity. The justification must clearly indicate the reason for the request, and the expected period the level will be needed. The quantity requested should be the minimum essential quantity required to support the requirement.

2.2.5.3.1. All ASL request will contain the following information at a minimum:

2.2.5.3.1.1. National Item Identification Number (NIIN).

2.2.5.3.1.2. Stock Record Account Number (SRAN) and Base Name.

2.2.5.3.1.3. Owning Major Command. The owning major command is the parent command of the organization making the request.

2.2.5.3.1.4. Quantity requested.

2.2.5.3.1.5. Standard Reporting Designator (SRD) or Mission Design and Series (MDS) of supported weapons system.

2.2.5.3.1.6. Item Part Number.

2.2.5.3.1.7. Technical Order, Figure, and Index.

2.2.5.3.1.8. Date the level is required to be in place.

2.2.5.3.1.9. Estimated length of time the level will be needed.

2.2.5.3.1.10. Reason for the request along with supporting mission justification/documentation.

2.2.5.3.1.11. Level Justification Code.

2.2.5.3.1.12. For Low Density Levels (LDL), the following additional data is required:

2.2.5.3.1.12.1. Lead Command of the supported Weapons System.

2.2.5.3.1.12.2. Type of LDL level being requested:

2.2.5.3.1.12.2.1. Single Point Failure (SPF) Items. Single point failure items are items whose failure will render a system inoperative and/or unable to

perform its designated mission. SPF items are pre-positioned to meet specific mission requirements such as system restoration time of 48 hours or less and warrants pre-positioning of a spare or storage at a designated centralized storage location.

2.2.5.3.1.12.2.2. Operational Readiness Part (ORP) Items. Operational readiness part (ORP) items do not fit the general definition of an SPF item. However, range and depth of available weapon system inventory usually warrants pre-positioning of the spare or storage at a supply point or centralized storage location. These conditions require pre-positioning of ORP items. Examples of ORP, a units' unique (remote) location, a small worldwide available inventory, or units with multiple system locations. ORP items are required to maintain maximum redundant capabilities or a one-of-a-kind system capability.

2.2.5.3.1.12.2.3. Joint Transfer Agreement (JTA) Items. Joint transfer agreement (JTA) items are inter-Service C-E related and have been authorized for pre-positioning by the Joint Chiefs of Staff (JCS). These assets are required to be maintained on a supply point for the life of the system.

2.2.5.3.1.12.2.4. Non-Prepositioned (NPP). This encompasses the remaining LDL levels that do not mandate pre-positioning.

2.2.5.3.2. All ASL requests will be sent to the appropriate AFMC SCM-R Weapon System Support Activity for an analysis/review. For Non-Weapon System related requests, AFMC SCM-R Stock Control will perform analysis/review. AFMC SCM-R will assess the need for the level and best placement throughout the enterprise to support the identified need. If other than AFMC SCM-R initiated, ASL requests that are not justified will be disapproved and/or returned without action to the initiator, with reason for disapproval. Disapproved requests will be returned through the same channels that submitted the request.

2.2.5.3.2.1. The analysis/review responsibility includes the identification of plausible alternatives to the establishment of the ASLs. For example, recommend disapproval of the ASL request if the item can be obtained from a depot, purchased, or manufactured locally in time to satisfy operational requirements.

2.2.5.4. Types of Approved Levels. ASLs will be categorized as Directed, Permanent or Temporary based on the reason and results of the analysis/review. See AFH 23-123, Vol 2, Pt 1, Ch 2 for further guidance.

2.2.5.4.1. Approved ASLs will be loaded using the most appropriate Reason Why Code (RWC) outlined in Guidelines For Assigning the RWC in AFH 23-123, Vol 2, Pt 1, Ch 2. If there is not a specific RWC for the situation, load the ASL with RWC Y and file all correspondence related to the approval of the level for future reference.

2.2.5.4.2. Permanent Levels.

2.2.5.4.2.1. When analysis/review determines the need for an ASL based on an indefinite period or critical mission requirement and the demands pattern will not

warrant an RBL/COLT level, a permanent level will be approved using Sustainment Flag P.

2.2.5.4.2.2. Permanent Levels can be loaded as a Minimum, Maximum, or Fixed type level, as Type level flag C, D, and E.

2.2.5.4.2.3. Permanent Levels will be reviewed upon changes in mission or activation/deactivation of major weapons systems.

2.2.5.4.2.3.1. If review shows the level is no longer required or a lesser quantity is justified, AFMC SCM-R Stock Control Activity will process an Adjusted Stock Level Delete input to delete the level or Adjusted Stock Level Change input to adjust the authorized quantity.

2.2.5.4.2.3.2. Use the Special Level Review Listing or comparable ILS-S Query to manage and or delete any Permanent Levels that need deletion.

2.2.5.4.3. Temporary Levels.

2.2.5.4.3.1. When a change in mission or new mission requirements justify the need for an ASL and the purpose for the level indicates that future demand will result in a self-sustaining level, AFMC-SCM-R Stock Control Activity will establish the level as a temporary level using Sustainment Flag T.

2.2.5.4.3.2. Using Sustainment Flag T, process an Adjusted Stock Level Load or Adjusted Stock Level Approval Date Update input with a determined expiration date. The approval date will be computed by subtracting 730 days from the expiration date. This date will be entered on the Adjusted Stock Level Load or Adjusted Stock Level Approval Date Update transaction.

2.2.5.4.3.3. Temporary Levels can be loaded as a Minimum, Maximum, or Fixed type level, as Type Level Flag A, B, D or E. In most cases, Temporary Levels should be loaded as Minimum to allow the ASL to be deleted or become Memo once the normal demand computation meets or exceeds the ASL.

2.2.5.4.3.4. Use the Special Level Review Listing or comparable ILS-S Query to manage and or delete any Temporary Levels.

2.2.5.4.4. Directed Levels

2.2.5.4.4.1. Adjusted Stock Levels directed from higher levels are termed directed because the quantity, application, justification, and approval have already been determined.

2.2.5.4.4.2. Directed Levels can be loaded with Sustainment Flag P or T as determined by the directing activity.

2.2.5.4.4.3. All directed ASLs are established in the ILS-S as either a Minimum Memo ASL or Minimum, Maximum, or Fixed Firm ASL upon receipt. Any Type Level Flag can be used per the directing activity of the level request. See Adjusted Stock Level Load, Change, Delete Transaction (XE4) in AFH 23-123, Vol 2, Pt 1, Ch 2 for more information and processing directed levels loads/changes and deletes.

2.2.5.4.4.4. Directed Levels will be reviewed upon changes in mission or activation/deactivation of major weapons systems.

2.2.5.4.4.5. If review shows the level is no longer required or a lesser quantity is justified, AFMC SCM-R Stock Control Activity will coordinate with directing activity on deletion/change of the ASL.

2.2.5.5. The following actions will be performed when ASLs are disapproved:

2.2.5.5.1. AFMC SCM-R Stock Control Activity personnel will prepare an Adjusted Stock Level Delete input as prescribed in Adjusted Stock Level (ASL) Delete Input Format (1F3D), AFH 23-123, Vol 2, Pt 1, Ch 2 to delete the ASL detail record.

2.2.5.6. ASL requests for AFMC-managed non-airborne Communications-Electronic (C-E), Space, Weather, Radar, and Missile Systems are submitted electronically (email) by the requestor to MAJCOM System Manager, and coordinated with AFMC SCM-R Low Density Level (LDL) Manager at: **grounds.stockcontrol@us.af.mil.**

2.2.5.7. ASL Load to Interchangeable and Substitute Group (I&SG). AFMC-SCM-R Stock Control Activity personnel may load Minimum, Maximum, or Fixed ASL detail records to any item within an ISG. Moreover, AFMC-SCM-R Stock Control personnel may load multiple detail records to the same item or group when: (1) the ASL is required to support different end items; (2) support is required by different shops within the same organization; or (3) support is required by different base organizations.

2.2.5.8. Guidelines for approving ASL requests are as follows:

2.2.5.8.1. Approval of Budget Code “9” ASL Requests. ASLs established for budget code “9” ERRC "XB3" and "XF3" items can be established at the discretion of the AFMC SCM-R. Level of approval for all budget code “9” "XB3" and "XF3" items with an extended cost of less than $5,000 rests with the AFMC SCM-R. The AFMC SCM-R Weapon System Support and/or Stock Control Activity, in coordination with the AFMC SCM-R Stock Fund Activity, is the final approval authority for budget code “9” items for levels with an extended cost of $5,000 or more.

2.2.5.8.2. Approval of Budget Code “8” ASL Requests. The Inventory Management Specialist (IMS) will act as the approval/disapproval authority for budget code “8” assets due to being funded with use of Consolidated Sustainment Activity Group (CASG) funds.

2.2.5.8.3. Approval of Contractor Supported Weapon System (CSWS) or Contractor Inventory Control Point (CICP) ASL Requests. The System Program Office (SPO) in conjunction with the MAJCOM System Manager will act as the approval/disapproval authority for all CSWS/CICP managed items unless otherwise stipulated in contractual terms.

2.2.5.8.4. Approval of remaining AFMC managed items not equal to Budget Code 8 will be approved/disapproved at the discretion of the IMs.

2.2.5.8.5. If AFMC SCM-R has not received a response from the Source of Supply on the status of an ASL request within 10 duty-days of submission, AFMC SCM-R may elevate or disapprove the request at their discretion.

2.2.5.8.6. AFMC SCM-R Stock Control Activity loads a memo detail level and retains a suspense copy pending approval/disapproval. After final approval has been coordinated, process the ASL load, change, update, or delete transaction. AFMC SCM-R Stock Control Activity enters the approval date based on the desired expiration date on the Adjusted Stock Level Load or Adjusted Stock Level Approval Date Update transaction. This action loads the approval date and establishes the ASL detail record as confirmed (FIRM). The suspense copy can be destroyed.

2.2.5.8.7. For AFMC managed requests, do not process an Adjusted Stock Level Approval Date Update until an approval is received. If this input is processed before materiel manager approval, the materiel manager will return an ASL reject transaction with a reject code "R". See Adjusted Stock Level Load, Change, Delete Transaction (XE4) in AFH 23-123, Vol 2, Pt 1, Ch 2. If this occurs, AFMC SCM-R must process an Adjusted Level Validation input with an asterisk in position 73 that blanks the approval date and changes the ASL detail from firm to memo.

2.2.5.8.8. If an ASL Reject Notification is received from the materiel manager and there is an approved authorization on file, contact the appropriate materiel manager. Please refer to Adjusted Stock Level Load, Change, Delete Transaction (XE4), AFH 23-123, Vol 2, Pt 1, Ch 2 for ASL Reject Notification transaction processing.

2.2.5.8.9. New ASL requests will be reviewed for supportability for NSNs coded as Obsolete (AAC V or Y), AF Inactive, or NSNs assigned NPPC 2, 3, 5 or 9. If an ASL is required for this type of item, then the requestor must submit an AF Form 86 or coordinate with the IMS/ES at the owning AFMC Air Logistics Complexes to re-catalog the NSN. The new level may be approved after the AF Form 86 action is completed and the NSN is stock listed and procurable. ASLs are authorized for obsolete items with an active repair contract. These items are coded obsolete with no plans for future procurement; however they have an active repair contract to support the weapon systems. **Note:** Previously existing ASLs are authorized if an AF Form 86 action has been submitted. However, when exception codes are loaded to prevent future usage, the special levels will be deleted.

2.2.5.8.10. ASLs are not authorized for stock numbers with ERRC "ND" and "NF". Exceptions are TLF D Maximum Level Zero and Non-AFMC managed ERRC “NF1”.

2.2.6. **Exception Management**

2.2.6.1. Exception Codes

2.2.6.1.1. Exception codes are assigned to item records when exception processing is necessary for the management of excesses, requisitions, shipments and issues. Personnel at the AFMC SCM-R AFMC SCM-R Stock Control Activity will manage the exception code program. The LRS/Materiel Management Activity is responsible for all locally assigned exception codes. See AFH 23-123, Vol 2, Pt 1, Ch 2 [EEX/SEX] and Ch 5 [IEX/REX] for exception code processing instructions.

2.2.6.2. Exception Phrases

2.2.6.2.1. Exception phrases are assigned to the ILS-S when exception processing is necessary for the management of excesses, issues, requisitions and shipments. Personnel at the AFMC SCM-R AFMC SCM-R Records Maintenance Activity will manage the exception phrase program. See AFH 23-123, Vol 2, Pt 2, Ch 8 for more information concerning exception phrase record creation and management.

Section 2C—Financial Management

2.3. Financial Management.

2.3.1. Due-Out Obligation Procedures.

2.3.1.1. Purpose: Explains how to obligate an organization's Operation and Maintenance (O&M) funds on selected due-outs. Two basic methods are used to obligate due-outs: Due-out obligation flag and Due-out obligation/de-obligation transaction input 1DO. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.3.1.2. The procedures described in this paragraph do not apply to TEX code 8 equipment due-outs, TEX code H due-outs, or TEX code D due-outs.

2.3.1.2.1. The LRS/Materiel Management Activity or AFMC (for accounts under the AFMC support) will turn on the due-out obligation flag in the base constants record in the appropriate ILS-S.

2.3.1.2.2. When this flag is turned on, all customer due-outs will obligate when processed.

2.3.1.2.3. Funds Requirement Card (FRC) or Special Requisition (SPR) inputs to firm unfunded due-outs will obligate if funds are available, and the requisition is to routing identifiers other than D(xx), JBR, or J(nn).

2.3.1.3. Due-Out Obligation. This method does not check for funds availability and could lead to over-obligation of funds. If the previous year's O&M funds are to be obligated; the budget officer must also approve the use of this process. Refer to Due-Out Obligation/Deobligation Input (1DO) in AFH 23-123, Vol 2, Pt 1, Ch 2 for processing.

2.3.1.3.1. If the fiscal year of obligation is blank, the customer due-out was firm and obligated before 30 September of the previous fiscal year, but because of an error the date of obligation is now blank. In this case, use the previous year Accounting and Finance (A&F) Stock Fund Due-Out Reports to obtain the fiscal year to be used with the Due-out Obligation transaction.

2.3.1.3.2. When the due-out is incorrectly canceled, the customer due-out was obligated before 30 September of the previous fiscal year, but LRS/Materiel Management Activity personnel incorrectly canceled the customer due-out. In this case, reestablish the due-out with the same document number and the same fiscal year of obligation, as reflected on previous A&F Stock Fund Due-Out Reports.

2.3.1.3.3. If an item record indicative data change rejects, it may be necessary to de-obligate the due-out, cancel the due-out, reestablish the due-out using the same

document number, and obligate with the original fiscal year of obligation using Due-Out Obligation transaction.

2.3.1.3.4. Any other circumstances not previously identified that cannot be resolved by the local budget office, warranting obligation of a due-out using prior fiscal year O&M funding, requires MAJCOM Budget approval with MAJCOM SMAG manager coordination prior to processing.

2.3.1.3.5. An industrial funds organization is an organization that provides a service or product to another military service or government agency. Customers pay for these services and products. AF activities that are industrially funded include Transportation Working Capital Fund (sales code 49), CSAG-Maintenance (sales code 63 series), and other AF industrial funds (sales codes 48, 62, 69). Because the funding for these services or products is not linked to a specific year of appropriation, due-outs for industrial funds items are always obligated with current year funds.

2.3.2. Budget Code Z Investments.

2.3.2.1. Purpose: To explain steps required before loading Budget Code Z item records. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.3.2.2. Once the budget code has been assigned, it usually is not changed until the end of the fiscal year. This prevents excessive changes between investment funds (major appropriations) and stock and/or Operations and Maintenance funds. AFI 65-601, Vol 1, *Budget Guidance and Procedures*, Ch 8, provides the criteria for determining whether or not an investment equipment item is authorized a budget code Z.

2.3.2.3. Budget code Z is initially assigned to locally funded equipment items with a unit cost of $250,000 or more. These items are funded through one of three appropriations: major procurement appropriation for other procurement (57*3080); other RDT&E procurement (57*3600); or NIMA procurement (97*0300.4802). Two materiel acquisition control records are maintained for each System Designator (S/D). One will always be for procurement appropriation 57*3080. The second may be for other appropriations authorized by HQ USAF see Materiel Acquisition Control Record (MACR) Load, Change, Or Delete Input (1LM) in AFH 23-123, Vol 2, Pt 1, Ch 2 to load MACR for Budget Code Z.

2.3.2.4. The SMAG manager should review applicable records before submitting O&M budgets to the base budget office to allow for tentative budget code changes that will affect budget submissions for 57*3600 and/or 57*3080 appropriations and C-SAG Operating Program. 2.3.2.5. Coordination with Records Maintenance personnel to change budget code Z. For more information on assignment of Budget Code 9/Z reference Assignment of Budget Code 9 in AFH 23-123, Vol 2, Pt 2, Ch 8.

2.3.3. Validating WRM Funding Requirements.

2.3.3.1. Purpose: To explain the validation process of Operational RSPs such as CHPMSK, HPMSK, IRSP, MRSP, and MSK funding request procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.3.3.2. Overarching guidance for War Reserve Materiel Program is contained in AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures.* WRM/Readiness Spares Packages (RSP) Requirements (Q07/NGV848) required in direct support of CHPMSK, HPMSK, IRSP, MRSP, and MSKs are described in AFH 23-123, Vol 2, Pt 2, Ch 5.

2.3.3.3. General validation process. WRM/RSP report is designed for use by bases/MAJCOMs to determine and identify WRM and Operational RSP shortages.

2.3.3.3.1. WRM obligation authority is a firm limitation that is fenced and cannot be exceeded. If requirement exceeds the approved obligation authority, WRM Global Manager M/AFMC must request additional funds from AFMC/FM.

2.3.3.3.2. The WRM community must fund for procurement of new WRM funding requirements through the congressional budgeting Program Objective Memorandum (POM).

2.3.3.3.3. When WRM items are used to satisfy MICAP requirements, these items are replaced with SMAG operating obligations authority. WRM items should be rotated with like peacetime assets to the extent possible to assure their continued serviceability. If however, WRM assets become unusable or outdated, replacement is considered an initial procurement of new WRM and must be acquired with GSD WRM obligation authority and identified to HQ AFMC on the GSD Operating Program for additional WRM funding. GSD only has obligation authority to purchase WRM when specifically provided with additional Stock Fund Contract Authority.

2.3.3.3.4. The CSAG WRM obligation authority will be used to finance CSAG budget code 8. GSD SMAG obligation will be used to finance budget code 9 GSD RSP requirements. Assets will be maintained on detail records and are included in ILS-S inventory until they are consumed and expensed.

2.3.3.4. When the SMAG Manager receives the WRM/RSP Q07 report, the following actions will be performed to validate requirements for WRM funding.

2.3.3.4.1. Coordinate quarterly with LRS/LGRDX and outside agency RSP monitors for the host and satellite activities to validate unsupportable requirements.

2.3.3.4.2. Coordinate quarterly with installation WRMO/NCO (LRS/LGRDX) and commodity WRM Managers (WRMM), for the host and satellite activities to validate unsupportable requirements.

2.3.3.4.3. Correct erroneous details and remove the output or change it before submitting the file. Remove all outputs containing valid details for items that should not be funded immediately because of lack of storage space (for example, deicing fluid, engine oil, etc.) or local availability (liquid oxygen, demineralized water, etc.).

2.3.3.4.4. Annually conduct WRM GSD budget call to obtain WRM requirements from WRM/BEAR GMs (ACC/A4RX) to be included in the GSD Program Budget Review (PBR) to AFMC/FM.

2.3.3.4.4.1. Submit the Approved Operating Budget (WRM funding requirement) to HQ AFMC/FMR for inclusion in the Budget Estimate Submission (BES) sent to SAF/FM.

2.3.3.4.4.2. AFMC/FM gathers requirements from MAJCOM and includes in their PBR submission to SAF/FM.

2.3.3.4.4.3. Based on Command War Reserve Materiel Officer/Non Commissioned Officer (CWRMO/NCO's) POMs, SAF/FM will determine if O&M funds are approved for purchasing initial WRM assets. If O&M is approved, SAF/FM will provide AFMC/FM the additional stock fund authority for distribution to MAJCOMs. ***Note:*** CWRMO/NCO's that did not identify WRM requirements in their POM will not receive WRM GSD funds.

2.3.3.4.5. Budget execution for GSD begins with SAF/FM by annual funding distribution to AFMC/FMR, down to the SMAG Manager, who distributes to the bases where GSD WRM funds are executed.

2.3.3.4.5.1. WRM obligation authority received by MAJCOMs from AFMC/FM will be distributed to bases with requirements identified and a POM submitted by CWRMO/NCO under PEC 28031 and/or 41135.

2.3.3.4.5.2. Load funding when WRM GSD is received and identify to the WRM Global Managers (ACC/A4RX) base SRAN and GSD amount available for spending. ***Note:*** Funding is provided by priority and dollar value for the assets identified on the last Q07 processed.

2.3.3.4.5.3. Load obligation authority to MACR Update Code (MUC) 21 in GSD Materiel Acquisition Control Record (MACR).

2.3.3.4.5.4. The SMAG Manager will load funding and notify the host or satellite RSP monitors. ***Note:*** Funding is provided by priority and dollar value for the assets identified on the last Q07 processed.

2.3.3.4.5.5. Track the spending of the WRM obligation authority and report back to AFMC/FM when spending is completed.

2.3.4. Apportionment Control.

2.3.4.1. Purpose: To explain control of appropriations procedures. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.3.4.2. Total Financial Authority (TFA) consists of obligation and commitment targets for operating and War Reserve Materiel (WRM). These targets will be loaded to the MACR, to support requisitions placed with supply sources (see DFASDE 7077.10-M, *Standard Base Supply System User's Manual*, for MACR update logic). Targets for obligations are limitations that cannot be exceeded.

2.3.4.3. General appropriations. The approved annual ratio of operating obligations plus credit returns to gross sales must be achieved in order to generate cash from sales to support stock replenishment requirements. Achievement of the approved ratio also aids in the control of SMAG outlays. Reference Unit Cost Ratio (UCR) Impacts in AFH 23-123, Vol 2, Pt 1, Ch 2 for items that impact the unit cost ratio.

2.3.4.4. AOB provides approved credit returns, gross sales, obligations, and an approved ratio of operating obligations plus credit returns to gross sales (unit cost ratio).

2.3.4.5. During periods of constrained funding, MACR factors must be applied in order to operate within financial limits imposed. The SMAG managers must continually monitor the financial targets and actual ratio in order to avoid an Anti-Deficiency Act violation. The following actions will be performed:

2.3.4.5.1. MAJCOMs will distribute AOB to the SMAG managers.

2.3.4.5.2. Operating obligations will be computed using the worksheet provided in AFH 23-123, Vol 2, Pt 1, Ch 2.

2.3.4.5.3. SMAG Managers must develop an operating program at the lowest management and operating level.

2.3.4.5.4. Initial development is performed at base level and is reviewed and consolidated at command and division level.

2.3.4.5.5. Manage data appropriate to specific inventory and capital control objectives are selected from these financial reports see AFH 23-123, Vol 2, Pt 1, Ch 2.

2.3.4.5.6. Compare this data with the approved objectives of the operating program in order to determine the status of the SMAG.

2.3.5. SMAG MACR Controls.

2.3.5.1. Purpose: To explain the procedures for MACR factor development and control. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.3.5.2. General Procedures. Unlike the OCCR, Project Funds Management Record (PFMR), and Stock Fund Inventory Management Record (SFIMR), which are for data collecting and reporting, the MACR serves the purpose of control. The MACR is used to adjust or prevent the automatic requisitioning of materiel. Also, the MACR is used to change or prevent requisitions undergoing normal computer processing.

2.3.5.3. Maximum automatic obligation values, MACR factors, and Urgency Need Designator (UND) Codes are used as control data for requisitioning. You can load modifications of these values at any time, but use caution. Remember that the maximum automatic obligation for replenishment and due-outs cannot be loaded for less than $50.

2.3.5.4. Four control parameters are available in the MACR record:

2.3.5.4.1. Urgency of need funding flag.

2.3.5.4.2. Maximum automatic obligation for due-outs.

2.3.5.4.3. Maximum automatic obligation for stock replenishment.

2.3.5.4.4. MACR factors.

2.3.5.5. The use of MACR factors is preferable during mission changes and other events (such as MAJCOM changes in stockage levels or changes in supply levels dictated by local authority) that make demand patterns hard to predict. But keep in mind that with use of the MACR factors, there is an increased workload, both for depots and for the Distribution Section. Using the MACR factor also increases the chance of out-of-stock

conditions and more customer due-outs. For these reasons, use the MACR factors only when necessary.

2.3.5.6. The following actions will be performed:

2.3.5.6.1. Compute the value of requisitions you anticipate making for the remainder of the fiscal year. Reference AFH 23-123, Vol 2, Pt 1, Ch 2, Example of MACR Factor Development to determine factors to use in the MACR.

2.3.5.6.2. Format for MACR load, change, and delete inputs and related dollar data. Reference AFH 23-123, Vol 2, Pt 1, Ch 2

2.3.5.6.3. For more information on MACR factor, reference AFH 23-123, Vol 2, Pt 1, Ch 2.

Section 2D—War Reserve Materiel (WRM)

2.4. War Reserve Materiel (WRM).

2.4.1. WRM Transfers Between Kits.

2.4.1.1. Purpose: To explain the procedures to transfer between WRM Special Spares RSPs. For policy specific requirements review AFI 23-101, AFI 25-101 and for IT specific guidance use AFH 23-123, Vol 2, Pt 1, Ch 2.

2.4.1.2. General WRM transfer between kits. This section discusses procedures for preparing and processing inputs to transfer assets from one WRM detail record to another. Input preparation is discussed first, followed by output documents, degraded operations transfers, rejects, and management notices. It is important to note that Transfers Between Kits cannot be corrected with record reversal and correction (formerly RVP) and require inputs to correct any processing errors.

2.4.1.3. The following actions will be performed:

2.4.1.3.1. For Transfer Between Kits Inputs.

2.4.1.3.1.1. Leave the action quantity blank when the requirements of the gaining detail document number are to be filled from assets recorded on WRM detail records specified by the input stock number, system designator, and parameters. The total quantity transferred will be a combination of the following.

2.4.1.3.1.1.1. The gaining primes.

2.4.1.3.1.1.2. The authorized quantity minus on-hand assets (including substitutes).

2.4.1.3.1.1.3. The due-outs (except when due-out action flag M is used) (Refer to MSK/MRSP/WRM Transfers Between Kits (1KT) in AFH 23-123, Vol 2, Pt 1, Ch 2).

2.4.1.3.1.1.4. When processing serialized reporting assets, you must process a Weapons Serialized Control Input (DSR) or Serialized COMSEC Control Input (XHB) prior to processing the Transfer Between Kits. Serialized reporting assets cannot be transferred using the Transfer Between Kits multiple option.

2.4.1.3.1.2. If output of documents is not desired but you wish to enter specific quantities, enter a 6 in the input TEX code position.

2.4.1.3.1.3. Enter Due-Out Action Flag M when due-outs are not to be considered in the authorized versus on-hand computations, and the program will ignore any due-outs. An "Excess Due-Out Details Resulted From the Use of Due-Out Flag M" (F202) management notice will be produced when due-outs are greater than on-hand quantities.

2.4.1.3.1.4. Transfer the resulting quantity from those assets recorded on the detail record as specified by the first parameter of the input. When the deficiency is not satisfied by the detail record of the first parameter, check the detail record of the second parameter. Continue checking each parameter until all have been verified or the deficiency has been satisfied.

2.4.1.3.1.5. When the asset position of the gaining detail record does not match the authorized quantity, an "On-Hand Quantity" Does Not Complement the Authorized Quantity: Quantity Short" (F206) management notice will be produced.

2.4.1.3.1.6. When an action quantity is entered, the computer will transfer this quantity to and from the detail record specified by the input.

2.4.1.3.1.6.1. Rejects occur when the gaining detail record asset position and the action quantity exceed the authorized quantity.

2.4.1.3.1.6.2. Rejects occur when a selected detail record is deployed.

2.4.1.3.2. For Transfer Between Kits Output Documents.

2.4.1.3.2.1. The computer prepares a transfer document for each Transfer Between Kits transaction (Refer to MSK/MRSP/WRM Transfers Between Kits (1KT) in AFH 23-123, Vol 2, Pt 1, Ch 2) unless degraded operations (TEX code 6) is used.

2.4.1.3.2.2. When the transfer document is received, the WRM Manager (WRMM) will do the following.

2.4.1.3.2.2.1. Clear the suspended creation sheet.

2.4.1.3.2.2.2. Physically transfer the assets or coordinate with kit custodians for the transfer.

2.4.1.3.2.2.3. Sign the transfer document.

2.4.1.3.2.2.4. Distribute documents as follows.

2.4.1.3.2.2.4.1. Copy 1 to Document Control

2.4.1.3.2.2.4.2. Copy 2 to the losing kit or organization

2.4.1.3.2.2.4.3. Copy 3 to the gaining kit or organization

2.4.1.3.2.2.5. When serialized reporting assets are transferred, a Serial Number List (F117) management notice will be output at function 444 . Attach the management notice to the applicable output document and the

property being moved.

2.4.1.3.3. Degraded operations Transfers. When the degraded operations option (TEX 6) is used, the WRMM will hand-write three copies of the transfer document. After the transfer, the WRM monitor signs and distributes the documents IAW **Para**.**2.4.1.3.2.2.4** of this section

2.4.1.3.4. Rejects and Management Notices.

2.4.1.3.4.1. The WRMM reviews rejects for corrections and reinputs. When reprocessing is not necessary, the WRMM will remove and destroy the suspense creation sheet and take action to clear any suspended (rejected) transactions.

2.4.1.3.4.2. The WRMM will review management notices for necessary action. When excess due-outs result from processing a transfer, request an inquiry of the gaining detail record document number. Review the due-outs of the gaining detail record for possible cancellation, cancellation and reestablishment under a losing detail record, or any additional applicable action.

2.4.2. Maintenance of WRM Assets.

2.4.2.1. Purpose: To explain the procedures to maintain WRM assets. For policy specific requirements review AFI 23-101, AFI 25-101 and for IT specific guidance use AFH 23-123.

2.4.2.2. General WRM asset procedures. An item in WRM packages, including an expendable item authorized by allowance standards, will be managed and maintained to retain proper control and accountability of the assets.

2.4.2.3. The following actions will be performed:

2.4.2.3.1. For WRM items requiring TOC/TCTO procedures apply as outlined in **Sec. 4B, TCTO**.

2.4.2.3.2. For WRM items requiring Shelf-life inspection procedures apply as outlined in **Sec. 5C, Physical Asset Management** and AFI 25-101.

2.4.2.3.3. For WRM items requiring functional check procedures apply as outlined in **Sec. 5C, Physical Asset Management**.

2.4.2.3.4. For redistribution of excess WRM procedures apply as outlined in AFI 25-101.

2.4.2.3.5. For Inventory of WRM procedures apply as in Section 5G and AFI 25-101.

2.4.2.3.6. For requisitions of WRM requirements procedures apply as outlined in **Sec. 5B, Order and Requisitioning** and AFI 25-101.

2.4.2.3.6.1. HARVEST EAGLE and Fuels Operational Readiness Capability Equipment (FORCE) due-outs/requisitions will have the following WRM project codes assigned:

2.4.2.3.6.1.1. For initial/increased requirements use WRM project code DCP.

2.4.2.3.6.1.2. For replacement initial/increased requirements use WRM project code DCP.

2.4.2.3.6.2. Basic Expeditionary Airfield Resources (BEAR) due-outs/requisitions will have the following WRM project codes assigned:

2.4.2.3.6.2.1. For BEAR operational requirements use BEAR project code L86 for budget code Y.

2.4.2.3.6.2.2. For BEAR operational requirements use BEAR project code L87 for training use.

2.4.2.3.7. For funding of WRM requirements procedures apply as outlined in **Sec. 2C, Financial Management** and AFI 25-101.

2.4.2.3.8. For WRM Equipment items procedures apply as outlined in **Sec. 5D, Equipment Management** and AFI 25-101.

2.4.3. War Consumable Distribution Objective (WCDO) Detail Records.

2.4.3.1. Purpose: To explain WCDO Detail Record procedures. For policy specific requirements review AFI 23-101 and AFI 25-101. For IT specific guidance use AFH 23-123.

2.4.3.2. General WCDO Detail Record procedures. The WCDO is classified based on the classification for each line of activity in the War and Mobilization Plan, Volume 4 (WMP-4), published annually. The minimum classification for any WCDO extract (unit/base) is SECRET.

2.4.3.3. The following actions will be performed:

2.4.3.3.1. For accounting for WCDO Details.

2.4.3.3.1.1. WCDO support authorizations and assets are stored on WRM-WCDO-SPARES (241) detail records and accounted for on the WCDO/WRM Munitions List (R07). Use organization/shop code 002WR and activity code W for detail document numbers. Account separately for rations and petroleum, oils, and lubricants (POLs). Follow MAJCOM provided guidance identified in WMP-4/WCDO cover letter.

2.4.3.3.1.2. Geographical Location Pseudo-Base codes (GEOLOC PBC). WCDO PBCs are assigned by Logistics Feasibility Analysis Capability (LOGFAC) classified system managed by ACC/A4RX. Annually a unique PBC is assigned for every GEOLOC with WCDO requirement. GEOLOC to PBC relationship can be cross-referenced in LOGFAC. PBCs when associated with an actual location or Base Code is classified SECRET.

2.4.3.3.1.2.1. Load the PBC shown in the WCDO report into the WRM-WCDO-SPARES detail records. The PBC of the Alternate Storage Location (ASL) is entered in position 62-65 and the PBC of the Planner Operating Base (POB) is entered in positions 66-69 of the WCDO load, change, and delete.

2.4.3.3.1.2.2. For PBCs not contained in the WCDO document, contact CWRMO by SIPR. CWRMO will query LOGFAC and notify base via SIPR of the PBC. Bases will enter the PBC in positions 62-65 and 66-69 of the WCDO load, change or delete.

2.4.3.3.2. WCDO Requirements. WRM spares detail records account for two kinds of authorizations, as shown in the annual HQ USAF Non-Airborne RSP (NARSP) Authorization, Document, Volume II. The WRMM will process the applicable WCDO load, change, and delete (see WCDO Load, Change, And Delete (TRIC 1CK) in AFH 23-123, Vol 2, Pt 1, Ch 2) to load the total WCDO authorizations.

2.4.3.3.2.1. The authorized quantity field of each input must reflect the Operational Plan (OPLAN) Starter Quantity identified on the WCDO. The total authorization is the sum of supportables and unsupportables. Enter the unsupportable quantity in the appropriate field when directed by CWRMO. The supportable and unsupportable quantities will be maintained on the same detail. To request WRM ordering authority for General Support Division SMAG requirements, see AFH 23-123, Vol 2, Pt 1, Ch 2 and AFI 25-101.

2.4.3.3.2.1.1. Authorizations can be loaded with or without using the automatic issue program. When the automatic issue program is used the processor will create a WCDO detail record and create an issue request input and process the issue.

2.4.3.3.2.1.2. Attempting to use the automatic issue program on details with unsupportability codes loaded will result in (F215) management notice.

2.4.3.3.2.2. When notified by the AFMC SCM-R Activity SMAG manager that a fiscally restrained unsupportable authorization has become supportable, the WRMM will follow these instructions:

2.4.3.3.2.2.1. Part unsupportable. If only part of the assets authorized become supportable, process the change input and enter the new unsupportable quantity in the unsupportable quantity field. The change input to decrease the unsupportable quantity cannot contain issue data. Prepare an issue request according to Expendable Item Customer Issue Request (ISU) Transaction Format and Documentation Requirements in AFH 23-123, Vol 2, Pt 1, Ch 5 for the new supportable quantity with WRM project code DCP.

2.4.3.3.2.2.2. Unsupportable details becoming supportable. If the total authorization becomes supportable, process a change by inputting an asterisk (*) in the supportability code field and zeros in the unsupportable quantity field. Prepare an issue request according to **Sec. 5B, Order and Requisitioning** for the new supportable quantity with WRM project code DCP.

2.4.4. WRM Special Spares Readiness Spares Packages Detail Records.

2.4.4.1. Purpose: To explain WRM Special Spares Readiness Spares Packages (RSP) Detail Record procedures. For policy specific requirements review AFI 23-101 and AFI 25-101. For IT specific guidance use AFH 23-123.

2.4.4.2. The following actions will be performed:

2.4.4.2.1. For accounting for (Special Spares) Details.

2.4.4.2.1.1. Special Spares support authorizations and assets are stored on WRM-SPECIAL SPARES (233) detail records with type spares code H and established,

maintained and deleted by Special Spares load, change, delete and receipt. WRM special spares RSP authorizations are accounted for on the Special Spares Listing (R34). Use activity code U and MAJCOM Special Spares Authorization Letter or email to identify shop code for detail document numbers.

Section 2E—Degraded Operations

2.5. Degraded Operations.

2.5.1. Manual Accounting during Degraded Operations.

2.5.1.1. Purpose: Describe the manual accounting during degraded operations procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123 and the ES-S User Guide.

2.5.1.2. These procedures apply to AFMC SCM-R Activities, LRS, satellite accounts, and all assigned or attached activities that maintain records on or receive support from the ILS-S. These procedures are to be used in the event the ILS-S (in whole or in part) is not available. AFMC SCM-R Activity supported bases will coordinate degraded operations with AFMC SCM-R Activity Control Team Chief (CTC).

2.5.1.3. Degraded Operations. Degraded operations will meet the requirements of normal operations, but the extent the processes are performed and the application of technology used to perform them will vary depending on the situation. Scenarios that may drive materiel management activities into degraded operations are described in Supply Automated Systems Availability Scenarios AFH 23-123, Vol 2, Pt 1, Ch 2. Degraded operations will be tailored to each situation based on mission requirements. As soon as the need for degraded operations becomes apparent the LRS/Materiel Management Activity/AFMC SCM-R Activity will advise customers that their support may be limited.

2.5.1.3.1. Transactions will be processed on a case by case basis (normally based on mission impact) with close coordination between the LRS/Materiel Management Activity, AFMC SCM-R Activity, and the sources of supply. If the situation dictates, some transactions may be held and processed individually after recovery is complete. For example, a single equipment transaction that was worked off-line during degraded operations might be held and processed individually. The CTC will be involved in decisions to withhold transactions from recovery. Degraded operations do not impede physical movement (transfer/deployment) of spares and equipment.

2.5.1.3.2. Degraded operations documents are created to move the assets. Kit deployment/transfers are processed as part of or immediately after system recovery (e.g., transactions that occur at home station prior to kit deployment/ transfer are processed prior to application of the deployment indicator. Transactions occurring at the deployed site are processed after the kit deployment/transfer has processed)

2.5.1.3.3. Computer products/listings will be used to record transactions and update inventory information as needed. See Base Level Data Required to Support Degraded Operations in AFH 23-123, Vol 2, Pt 1, Ch 2.

2.5.1.3.4. Transactions will be prepared in legacy straight-line format (flat file) and processed as part of the degraded operations recovery.

2.5.1.3.5. Sequence transactions. Ensure transactions are sequenced for recovery. Sequencing must be precise to avoid rejects. See Degraded Operations Backlog Processing Sequence in AFH 23-123, Vol 2, Pt 1, Ch 2 for the degraded operations backlog processing sequence.

2.5.1.4. Duration. If a planned outage is projected to last less than 24 hours, the Control Team Chief can elect not to formally activate the Control Team (CT). Hold transaction processing until system is available. If the outage (planned or unplanned) is projected to be more than 24 hours, then degraded operations will be declared and the CT will be activated. The CT will not be activated for normal weekends and holidays with limited activity.

2.5.1.4.1. Materiel Management activities should not expect to process all transactions during degraded operations (even if the operation extends for an extraordinary length of time). The capabilities of suppliers must be considered during the operational assessment, i.e., if suppliers are also in a degraded mode then significant limitations on additional transaction processing may need to be continued.

2.5.1.5. Functional Area Procedures. Common procedures applicable to all functional areas are described below.

2.5.1.5.1. Prepare for Degraded Operations. Preparations for degraded operations actually begin before the ILS-Ss goes down and before degraded operations commence. Each functional area will ensure they are able to access the computer products (reports/listings/data files) and forms needed to fulfill their primary duties during degraded operations. Specific data needed during most degraded operations is addressed in Base Level Data Required to Support Degraded Operations, AFH 23-123, Vol 2, Pt 1, Ch 2. **Note:** Electronic media may be used instead of physical forms as long as the information contained in the media meets the intent.

2.5.1.5.2. Update Computer Products. Ensure transactions are posted to applicable computer products as the transaction occurs. This will ensure the viability of the computer product throughout the degraded operation.

2.5.1.5.3. Enforce Controls. Special handling must be enforced during degraded operations. Each functional area will ensure that special handling continues to be applied as warranted. Check item record attributes for Controlled Item Codes, Serialized Report Codes, TCTO, NPPC, Suspect, Functional Check, Shelf Life, ESD, and Exception Codes (Issue, Shipment, and Requisition) and apply special handling as required. Place special emphasis on the control of pilferable, classified and NWRM.

2.5.1.5.4. Recovery Files. As transactions are made, create transaction images in legacy straight-line (80-320 position) (flat file) format. If ILS-S is available for recovery processing, ensure applicable 4-position SRAN is appended to the beginning of each transaction image prior to batch processing. Follow example found in ES-S Batch Processing , AFH 23-123, Vol 2, Pt 1, Ch 2. Limit batch transactions to 250 or less images.

2.5.1.5.5. Prepare auditable documents. Prepare DD Form 1348-1A, *DoD Single Line Item Release/Receipt Document* to facilitate the movement (issues, shipments, transfers, and releases) of assets during degraded operations. If Asset Management System is available then document labels can be used for on-base movements. See Preparation of DD 1348-1A, (ISU/MSI/DUO/DOR/A2x/SHP/A5J Documents) in AFH 23-123, Vol 2, Pt 1, Ch 5 for more information on the preparation of DD Form 1348-1A.

2.5.1.5.6. Quality Control. Ensure transactions are correctly prepared prior to end of day merge or more often if required to avoid rejects during recovery processing. Verify data on input images match what is reflected on the reports/accountable documents (for example, NSN, unit of issue, quantity, document number, and system designator match what is reflected on computer products and/or forms such as AF Form 2005, Issue/Return Request or DD Form 1348-1A).

2.5.1.6. Specific Functional Area Procedures.

2.5.1.6.1. Customer Support Liaison.

2.5.1.6.1.1. Call-in points will accept issue requests and perform research actions based on CTC guidance. Requirements accepted but not qualifying for processing will be held and input after recovery.

2.5.1.6.1.2. Will load item and support records during degraded operations.

2.5.1.6.1.3. Will support the screening of incoming receipts and returns for due-out release action. A list of serviceable assets maintained in the FSC will be consolidated with the list of serviceable assets held in Receiving so asset availability can be quickly determined.

2.5.1.6.1.4. After recovery is complete, perform quality control on all auditable documentation for accuracy. Quality control standards and procedures outlined in Quick Reference Guide For DD 1348-1A Quality Control Edits, AFH 23-123, Vol 2, Pt 1, Ch 5, are also applicable to degraded operations documents. Confirm all degraded operations documents have been process in the ILS-S.

2.5.1.6.2. Requisitioning. During degraded operations, requisitions are processed as offline requisitions. Ensure all new MICAP due-outs (TEX 7) are added to the High Priority MICAP Boards if available (see ES-S User's Manual). If ESS is not available, call in new MICAP backorders to the AFMC SCM-R MICAP Activity. Only when directed by the AFMC SCM-R Quality Assurance Activity, forward all Stock replenishment Issues (transaction exception code 6) and Non MICAP backorders to the AFMC SCM-R Stock Control Activity. AFMC SCM-R Stock Control/MICAP Support Activity will create offline requisitions for authorized items using the procedures outlined in Special Requisition (SPR) Transaction, AFH 23-123, Vol 2, Pt 1, Ch 5 and the requisitioning process outlined in Requisitioning , AFH 23-123, Vol 2, Pt 1, Ch 2 used during degraded operations.

2.5.1.6.3. Receiving. CTC will prescribe what receipts will be processed using degraded operations procedures. Perform normal receipt actions as outlined in AFI 24-203, *Preparation and Movement of Air Force Cargo.* A list of all serviceable

items held in receiving will be maintained and screened against incoming asset requests (issues, shipments, etc.) as requested. AFI-24-203 provides guidance on the receiving process used during degraded operations.

2.5.1.6.4. Asset Management storage operations. Storage operations will conduct asset availability checks (to include lateral sourcing requests) as needed and notify the requestor/call-in points of asset availability. Stock will be processed for issue/release as directed. The CTC will determine if some or all stock will be binned.

2.5.1.6.5. Flight Service Center (FSC). The FSC will maintain control of items Due-in From Maintenance (DIFM). The FSC will accept and process returns as prescribed by the CTC. Normal in-checking and inspection functions for serviceable returns apply as explained in of this manual**.** Serviceable returns will be screened for due-out release action and reparable items will be evacuated as directed. DIFM Return in AFH 23-123, Vol 2, Pt 1, Ch 2 provides guidance on the DIFM process used during degraded operations.

2.5.1.6.6. Quality Assurance (QA). LRS QA function will monitor the entire degraded operations process, to include attending and observing transaction recovery. AFMC SCM-R Activity Control Team will manage the entire degraded operations process at their level. LRS Quality Assurance function will ensure an After Action report is created and submitted using the Sample After Action Report Template found in, AFH 23-123, Vol 2, Pt 1, Ch 2**.**

2.5.1.6.7. Inventory personnel will be available to the CT for lifting freezes that result from erroneous processing. This section/element will collect and process Special Inventory Request notices that result from Insufficient Quantity rejects.

2.5.1.6.8. Computer Operations/Functional Systems Management. The LRS/Materiel Management Activity /AFMC SCM-R Computer Operations/Quality Control Activity managers will configure ILS-S to support degraded operations (to include Recovery). Any incoming System interface processing should be suspended until recovery is complete. Base level interfaces (maintenance, transportation, etc.) will be evaluated and disabled if needed. If IT System is available, set the recovery flag for Degraded Operations. Assign processing capability to users designated by the CTC.

2.5.1.6.9. Other Areas Not Specifically Addressed. Specific scenarios and mission requirements may require the involvement of other functional areas. Other areas that must process materiel management transactions off-line will do so IAW the applicable section of this publication.

Section 2F—Readiness Spares Packages and Kits

2.6. Readiness Spares Packages and Kits.

2.6.1. Procedures for Unsupportable Package Requirements.

2.6.1.1. Purpose: To load, change, or delete kit and package detail records' authorized quantities for RSP. Package detail records account for two kinds of authorizations,

supported and unsupported. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.1.1.1. Use blank for the supportability code for fully supportable authorizations.

2.6.1.1.2. Use F for authorizations which may not be requisitioned because of base or command fiscal restraints (no funds available).

2.6.1.2. General Unsupportable Package maintenance Procedures. The following actions will be performed for the loading, changing, or deleting of unsupportable RSP requirements:

2.6.1.2.1. Load of Total Authorization. The LRS/Materiel Management Activity RSP package manager must load the total package authorization. The authorized quantity field of each input must reflect the total authorization, which includes the sum of supportables and unsupportables. Then, enter the unsupportable quantity in the applicable field. The supportable and unsupportable quantities will be maintained on the same detail.

2.6.1.2.1.1. For RSP, HPMSK, and CHPMSK input screen see Airborne Mobility Readiness Spares Package (AMRSP) Load, Change, Inquire, Delete and Receipt (1UB) in AFH 23-123, Vol 2, Pt 1, Ch 2.

2.6.1.2.2. Load authorizations using automatic issue program. Processes an issue to establish a due-out for new supported quantities see Expendable Item Customer Issue Request (ISU) Transaction Format and Documentation Requirements in AFH 23-123, Vol 2, Pt 1, Ch 5.

2.6.1.3. Issue for Shortages. To request an issue as changes are being made to the supportable detail record, processes a do not requisition issue See Expendable Item Customer Issue Request (ISU) Transaction Format and Documentation Requirements in AFH 23-123, Vol 2, Pt 1, Ch 5. When the computer program processes the issue, items will be issued from the warehouse to balance the package detail, or a due-out for the quantity will be issued. If the full quantity is issued, remove the special requirements flag from the unsupportable due-in detail record and link the due-out and due-in together.

2.6.1.4. Supportability Change. When notified by the AFMC SCM-R Activity SMAG manager that unsupportable authorization has become supportable, the WRM manager will follow these instructions.

2.6.1.4.1. Part unsupportable. If only part of the assets authorized become supportable, process the change input and enter the new unsupportable quantity in the unsupportable quantity field. The change input to decrease the unsupportable quantity cannot contain issue data. Prepare an issue request according to Expendable Item Customer Issue Request (ISU) Transaction Format and Documentation Requirements in AFH 23-123, Vol 2, Pt 1, Ch 5 for the new supportable quantity.

2.6.1.4.2. Total Unsupportable. If the total authorization becomes supportable, process a change by inputting an asterisk (*) in the supportability code field and zeros in the unsupportable quantity field. Prepare an issue request according to AFH 23-123, Vol 2, Pt 1, Ch 5 for the new supportable quantity.

2.6.2. Establishing and Maintaining Detail Records for RSP.

2.6.2.1. Purpose: To create and maintain RSP detail records. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.2.2. General procedures to load, change, and/or delete or postpone RSP detail records. The following procedures will be used to establish and maintain RSP detail records :

2.6.2.2.1. Use MAJCOM RSP Listing. Use the listing and records received from Lead MAJCOM as authority to load, change, or delete RSP detail records.

2.6.2.2.2. LRS/Materiel Management Activity conducts a joint review with maintenance to determine how to best segment the MAJCOM provided authorizations. Ensure en route support, existing taskings to multiple operating locations and maintenance repair facilities are taken into consideration. Configure non-airborne MRSP according to employment repair capabilities.

2.6.2.2.3. Assign Shop Codes. Assign shop codes to identify a kit/package or kit/package increment. The first position specifies the kit number and the second the part or container. Conduct a joint review with maintenance to determine how to best segment the MAJCOM provided authorizations. Ensure en route support, existing taskings to multiple operating locations and maintenance repair facilities are taken into consideration. In all cases, airborne MRSP must be configured in a manner that will support the unit's mobility concept. Configure non-airborne MRSP according to employment repair capabilities. Bases will ensure the sum of all authorizations does not exceed the total MAJCOM authorized quantity. All airborne and non-airborne MRSP will have standard shop codes with the first and second position alpha code identifying the investment the XD2 segment. Non-airborne MRSP will use a separate shop code for each supported end item

2.6.2.2.4. Process transaction to load the detail. See AMRSP Load, Change, Inquire, Delete and Receipt (1UB) in AFH 23-123, Vol 2, Pt 1, Ch 2 for all input formats that apply to each type of asset. When the information has been processed and verified, retain authorization listings or files until superseded by new authorization files.

2.6.2.3. Postponing Repairs. When an item is issued from a deployed MRSP kit/package but repair of the damaged reparable item is postponed until the deployment is over, process the issue from MRSP detail records, using transaction exception code W.

2.6.3. Mission Support Kits (MSK).

2.6.3.1. Purpose: To load, change, inquire, delete, and receipt for Mission Support details. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.3.2. General procedures to load, change, inquire, delete, and receipt for Mission Support details MSKs. Personnel in Asset Management or organizational personnel (when MSKs are maintained at organizational level) will perform the following procedures to maintain MSKs:

2.6.3.2.1. Establishing Authorization Numbers. Each authorized item will be assigned an item number which will be used as the last four positions of the detail record document number.

2.6.3.2.2. Processing Formats. Use format and processing procedures outlined in MSK Load, Change, Inquire, Delete, and Receipt (1MK) in AFH 23-123, Vol 2, Pt 1, Ch 2 to load, change, inquire, and delete a Mission Support Kit.

2.6.3.2.3. Adding to an MSK. When adding or increasing an MSK detail record, compare the total combined authorized quantity of all mission support kit and supply point detail records to the requisition objective. A reject stating the input quantity plus supply point and MSK authorization quantity exceed the requisition objective (R/O) will be produced if the combined authorized quantity exceeds the R/O. Load or change the detail record accordingly. You must either increase the R/O by adding a special level or decrease the MSK and supply point detail record authorized quantity. If you do not do this when requirements computation is performed on the item, you will receive a management notice stating the supply point and MSK authorized quantity exceeds the R/O.

2.6.3.2.4. Establishing New Codes for MDS. If an MSK supports multiple MDS, unique shop codes should be assigned to each MDS. This will allow classification by MDS on the MSK Listing.

2.6.3.2.5. Manual Processing. When the applicable IT system is not available, follow degraded operations procedures found in **Sec. 2E, Degraded Operations** for transaction processing.

2.6.4. WRM Authorizations and Reconciliations.

2.6.4.1. Purpose: Describe the general procedures associated with steps taken before processing WRM authorizations, processing the WRM authorizations and performing WRM reconciliation. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.4.2. General procedures for steps taken before processing WRM authorizations, processing the WRM authorizations and performing WRM reconciliation. The following actions will be performed:

2.6.4.2.1. Material Management personnel must make sure they have received the entire WRM authorization file.

2.6.4.2.2. Processing the WRM authorizations

2.6.4.2.2.1. Lead MAJCOM RSP managers will develop, create and provide the MAJCOM WRM Serial Number Authorization Record/WRM Authorization Input Record images annually to the base Asset Management Section. These images will be provided via email in text format. Computer operations activity will process the two WRM Record image files using electronic file transfer to appropriate IT System mainframe. Computer Operations will advise Material Management personnel the WRM authorization file is ready for processing.

2.6.4.2.2.2. WRM Base Authorization Input Processor. When Computer Operations notifies Asset Management of the processed WRM authorization file, Asset Management personnel initiate the WRM Base Authorization Input Processor on any terminal that has demand mode capability. See MAJCOM WRM Serial Number Authorization Record (XTJ) in AFH 23-123, Vol 2, Pt 1,

Ch 2 for procedures to process the WRM Base Authorization Input Processor.

2.6.4.2.3. WRM Base Authorization Input Processor List. If the option to create WRM authorization input list is taken, the computer will output a WRM base authorization input list to help Asset Management. This list helps in loading or changing WRM serial number/control record(s), segments the WRM Authorization Input Record, and assigns the shop codes and item numbers. See MAJCOM WRM Serial Number Authorization Record (XTJ) in AFH 23-123, Vol 2, Pt 1, Ch 2 for WRM base authorization input screen selection format. The computer outputs the WRM Base Authorization Input Processor list in the following sequence:

2.6.4.2.4. Major command WRM serial number authorization input record by SRD/UTC.

2.6.4.2.5. WRM authorization input record by national stock number/ SRD/UTC.

2.6.4.2.6. Initiating WRM Base Authorization Input Processor. After completing the actions required on the WRM base authorization input list, initiate the WRM Base Authorization Input Processor process to add and/or change the applicable WRM details. The computer will enter the add/change images of the applicable WRM detail load/change in the pseudo reader to process or create a disk file for review prior to processing.

2.6.4.2.7. WRM Base Authorization Input Processor Scan Option. After completing all adds, changes, or deletes, Asset Management should process the WRM Base Authorization Input Processor scan option to make sure all the WRM authorization input records have been processed completely. If any WRM authorization input records have not been completely processed, the computer will produce a WRM base authorization input list. Then Asset Management must complete processing for those WRM Authorization Input Record authorizations which appear on the WRM Base Authorization Input Processor list.

2.6.4.3. WRM Reconciliation.

2.6.4.3.1. When Asset Management personnel are satisfied that all WRM Base Authorization Input Processor processing has been completed correctly, they should schedule a WRM Reconciliation. If necessary, the WRM Base Authorization Input Processor can be reinitiated to make additional changes. Continue processing the RSP Reconciliation until no discrepancies exist.

2.6.4.3.2. WRM Reconciliation processing procedures. Process the WRM Reconciliation in the following way:

2.6.4.3.2.1. After the WRM Base Authorization Input Processor program completes the WRM master authorization record file, process this file using the WRM Reconciliation program. Make at least two copies. If there are no variances or note coded items to review the WRM Reconciliation program is complete.

2.6.4.3.2.2. Have the Materiel Management Flight Officer, LRS CC/AO, or ranking individual of the tenant activity responsible for the kit certify the reconciliation.

2.6.4.3.2.3. Forward copy 2 to the authorizing MAJCOM and Lead MAJCOM to

inform the major command that reconciliation is now complete. If variances or note coded items are in the kit, keep copy 2 to submit to the Lead MAJCOM after the review is complete.

2.6.5. Status Of Resources And Training System (SORTS) Reporting Of Readiness Spares Packages.

2.6.5.1. Purpose: Describe the general procedures associated with SORTS Assessment methods, for obtaining and reporting WRM/RSP Fill Rates. Minimum Required Products and Skills to Support ASM Assessment Processes. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.5.2. General. These procedures reference and implement guidelines in AFI 10-201, *Status of Resources and Training System*.

2.6.5.3. The available methods for SORTS assessments are the Weapon System Management Information System Sustainability Assessment Module (WSMIS SAM, D087C), PC-Aircraft Sustainment Model (PCASM), and Enterprise PC-ASM (EASM). These procedures will take you through the entire assessment and SORTS reporting process for RSPs.

2.6.5.3.1. WSMIS SAM. This is an AFMC mainframe computer system that assesses all Air Force airborne RSPs using standard methodology. Each supply account with RSPs and the Forward Supply Support (FSS) System reports their asset position by processing the weekly MAJCOM Combat Supplies Management System (CSMS) Reconciliation Report R30 to Wright-Patterson AFB. The AFMC SCM-R Activity processes the R30 for RSPs for regionalized accounts and RSPs transferred to AFMC SCM-R Activity managed locations.

2.6.5.3.2. PC-ASM. For bases with multiple weapon systems and/or MAJCOM units assigned under one system designator, the host LRS/CC or equivalent should be responsible for ensuring PC-ASM is used for SORTS reporting. Each year, upon completion of the base level annual RSP Reconciliation, Lead MAJCOMs will download Dyna-METRIC Microcomputer Analysis System (DMAS) or Sustainability Assessment Module (SAM) files for base use in PC-ASM via the SIPRNET for SORTS reporting. The using base will import the data file into PC-ASM for each applicable Kit Serial Number (KSN) identified in the War Mobilization Plan (WMP), Volume 3 – Combat and Support Forces. As each of the KSN's are loaded into ASM, the pertinent WMP, Volume 5 – Basic Planning Factors and Data Scenario information are also loaded. Note: If MAJCOM directs changes to the RSP (i.e. adds, changes, or deletes outside of the reconciliation period), they will provide using bases with the updated DMAS file to import into PC-ASM. The reporting base will accomplish an AF Form 2011, *Base Supply ADPE Work Request* to request a single Personal Computer-Aircraft Sustainability Model Report, R-26 from the host computer operation section to update PC-ASM with the current retail level WRM and POS on-hand assets for all Mission Design Series (MDS) RSPs when accomplishing SORTS reporting. In cases in which two or more R-26 are required, coordination and approval through the MAJCOM is required. It is critical that both the PC-ASM RSP files and the R-26 are set up on OPLAN-tasked and DOC-response –time sequence. The MAJCOM will include the sequence numbers on the annual

MRSP load letter. SORTS reporting will be accomplished on the 1st of each month or next duty day should it fall on a weekend or holiday and problem parts must be aggressively worked at that time. Results/Problem parts are included in the SORTS report to include detailed status of the parts and the impact on maintenance.

2.6.5.3.3. EASM. The AFMC SCM-R Activity is responsible for the development of EASM assessments for RSP SORTS reporting. Each year, upon completion of the MAJCOM RSP review process and subsequent posting of current Dyna-METRIC Microcomputer Analysis System (DMAS) files into WMIS-SAM, the AFMC SCM-R Activity will extract and load the applicable RSP data for each ASM assessed Kit Serial Number (KSN) identified in the WMP, Volume 3. As each of these KSN's are loaded into ASM, the pertinent WMP, Volume 5 scenario information are loaded. On the 1st of each month or next duty day should it fall on a weekend or holiday, the AFMC SCM-R Activity will provide a consolidated R-26 to update ASM with the current retail level WRM and POS on-hand assets for each Mission Design Series (MDS) assessed within ASM. Problem parts will be identified as the result of the assessments, and passed to the applicable weapon system spares management team for analysis and action.

2.6.5.4. For fill rates see AFI 10-201.

2.6.6. Performing and Interpreting PC-ASM Assessments.

2.6.6.1. Purpose: Describe the general procedures associated with performing initial PC-ASM assessment. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.6.2. General procedures to perform initial PC-ASM assessment. The following actions will be performed.

2.6.6.3. Setting Assessment Parameters. Use the default settings that appear on the PC-ASM assessment drop-down menu: i.e., Stock Type = On-Hand Stock, Component Data Type = WSMIS data, RRR LRU Repair Start = 3 (if assessing an IRSP, set this to 1), Problem LRU Count = 20, Problem SRU Count = 10, Model Output = OFF, and Small PAA Unit = OFF.

2.6.6.4. For most units the reported assessment from PC-ASM is the "availability % (Method Z)", which cross references to AFI 10-201, applicable rules (9-24) from table 4.9, and is cross referenced to the applicable S-rating. For strategic airlift only, the sortie generation capability (method "Y") is used and is accomplished only via WSMIS/SAM as a "fleet" rating. Strategic (C-5/C-17) bases are not required to perform PC-ASM assessments. This fleet assessment rating is computed via WSMIS/SAM, and the results can be obtained directly from WSMIS/SAM via SIPRNET. Even if your availability percentage equates to an S-1 level, problem parts are generated if your aircraft availability percentage falls below the Air Force minimum Direct Support Objectives (DSOs) of 93% for Strategic Airlift; 83 percent for Tactical Airlift, Tankers, Strategic Operations, and Bombers; and 63 percent for Fighters (default minimum). Refer to AFI 10-201 for DSO information convert PC-ASM results to the SORTS percentages and S-Levels.

2.6.6.5. Once the PC-ASM assessment is completed, produce the Problem Parts List. To do so, click on "Print Summary & Problem Parts" to identify any problem parts as a result of the PC-ASM assessment.

2.6.6.6. If your MRSP(s) assessed to S-1 and has not generated any problem parts you are finished with PC-ASM and ready to fill out your SORTS worksheet. If an assessment is less than S-1 and/or problem parts are identified contact AFMC SCM-R Activity for further research and assistance.

2.6.7. Performing and Interpreting EASM Assessments.

2.6.7.1. Purpose: Describe the general procedures associated with the AFMC SCM-R Activity performing initial EASM assessments. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.7.2. General procedures followed by the AFMC SCM-R Activity to perform initial EASM assessments.

2.6.7.2.1. Load current FY D087C WSMIS/SAM. DMAS files into ASM.

2.6.7.2.2. On a SIPR system, add MDS applicable War Mobilization Plan Volume 5 (WMP-5) scenario data for SORTS assessments (hours/sortie, sortie rate, and max sortie, decel rates if applicable).

2.6.7.2.3. Load R-26 on-hand spares data into ASM.

2.6.7.2.4. Within EASM, there are two methods in which the R-26 assets may be allocated to the Fleet RSPs: Fleet Proportional and Fleet Priority schemes. Fleet Proportional allocation spreads POS and spares evenly based on the authorizations with the goal of bringing all KSNs to the same equivalent performance level and generally achieve a higher fleet overall assessment. Fleet Priority allocation fills top priority RSPs optimally until availability target or item authorization is reached. This method provides a flexible option for assessing different scenarios. i.e. filling an RSP tasked for deployment. The AFMC SCM-R Activity will utilize the Fleet Proportional allocation scheme for monthly RSP assessments. The Fleet Priority allocation scheme will be utilized to initially robust RSPs identified in WMP Volume 4, Wartime Aircraft Activity (WAA) Operational Plan (OPLAN) and Contingency Plan (CONPLAN) with Type Phase Force Deployment Data (TPFDD) scenarios.

2.6.7.2.5. Assess RSP. EASM will perform modeling assessment and provide results on the Fleet Assessment Output tab. RSP kits are listed in priority sequence with Fleet Size, ENMCS data, Availability flown percentage. The fleet size is equal to the Primary Aircraft Authorization (PAA) of the MDS weapon system supported by the RSP kit. The availability flown percentage is the percentage of the PAA supported that are expected to be FMC (fully mission capable) at the completion of the assessment scenario.

2.6.7.2.6. After processing each unit and MDS fleet assessment, the AFMC SCM-R Activity will update the monthly RSP assessment data located on the SIPR EASM CoP.

2.6.7.3. The AFMC SCM-R Activity shall provide EASM outputs to the LRS CC or equivalent to be utilized at their discretion. These EASM output files provide units with

the A/A and the ENMCS reporting categories for determining the health of the MRSP(s). The first category is the aircraft availability (A/A). This is the primary measured category for determining your S-Level for SORTS reporting. (Refer to AFI 10-201 for Direct Support Objective (DSO) information to convert EASM results to SORTS percentages and S-Levels) Even if your sortie percentage equates to an S-1 level, problem parts are generated if a single stock number exceeds the ENMCS threshold, which is the inverse of the Direct Support Object for the RSP's Primary Aircraft Authorization.

2.6.7.4. Problem parts identified by AFMC SCM-R Activity EASM monthly assessment processing are annotated on the applicable Fleet RSP assessment data located on the SIPR EASM CoP. In addition, the AFMC SCM-R Activity will provide identified problem part data to the AFMC SCM-R Activity for weapon system team review/action.

2.6.7.5. If your MRSP(s) assessed to S-1 and has not generated any problem parts you are finished and ready to fill out your SORTS worksheet. If an assessment is less than S-1 and/or problem parts are identified contact AFMC SCM-R Activity for further research and assistance. EASM provides the capability to enhance the asset position and thus obtain assessments that are more robust by including all locally available assets and enterprise wide assets if applicable.

2.6.7.6. As Requested Assessments. The AFMC SCM-R Activity will process out-of-cycle assessments upon request. Situations that may require an out-of-cycle assessment are contingency deployment computations, destruction and reconstitution assessments of spares due to natural disaster, fire, war, etc. ASM assessment requests shall be submitted to the AFMC SCM-R Activity Logistics Operation Cell (LOC). **Figure 2.1** provides the minimum information required for a contingency deployment computation. **Figure 2.2** provides the minimum information required for RSP destruction and reconstitution assessment.

Figure 2.1. Deployment Computation Request Format.

PROPER CLASSIFICATION

XX Month 20XX

MEMORANDUM FOR 635th SCOW/LOPA

FROM: 111th Logistics Readiness Squadron

SUBJECT: Deployment Computation Request

1. The 111th LRS requests a Mobility Readiness Spares (MRSP) deployment computation on Kit Serial Number(s) (KSN) 0F015C0D111A to determine if additional assets are required to support the projected deployment flying scenario.

PC-ASM Scenario Data:

Unit:	111th LRS
KSN(s):	0F015C0D111A
Home Station SRAN:	FB1111
Deployment SRAN:	FB1112
Time Frame:	45 Days
Projected Deployment Date:	4 Jul 2012
Primary Aircraft Authorization (PAA)	111
Planned Sorties:	11
Sortie Duration: (Note)	1.1 hrs
Max Sortie Rate:	11
Decel Rate if applicable:	1.11

2. The 111th LRS POC for this deployment computation request is MSgt Ima Sergeant, DSN 123-4567.

IMA T. SERGEANT, MSgt, USAF
NCOIC, MRSP

Note: Determination of additional assets to support the projected scenario is dependent on the sortie duration time frame. This is contingent on the number of planned sorties, the maximum sortie rate and other factors. These factors will vary depending on the given circumstances.

2.6.8. Working Assessment Shortfalls.

2.6.8.1. Purpose: Describe the general procedures associated with Working Assessment Shortfalls. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.8.2. General procedures to perform to work assessment shortfalls. Host and tenant units must work together to prevent "double counting" assets, correct ILS-S Audit Report mismatches, and research problem parts. The following steps will be performed.

2.6.8.3. Ensure DIFM assets are properly coded and can be repaired on base. If not they need to be returned to the depot and requisitioned.

2.6.8.4. Initiate Supply/Command assistance actions to AFMC SCM-R Activity on potential single failure component parts. (This is not necessary if your weapon system and depot use EXPRESS).

2.6.8.5. Coordinate with Maintenance to determine the impact each problem part will have on the wartime mission and to identify any additional assets that may be available for use, e.g., Special Purpose Recoverables Authorized Maintenance (SPRAM) assets, cannibalized assets from Backup Aircraft Inventory (BAI), Attrition Reserve (AR) aircraft, and Programmed Depot Maintenance (PDM) coded aircraft.

2.6.8.5.1. These problem parts are identified by NSN in the ESSA1 Remarks Label along with authorized quantity, RSP balance, other serviceable base assets, a description of the problem, anticipated maintenance man-hours to perform cannibalizations, and actions taken to resolve the problem.

2.6.8.5.2. Verify SPRAM assets are in serviceable condition and assets would be available within DOC response time. The time must include removal, inspection, packing, palletizing, and marshaling. Consider only assets which maintenance can reasonably cannibalize in the pre-deployment phase within DOC response times from BAI, AR, and PDM coded aircraft. Ensure BAI/AR aircraft are available for cannibalization and not being used to backfill a grounded war-tasked aircraft. Aircraft in PDM status located off base will not be considered for cannibalization plans.

2.6.8.5.3. After applying these additional wing assets to the appropriate RSPs in PC-ASM, rerun the PC-ASM assessment. Cannibalized or other base assets that are available can only be applied against RSP shortfalls once, not applied against each squadron independently. Remember, to reload the wartime flying scenario before you run the enhanced PC-ASM assessment (refer to the security portion of the classified flying scenario message).

2.6.8.5.4. This second enhanced PC-ASM assessment will normally increase both sorties generated and aircraft availability. Use AFI 10-201, to convert the PC-ASM results to the SORTS percentage and S-Level.

2.6.9. Post-SORTS Assessment Actions.

2.6.9.1. Purpose: Describe the general procedures associated with post SORTS assessment follow-up actions. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.9.2. General procedures for Post SORTS pro-active actions. The following actions will be performed by AFMC SCM-R Activity:

2.6.9.2.1. Units with PC-ASM capability will continually review the status of problem parts and pacing items, and coordinate with stock control to generate follow-ups/supply assistance requests when the LRS CC/AO has authorized this action.

2.6.9.2.2. Compare EXPRESS Tables and D035C with applicable IT system records.

2.6.9.2.2.1. LRS/Materiel Management Activities should compare the D035C reported asset position and the EXPRESS tables on the PC-ASM generated problem parts to ensure accurate D028/RAMPS reporting.

2.6.9.2.2.2. In D035C, verify the reported demand level, WRM level, serviceable Peacetime Operating Stock (POS) balance, WRM balance, Due In/On-Hand DIFM, and in-transit serviceable levels are correct when compared to your applicable IT system records.

2.6.9.2.2.3. EXPRESS tables should be reviewed to ensure the depot has these parts with the proper SORTS values, and scheduled for repair and/or distribution.

2.6.9.2.2.4. The applicable IT system must initiate any corrective actions, not the Item Manager. A return maybe required to correct a DIFM problem, or releveling may be needed to correct a D028 problem with a WRM or POS level, etc.

2.6.10. Home Station Consumable Readiness Spares Package (CRSP) Processing.

2.6.10.1. Purpose: Describe the general procedures associated with home station CRSP processing. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.10.2. General procedures to perform loading and requisitioning of home station CRSP packages. The following steps will be performed:

2.6.10.3. Loading CRSPs. When a CRSP package is not required for an imminent deployment or contingency, the withdrawal flag on each RSP detail will be set to "Y" thereby allowing unrestricted issues and lateral support shipments from CRSPs. The automatic withdrawal flag will be set to "N" when a deployment or contingency is imminent to restrict withdrawals. See MRSP/IRSP Serial Number And Control Record Change in AFH 23-123, Vol 2, Pt 1, Ch 2 for additional information about loading RSP withdrawal flags. If the CRSP is segmented into multiple packages, the combined Total Wartime Requirement (TWR) for all RSP details for each stock number will not exceed the MAJCOM-computed TWR for the stock number for that SRAN.

2.6.10.3.1. Implementing CRSP via RSP Details. **Para 2.6.1** of this chapter provides the procedures for establishing RSP details. The MAJCOM can specify the use of either the MRSP or IRSP.

2.6.10.4. Requisitioning CRSP Assets. Use standard RSP fill procedures to requisition CRSP requirements. The quantity requisitioned and maintained as a CRSP package at the home station is the RSP TWR quantity. the Contingency Flag Review process will initiate requisition modifier transactions as appropriate to ensure the pertinent base requisition quantities up to the TWR are assigned CRSP project codes and priorities. The

Contingency Flag Review is the process used to modify the JCS project flags and JCS/Intra-Air Force project codes on replenishment requisition transactions.

2.6.11. **Storage and Maintenance.**

2.6.11.1. Procedures for Storage and Maintenance all RSP

2.6.11.1.1. Purpose: Provide guidance on storing and maintaining RSPs. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.11.1.2. General procedures and requirements for storage and maintenance of all RSP General procedures and requirements for storage and maintenance of all RSP. Refer to **Para's** **5.3.2** and **5.3.3** of this manual**.**

2.6.12. **Independent/Dependent Concept.**

2.6.12.1. Purpose: Provide guidance on combining dependent MRSP and independent MRSP to enable single SORTS reporting. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.12.2. Regardless of how the authorized MRSP is warehoused or packaged for deployment, it will be reported as a single MRSP of the Primary Mission Aircraft Inventory (PMAI). The dependent MRSP will be combined with the independent MRSP and will be SORTS reported as a single MRSP of the combined PMAI.

2.6.12.3. General procedures for combining dependent MRSP and independent MRSP. The following procedures will be used to establish the "working package" and computation adjustments for SORTS reporting of the combined PMAI.

2.6.12.4. When units operate under the independent/dependent concept, a "working package" of the combined PMAI must be built. This package will not be listed in the RSP Authorization Document, and will always have an authorization factor of zero, because no such unit actually exists. The working package and dependent MRSP will be built after all file maintenance has been done on the independent package.

2.6.12.5. Create the working package by copying the independent package to a serial number containing the combined PMAI of the independent and the dependent packages, and an "N" in the thirteenth position of the PSN. In this new "N" package, change the flying hours and Direct Support Objectives (DSO) to reflect the combined PMAI. Create the dependent MRSP by copying the independent MRSP to a serial number containing the dependent PMAI and an "N" in the thirteenth position, then, if necessary, adjusting the flying hours and the DSOs.

2.6.12.6. The independent/dependent operational concept requires adjustments after the computation. The independent, dependent, and working packages are computed separately. Quantities in the dependent package are then adjusted follows:

2.6.12.6.1. The System Program Manager (SPM) must send the independent and working kits to be computed along with all the rest of the kits.

2.6.12.6.2. The SPM must create a post-computation database on the REALM PC server and use the "TID" dependent kit calculation tool. After entering the three kit serial numbers and executing the computation, the dependent kit will be populated.

For computing items the dependent kit quantity is determined mechanically by subtracting the independent kit quantity from the working kit quantity. For non-computing items the dependent kit receives the same NOP quantity as the independent kit.

2.6.13. **Communications Security (COMSEC) MRSP.**

2.6.13.1. Purpose: To identify additional requirements to manage COMSEC items on MRSP. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.13.2. General requirements to manage COMSEC MRSP details. The following additional requirements will be followed for COMSEC MRSP assets:

2.6.13.3. See Complete Inventory Count Procedures in **Ch 5** for COMSEC MRSP inventory procedures.

2.6.13.4. Aircraft Parts Store for the host Computer Support Base (CSB) serves as the point of contact for the COMSEC MRSP custodian and helps establish and maintain the MRSP.

2.6.13.5. If a COMSEC MRSP is transferred, the MAJCOM authorizing the MRSP will identify the computer support base SRAN and COMSEC station number where the MRSP will be transferred.

2.6.14. **Out-of-Cycle Change Requests**.

2.6.14.1. Purpose: Describe the general procedures associated with submitting an Out-Of –Cycle Change Request. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.14.2. Out-of-cycle change requests are submitted on the AF Form 1032, *WRM Spares List*, or equivalent for recoverables and for consumables. Due to the workload involved, and the impact on package requirements, out of cycle changes should be kept to a minimum.

2.6.14.3. Coordination among the offices concerned is essential. If an out-of-cycle change request is required, the initiator, the authorizing and Lead MAJCOM, and the SPM RSP Manager must be kept informed and given enough time to take appropriate action. Each office having action on an out-of-cycle change request must promptly acknowledge receipt of messages (to include e-mail), or AF Form 1032.

2.6.14.4. Changes to economic order quantity (EOQ) items in contingency readiness spares package (CRSP) are approved by the authorizing MAJCOM. The Lead MAJCOM will provide the changes to the SPM RSP Manager in the D040 system format. If ten or fewer stock numbers are involved, a message or e-mail may be submitted.

2.6.14.5. Changes to investment items in an RSP are approved by the SPM RSP manager, in close coordination with the applicable IMS/Equipment Specialist and Lead MAJCOM. Requests for changes will be made in AF Form 1032 format (or equivalent). Mandatory entries are the note code, stock number, quantity, work unit code, division code, the package or end item serial number, and the justification for the proposed change. Once the change is approved, All of the following actions are required otherwise

the RSP authorizations and the data files supporting readiness assessments will be inconsistent:

2.6.14.5.1. The SPM RSP manager must make the change (as an adjustment) in Reliability Execution Availability Logistics Module.

2.6.14.5.2. The Lead MAJCOM RSP Manager must notify the impacted base(s) of the change.

2.6.14.5.3. The Lead MAJCOM RSP Manager must request, from HQ AFMC, new ASM files be extracted to support availability assessments.

2.6.15. **Base Level Review of Readiness Spares Package.**

2.6.15.1. Purpose: Describe the general procedures and tasks associated with the annual base level RSP review process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.15.2. The review is to update the range of items in RSPs and verify the complete set of data used to compute quantities for those items. The review will include all recoverable items. Stock class 1377 cartridge actuated devices and propellant actuated devices are exempt from annual review. Selected EOQ items, to include the following categories, must also be reviewed: aircraft guns, gun components, aircraft wheels, aircraft tires, aircraft brakes and brake components, and others, as agreed between the SPM RSP Manager and Lead MAJCOMs. The review process provides a forum to forecast any RSP add/change/ deletes and the anticipated cost to buy them. The following actions will be performed:

2.6.15.2.1. Annually, the RSP packages are reviewed. Authorizations are computed from historical demand data and programmed scenarios. However, inputs from the ALC, MAJCOM, Base RSP managers, and maintenance experts provide information necessary for determining valid authorizations. . These tasks are part of the annual RSP review process.

2.6.15.2.2. Conduct a joint review with maintenance to determine how to best to segment the MAJCOM provided RSP Authorization document. Ensure existing taskings to multiple operating locations and maintenance repair facilities are taken into consideration. In all cases, airborne MRSPs must be configured in a manner that will support the unit's mobility concept.

2.6.15.2.3. The Base RSP manager will schedule a face-to-face base level review session with maintenance and distribute worksheets to lead technicians. The Base RSP Manager will serve as chair and record minutes, forward minutes and results to Lead MAJCOM.

2.6.15.2.4. MAJCOM RSP/SPM Manager must be informed to review Authorization document for accuracy of the following data: Look for indentured data to the Next Higher Assembly, Item Type (LRU/SRU), Quantity per Aircraft (QPA) Maintenance Concept, Cannibalization indicator and TO Fig/Index

2.6.16. **Asset Deployment and Transfer.**

2.6.16.1. Purpose: Describe the general procedures associated with deploying and transferring RSPs. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

2.6.16.1.1. General procedures to deploy and transfer a RSP package or package segment from home station to a forward location or base. The following actions will be performed.

2.6.16.2. Deployment. The movement of a RSP from home station to a forward location or base, usually for less than 30 days are accomplished by processing WRM Detail Record Deployment and Return Processor.

2.6.16.2.1. Not Used.

2.6.16.2.2. Not Used.

2.6.16.2.3. Losing Base RSP monitor will accomplish the following.

2.6.16.2.3.1. RSP personnel will process WRM Detail Record Deployment inputs to update the asset status flag on each unit's deployed package detail record.

2.6.16.2.3.2. Produce the applicable package list for the RSP segment deployed and retain a copy at the home base.

2.6.16.2.3.3. Delete the asset status flag immediately upon return after post-deployment inventory. After deployment, when the package has returned to the home base, process a WRM Detail Record Return to delete the asset status flag.

2.6.16.2.3.4. Update applicable IT system database records by processing degraded operations recovery files within the IT system immediately after return.

2.6.16.2.4. Losing Base Replenishment. Replenish the deployed package if required, from the unit's home base if airlift is available. Submit to MICAP the requirements from the host Base Supply for items not available in the package. Once a MICAP is verified, the host Base Supply will take necessary action to obtain the item using normal MICAP procedures.

2.6.16.3. Transfer. Deploying units for over 30 days will transfer supply accounts to the AFMC SCM-R Activity servicing the deployment theater. Transfers are accomplished by processing WRM Detail Record Transfer. See WRM Detail Record Transfer (NGV471) in AFH 23-123, Vol 2, Pt 2, Ch 6 for select and parameter images.

2.6.16.3.1. The gaining AFMC SCM-R Activity will provide detailed kit transfer instructions, to include a request for the latest results of the PC-Aircraft Sustainment Model (PCASM) assessment. The deploying unit will use the PC-ASM assessment to identify critical problem items and evaluate the overall spares posture of the gained unit. Kit transfer procedures will include specific redeployment instructions.

2.6.16.3.2. Deploying Unit Responsibilities. Use degraded operations procedures for transaction processing during package or segment package transfers. Use the package listing and a log book or local computer products to record all transactions to or from the transferred package. Continue until all information is uploaded on the gaining CSB computer or reloaded at the unit's home station after redeployment. Document

all package transactions regardless of which manual process is used to post transactions

2.6.16.4. Units that deploy to locations with no ILS-S capabilities or an active SRAN will notify their MAJCOMs who will coordinate with Contingency Ops for assistance.

Chapter 3

SOURCING OF MATERIEL

Section 3A—Overview

3.1. Overview. This chapter outlines AF guidance for completing supply chain materiel management processes associated with the sourcing of materiel activities. These activities include Local Purchase and Retail Sales; Receipt Processing, Item Management; and Diminishing Manufacturing Sources and Materiel Shortages. For this chapter, DoD 4140.1-R and DoD 4140.26-M serve as primary DoD sources and various AF publications also serve as references.

Section 3B—Local Purchase and Retail Sales

3.2. Local Purchase and Retail Sales. This section explains ILS-S processing of local purchase requisitioning. Processes are explained concerning submission, status, follow-up, and reconciliation of local purchase requisitions.

3.2.1. **Local Purchase Submission Procedures.** The LRS/Materiel Management Activity is responsible for local purchase requisitions. DoD and AF policy allows for the local purchase of items as another avenue to fulfill base requirements. Local purchase provides another method to obtain low cost items locally, quickly, and efficiently. In the ILS-S, local purchase requisitions are normally assigned routing identifier code (RIC) JBB.

3.2.1.1. Purpose: To provide local purchase submission procedures. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

3.2.1.2. General Submission Procedures. Use the following steps for all local purchase requisitions.

3.2.1.3. Ensure four copies of DD Form 1348-6, *Single Line Item Requisition System Document, DoD(Manual-Long Form)* are completed IAW Requirements for completing DD 1348-6, AFH 23-123, Vol 2, Pt 1, Ch 3. At a minimum ensure the following blocks are filled in:

Figure 3.1. DD Form 1348-6, Local Purchase Entry.

BLOCK	INFORMATION
1	Manufacturer's Code and Part Number. Self-explanatory.
2	Manufacturer Name. Enter the manufacturer's name and address. If more than one, enter on the reverse side of the form. Customer Support will enter the Commercial and Government Entity (CAGE) Code of the manufacture.
3	Manufacturer's Catalog. If applicable, enter commercial catalog number.
4	Manufacturer's Catalog Date. If applicable, enter commercial catalog and which identifies this item.
7	Name of Item Requested. Self-explanatory.
8	Description. Enter a complete description of the item.
9a	Source of Supply. Left blank by initiating activity.
9b	Make. Self-explanatory. If applicable.
9c.	Model Number. Self-explanatory. If applicable.
9d.	Series. Self-explanatory. If applicable.
9e.	Serial Number. Self-explanatory. If applicable.
10	Requisitioner: Enter the organization identification, initiator name, and telephone number.

3.2.1.3.1. Distribute DD Form 1348-6 as follows:

3.2.1.3.1.1. Copy 1: Customer Support.

3.2.1.3.1.2. Copy 2: Customer.

3.2.1.3.1.3. Copy 3 & 4: As locally determined when supported by Standard Procurement System (SPS).

3.2.1.4. LRS/Materiel Management Activity will provide descriptions for local purchase items to base contracting to facilitate loading into the SPS when a new item is loaded into the ILS-S and ILS-S sends a local purchase requisition to the SPS.

3.2.1.5. Follow general requisition steps for customers' orders IAW **Sec. 5B, Order and Requisitioning** of this manual.

3.2.2. **Special Submission Procedures.**

3.2.2.1. Purpose: To provide local purchase procedures needed for special requirements. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123. **Note:** For all submissions, follow all steps in **Para. 3.2.1** and the following:

3.2.2.2. Project Buy U.S. (BUSH) for Overseas Bases. If the base is located overseas (OCONUS), the RIC equals JBH (Federal Supply Schedule), and the REX code is not 2, Base Contracting must accept and process the local purchase requisition to determine if Project BUSH applies. If applicable, Base Contracting will notify Supply to change the RIC to JBG (Project BUSH). If not applicable, LRS/Materiel Management Activity will assign REX code 2 to the local purchase item record and process a request cancellation

for the requisition. The ILS-S will produce a new requisition with the routing identifier code of GSA, DLA, or AFMC.

3.2.2.3. Mandatory Requirements for Local Purchase of AF-Managed Investment Items. All local purchase requests for AF-managed investment items must be channeled through the LRS/Materiel Management Activity. The LRS/Materiel Management Activity will record the appropriate demand and consumption data for demand-based stock leveling purposes. **Note:** Although LRS/Materiel Management Activity may suggest a local contractor parts store as a supply source for AF-managed investment items, the Base Contracting Office (BCO) makes the final decision on vendor selection. Use the following instructions to process the local purchase of AF-managed investment items:

3.2.2.3.1. Establish Retail Supply System Due-In Detail. Process a special requisition (SPR) with RIC JBB, signal code A, and fund code 64 to establish the due-in detail for AF-managed items (budget code 8, A-H, J-X, or Blank) in the ILS-S.

3.2.2.3.2. Provide AF Funding Citation. Acquire a funds citation from the source of supply and manually prepare a DD Form 1348-1A requisition (A0*) transaction. The DD Form 1348-1A will contain the obligation authority and funds citation (received from the source of supply) in Block 3 (Ship To). **Note:** Do not use local funds to locally purchase AF-managed items. The depot source of supply should provide a funds citation for the assets.

3.2.2.3.3. Local Purchase of AF-Managed Recoverable Items. Local purchase of AF-managed recoverable items is also authorized following the procedures described above for AF-managed investment items. AF-managed recoverable items contain ERRCD XD2/XF*, budget code 8, and are purchased from base CSAG stock fund monies. To establish the due-in detail and create a local purchase requisition (A0*) for AF-managed recoverable items in the ILS-S, process a manual SPR transaction with RIC JBB. **Note:** The BCO will cite CSAG stock fund monies to purchase the requisitioned items.

3.2.2.4. Processing Emergency Local Purchase Requisitions. GSA items (budget code 9) with a DLA RIC of S** that have been locally purchased for emergency situations will be processed according to the following instructions.

3.2.2.4.1. Special Requisition Transaction Input. SCM-R Activities/ LRS/Materiel Management Activity personnel will process a SPR transaction to establish the due-in detail and create an output requisition (A0*) transaction. Use RIC JBB in positions 4-6 and S** RIC in positions 57-59 (project code). If the ILS-S will assign the requisition number, leave positions 30-43 blank. If the requisition is prepared offline, enter the offline requisition number in positions 30-43.

3.2.2.4.2. Special Instructions for Base Contracting. Base Contracting will use the special instructions contained in AF 64 series directives to locally purchase items for DLA (S**) RICs.

3.2.2.5. Local Purchase Adjustment Transactions. The LRS/Materiel Management Receiving function will coordinate with Customer Support Liaison for bulk deliveries to BCE. Customer Support Liaison will process local purchase adjustment transactions in the material management IT system to adjust the requisition quantity and/or dollar value

of the requirement when they are different from the original requisition quantity and/or dollar value. See Local Purchase Status Adjustment (LPA) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 3 for more information concerning local purchase adjustment transactions.

3.2.2.6. Local Purchase of Compressed Gases. To reduce costs for cylinder handling and transportation, purchase industrial grade compressed gases locally whenever possible. The GSA federal supply schedule contains a list of vendors approved for local purchase of compressed gases. If there are not enough cylinders available, submit initial or increased requirements for compressed gases to the DLA Aviation in the following manner:

3.2.2.6.1. Overseas Activities. OCONUS retail Materiel Management Activities submit a requisition for the NSN assigned to the filled cylinder if the acquisition advice code (AAC) is K and the Federal Stock Class (FSC) is 6830.

3.2.2.6.2. CONUS Activities. CONUS activities submit a requisition for the NSN assigned to the empty cylinder if the AAC equals D and the FSC equals 8120. Normally DLA Aviation will supply the empty cylinder. Empty cylinders are filled with gas through local purchase requisitioning procedures. However, to satisfy a CONUS gas cylinder requisition, the IM may work with the customer to substitute full cylinders for empty ones. DLA Aviation can take this action only if stock levels permit, and there are unusual circumstances to justify the substitution, or the customer urgently needs the full cylinder.

3.2.2.6.3. Requisitioning Gases. CONUS or OCONUS activities will not use DLA Aviation to requisition any stock number assigned to gases only (FSC 6830). These stock numbers are for local purchase only. If local purchase sources are disrupted or unavailable, or if local purchase cannot meet the customer need, DLA Aviation will assist the customer to acquire gas as necessary. In any circumstance, requisitions to DLA Aviation must include either the NSN assigned to the empty cylinder (AAC D), or the filled cylinder (AAC K), not the gas itself (AAC L).

3.2.2.7. Requisitioning Intermodal (ISO) Containers. AFMC SCM-R Stock Control activities will contact the USAF Intermodal (ISO) Container Manager at HQ AFMC/A4RT, before requisitioning any containers (FSC 8150). REX code 6 will be assigned to all NSNs to identify assets requiring ISO containers.

3.2.3. **Local Purchase Requisition Status.**

3.2.3.1. Purpose: This section explains how LRS/Materiel Management Activities manages status for local purchase requisitions. This section explains the submission and receipt of local purchase status from the Base Contracting Office (BCO). For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

3.2.3.2. The LRS manages local purchase requisition procedures for SPS. BCO will assign status to local purchase requisitions for input to the ILS-S during daily (inline) processing. BCO produces a variety of local purchase status transactions (with local purchase coding) to the ILS-S to update internal records.

3.2.3.3. LPS transaction. DoD and AF local purchase status is provided to update status concerning a purchase order or contract. BCO assigns the purchase order number and provides a local purchase status (LPS) transaction to update the purchase order number, date, and all associated coding on ILS-S local purchase status details. See AFH 23-123, Vol 2, Pt 1, Ch 3 for local purchase status (LPS) transaction format and processing instructions.

3.2.3.4. Local purchase status change transaction. BCO provides local purchase status change transactions to the ILS-S to update local purchase requisition status, Estimated Delivery Date (EDD), contract number, purchase order number, and the BPA call number in the ILS-S. See Local Purchase Status Change (EDD) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 3 for Local Purchase Status Change transaction format and processing instructions.

3.2.3.5. Local purchase cancellation (LCC) transaction. DoD and AF local purchase cancellation status is provided to cancel local purchase requisitions or decrease local purchase requisition quantities. Base Contracting will provide the LCC transaction to the ILS-S for processing. See AFH 23-123, Vol 2, Pt 1, Ch 3 for LCC transaction format and processing instructions.

3.2.3.6. Local purchase status adjustment (LPA) transaction. LPA transactions are produced by BCO and forwarded to the ILS-S. The LPA transaction primarily notifies the ILS-S of adjustments to either the local purchase price or quantity. See AFH 23-123, Vol 2, Pt 1, Ch 3 for LPA transaction format and processing instructions.

3.2.3.7. Local purchase extra (LPX) transaction. The LPX transaction is a CEMAS unique transaction that provides the ILS-S complete Procurement Instrument Identification Number (PIIN) and contract year, from the Award Purchase Request (AWDPR) file. The LPX transaction may also be used by the LRS/Materiel Management Activity to manually process local purchase detail updates. See AFH 23-123, Vol 2, Pt 1, Ch 3 for LPX transaction format and processing instructions.

3.2.3.8. Local purchase receipt acknowledgement (1RA) transaction. The 1RA transaction is used to update SPS purchase order records. When the LRS/Materiel Management Activity or equivalent Receiving function processes a local purchase receipt, the ILS-S produces a 1RA transaction and sends it to the SPS. See Standard Procurement System (SPS) Local Purchase Receipt Acknowledgment (1RA) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 3 for 1RA transaction format and processing instructions.

3.2.3.9. Local Purchase Requisition Cancellation Request (AC1) Transaction. Requests to cancel local purchase requisitions are created in the ILS-S through file status or the manual processing of a local purchase requisition cancellation request transaction. The ILS-S computes and requests cancellation for due-in excess each time requirements computation is performed. When the ILS-S computes due-in excess, it automatically formats an AC1 transaction, assigns status code ZD to the local purchase status detail, and forwards to the SPS. If a manual requisition cancellation request is made, the ILS-S formats an AC1 transaction with status code ZC. See AFH 23-123, Vol 2, Pt 1, Ch 5 **f**or the format and processing instructions for the local purchase AC1 output transaction.

3.2.3.10. Local purchase requisition cancellation request follow-up (AK1) transaction. An AK1 transaction is created in the ILS-S if Base Contracting does not reply to the first AC1 transaction within 10 calendar days. Base Contracting will process both cancellation request and cancellation request follow-up transactions and automatically reply with Local Purchase Cancellation , Local Purchase Status or Supply Status transactions to acknowledge, change, update, or cancel the local purchase requisition.

3.2.4. **Local Purchase Requisition Follow-up.**

3.2.4.1. Purpose: This section explains how requisition follow-up actions are performed for local purchase requisitions. The LRS/Materiel Management Activity is responsible for local purchase follow-up. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

3.2.4.2. Local purchase requisition follow-up. The LRS/Materiel Management Activity performs follow-up for local purchase requisitions. Requisition follow-up (AF*) and reinstatement (AT*) transactions are also produced by the ILS-S for local purchase requisitions. The type of follow-up transaction produced depends upon whether the status detail contains status or not. Local purchase follow-up transactions are produced as follows:

3.2.4.2.1. Local purchase requisition with status. The ILS-S produces automated follow-up (AF*) transactions when updated procurement status has not been provided within established timeframes. The type of requisition AF* transaction produced depends on the base location, priority, estimated delivery date, and the date of last transaction (DOLT).

3.2.4.2.2. Local purchase requisition without status. The ILS-S produces automated requisition reinstatement (AT*) follow-up transactions when initial procurement status has not been provided within established timeframes. The type of requisition follow-up (AT*) transaction produced depends upon base location, priority, requisition date, and DOLT.

3.2.4.3. Action Required (ARC) Report Transaction for Local Purchase Requisitions. The LRS/Materiel Management Activity is responsible for ARC transactions for local purchase requisitions.

3.2.4.3.1. ARC transactions are created on the third and subsequent follow-ups for local purchase requisitions. Position 71 of the ARC transaction will be blank and positions 72-76 will contain the purchase order number. If BCO has not replied to follow-up transactions within established schedules, an ARC transaction will be created by the ILS-S and forwarded to Customer Support for processing.

3.2.4.3.2. The SPS does not accept ARC transactions. Therefore, Customer Support must review the Supply Interface System (SIFS) residual file and change the transaction Document Identifier Code (DIC) to the appropriate follow-up transaction DIC prior to submission to Base Contracting. Customer Support will contact BCO to obtain current status for local purchase requisitions that have produced ARC output transactions.

3.2.4.3.3. If the local purchase requirement no longer exists, Customer Support will process LCC transactions same day to cancel local purchase due-in details.

3.2.4.3.4. Once ARC transactions have been produced, no other automated follow-up (AF*) transactions will be produced by the ILS-S.

3.2.4.3.5. New ARC transactions are programmatically created every 10 days until updated status is processed in the ILS-S, or local purchase requisitions are canceled.

3.2.5. Local Purchase Requisition Reconciliation.

3.2.5.1. Purpose: To reconcile Local Purchases between the ILS-S and SPS. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

3.2.5.2. The LRS/Materiel Management Activity personnel will process the Local Purchase SPS Reconciliation Program (NGV583) quarterly to perform a complete reconciliation of requisitions between SPS and the ILS-S. All ILS-S local purchase due-in details are reconciled, except those with status codes Z2 (overseas foreign procurement) and Z3 (valid description required). If large numbers of mismatched records exist, local management may schedule local purchase reconciliations more often.

3.2.5.3. Production of Local Purchase Reconciliation Header /Local Purchase Reconciliation Transactions. Prior to conducting reconciliations, the Local Purchase Reconciliation Header transaction is produced. The Local Purchase Reconciliation Header transaction provides the SPS the base PIIN and SRAN. Customer Support must contact the BCO to obtain the correct contracting installation numbers used for the reconciliation. See Local Purchase Reconciliation Header (1LH) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 3 for format and processing procedures for the Local Purchase Reconciliation Header transaction.

3.2.5.4. After the Local Purchase Reconciliation Header is created, a Local Purchase Reconciliation transaction output image will be produced for all local purchase requisitions contained in the ILS-S. If status is loaded in the ILS-S for the requisition, the Local Purchase Reconciliation transaction will provide corresponding status to contracting. See Local Purchase Reconciliation (1LP) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 3 for format and processing information for the Local Purchase Reconciliation transaction.

3.2.5.5. LRS/Materiel Management Activity Reconciliation Processing. Customer Support will request program SPS Due-in Reconciliation Listing.

3.2.5.6. BCO Reconciliation Processing. BCO processes the Local Purchase Reconciliation Header transaction header to build a table of the SRANs being reconciled. Once the SRAN table is built, the SPS processes the reconciliation output transactions as follows:

3.2.5.6.1. If the Local Purchase Reconciliation transaction record matches the SPS file exactly, no response will be provided to the ILS-S. The requisition data will be printed on the Reconciliation Matched Listing.

3.2.5.6.2. If the Local Purchase Reconciliation transaction matches SPS, but the estimated delivery date differs, the SPS sends the ILS-S a Local Purchase Status

Change EDD transaction update. The requisition data will be printed on the Reconciliation Matched Listing.

3.2.5.6.3. If the Local Purchase Reconciliation transaction matches SPS, but status is different, the SPS will create a local purchase status or local purchase adjustment transaction for ILS-S processing and update. The requisition data will be printed on the Reconciliation Matched Listing.

3.2.5.6.4. If the Local Purchase Reconciliation transaction matches SPS, but SPS shows the requisition was canceled, the SPS will generate a new local purchase cancellation transaction to cancel the requisition in the ILS-S. The requisition will print on the Reconciliation Matched Listing.

3.2.5.6.5. If the Local Purchase Reconciliation transaction does not match SPS and the Local Purchase Reconciliation transaction does not contain BD (delayed) status, the SPS will generate an MILSTRIP Status transaction with BF (no record) status for ILS-S requisition update action. The requisition will print on the Reconciliation Unmatched Listing.

3.2.5.6.6. If the Local Purchase Reconciliation transaction does not match SPS and the Local Purchase Reconciliation transaction indicates the contract was awarded, the SPS will generate a MILSTRIP Status transaction with B5 (updated status) status will be provided. The requisition will be printed on the Reconciliation Action Listing - Contracting.

3.2.5.6.7. If the Local Purchase Reconciliation transaction does not match SPS awarded contracts file, but the requisition has been received by SPS, the SPS will generate a MILSTRIP Status transaction with Z3 (description) status requesting additional item description from the ILS-S. The requisition will be printed on the Reconciliation Matched Listing.

3.2.5.6.8. If the Local Purchase Reconciliation transaction indicates requisition assignment to Contracting personnel in SPS, but the requisition has been awarded or suspended for further information, the SPS will generate a MILSTRIP Status transaction with BD (delayed) status for the ILS-S. The requisition will print on the Reconciliation Matched Listing.

3.2.5.6.9. If the Local Purchase Reconciliation transaction and SPS indicate BD (delayed) status, the SPS will print this item on the Reconciliation Action Listing – Contracting. This action indicates offline research is required for this requisition by contracting.

3.2.5.6.10. If a SRAN is listed in the Local Purchase Reconciliation Header and no Local Purchase Reconciliation transaction is received for records contained in SPS, a listing of all the records SPS contains for that account will be printed on the Reconciliation Action Listing - for offline research by the LRS/Materiel Management Activity.

3.2.5.7. LRS/Materiel Management Activity Investigation of Mismatched Records. Upon receipt of the Reconciliation Unmatched Listing and Reconciliation Action Listing, Customer Support will take the following actions:

3.2.5.7.1. Identify the Problem. Customer Support personnel will review the Reconciliation Action Listing - and check all mismatched records found during the reconciliation to find out what caused the problem and take all necessary actions.

3.2.5.7.2. Verify the Local Purchase Requisition. If the requisition is for a valid requirement, LRS/Materiel Management Activity will process a SPR to load the requisition. Additionally, all necessary MILSTRIP Supply Status transaction inputs will be processed to correct ILS-S due-in details.

3.2.5.7.3. Received Requisition. If the requisition was received, process a local purchase receipt acknowledgement transaction and notify Contracting. See SPS Local Purchase Receipt Acknowledgment (1RA) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 3 for 1RA transaction format and processing instructions.

3.2.5.7.4. Canceled Requisition. If the requisition was canceled, process an AC* transaction and notify Contracting. See Requisition Cancellation Request (AC1/AK1) Output Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for AC* transaction format and processing instructions.

3.2.5.8. Contracting Investigation of Mismatched Records. The Contracting Office will review the Reconciliation Action Listing - Contracting, to determine the cause for mismatched records. Contracting personnel may request Customer Support's assistance in correcting their records. Some of the more common requests will be for stock number change transactions, and research of supply records to assist in correction of local purchase requisition mismatches.

3.2.5.9. Local Purchase Reconciliation Management Reports. A suspense will be established to assure the reconciliation is completed not more than 10 days after receipt. After completion of actions by both the BCO and the LRS/Materiel Management Activity , a meeting between the two offices will be held to assure all required system inputs are completed and the reconciliation listings are properly documented. To assure management personnel are aware of LRS/Materiel Management Activity and Contracting interface problems, the results of the local purchase reconciliation process will be reviewed, dated, and signed by the LRS/Materiel Management Activity Materiel Management Officer and the Chief, Management Analysis Flight in the Base Contracting Office. Once the listing is signed it will be filed and any previous listings may be destroyed.

3.2.5.10. Using the Integrated Accounts Payable System (IAPS) Billed Not Received (BNR) Follow-up To Supply for Receiving Report. This report identifies items that have a vendor bill presented for payment, but the receipt has not processed by the ILS-S. Use this listing to reconcile vendor bills with LRS/Materiel Management Activity receiving records. Local purchase items will appear on the listing 7 days after the vendor bill is received and processed in BCO.

3.2.5.10.1. LRS/Materiel Management Activity Processing Actions. The Customer Support will process document number inquiries on all items. If the local purchase due-in detail is on file in the ILS-S, annotate the listing with the current status and EDD. If a Received Not Billed (RNB) detail is on file indicating LRS/Materiel Management Activity receipt processing, annotate the listing with RNB and the

DOLT from the RNB detail. If no detail exists in the ILS-S for the requisition document number, perform a transaction history from the current Julian date back to the original date the requisition was established. **Note:** Use the document number date in most cases to establish the date of requisition creation. If the local purchase due-in was previously canceled, annotate the listing with cancellation status and date. If the item was previously received, annotate the listing with the word "Received" and "Date." If no record of the local purchase requisition is found during transaction history research, annotate the listing with the statement "No Record of Due-In."

3.2.6. **Local Purchase Open Item List.**

3.2.6.1. Purpose: For bases not supported by the SPS, the Local Purchase Open Item List provides a means to determine and/or verify the status of purchase orders with the BCO. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

3.2.6.2. Bases supported by the SPS may eliminate the manual Local Purchase Order File in Receiving. SPS supported bases are not required to complete the actions in the subparagraphs listed below; however, all other actions are required. The LRS CC/AO may assign Customer Support Liaison and Funds Management responsibilities listed below as deemed necessary to effectively and efficiently accomplish the tasks.

3.2.6.3. Funds Management Actions. Funds Management will receive three copies of the Local Purchase Open Item List and send one copy to Receiving and one copy to Customer Support.

3.2.6.4. Customer Support Liaison Actions. Within 10 workdays of receiving the annotated list from Receiving, Stock Control will complete the following actions:

3.2.6.4.1. Obtain Missing DD Form 1155, *Order for Supplies or Services* and DD Form 1348-1A. If Receiving annotated the listing indicating missing DD Forms 1155 and 1348-1A, Customer Support will obtain the forms from Contracting and send to Receiving.

3.2.6.4.2. Determine Status of Unlisted Purchase Orders. Customer Support will contact Contracting to determine the status of unlisted purchase orders on the open item listing. If a purchase order was canceled, Customer Support personnel will advise Receiving to close the file. Otherwise, Customer Support will update local purchase due-in and status detail records in the ILS-S.

3.2.6.4.3. Screen BNR Details for Processing Errors. Customer Support will ensure that BNR detail records are screened against the document files and transaction history records. Customer Support will act to reconcile any corresponding due-out detail records with the customer if required. Customer Support will initiate action with the appropriate section to correct any errors.

3.2.6.4.4. Process the Annotated Listing. The open item list will be annotated with actions taken and one copy provided to Funds Management. Customer Support will retain one copy of the annotated listing to avoid duplicate research actions on the next listing.

3.2.6.5. Final Funds Management Actions. After receiving the annotated list from Customer Support, Funds Management will perform the following actions:

3.2.6.5.1. Check Signed Invoices. Funds Management personnel will identify BNR detail records which Accounting and Finance contains a signed invoice. Funds Management will initiate action with the appropriate sections to ensure a receipt (REC) and request for special inventory (1GP) transactions are processed. The signed invoice will be used as supporting documentation for any inventory adjustment transaction processed.

3.2.6.5.2. Check for Proof of Delivery. Funds Management personnel will contact Accounting and Finance for proof of delivery for each BNR detail record. Once obtained, Funds Management will forward proofs of delivery to Receiving for receipt transaction (REC) and special inventory (1GP) processing. Funds Management will identify which BNR detail records reflect Records Reversal in the purchase order number columns and determine why receipts were not reprocessed correctly.

3.2.7. **Other Local Purchase Management Reports and Notices.**

3.2.7.1. Purpose: The following paragraphs describe some of the other products that may be used to ensure the LRS/Materiel Management Activity and contracting requisition records match. Aside from the quarterly local purchase requisition reconciliation process, there are a number of other local purchase management reports and notices produced. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

3.2.7.2. Holdover listing. Each day, SPS produces the Holdover Listing. This listing identifies supply local purchase requisitions "held over" because either the stock number and/or descriptive data are not loaded in the SPS system. The LRS/Materiel Management Activity should use this listing to identify items with status statements "NEW ITEM" and "NEW PRI." These status statements indicate there is a mismatch between contracting and the LRS/Materiel Management Activity records that must be corrected before further procurement action is taken. Coordinate with base contracting to determine the cause of the mismatch and provide the required data to correct the situation.

3.2.7.3. Item listing. The Item Listing is printed as required. This listing identifies all stock numbers currently loaded in the SPS database. **Note:** The listing is printed in stock number, part number, and nomenclature sequence. The LRS/Materiel Management Activity personnel use the Item Listing to research part numbers for local purchase customer requests when the SPS system is not available.

3.2.7.4. Error notices. SPS error notices are produced when an error condition is detected during SPS processing. Error notices resulting from the LRS/Materiel Management Activity inputs are normally sent back to the ILS-S for correction. Supply will correct the error and then return the error notice to the BCO for reprocessing. Contact Base Contracting for explanations of Supply error notices and associated corrective actions.

3.2.7.5. Procurement notices. If supply requisition, status, and other transactions do not meet UMMIPS standards, the SPS system creates Procurement Notices. For some Procurement Notices, the LRS/Materiel Management Activity may have to correct the

specific problem. Contact Base Contracting for explanations of Procurement Notices and associated corrective actions.

Section 3C—Receipt Processing

3.3. Receipt Processing.

3.3.1. **Local Manufacture Receipts.**

3.3.1.1. Purpose: To explain the local manufacture receipt procedures process. For policy specific requirements review AFI 23-101 and additional information, AFI 24-203.

3.3.1.2. In order to reduce transportation and handling costs, LRS/Materiel Management Activity FSC will process receipts for local manufacture items. All other receipts should be processes by Distribution personnel. Materiel Receipt Acknowledgement Notice (DRA) is not produced for local manufacture (JBD) receipts.

3.3.1.3. Upon receipt of a work order request (DD Form 1348-1A) and manufactured items received from a base maintenance activity, the following actions will be performed:

3.3.1.3.1. Receipts Due-In. Local manufacture receipts will be processed as receipts due-in. Ensure the form contains the requisition number assigned (See **Sec. 5B, Order and Requisitioning** of this manual for procedures to establish a requisition number).

3.3.1.3.2. Acknowledge receipt by forwarding a receipted copy of the work order request to the maintenance activity. The remaining copies of the work order request will be used as a receiving document.

3.3.1.3.3. Process the receipt transaction in the ILS-S (see AFI 24-203 for receipt format).

3.3.1.3.4. Credit Determination. Credit will not be allowed on local manufacture items unless they are a part of the SMAG (budget code 9). Contact Customer Support Section to determine if credit is allowed. If the local manufacture receipts are for SMAG items, the receipts must contain a Y in position 45. The organization and shop code of the fabricating activity must appear in positions 46-50. The total cost (actual or estimated) of all items used to fabricate the end item must appear on the receipt document. The total cost must be divided by the number of units to obtain the cost which is also the input cost. Based on the input unit price, credit will be provided to the fabricating activity. The unit cost, not the total cost, is to be entered in positions 74-80 of the receipt input.

3.3.2. Receipt Acknowledgement.

3.3.2.1. Purpose: To describe the automated processes and transactions used by the ILS-S to acknowledge receipt processing and to respond to follow-ups from wholesale activities. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

3.3.2.2. The ILS-S acknowledges receipts with wholesale activities through two distinct automated methods. See Receipt Acknowledgement and Follow-Up in AFH 23-123, Vol 2, Pt 1, Ch 3 for additional information on Receipt Acknowledgement.

Chapter 4

MAKE AND MAINTAIN MATERIEL

Section 4A—Overview

4.1. Overview. This chapter outlines AF guidance to complete supply chain materiel management processes associated with the making and maintaining of materiel. These processes include Time Compliance Technical Order; Repair and Time Change Items. For this chapter, DoD 4140.1-R, serves as a primary DoD reference source.

Section 4B—Time Compliance Technical Order (TCTO)

4.2. Time Compliance Technical Order (TCTO)

4.2.1. **TCTO Compliance.**

4.2.1.1. Purpose: To identify assets requiring TCTO compliance. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.1.2. Accurate management of Time Compliance Technical Order's is key to upgrade of end items such as aircraft, missiles, vehicles and equipment used to support these platforms.

4.2.1.3. Items requiring TCTO compliance will be identified in one of two ways: Items requiring modifications which change their form, fit, or function will be assigned NPPC 4. Items requiring issue to Maintenance for modification and then returned under the same stock number will be assigned the TCTO flag.

4.2.1.3.1. Identified during receipt processing. When receipts are processed that require TCTO compliance, the phrase "TCTO MODIFICATION REQUIRED" will be printed on line 4 of the bin notice. Inspectors will determine whether the TCTO has been complied with, if it has not, an inspector will issue the item to Maintenance using procedures outlined in Para 5.2.2. of this manual.

4.2.1.3.2. Identified on Shipping Document. When a shipping document contains "TCTO MOD REQ'D" in block 27 of the DD Form 1348-1A, or line 16 of the DD Form 1348-1A (computer generated) or the IT produced label, the inspector will take one of the following actions:

4.2.1.4. Tag all items in storage requiring TCTO modification with a DD Form 1576, *Test/Modification Tag - Materiel*, as specified in TO 00-20-3, *Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System*. Pull modified assets (if they are available) upon receipt of an issue document containing the phrase "TCTO MODIFICATION MAY BE REQUIRED." Contact the customer if only unmodified assets are available to see if an unmodified item is acceptable.

4.2.1.4.1. If TCTO modification will result in a change in the form, fit (specification of size), or function, the item will be reidentified and assigned a new NSN. The inspector will load a numeric parts preference code (NPPC) of 4 to the NSN.

4.2.1.4.1.1. Assignment and Retention of NPPC 4. NPPC 4 is assigned either

through 1) the AFMC Interchangeability and Substitution Edit and Suspense System (D043B) or 2) a Stock Control Data-Load/Change/Delete input found in Procedures for Stock Control Data – Load/Change/Delete Input (FCD) in AFH 23-123, Vol 2, Pt 2, Ch 2**.** Inspection personnel will ensure NPPC 4 is retained until the item record is deleted to identify spares requiring TCTO modification that may have been received after the initial inspection.

4.2.1.4.1.2. Conditions Causing the Deletion of NPPC 4. NPPC 4 is normally retained on the item record until the record is deleted. The following conditions may cause deletion of the NPPC 4 from the item record before the item is deleted:

4.2.1.4.1.2.1. AFMC Cataloging Transaction. When a cataloging transaction from AFMC removes the NPPC 4, the material management IT system will automatically produce a TCTO Code management notice with the phrase "D043B UPDATE" in the remarks field. If LRS/Materiel Management Activity inspectors believe the code was removed in error and the item in question meets the criteria for assigning the NPPC 4, they assign a TCTO flag and contact the applicable ALC Technical Service Branch.

4.2.1.4.1.2.1.1. If the ALC Technical Service Branch determines the item requires TCTO, process a Stock Control Data Input to load NPPC 4 found in AFH 23-123, Vol 2, Pt 2, Ch 8.

4.2.1.4.1.2.1.2. If the ALC Technical Service Branch determines the NPPC 4 is not applicable, Stock Control will delete NPPC 4. Inspection personnel will ensure DD Form 1576 is removed from the item.

4.2.1.4.1.2.1.3. Delete the TCTO flag once the ALC Technical Service Branch resolves the issue.

4.2.1.4.1.2.2. Stock Control Data Input to change or delete NPPC 4.

4.2.1.4.1.2.3. Conflict with AFMC D043B. If the NPPC 4 was assigned locally with Stock Control Data Input but the AFMC D043B system does not yet contain the correct parts preference code, cataloging actions from D043B processing may remove the NPPC 4. When the NPPC 4 is removed, a TCTO Code management notice with the phrase "D043B UPDATE" in the remarks field will be produced.

4.2.1.4.1.2.3.1. Inspection personnel may contact the applicable ALC Technical Service Branch and/or AFMC SCM-R Records Maintenance Activity and provide a copy of the TCTO for NSN requiring NPPC 4 cataloging activity.

4.2.1.4.1.2.3.2. Inspection personnel will load the TCTO flag to the item record of the item in question in order to maintain control of the item until the issue is resolved.

4.2.1.4.1.2.3.3. Once the D043B records have been updated, the ILS-S will automatically produce a TCTO Code management notice and the procedures in this section will be followed.

4.2.1.4.1.2.3.4. Inspection personnel will now delete the TCTO flag.

4.2.1.4.2. Items requiring TCTO modification for reasons other than having changed in form, fit, or function do not qualify for NPPC 4, they will be assigned a TCTO Flag using the Stock Control Data Input found in Loading, updating, and processing NPPCs in AFH 23-123, Vol 2, Pt 2, Ch 8 to prevent issue of unmodified items. These items will be issued to Maintenance for modification and then returned under the same stock number.

4.2.1.4.2.1. Assignment and Retention of the TCTO Flag. The TCTO flag is assigned through the Stock Control Data-Load/Change/Delete input. Retain the TCTO flag on the applicable item records until the recession date of the TCTO.

4.2.1.5. TCTO Code Management Notices. When an NPPC 4 is loaded to an item record a TCTO Code management notice will be produced. Upon receipt of the TCTO Code management notice, the materiel management inspector will determine the availability of the TCTO publication.

4.2.1.5.1. Check TCTO Publication Files. If the TCTO publication is already available in the Inspector's TCTO publication file then appropriate procedures will be followed. If the TCTO publication is not available, contact the Maintenance Plans Scheduling and Documentation to obtain the TCTO publication.

4.2.1.5.2. TCTO not Available. If maintenance has no record of the TCTO publication requiring assignment of NPPC 4 to the item, the Inspector must contact HQ AFMC/LGSI to obtain the TCTO number. When the Inspector obtains the TCTO number, immediately provide it to Base Maintenance Plans Scheduling and Documentation, to requisition the required TCTO publication. Technical data may also be obtained by contacting the applicable ALC's Technical Service Division/Branch.

4.2.1.6. Control of Items Requiring TCTO Kits. Items requiring TCTO kits will not be issued to maintenance for modification until the kits are available and maintenance has requested them. When maintenance returns the modified item, enter the TCTO number in the remarks block of the DD Form 1574, *Serviceable Tag*. Annotate the form to indicate TCTO compliance.

4.2.1.7. Monthly Verification of TCTO Items On-the-Shelf. Each month Inspection personnel must verify stocked items assigned either NPPC 4 or the TCTO flag comply with TCTOs. Inspection personnel will ensure all assets are inspected. Outputs or listings should be produced in warehouse and detail location sequence to facilitate inspections.

4.2.1.8. TCTO Compliance Undetermined. When the LRS/Materiel Management Activity Inspection personnel cannot determine if an item complies with a TCTO, use activity code "C" to issue the item to Maintenance for inspection. Maintenance performs the necessary tests or inspections to determine if the item complies with the TCTO.

4.2.1.9. If the item does not comply and the appropriate TCTO publication is not available maintenance will request the TCTO publication. LRS/Materiel Management Activity Inspection personnel will assign the TCTO flag to the item to control it until Maintenance receives the TCTO/disposition instructions. Once Maintenance receives the TCTO publication, normal TCTO processing takes place.

4.2.1.9.1. If the item does comply with the TCTO, ensure it is tagged appropriately.

4.2.2. **TCTO Kit Management.**

4.2.2.1. Purpose: To explain TCTO kit management. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.2.2. General procedures to identify TCTO kit management actions.

4.2.2.2.1. Due-outs for TCTO kits are not released automatically. Receipt processing of TCTO kits produces a notice to stock and a TCTO availability notice. The notice indicates the total on-hand balance and all existing due-out detail record. All TCTO kits and all copies of the I029 management notice are forwarded to the LRS/Materiel Management Activity TCTO Kit Manager. To ensure a TCTO asset availability notice is produced, personnel will not enter a bypass due-out release TEX code on the receipt input.

4.2.2.2.2. TCTO Kit Receipts

4.2.2.2.2.1. Receiving Base Assembled TCTO Kits. As base assembled TCTO kits are completed, the LRS/Materiel Management Activity TCTO Kit Manager prepares a receiving document on DD Form 1348-1A. The receiving document will include routing identifier code JBD and the appropriate due-in requisition document number. The LRS/Materiel Management Activity TCTO Kit Manager signs the receiving document to indicate the TCN, NSN, and number of kits stated in the quantity field has in fact been completed. Flight Service Center picks up/signs for and processes all TCTO kits.

4.2.3. TCTO Publications.

4.2.3.1. Purpose: To explain the proper actions taken upon receipt of TCTO publications. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.3.2. General procedures for handling TCTO publications.

4.2.3.2.1. Maintenance Quality Assurance will forward a copy of all TCTO publications (except for munitions) to the LRS/Materiel Management Activity inspectors and TCTO kit monitor. A copy will be filed in the applicable TCTO kit jacket file and used to manage items in stock which require modification. Maintain TCTO publications in TCTO number sequence.

4.2.3.3. The LRS/Materiel Management Activity Inspector must do the following:

4.2.3.3.1. Process Inquiry. Prepare an inquiry to list all item records, ISG related item records, and detail records for the listed stock numbers.

4.2.3.3.2. Load NPPC 4 or TCTO Flag. Initiate action to load an NPPC 4 or TCTO Flag to the item record of the item to be modified. Enter the TCTO number in the source of restriction field (pos. 49-80) of the Stock Control Data-Load/Change/Delete input.

4.2.3.3.3. Tag materiel awaiting TCTO modification with DD Form 1576 series. Use the stock number or part number physically located on the asset as the source identification.

4.2.3.3.4. Load suspect item flag to items assigned NPPC 4 or TCTO flag to ensure assets are properly inspected/tagged prior to releasing to stock or due-out release.

4.2.3.3.5. Determine Total Kit Requirement. Determine the number of TCTO kits needed to modify base stocks. Take inventory of all unmodified spares on hand, including serviceable, unserviceable, readiness spares packages, and supply points.

4.2.3.3.6. Review of Due-Ins. If the modification does NOT apply to specific serial numbered items, then due-in quantities that have been shipped or released for shipment will also be included in the total kit requirement. When the modification applies to specific serially numbered items, due-ins are not considered during the review. Requirements for serially numbered items will be determined upon their receipt from the depot.

4.2.3.3.7. Correspondence. Send correspondence to forward supply points/locations, AC&W sites, relay sites, etc., when spares at those sites are to be modified. Forward the TCTO publication and a cover letter to these forward sites for their evaluation. Route the correspondence for AC&W sites and radio relay sites through the EACC.

4.2.3.3.8. If the host base provides maintenance support for the forward base, include the number of assets at the forward base requiring modification in the total kit requirements.

4.2.3.3.9. When compliance cannot be made at the forward base, the forward base requests replacement spares from the host base and returns unmodified spares to the host base for maintenance. The EACC will coordinate the return of unmodified spares for AC&W and radio relay sites. Send unmodified spares to Inspection, who then forwards them to maintenance for modification.

4.2.3.3.10. Advising Maintenance. Upon completion of the above review, Inspection personnel will advise the appropriate maintenance activity of the total number of kits required to modify base stocks (and in transit items when applicable).

4.2.3.3.11. Demand and Adjusted Stock Levels. If the technical order stipulates demand or adjusted stock levels be reduced or eliminated, advise the applicable Stock Control personnel to reduce or delete the adjusted stock level.

4.2.4. **Assembly of Kits.**

4.2.4.1. Purpose: To describe the base assembly of TCTO kits. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.4.2. General procedures to identify assembly of TCTO kits.

4.2.4.2.1. The TCTO will normally indicate how the TCTO kit is to be assembled and directions for obtaining and funding the kit. Most TCTO kits are assembled at the wholesale level and provided free of charge to base units. However, the TCTO, AFMC, or HQ USAF may direct base assembly of TCTO kits. When base assembly

is directed and funds will be provided, the base will track expenditures as noted below.

4.2.4.2.2. Billing Base-Assembled TCTO Kits. To make it easier to bill expenses incurred for the base assembly of TCTO kits, an Organization Cost Center Record (OCCR) and Project Funds Management Record (PFMR) are loaded for each kit and/or source of funds (such as OBAN, ALC, MAJCOM, etc.). Accounting and Finance (A&F) will load the PFMR, as specified by DFAS-DE 7077.10-M. The LRS/Materiel Management Activity will load the OCCR using an organization code in the 100-999 series and type organization code 3 as outlined **Sec. 8B, Cataloging and Records Maintenance Procedures**. The responsibility center/cost center code will be 99xxxx, as provided by A&F. Upon receiving authority to assemble a kit at base level, the LRS/Materiel Management Activity TCTO Kit Monitor will furnish A&F the TCTO kit number, the appropriate funding source, and the A&F disbursing station number.

4.2.4.2.3. Inclusion of Unauthorized Materiel in TCTO Kits. When a modification requires materiel not authorized for inclusion in the kit, such as explosives, munitions, or medical items, the IM/SM responsible for the modification will provide appropriate funding for the required materiel to the activity developing or assembling the kit. Base funds will not be provided to buy items not normally included in TCTO kits. The costs for these items are included in the base's operating budget. The activity will then obtain the required materiel. All such items will be kitted separately and identified as part of the total TCTO kit so proper storage and safety measures can be taken.

4.2.4.2.4. Deviations from the Complete Kit Policy. Deviations from the complete kit policy require waivers agreed to by the MAJCOM. Base level will accept the financial and manpower burden upon acceptance of a deviation from the complete kit. Host command LRS/Materiel Management activities will accept responsibility for kit buildup of incomplete TCTO kits waived by a tenant unit's MAJCOM. Items excluded from TCTO kits by waiver are acquired from existing organizational resources or purchased through regular supply channels. When the need is urgent and the using command has adequate materiel assets at another location, they will redistribute the materiel laterally to complete their TCTO kits.

4.2.5. Establishment and Maintenance of TCTO Kit Files.

4.2.5.1. Purpose: To explain the establishment and maintenance of the TCTO kit files. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.5.2. General procedures for filing completed TCTO kit files.

4.2.5.2.1. Establishment and maintenance of TCTO Kit Files will be accomplished IAW AFI 23-101, **Sec. 4B, TCTO**.

4.2.5.3. Completed TCTO Kit Files. The LRS/Materiel Management Activity TCTO Kit Monitor places the TCTO Kit file in the completed file when all balances have been reduced to zero and no requirements exist. The completed jacket file will be retained as specified in the Air Force Records Disposition Schedule.

4.2.6. Establishment of TCTO Kit Item Records.

4.2.6.1. Purpose: To identify procedures to establish the TCTO Kit item records. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.6.2. General procedures governing TCTO Kit item records loads.

4.2.6.2.1. Establishment of TCTO Kit Item Records. Upon notification from maintenance a new TCTO Kit is required the LRS/Materiel Management Activity TCTO Kit Monitor will request Records Maintenance load the item record**.** The item record will be assigned ERRCD XD2 and the appropriate Routing Identifier Code.

4.2.6.2.2. Recoverable Assembly Management Process System (RAMP) Reporting. All TCTO kits assigned a depot RIC (e.g., FHZ, FLZ, F77, etc.) are included in the daily RAMP reports and are subject to depot management or redistribution.

4.2.7. Identification of TCTO Kit Requirements.

4.2.7.1. Purpose: To identify items requiring TCTO compliance. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.7.2. General procedures to identify TCTO requirements.

4.2.7.2.1. Identification of TCTO Kit Requirements. Maintenance activities review incoming technical publications to determine the number of TCTO kits required. Usually, only one kit for each aircraft, missile, end item of equipment, spare part or component to be modified is authorized. The maintenance activity sends a copy of the technical order to the LRS/Materiel Management Activity inspection personnel to determine kit requirements for items in stock (and in transit when applicable).

4.2.8. Releasing TCTO Kits to Maintenance.

4.2.8.1. Purpose: To identify procedures for Releasing TCTO Kits to maintenance. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.8.2. TCTO kits are ordered through the TCTO Kit Monitor. When complete kits are available for release to the user, the TCTO Kit Monitor processes a DOR at which time the TCTO kit may be distributed.

4.2.8.2.1. Releasing TCTO Kits to maintenance. When TCTO kits are required, the following actions will be accomplished:

4.2.8.2.1.1. The maintenance activity furnishes the TCTO Kit Monitor with a Maintenance IT system report listing specifying the technical order number and the serial number of the end item listed on the AF Form 2001, *Notification of TCTO Kit Requirements*. The TCTO Kit Monitor will process a force due-out release to the applicable due-out listed in the TCTO Jacket File using the procedures outlined in **Sec. 5B, Order and Requisitioning** of this publication.

4.2.8.2.1.2. If a consolidated issue request has been used, the TCTO kit monitor enters the quantity to be released and verifies the completeness of available kits (all components may not be available).

4.2.8.2.1.3. If complete kits are available, the TCTO kit monitor prepares and processes a forced DOR using the procedures outlined in **Ch 5** of this publication.

4.2.8.2.1.4. When complete kits are not available, the TCTO kit monitor must advise maintenance of the current supply status of the items still required. The incomplete kits may be released at the option of the maintenance activity.

4.2.8.2.1.5. The TCTO Kit Monitor enters the date of release for each TCTO kit on the AF Form 2001.

4.2.8.2.2. Free Issue of TCTO Kits. Modification-driven TCTO kits will be free issued. Only one kit per asset requiring modification will be funded. When in-stock assets (RSP, POS, Supply Points, etc.) require modification, the asset will be issued using activity code "C" to the appropriate repair shop, and one TCTO kit for each asset requiring modification will be free issued to the appropriate repair shop as outlined in **Sec. 5B, Order and Requisitioning** of this publication.

4.2.8.2.3. Exceptions. Non-modification driven TCTO kits and replacement kits or components for assets which are lost or used for purposes other than modification must be purchased using the organization's O&M funds unless type organization code 3 is used.

4.2.9. Storage and Control of TCTO Kits.

4.2.9.1. Purpose: To describe the proper storage and control of TCTO kits. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.9.2. General procedures to establish controls to prevent the loss or unauthorized use of kits and their components.

4.2.9.2.1. Shelf Life Monitoring. TCTO kits may contain shelf life items so each kit must be inspected to be certain the shelf life items listed in the TCTO bill of materials are still serviceable. The TCTO Kit Monitor will use kit stock numbers to control the shelf life items in the kits. When items become outdated, normal shelf life control procedures will apply. The LRS/Materiel Management Activity TCTO Kit Monitor tags kits containing outdated items with condition code E (limited restoration). The kits remain in this status until the outdated items have been replaced or shelf life has been extended.

4.2.9.2.1.1. Type I items are replaced through normal requisitioning procedures.

4.2.9.2.1.2. The Inspector will examine type II items and update the DD Forms 1574, 1574-1, or DD Form 2477 on the containers. When the inspection is completed and/or when the outdated materiel is replaced, the kit will be assigned the appropriate supply condition code (A, B, or C).

4.2.9.2.2. Items needing repair. TCTO kits found to contain items needing repair will be tagged condition code G (incomplete) by an authorized Inspector. The reparable items will be tagged condition code F (reparable) and turned in for repair. The LRS/Materiel Management Activity Inspector will notify the LRS/Materiel Management Activity TCTO Kit Monitor immediately to requisition replacements to return the kits to complete (issuable) status.

4.2.10. Transferring TCTO Kits.

4.2.10.1. Purpose: To describe procedures for transferring TCTO kits. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.10.2. General procedures to describe actions to transfer TCTO kits.

4.2.10.2.1. Transferring TCTO Kits. Maintenance Plans, Scheduling and Documentation (PS&D) will advise the TCTO Kit Monitor of impending transfers of aircraft or end items. This notice should be issued as far in advance of the transfers as possible in order to ship applicable TCTO kits with the aircraft or end items.

4.2.10.2.2. PS&D will provide identification data, including date of transfer, specific TCTO number involved, destination base, type, and tail or identification number.

4.2.10.2.3. The TCTO kit monitor determines: 1) the availability of the kits designated for transfer, and 2) the weight and cube of those kits (by estimation if exact figures are not available).

4.2.10.2.4. The TCTO kit monitor prepares a degraded operations shipping document and Nondirected Shipment Transaction input for each kit being shipped, as outlined in **Sec. 2B, Stockage Procedure**. The type of aircraft, end item of equipment, or tail identification number will be entered in Block V of the shipping document. The TCTO kit monitor will coordinate with the LRS/Transportation activity to establish the date the kits and shipping documents should be forwarded. After the LRS/Transportation activity has received and signed for the kits, the Nondirected Shipment Transaction input and document file copies will be processed. Upon shipment of the kits the TCTO kit monitor cancels all TCTO kit Due-Outs and Due-Ins for the transferred aircraft or end items, and, when applicable, annotates AF Form 2001 to show the cancellation and shipment.

4.2.10.2.5. Once the TCTO kit monitor has completed the shipment, it advises the consignee (ship-to SRAN) LRS CC/AO by message that the TCTO kits are being shipped with the transferred aircraft or end items of equipment. This message will include the TCTO kit stock number, technical order number, quantity, shipping document number, type of aircraft or end item, tail or identification number, and mode of shipment.

4.2.10.2.6. When the TCTO kit monitor at the consignee (ship-to SRAN) receives the shipping notice, they will work closely with the PS&D and the Materiel Management Flight, Vehicle Operations Element to make sure that all kits arriving with the aircraft or end items are delivered to the LRS, Receiving Section. The TCTO kit monitor and the PS&D will ensure that all outstanding kit requirements for the new aircraft and/or end items are properly recorded on AF Form 2001 and incorporated into the base TCTO kit system. If requested by PS&D, the TCTO kit monitor adds the new aircraft, end item, or identification number to any existing AF Form 2001. The PS&D will prepare and process a new AF Form 2001 if required by an outstanding TCTO.

4.2.11. TCTO Kit Reconciliation and Status Report.

4.2.11.1. Purpose: To describe procedures for TCTO kit reconciliation and status reporting. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.11.2. General procedures to describe steps taken for TCTO kit reconciliation and status reporting.

4.2.11.2.1. TCTO Kit Reconciliation and Status Report. The LRS/Materiel Management Activity and Maintenance will reconcile all TCTO kit assets and requirements monthly IAW AFI 21-101. The purpose of this reconciliation is to validate kit availability, shortages, excesses, due-outs, and due-ins.

4.2.11.2.1.1. Local Program. Bases will process a locally developed program or an as-required report (see AFH 23-123, Vol 2, Pt 3, Ch 16 and AFH 23-123, Vol 2, Pt 4, Ch 4) to obtain reconciliation data from applicable ILS-S database records. The program should list data from the item record, due-out detail, due-in and status detail records. For example:

4.2.11.2.1.1.1. Item Record (technical order number obtained from item record nomenclature field; TCTO kit stock number, on-hand serviceable balance; routing identifier code; and the unit cost).

4.2.11.2.1.1.2. Due-out Detail Record (due-out document number; due-out mark for field; quantity due-out; urgency justification code).

4.2.11.2.1.1.3. Due-in and Status Detail Records.

4.2.11.2.2. Actions. The following actions are necessary:

4.2.11.2.2.1. Maintenance will advise the TCTO Kit Monitor of all excesses found in the reconciliation.

4.2.11.2.2.2. Maintenance will advise the TCTO Kit Monitor of tail number changes required in existing due-outs and of additional requirements not stated in the Reconciliation Listing.

4.2.11.2.2.3. The TCTO Kit Monitor ensures all changes requested by Maintenance are processed.

4.2.11.2.3. An actual face to face meeting will be held. The Materiel Management Officer, determines attendance requirements for LRS/Materiel Management personnel. MX Plans, Scheduling and Documentation will chair the meeting.

4.2.11.2.3.1. Both the Materiel Management Officer and the Maintenance Control Officer must sign the TCTO Reconciliation Listing.

4.2.11.2.3.2. The chair prepares the minutes and distributes them to the MX Group Commander and the LRS CC/AO within 5 working days. Both LRS/Materiel Management Activity and maintenance TCTO monitors will use the minutes or the Reconciliation Listing to administer the TCTO program.

4.2.11.2.4. Reporting of Excess Kits. Report excess kits to the IM by e-mail. IMs will provide disposition for excess kits. At the option of the MAJCOM, excess locally manufactured kits with routing identifier JBD will be reported to a command

redistribution system for disposition instructions. If a command redistribution system does not exist then Maintenance will disassemble all excess locally assembled kits having routing identifier code JBD and will return the components to stock.

4.2.12. Redistribution/Disassembly of TCTO Kits.

4.2.12.1. Purpose: To describe procedures for the redistribution and/or disassembly of TCTO Kits. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.12.2. General procedures to describe actions taken to redistribute or disassemble TCTO kits.

4.2.12.2.1. Redistribution/Disassembly of TCTO Kits. IMs use Redistribution Orders (RDO) to direct redistribution or disassembly of excess centrally managed TCTO kits; those with a routing identifier code (RIC) other than JBD.

4.2.12.2.1.1. RDOs directing disassembly contain the constants YBRKDN in the supplementary address field.

4.2.12.2.1.2. In lieu of disassembly, MAJCOMs may use non-directed shipment requests (SHP) to redistribute locally assembled kits with RIC of JBD.

4.2.12.2.1.3. When kits are to be disassembled:

4.2.12.2.1.3.1. The TCTO kit monitor will issue the kits to Maintenance.

4.2.12.2.1.3.2. Upon disassembly of the kits, all components will be turned in to base stocks.

4.2.12.2.1.3.3. The TCTO kit monitor will work closely with the appropriate Maintenance Materiel Control to ensure that all documents for turned-in, removed, or replaced parts are properly marked and controlled throughout the redistribution process.

4.2.13. **Re-Identification and Stock List Changes.**

4.2.13.1. Purpose: To describe procedures for the re-identification and stock list changes of assets after modification. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.2.13.2. General procedures to identify steps taken when an asset is modified due to TCTO compliance.

4.2.13.2.1. When a TCTO affects parts, subassemblies, assemblies, or complete articles to the extent that physical modification of the part is required, a new part number will be assigned and the national stock number (NSN) will be changed. However, when the TCTO requires a condition inspection to identify defects which will be corrected through the replacement of a like new item, no NSN or part number change is required.

4.2.13.3. When retrofit changes are made that result in new parts, parts being modified, or changes in installation and assembly of new parts, new drawings shall be prepared or existing drawings revised to include new part numbers, as applicable, (MIL-T-31000,

Government/DoD Engineering Drawing Practices Technical Data Package) to reflect the retrofit change being performed.

4.2.13.4. When a part number and/or NSN are stamped, etched, stenciled, brazed, etc., on the article being modified, removal or change to re-identify the modified article with the appropriate new part number and/or NSN will be accomplished (MIL-STD-130, *Identification Marking of U.S. Military Property).*

4.2.13.5. When an item is altered according to an engineering change or a TCTO change, new or revised drawings will be required.

4.2.13.6. Item interchangeability and substitution (I&S) relationships will be updated and changes reflected in records and through revised I&S group stock list publications.

4.2.13.7. End article IMs issuing TCTOs will promptly notify the applicable cataloging activity to have expedited change actions initiated. Prompt re-identification changes in the next AF stock list change or AF service supplement change cycles, and any changes to the MCR-1 publication file will be accomplished. It is the intent to issue the applicable stock list change notice concurrently with release of the routine TCTO.

4.2.13.8. Upon determining applicability of the TCTO, the Maintenance Plans, Scheduling and Documentation Section will immediately furnish an action copy of the TCTO to the LRS/Materiel Management Activity. The LRS CC/AO will use the published TCTO as authority to freeze item records and warehouse bins, challenge all requisitions for validity of end item application as a controlled exception, and apply management codes as required **IAW Para 4.2.14** of this publication.

4.2.14. Management Coding On Supply Records.

4.2.14.1. Purpose: To describe procedures for the management coding on supply records . For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123

4.2.14.2. General procedures to outline coding on Supply Records for TCTO kits.

4.2.14.2.1. All TCTO kits will be assigned manager review code "L" per AFMC guidance. This degree of management gives visibility of transactions and requires positive manager action before any shipments are made. This control is required to insure that kits are not used for unauthorized requirements. The visibility of actions assists the Technical Content Manager (TCM) in the release of backorders to maintain the TCTO schedule. IMs will coordinate with applicable MAJCOM TCTO Kit Manager(s) prior to force release actions to ship kits. The TCM(s) will document coordination actions in the TCTO kit management files.

4.2.14.3. All items/spares affected by TCTOs that jeopardize life, safety of flight, and condemnation/mutilation will be assigned manager review code "T" per AFMC guidance. This degree of management gives visibility of transactions and requires positive manager action before any shipments are made. This control is required to prevent wrong spares/items from being issued to a user and to insure that critical parts affecting safety that have been removed by a TCTO are not reissued to maintenance for the same application. Manager review codes will be assigned to those affected items immediately upon receipt and processing of AFMC Form 874, *Time Compliance Technical Order*

Supply Data Requirements, and AFMC Form 172, *Coordination of Proposed Technical Order*, and the manager review code will remain in place during the life of the TCTO.

4.2.14.4. Items identified for removal and mutilated to prevent inadvertent reinstallation will be processed as follows:

4.2.14.4.1. Assign manager review code "T."

4.2.14.4.2. Determine approximate number of items in the ILS-S and prepare an AFMC Form 206 *Temporary Work Request* to have these items mutilated and/or salvaged. Items containing precious metal should be mutilated and all scrap residue processed to disposal. These items will be processed to the DLADS in accordance with the Precious Metals Recovery Program.

4.2.14.4.3. When the AFMC Form 206 is approved and the work center that will do the mutilation/ salvage is known, the TCM will establish a maintenance contact for the work center; this will allow the work center to be notified of any subsequent items that generate into the ILS-S. The TCM of the item being mutilated will prepare a save list and coordinate it through the Product Director for use by the work center that is required to do the mutilation and/or salvage operation.

4.2.14.4.4. A priority book message will be prepared to all LRS/Materiel Management Activities using "Safety of Flight Warning" as the subject. The message will require mutilation/salvage of the item and will give directions for accomplishing the mutilation/salvage operation. This message will require an answer, giving the number of items salvaged or mutilated or a negative reply "No assets this activity."

4.2.14.4.5. The TCM will review procurement records. If it is determined that a production contract is in existence, the Directorate of Procurement will be advised and requested to stop all production, and to hold the contract in abeyance until work/re-identification/disposition can be determined and formalized.

4.2.14.4.6. The Item Manager Wholesale Requisition Process (IMWRP) D035A subsystem records will be file maintained with a constant reject code "CJ" according to AFMC guidance.

4.2.14.4.7. An AF Form 86, *Request for Cataloging Data/Action* will be prepared and submitted by the TCM IAW **Sec. 8B, Cataloging and Records Maintenance Procedures** of this manual, to have the item cataloged as obsolete in the federal supply system.

4.2.14.5. All TCTO kits will be assigned ERRCD "XD2." This designator is used in accounting records, to insure that all TCTO kit identification numbers assigned by the ALCs are reported in the RAMPS/D035C, regardless of unit cost, for management control.

Section 4C— Repair

4.3. Repair.

4.3.1. **Due-In From Maintenance (DIFM) Management Quarterly Reconciliation.**

4.3.1.1. Purpose: To explain the quarterly DIFM Quarterly Reconciliation procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.3.1.1.1. General DIFM Quarterly Reconciliation Procedures. The following actions will be performed by the FSC for all DIFM Quarterly Reconciliations:

4.3.1.1.1.1. Repair Cycle Management Listing. Obtain current copy of the Repair Cycle Asset Management Listing.

4.3.1.1.1.2. Contact Shops. Contact all shops having on hand DIFM assets which appear on the Repair Cycle Asset Management Listing. Draft/release memo notifying shops date/time FSC representative will visit the workcenter to reconcile on-hand DIFM asset(s) with the Repair Cycle Asset Management Listing.

4.3.1.2. Conduct Shop Visits. FSC representative(s) will perform “eyes on” for all DIFM assets. For GSUs, the GSU DIFM monitor will perform "eyes on" for all DIFM reconciliation actions IAW paragraphs **4.3.1.2.1** and **4.3.1.2.10**, provide status to the host base FSC**.**

4.3.1.2.1. Listing Validation. FSC representative will also validate the following against the current Repair Cycle Listing:

4.3.1.2.2. DIFM Status and Location. Review the Repair Cycle Listing to ensure it reflects the correct current status and location. Discrepancies will be annotated on the Repair Cycle Listing.

4.3.1.2.3. Completion of applicable property tags. Review the tags accompanying each DIFM asset. At a minimum, each DIFM will have a completed AFTO Form 350 tag and the applicable condition tag. Some DIFM assets may require other tags. Additional information concerning the completion of these tags can found in AFI 23-101 and **Sec. 6B, Returns** of this manual.

4.3.1.2.4. Property Not Listed. Immediately research property found during the reconciliation which is not on the listing. If it is determined property does not belong to the applicable shop, initiate found on base return procedures found in **Sec. 6B, Returns** of this manual.

4.3.1.2.5. Missing Property. Take immediate action to locate missing items. FSC personnel will work closely with the using shop/organization to locate the property. This will include such actions as interrogating the applicable ILS-S and ensuring that other shops do not have the property. If not found, a special inventory will be conducted IAW **Sec. 5G, Physical Inventory and Inventory Adjustments.**

4.3.1.2.6. FSC representatives will annotate the Repair Cycle Listing with any noted discrepancies. FSC personnel will work closely with the applicable shop to resolve these discrepancies.

4.3.1.2.7. Final Report. FSC personnel will complete a final report within 10 workdays identifying discrepancies and/or best practices found during the reconciliation.

4.3.1.2.8. Report Disposition. Send an electronic or hard copy of the report to the applicable shop.

4.3.1.2.9. Follow-up. FSC personnel will closely monitor any noted discrepancies. These actions include but are not limited to electronic messages and/or any coordination with the shop.

4.3.1.2.10. Filing of Report. FSC will file this reconciliation report IAW the Air Force Records Disposition Schedule.

4.3.2. Multiple DIFM Indicators.

4.3.2.1. Purpose: To explain the loading of multiple DIFM indicators. This one position code indicates the DIFM assets that can be issued in quantities greater than one. This indicator is located on the item record. A value of zero shows an issue quantity of one only. A value of one shows an issue quantity of more than one. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.3.2.2. General Multiple DIFM Indicator Procedures. Perform the following actions to load/delete multiple DIFM indicators:

4.3.2.2.1. Receive/Review Multiple DIFM Indicator Request. The Flight Service Center will review/verify the justification.

4.3.2.2.2. Process Request. Process multiple DIFM indicators IAW Procedures for Stock Control Data – Load/Change/Delete Input (FCD) in AFH 23-123, Vol 2, Pt 1, Ch 2.

4.3.2.2.3. Retain Document Justification. File document justification in office file plan for the duration of the DIFM indicator.

4.3.3. DIFM Status/Location Updates.

4.3.3.1. Purpose: To explain the DIFM Status/Location Update procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.3.3.2. General DIFM Status/Location Update Procedures. The following actions will be performed by the LRS/Materiel Management Activity/customers with a maintenance information system to update DIFM status/location:

4.3.3.2.1. Verify Status/Location Code Validity. These codes can be found in AFH 23-123, Vol 2, Pt 1, Ch 4.

4.3.3.2.2. Process Status/Location Code Change. Process status/location change in the ILS-S. Refer to Standard DIFM Status Codes in AFH 23-123, Vol 2, Pt 1, Ch 4 for specific guidance.

4.3.3.2.3. Verify Status/Location Change. Verify status/location change on the next repair cycle listing.

4.3.4. Repair Cycle Asset Management Listing.

4.3.4.1. Purpose: To explain the Repair Cycle Management Listing procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.3.4.2. General Repair Cycle Management Listing Procedures. The following actions will be performed by the LRS/Materiel Management Activity/customers with a maintenance information system to obtain/monitor the Repair Cycle Listing.

4.3.4.2.1. Obtain Current Repair Cycle Listing.

4.3.4.2.2. Verify Current DIFM Status/Location. Ensure proper DIFM Status Codes are being used IAW AFH 23-123. Refer to Para 4.3.3. and AFH 23-123 for specific guidance regarding DIFM status and location codes.

4.3.4.2.3. DIFM Days. Pay particular attention to the number of issue (ISU) days on the item(s). IAW AFI 23-101, DIFM items not inducted into maintenance repair, will be returned to the LRS/Materiel Management Activity within 4 duty days from the date of issue.

4.3.4.2.4. Update/Annotate Discrepancies. Track updates/discrepancies as necessary on the Repair Cycle Listing.

4.3.4.2.5. Follow-Up. Follow up with unit DIFM monitors daily and when issued DIFM exceed return time frames established in AFI 23-101, Sec. 4C, Repair. Complete follow-up actions on noted discrepancies each day until they are resolved.

4.3.5. Maintenance Turnarounds (TRN).

4.3.5.1. Purpose: To explain the TRN process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.3.5.2. General TRN Procedures. The following actions will be performed by the Maintenance activity, Decentralized Material Support or LRS/Materiel Management Activity to update/monitor TRNs.

4.3.5.2.1. The Maintenance activity, DMS or LRS/Materiel Management Activity will process a TRN any time a repair action is taken.

4.3.5.2.2. Necessary Documentation. Maintenance activities will complete AFTO Form 350 IAW TO 00-20-2, *Maintenance Data Documentation*.

4.3.5.2.2.1. TRN Data. Local quick reference lists of items may be developed to allow for identification of high demand items by the TRN manager.

4.3.5.2.2.2. TRN Document Number. Use the organization and shop code of the maintenance activity in the TRN document number.

4.3.5.2.3. The bottom portion of AFTO Form 350 will be completely filled out to include the maintenance action taken code. Maintenance action taken codes for TRNs must be A, F, G, K, L, or Z. More information can be found in specifying the Condition of Returned Materiel in AFH 23-123, Vol 2, Pt 1, Ch 4.

4.3.5.2.4. Return Invalid Forms. Invalid/incomplete AFTO Form 350 tags will be returned to the customer for correction.

4.3.5.2.5. Process TRN. Process TRN IAW Maintenance Turnaround Processing in AFH 23-123, Vol 2, Pt 1, Ch 4. Note: AFMC SCM-R Activity will capture and process DHAs (DLA ERRC-XF3 assets) for all bases.

4.3.5.2.6. Daily Document Register. The Daily Document Register (D04) or equivalent IT system report will be used to monitor TRN processing. AFTO Form 350 will be compared to the D04 to ensure the TRN input has been processed.

4.3.6. Awaiting Parts (AWP) Management.

4.3.6.1. Purpose: To explain the AWP management process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.3.6.2. General AWP Listing Procedures. The AFMC SCM-R Weapon System Support activity/customers will perform the following actions to obtain/monitor the AWP Management Listing.

4.3.6.2.1. Monitors will pay close attention to the AWP program to ensure assets are returned to serviceable condition as soon as possible and to determine if cross-cannibalization of serviceable bits and pieces is feasible to return AWP DIFM items to a serviceable condition.

4.3.6.2.2. Monitor the DIFM/AWP disposition report on a daily basis for AFMC directed evacuations. See DIFM-AWP Disposition Report (D41/NGV887) in AFH 23-123, Vol 2, Pt 2, Ch 5 for additional information on this report.

4.3.6.2.3. Base-level only: When cross-cannibalization is possible, maintenance activities are responsible for providing the LRS/Materiel Management Activity with the end-item DIFM document number(s) and the bits and pieces involved.

4.3.6.2.4. Obtain Current AWP Management Listing.

4.3.6.2.5. Verify Current Status. Closely monitor AWP status using the AWP Management Listing.

4.3.6.2.5.1. Requesting Evacuation Approval. If an unserviceable end-item has been in AWP status for 30 days, the AFMC SCM-R Weapon System Support Activity AWP monitor will contact the item manager responsible for the bits and pieces or SRUs on order to repair the unserviceable item. If delivery of the bits and pieces or SRUs cannot be guaranteed within 45 days, the AFMC SCM-R Activity AWP monitor will contact the end-item manager and request disposition instructions.

4.3.6.2.5.1.1. Cancellation of Bits and Pieces. When AFMC SCM-R Weapon System Support Activity receives evacuation approval, the LRS/Materiel Management Activity AWP monitor will cancel due-outs for bits and pieces not received.

4.3.6.2.6. Follow-Up. LRS/Materiel Management Activity AWP Monitors will follow-up with AFMC SCM-R Weapon System Support Activity on any noted discrepancies until they are resolved.

4.3.7. Ordering AWP Assets.

4.3.7.1. Purpose: To explain the AWP assets procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.3.7.2. General AWP Ordering Procedures. The LRS/Materiel Management Activity/customers with a maintenance and/or ILS-S to order AWP assets will perform the following actions to order AWP assets. Use of the AWP Checklist in AFH 23-123, Vol 2, Pt 1, Ch 4 is mandatory during this process. Refer to AFH 23-123, Vol 2, Pt 1, Ch 4 for additional AWP processing information.

4.3.7.3. Complete AF Form 2005. This document is required when ordering assets through the applicable IT system. Detailed instructions for completing this form can be found in AFH 23-123. Particular attention should be placed to the following when completing AF Form 2005 for an AWP request:

4.3.7.3.1. Project Code. For AWP requests, enter the standard reporting designator (SRD) in the project code field.

4.3.7.3.2. Urgency Justification Code. The use of "AR" or "BR" is required.

4.3.7.3.3. Mark For Field. The DIFM or EAID end-item document number must be placed in this field.

4.3.7.4. Place Request in Applicable IT system. Follow instructions in AFH 23-123.

4.3.7.5. Follow-up. AFMC SCM-R Activity personnel will work AWP backorder and input status in the applicable ILS-S.

4.3.7.6. SPRAM AWP. Process a material Return (see **Para 6.2.1**) and issue for in-house repair (see **Para 5.2.2.3.5**)

4.3.8. **Management of Product Quality Deficiency Report (PQDR) items.**

4.3.8.1. Purpose: To explain management of PQDR items. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123. For PQDR return procedures refer to **Sec. 6B, Returns** of this manual.

4.3.8.2. General Management of PQDR Item Procedures. LRS/Materiel Management activities will follow procedures outlined in TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution* and the proper storage and handling requirements outlined below.

4.3.8.2.1. Holding Period. PQDR assets will be held IAW T.O. 00-35D-54 USAF Deficiency Reporting, Investigation, and Resolution. Update the unserviceable detail document number in the ILS-S to reflect this date; see AFH 23-123 for DIFM Status/Location update procedures. PQDR monitors will maintain close contact with maintenance to ensure disposition instructions are received.

4.3.8.2.2. Storage Location. Store PQDR assets in a clearly marked area separate from normal operating stock. Ensure all condition tags and documentation are attached to the item and assign a warehouse location.

4.3.8.2.3. Suspense File Folders. Suspense jacket files will be maintained for each PQDR asset. This folder will contain a copy of the initial deficiency report and will be labeled with the following: report control number, stock number, unserviceable

detail document number, and initials of individual placing the item in its applicable location. The file folders will also contain the documentation if held past the initial 30 day period. Once disposition instructions are received, these will also be filed in the folder. Suspense jacket files will be maintained in deficiency report number sequence. Both an open and closed file will be maintained. Once disposition instructions are received and actions taken, move the suspense jacket file from the open to the closed file. The closed folders will be maintained IAW the file plan.

4.3.8.2.4. Verify Current Due-In From Maintenance (DIFM) Status/Location. LRS/Materiel Management activities will monitor status of PQDR assets using the Repair Cycle Management listing. Procedures for updating DIFM status/location can be found in **Para 4.3.3** of this manual.

4.3.9. Base Contract Maintenance.

4.3.9.1. Purpose: To explain the management of base contract maintenance items. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.3.9.2. General Management of Base Contract Maintenance Procedures. LRS/Materiel Management activities will follow the procedures outlined in Base Contract Maintenance in AFH 23-123, Vol 2, Pt 1, Ch 4.

4.3.10. Calibration Repair and Return (CRR).

4.3.10.1. Purpose: This procedure covers the return, receipt, and evacuation of items for CRR. It also presents procedures for processing CRR documents for input/output, requisitions, and termination of accountability. Special instructions for Non-MILSTRIP shipments for Test Measurement Diagnostic Equipment (TMDE) items to an off-base support Precision Measurement Equipment Laboratory (PMEL) are also covered.

4.3.10.2. Off-Base Calibration/Repair/Return. At times, property must be sent to off-base locations for calibration/repair and return. Vendors, contractors, and calibration/repair activities (with the exception of the calibration/repair activities at the computer support base) are considered off-base. LRS/Materiel Management Activity procedures for processing property for calibration/repair and return are outlined below. These procedures do not apply to AFMC-managed XD/XF items, except when directed to return them directly to the contractor under warranty programs. **Note:** Do not use these procedures to ship small arms (CIC N or 4) under any conditions.

4.3.10.2.1. These procedures document the movement of property from the customer through the ILS-S and back to the customer without charging O&M funds.

4.3.10.2.2. Inputs to System. Inputs to the system must contain project code 440, PACER SHELL. This project code identifies equipment and materiel not on a maintenance scheduling and control system.

4.3.10.3. Return of Equipment for Calibration, Repair, and Return.

4.3.10.3.1. Tagging of Equipment. The custodian will ensure equipment is properly tagged with an AFTO Form 350 and the tag is clearly marked CALIBRATION/REPAIR AND RETURN.

4.3.10.3.2. Requesting Preparation for Repair and Return of equipment. The custodian will contact the EAE to request preparation of a repair and return (TRIC RAR) input.

4.3.10.3.2.1. Preparing the Repair and Return Input Document. EAE will prepare a repair and return (TRIC RAR) input document. The document number for equipment will be the existing authorized/in-use detail document number, with activity code E and the current date entered in positions 36-39. If no authorized/in-use detail record exists, then the document number will be the next available number from the control register (but the activity code must be E). See Calibration/Repair and Return Request in AFH 23-123, Vol 2, Pt 1, Ch 4 for document and input transaction format.

4.3.10.3.2.2. Preparing the RAR Input Document for EMC-1 Items. For EMC-1 items an activity code P will be automatically assigned by the program if no authorized/in-use detail is loaded. This ensures that the due-out detail record is established with an activity code P. The prepared RAR may be input through any terminal or the RPS/main system. See Calibration/Repair and Return Request in AFH 23-123, Vol 2, Pt 1, Ch 4 for document and input transaction format.

4.3.10.4. Return of Expendable Items (Except For AFMC Managed XD/XF) for Calibration, Repair, and Return.

4.3.10.4.1. Cleaning and Tagging. The user will ensure that the item is clean and properly tagged.

4.3.10.4.2. Requesting Preparations for Repair and Return. The user will contact Customer Support and request preparation of a repair and return (TRIC RAR) input.

4.3.10.4.3. Preparing the RAR Input Document. Customer Support will prepare a repair and return (TRIC RAR) input document (see Calibration/Repair and Return Request in AFH 23-123, Vol 2, Pt 1, Ch 4). The document number will contain activity code P. The prepared RAR may be input through any terminal or the RPS/main system.

4.3.10.5. Record Reversal and Correction Unauthorized. Record Reversal and Correction of TRIC RAR is not authorized. If, for any reason, the RAR was processed with invalid data, then do the following:

4.3.10.5.1. Prepare and process a receipt (TRIC REC). Use TEX code 2 and the due-out document number created by the erroneous input in positions 60-73. (See AFI 24-203 for additional information on REC processing.)

4.3.10.5.2. Find and destroy the AOE that was produced for routing to the repair base.

4.3.10.5.3. If the AOE has already been sent to the repair base, tell the repair base to process a TRIC DOC to cancel the lateral due-out.

4.3.10.6. Special instructions for the movement of Non-MILSTRIP Shipments of TMDE.

4.3.10.6.1. These instructions apply to the movement of TMDE items, commonly referred to as Precision Measurement Equipment (PME), to an off-base support PMEL, to include Air Force Metrology Calibration Detachment when calibration, repair and return of the same items are required (TO 00-20-14, *Air Force Metrology and Calibration Program*).

4.3.10.6.2. These items are not to be processed through supply channels.

4.3.10.6.3. In certain circumstances, shippers may have an official need to move DoD materiel outside of normal MILSTRIP procedures. In those situations, the shipper provides authority for movement and is responsible for the integrity of the shipment.

4.3.10.6.4. All non-MILSTRIP shipment requests will be tendered to the Transportation Officer (TO) on DD Form 1149, *Requisition and Invoice/Shipping Document*. The shipper must also provide written authority for movement when requested by the TO.

4.3.10.6.5. Instructions for the completion and distribution of DD Form 1149 are provided in AFI 24-203.

4.3.10.6.6. The distribution activity will receive DD Form 1149 from maintenance/equipment custodian/PMEL and assign transportation priority. Entries on DD Form 1149 will be checked for accuracy and a signature in block 19 with a receipt copy to delivery personnel. The transportation activity will verify DD Form 1149 documentation and package(s) to be shipped, and process the shipment as prescribed in applicable directives.

Section 4D—Time Change Items

4.4. Time Change Items.

4.4.1. **Time Change Duties.**

4.4.1.1. Purpose: This section will outline the duties of the Time Change Manage in the Flight Service Center (FSC). For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.4.1.2. Manages time change items for the base by completing the following actions:

4.4.1.2.1. Obtain a forecast list from maintenance monthly.

4.4.1.2.1.1. Segregate new requirements from existing requirements.

4.4.1.2.1.2. For new requirements:

4.4.1.2.1.2.1. Ensure the item is currently on backorder. If there is not a backorder in the ILS-S have the customer place a demand on the system for the part.

4.4.1.2.1.2.2. Validate the backorder has positive status in the IT system. If there is no positive status forward a request to Customer Support to obtain information from AFMC SCM-R Activity.

4.4.1.2.1.3. For existing requirements:

4.4.1.2.1.3.1. Reconcile the forecast list with maintenance.

4.4.1.2.1.3.2. Reconciliation will consist of 100% validation of existing due-outs, complete physical inventory of all issued time change items, and "Mark For" changes/validity.

4.4.2. Maintain Supporting Documentation.

4.4.2.1. Purpose: This section will list what documents need to be filed. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

4.4.2.1.1. FSC will file and maintain all documentation that pertains to time change items for 1 year. Documentation must be part of file plan.

4.4.3. Time Change Out-Of-Warehouse Inventory and Reconciliation.

4.4.3.1. Purpose: This section will give direction on how to conduct a warehouse inventory and reconciliation. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123

4.4.3.1.1. The following actions will be taken to complete a Time Change Reconciliation:

4.4.3.1.1.1. Retrieve a current DIFM listing from the AF Portal reports page.

4.4.3.1.1.2. Schedule an appointment with the DIFM monitor.

4.4.3.1.1.3. Match each line item on the DIFM listing with each asset in the possession of the DIFM monitor.

4.4.3.1.1.3.1. Validate/verify the national stock number, document number, mark-for, DIFM location, DIFM status, and quantity (multiple DIFM flags).

4.4.3.2. If out of balance discrepancies exist (missing assets) process a Special Inventory Request Input IAW Special Inventory Interrogation Input (1GP) in AFH 23-123, Vol 2, Pt 1, Ch 5.

4.4.3.3. If minor discrepancies exist inform the custodian and have them notify base DIFM Manager upon completion of corrective action.

4.4.3.4. Follow-up on discrepancies weekly until resolved.

Chapter 5

DELIVERY OF MATERIEL

Section 5A—Overview

5.1. Overview. This chapter outlines AF guidance to accomplish supply chain materiel management processes associated with the delivery of materiel. These processes include Order and Requisitioning; Physical Asset Management; Equipment Management; Document Control and Detail Records, Record Reversal and Correction, Physical Inventory and Inventory Adjustments; SPRAM; Inspection and Related Operations; and Materiel Disposition in DLM 4000.25-1, *Military Standard Requisitioning and Issue Procedures (MILSTRIP);* DLM 4000.25-2, *Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP);* DLM 4000.25-6, *Department of Defense Activity Address Directory (DoDAAD) (Activity Address Code Sequence);* DoD 4140.1-R, and DoD 4140.27-M are reference sources for this chapter.

Section 5B—Ordering and Requisitioning.

5.2. Ordering and Requisitioning.

5.2.1. **Customer Issue Request and Processing.**

5.2.1.1. Purpose: To explain the customer issue request procedures process. For policy specific requirements, review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.2.1.2. General Discussion: Most maintenance issue requests are processed directly from an external maintenance IT system (i.e., IMDS and G081). Processing instructions for those systems can be found in the applicable system handbooks. Customers requiring the LRS/Materiel Management Activity to directly input issue requests in the ILS-S will submit issue requests to the Customer Support. Various forms used to submit customer requests for materiel include: AF Form 2005*;* DD Form 1348-6*;* AF Form 601, *Equipment Action Request;* and AF Form 1445, *Materials and Equipment List.* Under certain circumstances, spreadsheets may be more practical than individual AF Forms 2005. However, all processing requirements that apply to the AF Form 2005 equally apply to the spreadsheet. Note: For special type items and conditions, follow these procedures and the applicable steps identified in **Para 5.2.2**.

5.2.1.3. The LRS/Materiel Management Activity will take the following actions for customer issue requests:

5.2.1.3.1. Process customer request IAW with Expendable Item Customer Issue Request (ISU) Transaction Format and Documentation Requirements in AFH 23-123, Vol 2, Pt 1, Ch 5. Priority orders a typically ordered as "fill or kill".

5.2.1.3.1.1. If the customer request is killed:

5.2.1.3.1.1.1. Contact the requestor to determine backorder priority.

5.2.1.3.1.1.1.1. If requestor desires to backorder asset MICAP, see **Para 5.2.4**

5.2.1.3.1.1.1.2. If requestor desires to backorder other than MICAP, process

backorder IAW Customer Backorders in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.1.3.2. For Non-Expendable equipment item customer requests, the Equipment Accountability Element (EAE) will:

5.2.1.3.2.1. Verify if equipment accountability is necessary.

5.2.1.3.2.2. For accountable (ERRCD NF(*)/ND(*) assets issues:

5.2.1.3.2.2.1. Assign activity code E and process IAW Non-Expendable Item Customer Issue Request (ISU) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5**.**

5.2.1.3.2.2.1.1. Load item code U or M respectively to the authorized/in-use detail record prior to issuing an unsatisfactory substitute or multiple component substitute instead of an authorized item, see Equipment Management File Maintenance: FCI Load in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.1.3.3. For Non-Accountable Equipment Item Issues.

5.2.1.3.3.1. Assign activity code P and process IAW Non-Expendable Item Customer Issue Request (ISU) Transaction Format and Processing Instructions in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.1.3.4. Input transaction and review output reject/management notice for further action:

5.2.1.3.4.1. If asset issued, ensure transaction output processed to the applicable warehouse.

5.2.1.3.4.2. If transaction rejected, see 316 REJ Authority For Issue Flag Blank or Invalid in AFH 23-123, Vol 2, Pt 2, Ch 7 for corrective action and re-input transaction.

5.2.2. Customer Issue Request and Processing of Special Type Items and Conditions.

5.2.2.1. Purpose: To explain how to prepare and process customer issue requests for special type items and conditions. For policy specific requirements, review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.2.2.2. General Discussion: There are numerous categories of items and circumstances where normal (automated) ILS-S issue procedures do not apply. Examples include: reduced price items; health hazard items; forms; local manufacture items; non-stock listed items; and rubber stamps that require special issue procedures. Also, under certain circumstances, customers may request issue of unserviceable items managed on ILS-S unserviceable detail (R920) records. When requested, special issue procedures and coding are required.

5.2.2.3. The following actions will be performed for each condition. See Special Type Items and Conditions in AFH 23-123, Vol 2, Pt 1, Ch 5 for transaction specific input formats.

5.2.2.3.1. Transient Aircraft Item Issues

5.2.2.3.1.1. Foreign Government Aircraft. Process issues according to AFI 25-

301, *Acquisition and Cross-Servicing Agreements*.

5.2.2.3.1.1.1. This section provides materiel management procedures for international cross-servicing of Not Mission Capable (NMC) aircraft using Acquisition and Cross Servicing Agreement (ACSA) authority. Under ACSA, logistic support exchanges are voluntary and at the discretion of the MAJCOM and installation/unit providing or receiving support. Each request is considered on a case-by-case basis, evaluated for legal authority, capability to support, and the supporting entity's mission impact if the request is supported. This section provides instructions concerning the authority to exchange logistics support with international partners for the purpose of recovering NMC aircraft.

5.2.2.3.1.1.1.1. The ACSA program is implemented using AFI 25-301 and is administered by each MAJCOM, NAF or AFFOR Logistics Plans function, normally residing within the A4R division. ACSA should never be confused with Foreign Military Sales (FMS) processes and procedures because it is a separate and distinct authority. In its most basic form, ACSA is a commander's tool to procure, provide, or exchanges logistical support in emergent situations, such as, providing supply assets to an eligible international nation or organization to recover their NMC aircraft.

5.2.2.3.1.1.1.2. LRS/Materiel Management Activity and/or maintenance commanders must seek guidance on ACSA exchange approval from their MAJCOM, NAF, or AFFOR A4R ACSA program manager before supporting international support requests. The HHQ ACSA program manager will coordinate the approval with appropriate agencies and if approved, provide the supporting unit with an ACSA form and instructions on how to proceed.

5.2.2.3.1.1.1.2.1. MAJCOMs have the option to delegate ACSA exchange approval authority to local commanders.

5.2.2.3.1.1.1.3. As part of the approval process, the HHQ ACSA manager, in coordination with the providing unit(s) will ensure:

5.2.2.3.1.1.1.3.1. The requesting nation is ACSA eligible.

5.2.2.3.1.1.1.3.2. The asset being provided or exchanged is authorized under ACSA authority.

5.2.2.3.1.1.1.3.3. Any negative mission impacts of providing support are minimal.

5.2.2.3.1.1.1.4. An ACSA Mutual Logistics Support (MLS) order form completed and authorized by the HHQ ACSA manager is required to proceed with providing provisions of supply assets to international partners.

5.2.2.3.1.1.2. Materiel management guidance.

5.2.2.3.1.1.2.1. Having gained ACSA transaction approval, one of two materiel management procedures is used depending on the overall management concept of the asset(s) provided: contracted or non-

contracted/organic item management.

5.2.2.3.1.1.2.2. Contractor Inventory Control Point (CICP) managed items.

5.2.2.3.1.1.2.2.1. When the asset is repairable (DIFM asset), the requesting nation must agree to immediately exchange the unserviceable part for the issued serviceable part.

5.2.2.3.1.1.2.2.2. When the above conditions are met, the most appropriate maintenance organization will order the part on their supply account. If the requirement is actually loaded in a maintenance system with a valid job control number (JCN), requisitions will be processed in the appropriate maintenance system with an activity code "J" document number. If there is no maintenance system JCN, the requisition will be processed directly with the LRS/Materiel Management Activity using the ILS-S under an activity code "X" document number. For either scenario, assets are ordered non-recurring, using the foreign aircraft tail number and nation/organization being supported as the "mark-for". The last two positions of the mark-for will be the ACSA country code. An example mark for would be "CC0006516ALWCA" (Tail CC00065, Unit 516 ALW, from Canada). In order to clear the DIFM detail, the unserviceable foreign part is immediately returned to the providing maintenance organization and turned in to LRS/Materiel Management Activity as unserviceable.

5.2.2.3.1.2. The following actions will be accomplished for all transient aircraft item issues.

5.2.2.3.1.2.1. Process issue transactions with shop code TA.

5.2.2.3.1.2.2. Process issue transaction with Demand Code N (Demand Code R may be used if requested item applies to regularly scheduled transient aircraft).

5.2.2.3.1.2.3. Input the appropriate SRD:

5.2.2.3.1.2.3.1. Enter AHX or XH4 for all non-AF military aircraft.

5.2.2.3.1.2.3.2. Enter AHX or XH4 for non-AMC commercial aircraft.

5.2.2.3.1.2.3.3. Enter AMZ or XMZ for AMC commercial aircraft.

5.2.2.3.1.2.4. Input the appropriate MAJCOM code:

5.2.2.3.1.2.4.1. Enter 49 for DoD Aircraft Other Than AF (Army, Navy, Marine.).

5.2.2.3.1.2.4.2. Enter 4B for FAA aircraft.

5.2.2.3.1.2.4.3. Enter 4C for other U.S. government aircraft.

5.2.2.3.1.2.4.4. Enter 40 for aircraft owned by military assistance countries.

5.2.2.3.1.2.4.5. Enter 42 for aircraft owned by the Royal Canadian Air Force.

5.2.2.3.1.2.4.6. Enter 43 for aircraft owned by the Royal Air Force United Kingdom.

5.2.2.3.1.2.4.7. Enter 45 for aircraft owned by the German AF.

5.2.2.3.1.2.4.8. Enter 46 for aircraft owned by other foreign countries.

5.2.2.3.2. TCTO Item Issues

5.2.2.3.2.1. For Time Change requests, process issue requests with:

5.2.2.3.2.1.1. The using activities organization and shop code (cannot use shop code "TO").

5.2.2.3.2.1.2. UJC AU, BU, or CU and delivery destination TCG.

5.2.2.3.2.2. For TCTO Item Issues.

5.2.2.3.2.2.1. Process customer issue requests for items requiring TCTO modification with materiel condition code D.

5.2.2.3.2.2.2. The following actions should be considered before processing customer issue requests:

5.2.2.3.2.2.2.1. Customer Actions. The customer determines if unmodified assets may be used, or if TCTO kits are available for modification. This action is performed by contacting the TCTO kit manager for review of the modification technical order (for applicability by end-item model number, completion dates, etc.) and kit availability.

5.2.2.3.2.2.2.2. LRS/Materiel Management Activity Actions. Customer Support personnel processes TCTO item issue requests with materiel condition code D if unmodified assets may be used. The Inspection function works with the responsible maintenance activity for item modification if needed when TCTO kits are available. Customer Support works with the base TCTO kit manager to determine the type of LRS/Materiel Management Activity action required to satisfy the issue request when TCTO kits are not available.

5.2.2.3.3. Nuclear Weapons Related Materiel (NWRM) Issues. All NWRM issue requests will comply with AFI 20-110, *Nuclear Weapons-Related Materiel Management*.

5.2.2.3.3.1. The Customer Support/After Hours support will:

5.2.2.3.3.1.1. Review the current NWRM authorization list to ensure the individual and/or organization ordering the asset is a valid recipient.

5.2.2.3.3.1.2. Provide the NWRM Transaction Control Center (NTCC) NSN, part number, issue document number, quantity, unit of issue, and applicable serial number(s) of the assets. The NTCC will lift freeze code "N" via Freeze Code Update processing, and notify the requesting LRS/Materiel Management Activity that the freeze code has been removed.

5.2.2.3.3.1.3. If asset is available, process the issue request with IEX D.

After successful processing, contact the NTCC to reload the freeze code “N”.

5.2.2.3.3.1.4. If asset is not available: process the backorder, contact NTCC to process a requisition and reload the freeze code “N”.

5.2.2.3.4. Continuous Length Items. When the issue request is for one continuous length of an item, assign requisition advice code 2N to the issue request. Customer Support personnel will query the ILS-S to see if the item record serviceable balance is equal to or greater than the input issue request quantity and process the request as follows:

5.2.2.3.4.1. Sufficient Continuous Length. If the quantity on hand in the ILS-S is equal to or greater than the input issue quantity, Customer Support personnel will contact warehouse personnel to verify that the quantity required is in one continuous length. Customer Support personnel will process the issue transaction with the quantity requested.

5.2.2.3.4.2. Insufficient Continuous Length. If the quantity on hand is less than requested, or not in a continuous length, process the issue transaction with TEX Z to bypass on-hand stock and requisition the appropriate continuous length.

5.2.2.3.5. Contract Maintenance/In-House Repair for items in stock. Prepare and process the issue transaction using activity code C, demand code N, the organization code established for contract maintenance or the LRS/Materiel Management Activity organization code (as determined locally), and shop code CM.

5.2.2.3.6. Free Issue Items.

5.2.2.3.6.1. All customer issue requests for free issue of GSD assets must be approved by the LRS CC/AO before processing with TEX code D. Customer Support will be responsible for ensuring free issue criteria are met before approval is given. See AFI 23-101, Sec. 2C, Financial Management for GSD free issue criteria. and for the policy regarding free issue of CSAG-Supply items with TEX R.

5.2.2.3.6.2. Customer Support sends the free issue output document to LRS/Materiel Management Activity Funds Management/SMAG Liaison for his/her initials on the face of the output document before physical issue of the property.

5.2.2.3.6.2.1. If approval was not received prior to processing, and the SMAG disapproves the issue, the SMAG manager will contact the LRS/Materiel Management Activity to have the transaction record reversed and reprocessed with the appropriate funding.

5.2.2.3.6.3. Equipment items (ERRCD codes ND(*) and NF(*) with alpha budget codes are considered free issue to EAID reporting customers with the exception of special projects and Depot Procured Equipment Maintenance (DPEM).

5.2.2.3.7. Reduced Price Item Issues.

5.2.2.3.7.1. All requests for reduced price item issues are at the option of the LRS CC/AO. If approved, the issue request transaction will be processed with TEX %

and the applicable discount percentage (01 through 99) granted by the LRS CC/AO in positions 62-63. See Transaction Exception Code in AFH 23-123, Vol 2, Pt 1, Ch 5 for more information concerning TEX % procedures. Reduced price requested items must contain a serviceable balance greater than zero or the issue request will be killed. Additionally, the base requisitioning objective for the item must be zero which indicates an inactive item. All reduced price issue transactions will be processed as non-recurring (demand code N) so demand data is not updated.

5.2.2.3.7.2. Repair Cycle Item Initial Issues.

5.2.2.3.7.3.. The requesting organization will submit complete written justification for initial issue of repair cycle assets to the Materiel Management Flight OIC or Superintendent for review and approval/disapproval. **Note:** Guidelines for submitting justification letter for budget code 8 items are in AFI 23-101, Sec. 2C, Financial Management. See Non-Expendable Item Customer Issue Request (ISU) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5, for processing procedures for initial issue of SPRAM assets.

5.2.2.3.7.4. Send approved initial issue requirements to Customer Support for preparation and processing of the initial issue request. See Non-Expendable Item Customer Issue Request (ISU) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for processing instructions.

5.2.2.3.8. Issue of Items Frozen for Inventory.

5.2.2.3.8.1. Customer Support personnel will:

5.2.2.3.8.1.1. Contact warehouse personnel to verify property is on-hand to support issue request.

5.2.2.3.8.1.1.1. If asset is not available:

5.2.2.3.8.1.1.1.1. Contact customer to determine if MICAP condition exists. See **Para 5.2.4** if MICAP condition is determined.

5.2.2.3.8.1.1.1.2. If MICAP condition does not exist, hold transaction in suspense file until notified that item record is unfrozen and normal in-line processing can be completed.

5.2.2.3.8.1.1.2. If asset is available:

5.2.2.3.8.1.1.2.1. Prepare an off-line issue document (DD Form 1348-1A or equivalent) and forward it to the applicable warehouse function for issue to the requesting activity. Mark the issue document to reflect that the asset is frozen for inventory.

5.2.2.3.8.1.1.2.2. File the issue request in a suspense file until advised by Inventory personnel of the method and time the manual issues will be processed.

5.2.2.3.8.1.2. Review and take action on all management notices and rejects output during processing.

5.2.2.3.8.1.3. Other Documents. Hold all other documents rejected as a result of inventory action in suspense until notified by Inventory personnel that the inventory is complete.

5.2.2.3.9. Local Manufacture Item Issues. The normal procedure for requesting a locally manufactured item is for the requesting activity to submit the request through the LRS/Materiel Management Activity. However, there are situations where the locally manufactured item does not have to be processed through the LRS/Materiel Management Activity. The following paragraphs explain the procedures for both situations.

5.2.2.3.9.1. Local Manufacture of Items Requiring LRS/Materiel Management Activity Processing.

5.2.2.3.9.1.1. The requesting activity submits the requirement to the LRS/Materiel Management Activity on AF Form 2005 or DD Form 1348-6 (with necessary drawings) for non-stock numbered items. Drawings or examples of the locally manufactured items need not accompany the DD Form 1348-6 or the AF Form 2005 when the remarks blocks contain a statement that the manufacturing activity currently possesses the necessary documents. In other words, this is not the first request for the item. Normal issue/stock control procedures will apply.

5.2.2.3.9.1.2. Items Coded Field Manufacture (FM). The following actions are taken to request local manufacture items coded FM:

5.2.2.3.9.1.2.1. If the locally manufactured item is beyond base maintenance capability to manufacture, maintenance personnel return the work order request with the reason for non-manufacture to the LRS/Materiel Management Activity. LRS/Materiel Management Activity personnel will cancel the local manufacture due-in detail record and assign requisition exception code 2. See Requisition Exception Codes in AFH 23-123, Vol 2, Pt 1, Ch 5 for requisition exception code processing instructions.

5.2.2.3.9.1.3. Items not coded field manufacture (FM). The following action is taken to request the local manufacturing of items not coded FM:

5.2.2.3.9.1.3.1. The using activity sends the request to Customer Support. If the item is not stock listed, Customer Support personnel identify the requested item and assign an ERRCD and a locally assigned stock number. If the item is identified as an accountable equipment (activity code E) item, the request is sent to the customer for preparation of AF Form 601/AF Form 2005 before issue processing in the ILS-S.

5.2.2.3.9.1.3.2. For stock listed budget code 9 DLA items, contact AFMC SCM-R Weapons System Support Activity to process Demand History Adjustment transaction.

5.2.2.3.9.1.3.3. If the request is not for an equipment item, LRS/Materiel Management Activity personnel processes the issue request as memo (TEX 7) and prepares a special requisition transaction to complete requisitioning.

Additionally, they will prepare a DD Form 1348-1A (eight copies) and send all copies to the appropriate maintenance Production Control activity.

5.2.2.3.9.1.4. BCE locally manufactured items. The following actions are performed when the BCE is tasked to locally manufacture requested items:

5.2.2.3.9.1.4.1. The requesting organization submits the request to Customer Support on AF Form 332, *Base Civil Engineer Work Request* and AF Form 2005 or AF Form 601 (Equipment) as applicable. Additionally, non-stock numbered items require a DD Form 1348-6 with all necessary drawings attached. If local manufacture by the BCE is appropriate, Customer Support Liaison establishes a memo backorder (due-out) with TEX 7 and processes a special requisition transaction to complete ILS-S processing. See Special Requisition (SPR) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for special requisition transaction instructions.

5.2.2.3.9.1.4.2. The requesting organization then submits the DD Form 1348-1A and AF Form 332 to the BCE for approval of local manufacture. If the AF Form 332 is approved, the item is locally manufactured and delivered to the Cargo Movement Section with the DD Form 1348-1A. Normal receipt and issue processing applies.

5.2.2.3.9.2. Local Manufacture of Items Not Requiring LRS/Materiel Management Activity Processing.

5.2.2.3.9.2.1. If the item is needed to satisfy an internal maintenance requirement, the Maintenance Group Commander may authorize local manufacture of the item without processing the request through the LRS/Materiel Management Activity if it is coded as a field level locally manufactured item When this option is used, paperwork does not have to be processed through the LRS/Materiel Management Activity and no demand may be placed on the LRS/Materiel Management Activity.

5.2.2.3.9.2.2. If the item is needed to satisfy an internal BCE maintenance requirement, and equipment accountability (activity code E) is not applicable, the LRS/Materiel Management Activity will annotate the AF Form 332 in Block 31 with a statement indicating the item is not available through the ILS-S and that no further processing through the LRS/Materiel Management Activity is required. The request will then be returned to the BCE.

5.2.2.3.10. Liquid Oxygen (LOX)/Liquid Nitrogen (LIN)/Deicing Fluid Issues.

5.2.2.3.10.1. Generating Backorders (Due-Outs) for LOX/LIN/Deicing Fluid. When LOX/LIN/deicing fluid stocks require replenishment, LGRF personnel process an issue request transaction or notify AFMC SCM-R Stock Control Activity of their requirements. The notification will include a minimum of: quantity, required delivery date (RDD), priority, and the using organization code. If LOX/LIN and deicing fluid products are being ordered for more than one organization, the quantity for each organization will be specified in the notification. See Transaction Exception Code in AFH 23-123, Vol 2, Pt 1, Ch 5 for LOX/LIN and deicing fluid issue transaction format and processing

procedures.

5.2.2.3.10.2. The issue will be processed with TEX 7 to establish a memo backorder (due-out). If only one organization consumes the product, process the issue transaction against the using organization code. If more than one organization consumes the product, process an issue transaction for each organization code, in proportion to historical consumption as determined by the LGRF.

5.2.2.3.10.3. Backorder Requisitioning. After the memo (TEX 7) backorder is established, process a special requisition transaction for the total due-out quantity. See Special Requisition (SPR) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for special requisition transaction processing.

5.2.2.3.10.3.1. At bases where a blanket purchase order is used the LRS/Materiel Management Activity will advise the Base Contracting Office of the priority, quantity, requisition number, and required delivery date (RDD) required.

5.2.2.3.11. Non-Medical Materiel Issues.

5.2.2.3.11.1. The medical materiel manager is responsible for requesting non-medical supply items for which the LRS/Materiel Management Activity has a stock level or serviceable balance, from the LRS/Materiel Management Activity.

5.2.2.3.11.2. Requisition Processing. Process all centrally procured non-medical equipment requisitions (ERRCD codes ND(*) and NF(*) through the LRS/Materiel Management Activity, with the exception of vehicles.

5.2.2.3.11.3. Base Funded Equipment. Base funded non-medical equipment requests are requisitioned by the medical materiel activity directly from the source of supply if the medical materiel manager verifies that the equipment is not available from the LRS/Materiel Management Activity.

5.2.2.3.12. Other Type Account Item Issue Requests.

5.2.2.3.12.1. Return customer issue requests for items managed by other than LRS/Materiel Management Activities to the customer/organization and indicate the appropriate source for submission.

5.2.2.3.13. Personnel Parachute Issues. Process customer issue requests for complete personnel parachutes as locally manufactured items. Personnel parachutes are not normally stocked by the LRS/Materiel Management Activity in an assembled/built-up condition.

5.2.2.3.14. Safety Glasses Item Issues.

5.2.2.3.14.1. The customer submits issue requests for non-prescription safety glasses directly to the LRS/Materiel Management Activity. The customer submits issue requests for prescription safety glasses directly to the base medical facility IAW AFI 41-209, *Medical Logistics Support,* Ch 4.

5.2.2.3.15. Small Arms (Repair Parts) Item Issues.

5.2.2.3.15.1. A locally assigned issue exception (IEX) code will be established for customer issue requests of small arms repair parts. See Special Type Items And Conditions in AFH 23-123, Vol 2, Pt 1, Ch 5 for more information. The IEX ensures these items are only issued to authorized organizations.

5.2.2.3.16. Utility (Gas/Electric/Water) Item Issues.

5.2.2.3.16.1. Equipment requiring connection to electric, gas, or water utilities and/or requiring modification or alteration of real property or facilities are of major concern to the BCE. Coordinate with BCE before requesting, authorizing, or procuring equipment items which may ultimately require BCE support.

5.2.2.3.17. Unserviceable Item Issues:

5.2.2.3.17.1. Process customer issue requests for unserviceable items located on unserviceable detail records using the issue from detail transaction IAW Special Requisition (SPR) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.2.3.17.1.1. Activity code C or P must be used for issue requests for unserviceable equipment items.

5.2.2.3.18. Bench Mockup Items.

5.2.2.3.18.1. Budget code 8 repair cycle (ERRCD XD2/XF(*)) item issues will be free issued (TEX D). Notify the ALC Manager for approval of the items that will be free issued. The ALC Manager will in turn notify HQ AFMC/A4F.

5.2.2.3.18.2. **(DELETED)**

5.2.2.3.19. Organizational and Provisional Flags, Flagstaffs, Guidons, Emblems, and Streamers.

5.2.2.3.19.1. Requesting organizations will submit DD Form 1348-6 to the LRS/Materiel Management Activities to obtain document number for off-line requisition submission.

5.2.2.3.19.2. The requesting organization will submit the DD Form 1348-6 to the 311 HSW/YACL-PA as described in AFI 34-1201, *Protocol*.

5.2.2.3.20. Visual Information Software and Commercial Production Films. The Base Audiovisual Services unit processes all requests for audiovisual software, that is, commercially produced films or video cassettes. See AFI 35-109, *Visual Information*, for more information. These items will not be procured through retail Materiel Management Activity channels. **Note:** FL**** library Stock Record Account Numbers (SRANs) may requisition mission-essential and general or recreational films and video cassettes through library central procurement channels or the Base Contracting Office (BCO). See AFI 34-270, *AF Library and Information System (AFLIS)* for more information.

5.2.2.3.21. Automotive Tires. IAW AFI 24-302, *Vehicle Management* when economically feasible, Vehicle Management will order tires from DLA via the ILS-S for direct vendor delivery. Mission essential requirements (01-08) will be processed with the RDD in positions 62-64. Normal materiel management actions apply to these

requisitions if activities fail to enter the required data. Priority 09-15 requisitions will be processed to DLA in the normal manner. return

5.2.2.3.22. Base Closure Items. The following procedures apply to requisitions from LRS/Materiel Management Activities undergoing base closure action. The AFMC SCM-R Weapons Systems Activity will oversee the automated mission change/base closure detail transfer. They will ensure all necessary actions have been taken by the AFMC SCM-R Stock Control Activity and LRS/Materiel Management Activity.

5.2.2.3.22.1. Losing LRS/Materiel Management Activity will coordinate with maintenance activities on all back orders to determine which items should be transferred. LRS/Materiel Management Activity will process necessary transaction in the ILS-S, leaving only valid mission impacting due-outs requiring transfer. Losing LRS/Materiel Management Activity will forward due-outs requiring transfer, gaining unit SRAN, and organization & shop codes to the AFMC Weapons Systems Activity.

5.2.2.3.22.2. The AFMC Weapons Systems Activity will process 1TOs and ensure that the DIC 99S are sent to the applicable base. They will resolve any rejects associated with DIC 99S. If the gaining base is an AFMC SCM-R supported base, AFMC SCM-R Weapons Systems Activity will coordinate with the gaining base to ensure valid due-outs have been established and will link the pushed due-ins. If the gaining base is not a AFMC SCM-R supported base, the Weapon System Manager is responsible for ensuring valid due-outs have been established and linkage of pushed due-ins.

5.2.2.3.22.3. For Equipment Items refer to **Para 5.4.28**.

5.2.2.3.23. Books, Periodicals (Magazines and Newspapers), and Other Printed Materials (FSC 76) and FL Library Account Items.

5.2.2.3.23.1. General Procedures. The retail Materiel Management Activity will not requisition printed forms, publications, charts, and decals, and other similar items which are subject to central administrative or numbering controls.

5.2.2.3.23.2. Requisitions by the FL(****) Library Account. Stock Record Account Number FL(****) library accounts will requisition all FSC 7610 non-stock listed or non-cataloged commercial books and pamphlets, and all FSC 7630 commercial newspapers and periodicals. The FL(****) library account also requisitions general or recreational commercial publications such as books for rent or lease, recreational fiction and nonfiction books, magazines, audiovisual materials, etc., and all publications and materials used by the public. See AFI 34-270 for more information.

5.2.2.3.23.2.1. Request format. All organizational or office requests for printed materials must contain a mission essentiality statement signed by the organization commander or designated representative.

5.2.2.3.23.2.2. Funding. The FL(****) library account will support all commercial publications necessary to support the mission with appropriated funds.

5.2.2.3.23.2.3. Exceptions to normal FL(****) library account requisitions. The base activity designated to order, stock, and issue Defense Mapping Agency (DMA) products will requisition FSC 7640 cataloged maps, atlases, charts, and globes. This same base activity will also requisition other maps, charts, flight information publication (FLIPS), air target materiel, point positioning data, and geodetic products. See AFI 14-205, *Geospatial Information and Services (GI&S)* for more information.

5.2.2.3.23.2.3.1. Requisitioning Methods for Mapping Products. Customers requisition mapping products through Defense Logistics Agency, Aviation: **http://www.aviation.dla.mil/rmf**/.

5.2.2.3.23.2.4. Federal Supply Class (FSC) 7650. LRS/Materiel Management Activity will requisition FSC 7650 cataloged and noncataloged drawings, specifications, operation and repair manuals, etc., previously furnished with new equipment from the equipment manufacturer.

5.2.2.3.23.2.5. Federal Supply Class (FSC) 7660. LRS/Materiel Management Activity will requisition FSC 7660 cataloged and non-cataloged sheet and book music with one exception: The organization responsible for AF bands will requisition sheet and book music directly from Base Contracting.

5.2.2.3.23.2.6. Federal Supply Class (FSC) 7690. Normally, FSC 7690 cataloged and noncataloged miscellaneous printed labels and decals are requisitioned by LRS/Materiel Management Activity. However, if any of the following exceptions apply, the requesting organization must requisition the materials through the Information Management (IM) activity. Exceptions to the above includes labels or markings required for equipment items which are not listed in technical orders, non-standard markings, and items required for local applications or used by a single MAJCOM.

5.2.2.3.23.3. Legal Books and Periodicals. Use the Law Book Procurement Office of the Office of the Judge Advocate General to requisition legal books and periodicals, including WAPS study materials (AFI 51-105, *Automated Legal Information Services and Library Systems).*

5.2.2.3.23.4. Medical Books and Periodicals. The FM(****) medical account will requisition medical books and periodicals for medical facilities and medical education.

5.2.2.3.23.5. Training Aids, Instructor Manuals, Practice Books, and Multiple Copies of Textbooks. The requesting organization will requisition training aids, instructor's manuals, practice books, multiple copies of textbooks, etc., for use in military and civilian education programs and religious activities directly from Base Contracting. See AFI 36-2306, *Voluntary Education Program*; and AFI 52-101, *Planning and Organization*.

5.2.2.3.23.6. Items for Self-Sustaining (Separately Funded) Units. The organization responsible for self-sustaining or separately funded activities, such as the Air National Guard (ANG) and AFRC units, will requisition library-type items directly from Base Contracting. See AFI 65-601,Vol 1 for more

information.

5.2.2.3.23.7. Professional Development Guide (PDG) and Specialty Knowledge Test (SKT) Guides. Publication distribution offices will requisition PDG and SKT guides to support the Weighted Airmen Promotion System (WAPS). See AFI 36-2605, *AF Military Personnel Testing System*; and AFI 36-2306.

5.2.2.3.24. Items Assigned a Local Unit of Issue (Dash One (-1) Stock Numbers). Items assigned a local unit of issue are identified by a dash one (-1) in positions 14 and 15 of the stock number. Items are normally assigned a local unit of issue when the basic stock number is purchased using a different unit of issue than customers require upon issue. For example, a basic stock number is ordered with a unit of issue of box (BX). However, customers only require issues of one (1) each (EA). In this situation, a -1 stock number would be established to allow issues of one each.

5.2.2.3.24.1. Requisitioning dash one (-1) stock numbers. Requisition (A0*) transactions should <u>not</u> be produced for -1 stock numbers. Depot cancellation action will occur if a -1 stock number is requisitioned to the source of supply. Therefore, ensure that all replenishment requisitions are produced for the basic stock number only. The -1 requirement can only be filled from the on-hand balance of the basic stock number.

5.2.2.3.24.2. Adjust demand data. Do not reduce the demand data on the -1 stock number unless a lower demand-based stock level is desired. Demand data must be retained to ensure a demand-based stock level is computed as required. **Note:** Demand data will be adjusted automatically when the ILS-S S01 program is processed.

5.2.2.3.25. Items Under Integrated Management. Items are placed under integrated management to alleviate problems incurred in forecasting unusual requirements for individual items required to support special programs or projects. These are non-repetitive in nature and cannot be predicted through the use of demand history or available program data. Additionally, these items have the greatest probability of materializing and resulting in the eventual submission of requisitions. This procedure is applicable to AFMC Air Logistics Centers, AFMC base support activities, and AF base level activities who become involved in these types of programs. Compliance with these procedures will permit a greater degree of responsive support for planned projects and programs, and can improve ICP effectiveness and enhance customer support.

5.2.2.3.25.1. Items under integrated management are requisitioned as follows:

5.2.2.3.25.1.1. Process a special requisition transaction to load the due-in detail. Demand Code P (Special Programs – Nonrecurring) will be used on the special requisition transaction format.

5.2.2.3.25.1.2. Prevent due-in cancellation. Either establish a due-out or be sure the special requirement indicator (SRI) R is used on the special requisition transaction. **Note:** The SRI R appears on the due-in detail. Due-out detail or due-in details containing SRI R will prevent the ILS-S from requesting cancellation on these requisitions.

5.2.2.3.26. Lumber and Other Wood Products. Lumber and other wood products coded for requisitioning from the DLA Land and Maritime may be locally purchased if the total value of the requisition is $2,500 or less. **Note:** There is no set dollar limit on lumber and other wood products coded for local purchase. For emergency lumber requirements not available locally, regardless of price, are processed dependent upon the FSC.

5.2.2.3.27. AF Broadcasting Service (AFBS) Items. Submit requisitions for AF Broadcasting Service (AFBS) items (project code SAR) to the Television-Audiovisual Support Activity (T-ASA), Sacramento Army Depot CA, RIC BS7. Submit requisitions for AFBS part-numbered items in message format using DIC A0E/A05. Include all information from the required DD Form 1348-6, Non-NSN Requisition (Manual), in the message. In addition, enter the T-ASA management control number (MCN), if known, in the remarks block of the message. Media and Status (M&S) code T will be entered in block 7 for all requisitions. This will ensure 100 percent supply and shipping status is furnished by T-ASA. After the message is prepared and released, enter the requisition into the ILS-S. After the requisition is entered, immediately process a supply status transaction input with status code BD (delayed), and with an EDD of 45 days from the date of the requisition number. **Note:** Do <u>not</u> use A0B/A02 procedures to requisition AFBS items.

5.2.2.3.28. Defense Logistics Agency (DLA) Vehicle Parts. The DLA Land and Maritime is an optional source for vehicle parts to Air Force vehicle management activities, and can supply repair parts for commercial vehicles to military activities within the continental United States and overseas. Bases may use DLA Land and Maritime as an alternate source of supply to obtain vehicle parts not available from local procurement. The DLA Land and Maritime provides vehicle parts to AF Support for both national stock number (NSN) and non-NSN items are provided. All vehicle part requisitions submitted to DLA Land and Maritime must have a project code assigned to align the requirement to the specific type of vehicle equipment supported. Applicable project codes are: JZO (Administrative Vehicles); JZC (Commercial Construction Equipment); and JZM (Materiel Handling Equipment).

5.2.2.3.28.1. Vehicle Part Requisitioning Process. Bases submit requisitions directly to DLA Land and Maritime (RIC equals S9C or SMS) with the correct JZ(*) project code. When the requisition is received, DLA Land and Maritime will provide supply status BZ indicating the requisition has been forwarded for action. If the requisitioned item is not included on the DLA Land and Maritime contract, the requisition will be canceled. Excluded items include: non-price listed items; tires; hazardous materials (batteries, flammables, etc.); extended cost exceeds $10,000.00; and 463L pallets and associated equipment.

5.2.2.3.28.2. DLA Land and Maritime Actions. Once the requisition is accepted by DLA Land and Maritime, supply status BM with RIC S9J or SMS is provided to advise that the requisition is being supported through DLA Land and Maritime. When the asset is shipped, supply status BV is provided.

5.2.2.3.29. Chemical Warfare Defense Equipment (CWDE). When Chemical Warfare Defense Equipment (CWDE) items are requisitioned, enter additional information on the output requisition (A0*) transaction as follows.

5.2.2.3.29.1. DLA Requisition Data Requirements. If the source of supply is the DLA Troop Support, RIC S9T or SMS, the priority designator in positions 60-61 must be 05, required delivery date (RDD) in positions 62-64 must be S24, and the requisition advice code in positions 65-66 must be 2L.

5.2.2.3.29.2. AFMC Requisition Data Requirements. If the source of supply is AFMC Air Logistics Complex (WR-ALC), RIC FLZ, the requisition must contain the applicable 6*-series requisition advice code.

5.2.2.3.30. Defense Logistics Agency Disposition Service (DLADS) Items. All items withdrawn from DLADS are processed in the ILS-S as free issue.

5.2.2.3.30.1. DLADS Withdrawal Authorization. The AO provides a letter to DLADS identifying the individuals authorized to authenticate requisitions for removal of assets from DLADS. This letter will include the base DODAAC), long line (mailing) address, telephone number, and full name and signature of individuals authorized to authenticate direct removal of DLADS items on behalf of the AO. **Note:** Non-Appropriated Fund (NAF) activities with their own DODAAC will submit appointment letters directly to the servicing DLADS. Property received by NAF activities from DLADS must be for administrative or other purposes from which no direct benefits will be realized by individuals (i.e., resale).

5.2.2.3.30.2. Withdrawing Materiel from DLADS. All property withdrawals from DLADS (regardless of the asset condition) must be for valid, documented official requirements. DLADS withdrawals are subject to the same criteria as requests from other DoD sources, i.e., all withdrawals must be properly accounted for and posted in the ILS-S. Local retail supply activities document and approve DLADS withdrawals for established customer or stock replenishment requirements. Exception: If the requested item is AFMC-managed (ERRCD XD2) and budget code 8, AFMC item manager approval must be obtained prior to physical withdrawal of the asset from DLADS. Item manager approval is necessary to ensure there is a valid AF requirement for the asset prior to withdrawal.

5.2.2.3.30.2.1. Manual (offline) requisition log. Customer Support maintains an offline (manual) requisition number log to manage withdrawals from DLADS. At a minimum, the log contains the customer's name, organization, office symbol, phone number, intended use of the property, document number, stock number, nomenclature, quantity, and a suspense date for a copy of the completed paperwork to be returned to Customer Support. If the suspense date has passed, Customer Support contacts the customer for resolution.

5.2.2.3.30.2.2. DLADS withdrawals for organizational requirements. DLADS withdrawals for organizational requirements must be for assets normally authorized for requesting organizations and specific customer

requirements. For audit purposes, base activities (other than NAF activities) must request all property (regardless of condition) located in DLADS through the retail Materiel Management Activity. The retail Materiel Management Activity ensures the requester is an authorized representative of the requesting organizational activity. Authorization for organizational DLADS withdrawal may be accomplished using any local approval procedure. For example, authorization letters from the unit commander, alpha rosters, or simply checking for valid identification may suffice. With few exceptions, organizational requests to withdraw property from DLADS must be established in the ILS-S to support valid customer requirements (due-out) and create audit trails for each DLADS withdrawal.

5.2.2.3.30.2.2.1. Establishing customer due-out. Items pending withdrawal from DLADS must be assigned a valid stock number in order to process the requirement through the retail Materiel Management Activity. Therefore, Customer Support will have a new item record load (FIL) transaction processed (if required). If DLADS has a locally-assigned stock number (non- NSN) identifying the item, a new FIL transaction is required to load the new stock number using an L-serialized number. Place the DLADS local number (from the DLADS screening sheet) and a short description of the item in the nomenclature field of the item record load. Once the item record is loaded, an issue transaction is processed in the ILS-S with TEX code H and the appropriate Demand Code (recurring vs. non-recurring). The issue transaction creates a memo due-out detail to the customer's organization. **Note:** This customer due-out detail may be established before or after customer visits the DLADS; however, normal due-in-from-maintenance (DIFM) controls and demand data update requirements apply. If an item in DLADS contains ERRCD XD2 or XF* (regardless of serviceability), it is placed under DIFM control unless the item will not be repaired or used for its original purpose. Items that will not be repaired or used for their original purpose may be processed, bypassing DIFM control, by using demand code I, J, K, L, or M, as appropriate.

5.2.2.3.30.2.2.2. Requisitioning procedures. When property required to fill the due-out requirement is available in DLADS, Customer Support processes a special requisition transaction with RIC JBR in positions 4-6, and J, K, or L in position 40, the supplying activity DODAAC in positions 45-50, and the due-out document number in positions 67-80. The JBR routing identifier code ensures property is released to the customer at no cost.

5.2.2.3.30.2.3. DLADS withdrawals for stock replenishment requirements. LRS/Materiel Management Activities may withdraw serviceable items from DLADS to fill stock replenishment requirements. In this situation, a customer due-out detail is not required. The special requisition transaction is processed with positions 67-80 blank.

5.2.2.3.30.2.4. DLADS Withdrawal of Accountable Equipment Items. Refer to **Para 5.4.11**

5.2.2.3.30.2.5. DLADS withdrawal of scrap materiel. If property identified as scrap is located in DLADS, automated DLADS withdrawal processing is not required. Customer Support Liaison personnel prepare DD Form 1348-1A requisition document using an offline requisition number. Place the word SCRAP in the stock number field. Mark the document "DO NOT POST," and ensure the customer returns a DLADS signed copy of the completed document to Customer Support.

5.2.2.3.30.2.6. DLADS withdrawal of material in batch lots. If DLADS has the required item in a batch lot, it is usually not necessary for the customer to withdraw the complete lot to obtain the needed item. If part of the batch lot is withdrawn, follow DLADS withdrawal procedures for individual item withdrawal. If the customer wants the entire lot, the DD Form 1348-1A requisition document must be processed as DO NOT POST. Customer Support Liaison personnel annotate the lot number in the stock number field on the DD Form 1348-1A document rather than identifying individual items by stock number. However, after withdrawal, the customer will return the entire batch lot to the retail Materiel Management Activity Inspection function for item identification and establishment of stock number records. If an item record is not loaded for an item included in a batch lot, a new item record load transaction is required to load the item in the ILS-S.

5.2.2.3.30.2.7. DLADS withdrawal requests for materiel managed by other type accounts. Requests for withdrawal of DLADS materials normally managed by other accounts, e.g., medical items in FSG 65, will not be processed through the ILS-S. Advise the customer to request the item through the appropriate submission source.

5.2.2.3.30.3. Organizations Geographically Separated From DLADS. When the retail Materiel Management Activity and requesting activity/organization are geographically separated from the DLADS, the AO may issue a block of DD Form 1348-1A requisition document numbers (with the stock number blank), to geographically separated units. This is intended to preclude multiple trips between the DLADS and the LRS/Materiel Management Activity and must be monitored carefully. LRS/Materiel Management Activity prepares the DD Form 1348-1A, leaving the stock number and nomenclature blank. The Materiel Management Officer furnishes instructions for the customer on what data are to be added after identifying the item selected.

5.2.2.3.30.3.1. Suspense log. Customer Support Liaison establishes a suspense log to reflect requisition document numbers assigned on all DLADS withdrawals for geographically separated units. The log reflects the number of withdrawals, signature of recipient, category of property, due date for return of unused documents or copy of used documents, and any other pertinent data.

5.2.2.3.31. Sole Source/Brand Name Items. AF policy allows customers to request specific "Brand-Name" items without Base Contracting competing the requirement with local vendors. Additionally, customers may be authorized (with certain

limitations) to request a specific vendor or one "Sole Source" for items. To comply with Federal Acquisition Regulation (FAR) requirements, the customer must provide a technical justification to Contracting for each Sole Source or Brand-Name request. The customer must also prepare and provide any technical requirements to support the justification. DD Form 1348-6, Non-NSN Requisition, will be prepared to provide Contracting a complete description of the required item. **Note:** To ensure prompt processing, Customer justification statements may be expanded (as necessary) to ensure Contracting requirements are satisfied.

5.2.2.3.31. **(CAF)** F-35 parts and supplies. F-35 APS will ensure customers print and sign name using an AF Form 2413 or locally developed issue log to identify individuals receiving property. Log will be maintained for a minimum of 90 days.

5.2.2.3.31.1. Brand-Name Requirements. If a customer specifies that only one manufacturer's part number or specific item will satisfy requirements, Brand-Name requisitioning may be justified. The customer must also specify in writing what technical requirements exist to justify use of a brand-name item, rather than procure the item competitively. A DD Form 1348-6 must also be prepared describing the required item. The DD Form 1348-6 must also include the statement "DO NOT SUBSTITUTE". **Note:** Brand-Name requisitioning does not necessarily justify sole source procurement.

5.2.2.3.31.2. Sole-Source Requirements. If a customer specifies that only one vendor or Sole Source can supply the requested item (or suitable substitute), Sole Source requisitioning may be justified. The customer must specify in writing why the requirement can only be satisfied from one source. A DD Form 1348-6 must also be prepared describing the required item. The justification and DD Form 1348-6 will be forwarded to Research for checking against available commercial catalogs and federal supply schedules, to determine if the requested item can be procured from other sources within the date required. Research will annotate any other potential sources on the DD Form 1348-6.

5.2.2.3.31.3. Recycled Products. AF policy requires the use of recycled products when available and practical. Customers are responsible for using recycled products, except when recycled products do not meet minimum quality standards for the intended use. When recycled products cannot be used for Brand Name or Sole Source requirements, customers must include in the justification letter the technical or mission requirements which preclude the use of recycled materials.

5.2.2.3.31.4. Brand Name/Sole Source Request Processing. A customer due-out will be established in the ILS-S for each Brand Name or Sole Source Request with demand code N (nonrecurring). This will ensure the ILS-S will not compute a demand-based stock level and stock the requested items. **Note:** If a customer requires a Brand Name or Sole Source item more than once, and there is no suitable substitute available, have an AF Form 86 prepared to have the item cataloged. See Request For Stock List Data: Data For Input #1 And Input #2 (BZA) in AFH 23-123, Vol 2, Pt 2, Ch 8 for more information concerning AF Form 86 processing.

5.2.2.3.32. Base Investment (Budget Code Z) Items. The ILS-S will not automatically requisition base investment (budget code Z) items. Equipment Management establishes a memo due-out (TEX 7) for each Budget Code Z customer request. Once the memo customer due-out is entered into the ILS-S, a 350 management notice (Requisition Suppressed) is produced. See General Use/Reject/Management Notices in AFH 23-123, Vol 2, Pt 2, Ch 7 for more information concerning processing of the 350 management notice.

5.2.2.3.32.1. Funds Availability. Equipment Management sends the 350 management notice to the Customer Support to check the availability of base investment funds. If funds are not immediately available for the requested item, the customer due-out detail will remain memo. As long as the requirement remains unfunded, the LRS/Materiel Management Activity Funds Manager or Customer Support will retain the 350 management notice in suspense in a locally determined sequence or they can utilize a local computer listing to sort all budget code Z requests according to their buy priority. The Customer Support will establish jacket files and coordinate with Base Budget on all budget code Z requirements.

5.2.2.3.32.2. Determining Buy Priority. The LRS/Materiel Management Activity Resource Management activity or Customer Support Liaison will use the 350 management notice or local listing/file to manage all budget code Z item requests according to their buy priority. The buy priority depends on the customer's urgency of need (UND) and impact statements. The Financial Management Board (FMB) will determine the buy priority. The LRS/Materiel Management Activity Funds Manager/Customer Support or Base Budget personnel will send the priority list of budget code Z requirements to base Accounting and Finance budget personnel for submission to the applicable MAJCOM to get funding approval as required. After receiving MAJCOM approval for base investment item requests, the LRS/Materiel Management Activity Funds Manager or Customer Support will annotate the approved 350 management notice from the suspense file indicating funds are available, and initiate special requisitioning processing. The LRS will coordinate with AFMC SCM-R Stock Control Activity on any non-local purchase budget code Z requirements when funding is received to ensure the requirements are requisitioned.

5.2.2.3.32.3. Customer Support will use the following instructions to prepare the special requisition transaction:

5.2.2.3.32.3.1. Fund code assignment. AFMC SCM-R Stock Control Activity will assign the fund code for budget code Z requisitions based upon appropriations:

5.2.2.3.32.3.1.1. Appropriation 57*3080--assign fund code 17.

5.2.2.3.32.3.1.2. Appropriation 57*3600--assign fund code 29.

5.2.2.3.32.3.1.3. Appropriation 97*0300 4802--assign fund code 8C.

5.2.2.3.32.4. Industrial Fund Activity Budget Code Z Item Requisitions. Special requisitions for investment equipment for industrial fund activities will place the

appropriate fiscal year code in position 51, the industrial fund code in positions 52-53, and requisition advice code 2E in positions 65-66.

5.2.2.3.32.5. AF Materiel Command (AFMC) and General Services Administration (GSA) Items.

5.2.2.3.32.5.1. Requisition Preparation. Enter a certification that funds are available for the fund code cited on the manual requisition form or an attached sheet/letter signed by the certifying Financial Services Office (FSO) individual. For overseas bases, you must enter a funds limitation statement, MAXIMUM FUNDS AUTHORIZED $XXXXX.00, in the lower right-hand corner of the requisition. If the maximum dollar amount of funds listed is too low to procure the item, the supply source will cancel the requisition. If the supply source cancels the requisition, Records Maintenance will calculate a new standard price and process a unit price change (FCU) transaction. AFMC SCM-R Stock Control Activity will then submit a new requisition with a new price.

5.2.2.3.32.5.2. Prepare a special requisition IAW **Para 5.2.5.3** Enter the fiscal year code in position 51 rather than the signal code. This action will ensure investment funds are obligated to the correct activity. **Note:** For overseas bases only, assign the applicable fund code in positions 52-53 based upon the appropriation.

5.2.2.3.32.6. Interim Processing by the Customer Support. When the Funds Manager or Customer Support receives the completed requisition and approved 350 management notices, the 350 management notice will be annotated with the current date and all documents will be sent to FSO. A copy of the 350 management notice and all supporting documentation will be filed as locally determined.

5.2.2.3.32.7. Financial Services Office (FSO) Processing. FSO will perform the following actions after receiving the pending requisition:

5.2.2.3.32.7.1. Certify funds are available.

5.2.2.3.32.7.2. Assign the applicable appropriation (budget program or program line number).

5.2.2.3.32.7.3. Retain a file copy of all supporting documentation.

5.2.2.3.32.7.4. Load funds (annual budget authorization (ABA) and allotment) to the budget code Z MACR.

5.2.2.3.32.7.5. Notify the LRS Resource Management Activity or Customer Support Liaison that the requirement was funded and return all supporting documentation.

5.2.2.3.32.8. Final Processing by the LRS Resource Management Activity or Customer Support Liaison . After receiving funding notification from FSO, the LRS/Materiel Management Activity Funds Manager or Customer Support will destroy the suspense copy of the approved 350 management notice. The LRS/Materiel Management Activity Funds Manager or Customer Support Liaison

will request AFMC SCM-R Stock Control Activity to process the SPR transaction to establish a due-in detail, firm-up the customer due-out detail (if applicable), and update the budget code Z MACR.

5.2.2.3.33. Exchange of AF Property with Commercial Sources. Whenever economically possible and efficient, AF policy allows the exchange of property with commercial sources to satisfy requirements. The exchanged item and the procured item must be similar, the procured item replaces and performs substantially all of the functions of the exchange item. If required, the exchange property has been made safe or harmless, or has been demilitarized. Lastly, the exchanged and procured items are eligible to be exchanged per Property Eligible For Exchange in AFH 23-123, Vol 2, Pt 1, Ch 5**. Note:** A list of Property Ineligible For Exchange is provided in the same reference. To request a waiver of exchange requirements, a customer must submit a fully justified request to AF/A4LM. If approved, AF/A4LM will send the waiver request to GSA for action.

5.2.2.3.33.1. Recording of the Exchange. The item being procured must be recorded and issued at the Latest Acquisition Cost. Customers must submit a letter requesting an exchange of any item not specifically excluded from the program. The letter will contain the following statement: this property is offered as exchange or trade-in under the exchange provisions of the Federal Property and Administrative Services Act of 1949, as amended, DoD Materiel Management Regulation (DoD 4140.1-R), 23 May 2003, Category Applies. **Note:** Enter the numeric category from Property Eligible For Exchange in AFH 23-123, Vol 2, Pt 1, Ch 5**.**

5.2.2.3.33.2. Customer Support Liaison/Equipment Management Actions. Depending on the commodity exchanged (supplies/equipment), Customer Support Liaison or Equipment Management personnel will send AFMC SCM-R Stock Control Activity three copies of the exchange request letter and a copy of the management notice showing the due-out and requisition document numbers.

5.2.2.3.33.3. Customer Support Liaison Actions. Customer Support Liaison personnel will record the requisition and due-out document numbers on all copies of the exchange request letter. Customer Support Liaison will send one copy to Contracting and file one copy in requisition number sequence. Customer Support will work with BCO to ensure the item is eligible for exchange, the LAC is assigned, and the amount of credit to be received for the exchange item is determined. Customer Support must record the new item LAC and amount of credit on their copy of the request letter.

5.2.2.3.33.3.1. Notify Receiving. Customer Support will send Receiving a copy of the exchange request letter with applicable cost information. Additionally, Customer Support will include a note directing Receiving to process a receipt transaction for the exchanged item.

5.2.2.3.33.3.2. Verify Receipt or Cancellation. After receipt processing, Customer Support will retain the exchange request letter for one year. Customer Support will verify that the customer has received the property or the due-out has been satisfied. If the item has not been received, or is still

due-out, contact Contracting to obtain current status for the exchange item. Customer Support will record the date of the review on the letter and file it for another year.

5.2.2.3.33.3.3. Processing Exchange Requisitions. Customer Support will process exchange requisitions in the ILS-S. Contracting will provide procurement status containing Quantity Purchased Variance Code T in the local purchase status (LPS) or local purchase adjustments (LPA) transactions. When Customer Support processes the LPS/LPA transactions with Quantity Purchased Variance Code T, the ILS-S will update the price on the local purchase status detail. **Note:** The ILS-S will not change the unit price on the item record.

5.2.2.3.33.4. Return Processing for Exchangeable Items. When the new item arrives, the customer will return the item to be exchanged to LRS/Materiel Management Activity. **Note:** Some items may require inspection. If the contractor or vendor wants to inspect the exchangeable item, refer the inspection request to Contracting. Customer Support Liaison/FSC will process return transactions using the instructions in **Sec. 6B, Returns** with TEX 8 or 1, and activity code E, P, or R, as applicable.

5.2.2.3.33.5. USAF Historical Property Issues. All USAF historical property issue requests will comply with AFI 84-103, *USAF Heritage Program*.

5.2.3. **Issue to Supply Point, MSK, WRM, RSP, and Non-Airborne RSP Detail Records.**

5.2.3.1. Purpose: To explain how to process issues to supply point, MSK, WRM, RSP, and Non-Airborne RSP detail records. For policy specific requirements, review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.2.3.2. General Discussion: The ILS-S reformats the issue from detail record input transaction into a replenishment issue to detail record transaction during issue from detail processing. This process can only be bypassed by assigning a TEX “F” when processing the issue from detail record. When automatic replenishment transactions are bypassed or other circumstances dictate, an issue must be processed to these detail records to replenish the details. The ILS-S will only issue the input quantity up to the authorized level or backorder any unfilled quantity as appropriate under normal processing.

5.2.3.3. The following actions will be taken when processing:

5.2.3.3.1. Process replenishment issues to Supply Point detail records with:

5.2.3.3.1.1. Activity code S, organization code 005, and applicable supply point code in the document number. Use demand code N in order to bypass demand data update.

5.2.3.3.1.2. TEX 6 or 4 when processing issue request for recapped tires assigned the dash two (-2) stock number.

5.2.3.3.1.3. TEX 2, K, 6, and 4 or V when the replenishment issue is for a recapped tire and a requirement exists to exceed the authorized Supply Point authorized quantity.

5.2.3.3.1.4. TEX M to bypass kill action and establish a backorder for the requested item when substitute items are available with equal units of issue, but the assets cannot be used.

5.2.3.3.1.5. Urgency justification code CZ.

5.2.3.3.2. Process replenishment issues to Mission Support Kit (MSK) detail records with:

5.2.3.3.2.1. TEX codes 2, K, or 6 to prevent kill action of the input quantity (or part of the input quantity) and permit issue and/or due-out action resulting in excess detail record assets.

5.2.3.3.2.2. TEX M to bypass kill action and establish a memo backorder when substitutes are available with equal units of issue but the assets cannot be used.

5.2.3.3.2.3. Urgency Justification Code CZ.

5.2.3.3.3. Process replenishment issues to WRM Spares detail records with:

5.2.3.3.3.1. TEX codes 2, K, 6, 7, or P to prevent kill action of the input quantity (or part of the input quantity) and permit issue and/or due-out action resulting in excess detail assets.

5.2.3.3.3.1.1. If TEX 7 or P is used, a special requisition submission transaction will be required. See Special Requisition (SPR) Transaction in AFH 23-122, V2, Pt1, Ch 5.

5.2.3.3.3.2. Urgency justification code BT.

5.2.3.3.4. Base level personnel will process replenishment issues to RSP and Non-Airborne RSP detail records with:

5.2.3.3.4.1. TEX codes TEX 2, K, 6, 7, or P to prevent kill action of the input quantity (or part of the input quantity) and permit issue and/or due-out action resulting in excess detail assets.

5.2.3.3.4.1.1. If TEX 7 or P is used, a special requisition submission transaction will be required. See **Para 5.2.5.3.5**

5.2.3.3.4.2. TEX blank for normal replenishment issues.

5.2.3.3.4.3. Urgency Justification Code (UJC). When the replenishment issue is created as a result of MSI processing, the replenishment issue is assigned UJC BT.

5.2.3.3.5. Process replenishment issues of Consumable WRM Items Maintained on Authorized/In-Use Detail Records with:

5.2.3.3.5.1. Activity Code E and demand code N to bypass demand data update.

5.2.3.3.5.2. TEX code TEX 2, K, 6, 7, or P to prevent kill action of the input quantity (or part of the input quantity) and permit issue and/or due-out action resulting in excess detail assets.

5.2.3.3.5.2.1. If TEX 7 or P is used, a special requisition submission transaction will be required. See **Para 5.2.5.3.5**

5.2.3.3.5.2.2. TEX blank for normal replenishment of consumable WRM items located on authorized/in-use detail records.

5.2.3.3.5.3. Urgency Justification Code BT.

5.2.4. **Establish MICAP backorder.**

5.2.4.1. Purpose: To explain the MICAP backorder process. For policy specific requirements review, AFI 23-101 and for IT specific guidance use AFH 23-123.

5.2.4.2. General Discussion: The MICAP backorder process normally begins with processing of customer issue requests as described in **Para 5.2.1** of this section.

5.2.4.3. If assets are not available to fill the issue request, the following actions will be performed:

5.2.4.3.1. Aircraft Parts Store (APS) or Customer Support Liaison will contact the requesting Maintenance Production Superintendent or equivalent IAW AFI 21-101, *Aircraft and Equipment Maintenance Management* to verify MICAP condition exists.

5.2.4.3.1.1. The requesting Maintenance Support Section, in conjunction with Customer Support Liaison or APS, will perform an exhaustive search for available base stocks as part of the MICAP verification. Base stocks include, but are not limited to:

5.2.4.3.1.1.1. Substitute or Interchangeable NSN

5.2.4.3.1.1.2. Time Change/Time Compliance Technical Order assets

5.2.4.3.1.1.3. Bench Stock assets

5.2.4.3.1.1.4. War Reserve Materiel

5.2.4.3.1.1.5. RSP and Non-Airborne RSP

5.2.4.3.1.1.6. Special purpose authorized maintenance (SPRAM)

5.2.4.3.1.1.7. Supply point

5.2.4.3.1.1.8. Component parts/repair list items.

5.2.4.3.1.1.9. Next Higher Assembly (NHA)

5.2.4.3.1.1.10. Tail Number Bin (TNB)

5.2.4.3.1.1.11. Assess the possibility of priority repair of unserviceable assets in the maintenance repair cycle (DIFM).

5.2.4.3.1.2. Cannibalization of serviceable items from another unserviceable end-item will be considered if assets are not available for issue.

5.2.4.3.2. Once all base stocks have been exhausted , establish the MICAP backorder:

5.2.4.3.2.1. The following paragraphs provide procedures for different situations:

5.2.4.3.3. Standard MICAP:

5.2.4.3.3.1. Aircraft MICAP request will be reprocessed with TEX 7 unless the

SCM-R MICAP Support Activity or Weapon System Support Activity notifies LRS/Materiel Management Activity that the ILS-S auto sourcing logic is to be utilized.

5.2.4.3.3.2. Non-aircraft backorders will be reprocessed with TEX M. (excluding overseas contingency operations and NEXRAD MICAPs).

5.2.4.3.3.3. Aircraft Parts Store or Customer Support Liaison will document the verification process in the ILS-S and include all pertinent data; part number, TO, figure, index, VIIN, make, model, manufacturer, etc. (see ES-S User's Manual). **Note:** For units supporting a Chairmen Joint Chiefs of Staff (CJCS) operation, ensure an approved CJCS project code is used.5.2.4.3.4. Next Generation Radar (NEXRAD) MICAP:

5.2.4.3.4.1. Process with TEX X, FAD 2, MICAP FLAG N, and UJC 1C/JC

5.2.4.3.4.1.1. If the IT system is inoperable, requirements will be called into the Customer Support or handled according to local instructions and input into the IT system with TEX "7" when the IT system becomes operable.

5.2.4.3.4.2. Customers notify the AFMC SCM-R Weapon System Support Activity of all NEXRAD MICAP incidents.

5.2.4.3.4.3. AFMC SCM-R Weapon System Support Activity support for NEXRAD items is as follows:

5.2.4.3.4.3.1. Process transactions for NWS managed reparable items in-line. The requisition will be funded by AFMC Air Logistics Complex (Ogden) and forwarded to the Primary Inventory Control Activity (PICA), G13.

5.2.4.3.4.3.2. Verify asset availability by inquiring the DLA IT system or contacting the respective DLA Customer Interaction Center (CIC) for all DLA managed requirements.

5.2.4.3.4.3.2.1. If assets are available, AFMC SCM-R Weapon System Support Activity will call the requirement in to the appropriate DLA CIC.

5.2.4.3.4.3.2.2. If no assets are available, AFMC SCM-R Weapon System Support Activity will check the (National Logistics Support Center Website: **www.cls.nlsc.noaa.gov**) for asset availability.

5.2.4.3.4.3.2.2.1. If assets are available at G13, AFMC SCM-R Weapon System Support Activity will contact DLA CIC and inform the representative assets are available at G13 and they should process "BM" status to pass the requirement to G13 manual NEXRAD MICAP support:

5.2.4.3.4.3.3. AFMC SCM-R Weapon System Support Activity will assign an off-line requisition number.

5.2.4.3.4.3.4. For National Weather Service (NWS) managed reparable, MICAP requirements must be processed in-line with the MICAP controller ensuring that the correct supplementary address is entered. The requisition should go directly to AFMC Air Logistics Complex (Ogden/FGZ) for

processing. If the requisition is not in the DO35A system the MICAP Controller will enter the requisition information into DO35A.

5.2.4.3.4.3.5. For consumable items, the MICAP controller will check for asset availability at the respective DLA CIC (SMS). If assets are available, the MICAP controller will call the requirement into the appropriate DLA CIC. The MICAP controller must ensure the correct supplementary address is given and inform the CIC representative the requirement is for a NEXRAD emergency. If no assets are available, the MICAP controller will check the NWS website for asset availability. If assets are available at G13, the MICAP controller will contact DLA CIC with offline requisition information and inform the DLA CIC customer service representative assets are available at G13 and to process "BM" status to transfer the requisition to G13.

5.2.4.3.4.3.6. When the IT system is back in-line, the AFMC SCM-R MICAP Support Activity will process a special requisition transaction to load the requisition number.

5.2.4.3.5. Local Manufacture (RIC:JBD) Items MICAP:

5.2.4.3.5.1. Complete previously addressed MICAP validation process.

5.2.4.3.5.1.1. Check availability of end-item and all bits and pieces needed to manufacture the item.

5.2.4.3.5.2. Parts Available. Reprocess the issue request for the end-item using the appropriate MICAP UJC, when the bits and pieces required to manufacture the item locally are available.

5.2.4.3.5.3. Parts Not Available. Reprocess both the killed end-item and the bits and pieces required for manufacture with the appropriate MICAP UJC if the bits and pieces required to manufacture the item locally are not available.

5.2.4.3.6. Transient Aircraft MICAP Support.

5.2.4.3.6.1. If a maintenance team is dispatched to repair a transient aircraft at a location with an AF SRAN, establish a due-out at the transient location IAW procedures described in **Para 5.2.4.3.3**

5.2.4.3.6.2. Transient Locations without Supply Accounts.

5.2.4.3.6.2.1. If assets are available from Aircraft's Home Base. If assets to satisfy MICAP conditions for a transient aircraft are required at a location that does not contain an Air Force SRAN, issue the required assets at the home base to the home base maintenance activity. **Note:** Maintenance personnel will either dispatch a home base maintenance team or process maintenance-to-maintenance shipment procedures to ship the assets to the activity that will repair the aircraft. Home station maintenance personnel and aircraft commander will ensure that reparable (unserviceable) assets are returned to home station either with the aircraft or through transportation channels (using DD Form 1348-1) to clear any DIFM detail records. Assign DIFM status code Aircraft Cross Country (AXC) to the DIFM detail to indicate the asset is at a transient location.

5.2.4.3.6.2.2. If assets are not available from Aircraft's Home Base. If assets to satisfy MICAP conditions for a transient aircraft (non-home station) are required at a location where no Air Force SRAN exists and a home base maintenance team will not be dispatched, the home station will process a MICAP due-out using the home station maintenance organizational account. The AFMC SCM-R Weapon System Support Activity will source for assets to fill the MICAP requirement. Once lateral assets are found, the AFMC SCM-R Weapon System Support Activity will create a manual lateral shipment document using the address of the recovery location. The shipment documents will authorize shipment of the required assets to the aircraft commander where the aircraft is located. The home station of the transient aircraft will become accountable for the shipped assets. The manual shipment documents (DD Form 1348-1) will contain instructions in the remarks block advising the aircraft commander: 1) the reparable items should be returned to the home station of the aircraft; and 2) the aircraft commander should contact home base maintenance to pick-up the reparable items. The AFMC SCM-R Weapon System support Activity will process the manual shipment in the applicable ILS-S to the home station supply account.

5.2.4.3.6.2.3. Transfer of Asset Accountability. To transfer asset accountability, the home station LRS/Materiel Management Activity will process a receipt transaction once notified by the AFMC SCM-R Weapon System Support Activity that the asset was delivered to the recovery location. The home station maintenance activity will advise the LRS/Materiel Management Activity to update the DIFM status to "AXC" to indicate the asset is at a transient location. The Materiel Management Flight or equivalent at the shipping base will also email/FAX a set of all shipping documents to the home station of the aircraft to the Asset Management Section. The due-out release and shipping documents will be cross-referenced in the ILS-S. Two copies of each issue document and one copy of the receiving document will be forwarded to base maintenance Production Control pending return of the aircraft. Production Control will ensure reparable items are picked up when the aircraft returns and the items are processed through base maintenance using normal DIFM procedures.

5.2.4.3.6.3. Air Mobility Command (AMC) and Air Force Special Operations Command (AFSOC) Transient Aircraft. For AMC aircraft, the theater AMC Tanker Airlift Control Center (TACC) will help the LRS CC/AO locate assets for lateral shipments to satisfy MICAP requirements. For AFSOC aircraft, the AFSOC Combat Logistics Office (CLO) will assist to locate assets for lateral shipment to satisfy the MICAP requirements. Information requisition data (stock number, unit of issue, quantity, part number, technical order, figure and index) will be furnished to the AFMC SCM-R Weapon System Support Activity, who will provide -- an offline requisition number to the TACC/CLO. Item indicative data such as nomenclature, part number, technical order reference, and complete aircraft identification will also be provided. The applicable TACC/CLO will conduct theater lateral support searches to satisfy transient aircraft MICAP

requirements.

5.2.4.3.6.4. No Available Lateral Assets. If the item is not available from theater resources, the TACC/CLO may pursue CANN options, or the AFMC SCM-R Weapon System Support Activity will generate an off-line requisition to the source of supply.

5.2.5. Requisition Submission.

5.2.5.1. Purpose: To explain requisitioning procedures for establishing base-generated requisitions. For policy specific requirements review AFI 23-101 and for IT specific use AFH 23-123.

5.2.5.2. General Discussion: Under normal processing, the ILS-S will generate automatic requisitioning actions to the source of supply. General ILS-S automated (inline) actions/processes are found in AFH 23-123, Vol 2, Pt 1, Ch 5, Requisition Submission. When circumstances prevent automatic requisitioning, an off-line requisition must be submitted.

5.2.5.3. The following actions will be performed for manual (off-line) requisitioning:

5.2.5.3.1. Lateral support requisition submission.

5.2.5.3.1.1. AFMC SCM-R Stock Control or Weapon System Support Activities will process all non-MICAP lateral support requests.

5.2.5.3.1.2. The AFMC SCM-R will request lateral support to and from NATO forces utilizing the Acquisition and Cross Serving Agreement through project officer at HQ USAFE/A4RI.

5.2.5.3.1.3. AFMC SCM-R may telephone lateral support requisition requirements to other AF bases using the following instructions:

5.2.5.3.1.3.1. Provide the lateral support base with an offline requisition number. See Requisition Serial Number Assignment in AFH 23-123, Vol 2, Pt 1, Ch 5 for more information about assigning offline requisition serial numbers.

5.2.5.3.1.3.2. Prepare a special requisition transaction to load the requisition and corresponding due-in details. Input the same offline requisition number given to the lateral support base to ship the item(s). **Note:** To link the lateral due-in with the customer due-out, enter the customer due-out document number in positions 67-80 of the SPR transaction. See SPR transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for more information concerning special requisition input processing.

5.2.5.3.2. Part number requisition submission.

5.2.5.3.2.1. The LRS/Materiel Management Activity is responsible for submission (and status management) of part number/p-serialized national stock number request to source of supply with the exception of MICAPs to an F(XX) source of supply, these will be processed by the AFMC SCM-R MICAP Support Activity.

5.2.5.3.2.1.1. For special requisition input processing, see Special Requisition (SPR) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.5.3.3. Local Purchase Requisition Submission.

5.2.5.3.3.1. The LRS/Materiel Management Activity is responsible for local purchase/local manufacture requisitions. See **Sec. 3B, Local Purchase and Retail Sales**, for additional information on establishing Local Purchase requests.

5.2.5.3.4. Purchasing centrally managed XB/XF items related to weapon systems with Government Purchase Card (GPC). Specific procedures for processing GPC purchases are outlined in AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*. For GPC purchases in support of vehicle maintenance requirements also refer to AFI 24-302.

5.2.5.3.4.1. Obtain local purchase authority.

5.2.5.3.4.1.1. The AFMC SCM-R Weapon System Support Activity will request local purchase authority and a qualified source from the applicable Weapon System's Program Director (SPD) for all MICAP requirements.

5.2.5.3.4.1.2. The AFMC SCM-R Weapon System Support Activity will advise the requesting activity of the approval for local purchase and provide the requesting activity with the qualified source information. **Note:** The decision to purchase the asset with the GPC rests with the requesting activity.

5.2.5.3.4.2. For non-MICAP requirements, the requesting activity will be responsible for obtaining SPD approval for GPC purchase.

5.2.5.3.4.3. Requesting activities will coordinate with LRS/Materiel Management Activity to process Due Out Cancellation, TEX 9

5.2.5.3.4.4. AFMC SCM-R Weapon System Support Activity will process a monthly script to extract all TEX Code "9" Due Out Cancellations. and process a Demand History Adjustment in the applicable DLA Materiel Management IT System to capture demand data for the quantity of DLA items procured through local purchase for all DLA managed budget code 9 assets (for both MICAP and non MICAP requirements).

5.2.5.3.5. Items requiring special requisitioning procedures. See Special Requisition (SPR) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for processing instructions required to create and submit requisition transactions for special types of items or conditions.

5.2.5.3.5.1. AMC FSL Requisition Built-Up Items. AFMC SCM-R assigns command stock numbers to selected assemblies requiring build-up, assembly, cure dating, etc. Requisitions for command stock number items do not require DD Form 1348-6, non-NSN requisition (manual).

5.2.5.3.5.2. Built-up items with a command stock number assigned will be processed in-line.

5.2.5.3.5.3. AMC FSLs will submit telephone, fax or email requisitions to the AFMC SCM-R Stock Control or Weapon System Support Activity for built-up up

items that do not have a command stock number assigned (i.e., wheels and tires).

5.2.5.3.6. Special Requirements Indicator (SRI). Special requirements indicator (SRI) R is used on special requisition transactions to requisition items that the ILS-S will not requisition automatically. AFMC SCM-R Stock Control Activity will use the instructions contained in Special Requirements Indicator (SRI) R in AFH 23-123, Vol 2, Pt 1, Ch 5 to assign SRI R requisitions. NOTE: The LRS/Materiel Management Activity is responsible for SRI assignment on JBB/JBD and non-MICAP Part number requisitions.

5.2.5.3.6.1. SRI "R" may be used by the AFMC SCM-R Weapon System Activity to ship serviceable assets deemed as excess from Forward Operations Support Element (FOSE) or contingency location deployment back to Primary Supply Point (PSP) or home station of deployed unit.

5.2.5.3.6.2. SRI "R" may be used by the AFMC SCM-R Weapon System Activity to support contracted Inventory Control Points (ICP) requirements. (This may include Boeing, Lockheed, Etc…)

5.2.5.3.6.3. The following examples describe other situations where a SRI may be needed. Use of the SRI R for the listed examples or any other conditions will be at the AFMC SCM-R Stock Control Activity's discretion.

5.2.5.3.6.3.1. Items Assigned a Local Unit of Issue (-1 Stock Numbers).

5.2.5.3.6.3.2. Bulk Purchase Items (ready mixed concrete, fuel oil, coal, etc.)

5.2.5.3.6.3.3. Unsupportable MRSP/IRSP Requirements.

5.2.5.3.6.3.4. Calendar Requirements Greater than Combined Due-Out Requirements.

5.2.5.3.6.3.5. Minimum Buy/Minimum Order Quantity (MOQ) Requirements.

5.2.5.3.6.4. AMC FSLs use SRI R to prevent production of cancellation when returning excess stock back to the PSP. SRI R letters of justification are not required for FSLs, excess shipments from deployed contingency and contracted ICPs. **Note:** If approval is required for a GSD stock fund (budget code 9) item, the Funds Manager must review the requisition prior to processing and identify any possible negative effect to the GSD stock fund operating program.

5.2.5.3.7. REX Codes. REX codes are a one-position, alpha/numeric code assigned to stock numbers to restrict or modify output requisition transactions. Numeric REX codes are normally assigned as described in Requisition Exception (REX) Codes, AFH 23-123, Vol 2, Pt 1, Ch 5. Alpha REX codes are locally, AFMC SCM-R, or MAJCOM assigned and used to modify requisitions. See the reference above for a complete list of REX codes and processing instructions for each.

5.2.5.3.7.1. The LRS/Materiel Management Activity function responsible for monitoring each REX code must prepare and maintain an exception control (ECC) image for each item IAW AFH 23-123, Vol 2, Pt 2, Ch 8**,** Exception Phrase Load, Change, or Delete (FXR). REX codes may be manually loaded, changed, or deleted with a stock control data (FCD) transaction. See

Procedures for Stock Control Data – Load/Change/Delete Input (FCD) in AFH 23-123, Vol 2, Pt 1, Ch 2 for format and processing instructions for FCD transactions.

5.2.5.3.7.2. Suppress Automatic Requisitioning. Requisition exception codes 1, 3, and 4 will cause the ILS-S to suppress requisition transactions, regardless of the assigned exception notice code (ENC). However, requisitions are suppressed for all REX-coded items if ENC R (Reject) is assigned. REX codes are also used to identify requisitions which require external management review before submission. Assignment of ENC P (Process) to the REX exception phrase record will cause the ILS-S to enter the REX code in position 71 of the output requisition transaction.

5.2.5.3.7.2.1. Before submitting the output requisition transaction to the supply source, AFMC SCM-R Stock Control Activity must blank position 71. **Note:** This does not apply to local purchase requisition transactions printed on DD Form 1348-1A.

5.2.5.3.7.3. Requisition Override Records. Requisition exception (REX) codes may also be used to force the ILS-S to override normal requisition data as specified by the exception phrase record. Requisition exception phrase records loaded for this purpose are identified as requisition override records. Any alpha requisition exception code may be used as a requisition override record. Properly established requisition override records will improve local requisitioning and reduce the need for manual (offline) requisitions. Conversely, improper requisition override records will generate invalid requisitions and internal records. Use exception notice code (ENC) P (process) when you create requisition override records.

5.2.5.3.7.3.1. The AFMC SCM-R Stock Control Activity will manage the requisition override program.

5.2.5.3.7.3.2. The AFMC SCM-R Stock Control Activity will review and take action on stock numbers assigned REX codes listed in the Requisition Exception Code (REX) table in AFH 23-123, Vol 2, Pt 1, Ch 5 on an as required basis. "As required" is determined by a customer requirement or automated releveling processes. AFMC SCM-R Stock Control Activity will annually audit REX 4s ensuring there is complete processing data in the nomenclature field. **Note:** IEX "D"s will also receive annual audits. Additionally, REX codes will be deleted as necessary, e.g., if a part-numbered or non-NSN item changes to an active (cataloged) stock number, the routing identifier code (RIC) changes to a new source of supply that will support base requirements, the exception no longer applies to the item, etc.

5.2.5.3.7.3.3. AMC FSL will coordinate assignment of requisition override records with AFMC SCM-R Stock Control Activity. The FSL will assign the designated REX code to all item records in the FSL satellite account based on the requirement. This will ensure requisitions are correctly routed. **Note:** Do not use ENC R (reject) because the ILS-S will reject the requisition transaction. For each requisition override record, create an ECC image that

supports the assigned requisition override. See Exception Codes and Exception Code Control (ECC) Management in AFH 23-123, Vol 2, Pt 2, Ch 8 for more information concerning creating and maintaining ECC images.

5.2.5.3.8. Fund Requirement (FRC) File:

5.2.5.3.8.1. The AFMC SCM-R Activity manages the FRC program. The AFMC SCM-R Activity will process the R04/NGV857, FRC Update/Analysis to identify instances that the ILS-S has suppressed requisitioning for a General Support Division (GSD) stock fund (budget code 9) item because either the Maximum Automatic Obligation (MAO) authority is exceeded, or the requisition does not pass urgency of need funding flag (UNFF) or specific stockage priority code (SPC) edits. See Fund Requirement (FRC) File and Image Processing in AFH 23-123, Vol 2, Pt 1, Ch 5 for FRC File and Image Processing instructions.

5.2.5.3.8.1.1. LRS/Materiel Management Activity will process the Funds Requirement Update/Analysis, Option 3 as required to determine which due-outs to obligate. Budget code 9 items must be approved through AFMC SCM-R Activity.

5.2.5.3.8.1.2. Review Due-outs assigned JBx

5.2.5.3.8.1.3. Coordinate with organization to ensure customers are aware of suppressed requirements.

5.2.5.3.8.1.4. Coordinate with AFMC SCM-R to obligate requirements.

5.2.6. Due-Out Release (DOR).

5.2.6.1. Purpose: To explain the DOR procedures process. For policy specific requirements, review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.2.6.2. General Discussion: Normally, the ILS-S automatically releases serviceable assets to fill a customer backorder. Special circumstances may prevent automatic release, and automatic release of high priority items can be manually prevented. These result in an on-hand balance for an item with due-outs loaded. When this occurs, the serviceable assets available have to be manually (forced) due-out released to fill the backorder.

5.2.6.3. The following actions will be performed:

5.2.6.3.1. To force release to a specific due-out:

5.2.6.3.1.1. Review applicable management notice or process inquiry in the appropriate IT system to obtain due-outs for asset.

5.2.6.3.1.2. Enter the desired document number in the force DOR transaction in the ILS-S as outlined in Customer Due-Out-Release (DOR) in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.6.3.2. To release automatically per the order of release table depicted in ILS-S Order Of Release Sequence Table in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.6.3.2.1. Process force DOR transaction as outlined in Forced Due-Out Release (DOR) Input Transaction, AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.7. Modify Backorders.

5.2.7.1. Purpose: To explain the modification of established due-ins and due-outs. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.2.7.2. General Discussion: When customer backorders require modification, the AFMC SCM-R or LRS/Materiel Management Activity (for non-AFMC SCM-R supported customers) prepares and processes a due-in/due-out update transaction.

5.2.7.3. The following actions will be performed:

5.2.7.3.1. The customer will submit the following information when backorder modification action is required:

5.2.7.3.1.1. Stock number requested.

5.2.7.3.1.2. Document number

5.2.7.3.1.3. Requisition number

5.2.7.3.1.4. Modification Requirement. The customer will identify any or all of the following data elements for modification:

5.2.7.3.1.4.1. Supplementary address.

5.2.7.3.1.4.2. Project code.

5.2.7.3.1.4.3. Force activity designator.

5.2.7.3.1.4.4. Mark-for.

5.2.7.3.1.4.5. Urgency justification code.

5.2.7.3.1.4.6. Required delivery date.

5.2.7.3.1.4.7. Ammo transaction code.

5.2.7.3.1.4.8. Authority for issue flag.

5.2.7.3.2. For non-MICAP customer backorders, process Due-In/Due-Out Modifier (DIT) Input Transaction in due-in/due-out update transaction in the ILS-S in accordance with AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.7.3.3. For MICAP customer backorders, process the appropriate MICAP Notification/Status transaction in the ILS-S in accordance with MICAP Notification/Status (NOR) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.7.3.3.1. For MICAP customer backorders, AFMC SCM-R Weapon Systems Support Activity will ensure priority due-in details are deleted or changed when corresponding customer due-out details have been cancelled or downgraded.

5.2.8. **Requisition Follow-up.**

5.2.8.1. Purpose: To explain the requisition follow-up procedures to validate/obtain status. The AFMC SCM-R Activity is responsible for all requisition follow-up except for local routing identifiers, TCTOs, and non -MICAP part number requisitions. The LRS/Materiel Management Activity is responsible for local routing identifiers, TCTOs,

and non-MICAP part number requisition follow-up. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.2.8.2. General Discussion: Use manual requisition follow-up procedures when automated (INLINE) Requisition follow-up transactions discussed in Requisition Follow-Up, AFH 23-123, Vol 2, Pt 1 Ch 5 have not yielded the desired results, and mission requirements dictate improved status is required. Manual requisition follow-up processing may be conducted alone or in conjunction with automated follow-up processing.

5.2.8.3. The following actions will be accomplished for manual requisition follow-up:

5.2.8.3.1. The AFMC SCM-R will perform follow-up for all off-line lateral support requisitions when no shipment is loaded. See Requisition Follow-Up (AFC/FLP) Input Transactions in AFH 23-123, Vol 2, Pt 1, Ch 5 for processing information and input transaction format.

5.2.8.3.2. The LRS/Materiel Management Activity will perform follow-up for local purchase, local manufacture, and non-MICAP part number requisitions when necessary.

5.2.8.3.2.1. For local purchase requisitions with status, see Requisition Follow-Up in AFH 23-123, Vol 2, Pt 1, Ch 5 for automated follow-up transaction format, frequency, and processing instructions.

5.2.8.3.2.2. For local purchase requisitions without status, see Requisition Follow-Up in AFH 23-123, Vol 2, Pt 1, Ch 5 for automated requisition reinstatement follow-up transaction processing instructions and transaction format.

5.2.8.3.2.3. For local manufacture requisition follow-up, Requisition Follow-Up in AFH 23-123, Vol 2, Pt 1, Ch 5 for more information and processing instructions.

5.2.8.3.3. Priority requisition follow-up transaction. Utilize the priority requisition follow-up transaction for priority 01-08 requisitions containing unsatisfactory estimated delivery dates. See Requisition Follow-Up (AFC/FLP) Input Transactions in AFH 23-123, Vol 2, Pt 1, Ch 5 for processing instructions and format.

5.2.8.3.4. Action required transaction. The AFMC SCM-R Stock Control Activity is responsible for centrally managed item action required status images. The LRS/Materiel Management Activity is responsible for all routing identifier JXX action required transactions. See Requisition Follow-Up in AFH 23-123, Vol 2, Pt 1, Ch 5 for transaction processing information and format.

5.2.8.3.5. Supply assistance request message. When all other attempts have failed to acquire current or improved status for priority 01-08 requisitions, the supply assistance request message should be used. The LRS/Materiel Management Activity will assist customers with preparing supply difficulty and supply assistance requests for forwarding to the AFMC SCM-R Activity. The AFMC SCM-R will combine base inputs and submit assistance requests to the appropriate action ALC/ICP, and return responses to the initiators. The supply assistance request message informs the source

of supply how the lack of the requisitioned item affects mission support. See MILSTRIP Supply Assistance Request Message Format in AFH 23-123, Vol 2, Pt 1, Ch 5 for the MILSTRIP supply assistance message format and submission procedures used by the Materiel Management Activity.

5.2.8.3.5.1. Method to Request Supply Assistance. A request for assistance may be accomplished by electronic mail (computer--DDN), message, letter, or telephone to the appropriate supply source.

5.2.9. Requisition Reconciliation.

5.2.9.1. Purpose: To ensure requisitioned materiel is still required and valid. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.2.9.2. As this is a system intensive process, see Requisition Reconciliation in AFH 23-123, Vol 2, Pt 2, Ch 5 for processing instructions to automated responses using the ILS-S to ensure requisitioned materiel is still required and valid.

5.2.10. **Requisition Status.**

5.2.10.1. Purpose: To explain the requisition status procedures process. AFMC SCM-R manages status for centrally managed item requisitions. The LRS/Materiel Management Activity will manage status for local purchase, local manufacture and non-MICAP part number requisitions. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.2.10.2. General Discussion: AFMC SCM-R Activity/LRS/Materiel Management Activity personnel must ensure all status is processed immediately, no matter how the status is received. If status is not processed immediately, more workload may be created due to invalid follow-ups, receipt rejects, and requisition cancellations and billings. AFMC SCM-R Stock Control Activity must establish management notice suspense files for status problems. Most status transactions are processed internally by the ILS-S, however some require external handling. AFMC SCM-R Activity/ LRS/Materiel Management Activity personnel must make decisions on each management notice received to correct individual status problems.

5.2.10.3. The following actions will be accomplished in performing requisition status updates:

5.2.10.3.1. F4(**) management notices. The ILS-S will produce F4** management notices to explain processing actions for each cancellation status code received. See AFH 23-123, Vol 2, Pt 2, Ch 7 for detailed instructions for each management notice.

5.2.10.3.1.1. SRI. If a special requirement indicator is assigned to the due-in detail, the system will add a third line of print on the F4** management notice specifying the flag. See Special Requisition (SPR) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for more information concerning SRI assignment.

5.2.10.3.2. Processing Cancellation/Rejection Status. AFMC SCM-R Activity/ LRS/Materiel Management Activity personnel will process rejection and cancellation status. The following paragraphs detail specific instructions for processing the most common types of rejection/cancellation status you will receive. See MILSTRIP, Intra-Air Force, And Intra-Base Requisition Status Codes and Phrases in AFH 23-

123, Vol 2, Pt 1, Ch 5 for a complete list and explanation of each type of status code that may be received and for status transaction format and instructions.

5.2.10.3.2.1. Cancellation Status Code BF (No Record of Requisition). If the wholesale source of supply does not have a record of an ILS-S requisition, the wholesale supply system generates a status transaction with status code BF.

5.2.10.3.2.1.1. Cancel the requirement. If the due-in and due-out should be canceled, enter TEX 9 in position 51 of the status transaction and re-input.

5.2.10.3.2.1.2. Re-requisition the requirement. If the canceled quantity should be requisitioned again, enter TEX R in position 51 of the status transaction and re-input.

5.2.10.3.2.1.3. Decrease the requirement. If the cancellation should be processed to delete or decrease only due-in details and corresponding status details, enter TEX P in position 51 of the status transaction and re-input.

5.2.10.3.2.1.4. Current status exists. In this situation, do not re-input the status transaction. Take this action when due-in and status details exist in the ILS-S with current status. **Note:** Follow-up processing will force the source of supply to confirm they do not have a record of the requisition. See **Para 5.2.8** for more information concerning ILS-S follow-up processing.

5.2.10.3.2.2. Cancellation Status Code CA. The source of supply notifies LRS/Materiel Management Activities of CA cancellations by message. The message explains the reason for the cancellation and any additional requirements. When the message is received, AFMC SCM-R Stock Control Activity processes a status (AE*) input transaction with status code CA. **Note:** Status code CA automatically assigns REX code 1 which prevents further requisitioning action for the item. See Requisition Exception (REX) Codes in AFH 23-123, Vol 2, Pt 1, Ch 5 for a list of REX codes and associated processing instructions. If AFMC SCM-R Stock Control Activity does not receive the CA cancellation message, the ILS-S will generate subsequent follow-up (AF*) transactions to the supply source. See **Para 5.2.8** for more information concerning requisition follow-up processing. **Note:** The supply source will not send another message to the base. When follow-up transactions are received by the supply source they send status (AE*) transactions with status code CA. When processed in the ILS-S, the CA status transaction will assign REX code 1 to the item record, update cancellation status codes on the routing identifier record, and output an F436 management notice. See AFH 23-123, Vol 2, Pt 2, Ch 7 for more information concerning F436 management notices.

5.2.10.3.2.3. Cancellation Status Code CW (One-Time Local Purchase). The ILS-S will generate a 421 Reject (input must be coded with TEX 9, P or R, and reprocessed) when requisitions are canceled with CW status. Use the following instructions to process CW cancellation status:

5.2.10.3.2.3.1. If the canceled quantity will be locally procured to meet the requirement, prepare a DD Form 1348-6 according to the instructions in AFH 23-123, Vol 2, Pt 2, Ch 8. Attach a copy of the 421 Reject to copy 2 (and 3 if

required) and send to Contracting. The 421 Reject indicates to Contracting this DD Form 1348-6 has been generated because of CW status. AFMC SCM-R Stock Control Activity will submit a new requisition for the requirement.

5.2.10.3.2.3.2. If a DD Form 1348-6 has been previously submitted on this item, and management decides to procure it locally, re-input the status transaction with TEX R in position 51. Do not send the DD Form 1348-6 and the 421 reject notice to the Base Contracting Office.

5.2.10.3.2.3.3. If the due-in and due-out on the item should be canceled, enter TEX code 9 in position 51 of the status transaction and re-input.

5.2.10.3.2.3.4. If the item cannot be locally procured, enter TEX P in position 51 of the status transaction and re-input. This action will delete or decrease the due-in and status details. Submit a new requisition to the source of supply with advice code 2A.

5.2.10.3.2.3.5. If the cancellation is for a local purchase due-in, only TEX codes 9 or R apply.

5.2.10.3.2.4. Cancellation Status Codes ZG and ZH. For cancellation codes ZG (item permanently not available from Base Contracting) and ZH (item temporarily not available from Base Contracting), the ILS-S will delete the requisition and assign REX 1 to the item record. The primary course of action is to review the requirement for these items with the customer and work to find an acceptable substitute. If a substitute is discovered, re-requisition the substitute item with a new requisition number through Contracting. If a substitute cannot be found, assign REX 2 to the item record using a Stock Control Data (FCD) transaction. This action will allow requisitioning again from the primary source of supply as determined by the federal supply class/MMAC (FSC/MMAC) table. See management notice I964 in AFH 23-123, Vol 2, Pt 2, Ch 7 for more information.

5.2.10.3.3. Source of Supply Substitute and/or Equal Item Offers. The source of supply will notify the LRS/Materiel Management Activity through message or other correspondence when substitute and/or equal items are available to satisfy requisitions. When notified, Stock Control will first determine the unit price of the offered item. If the extended cost of the requisition is greater than $499.99, or the item is considered accountable equipment (ERRCD equals ND*), Stock Control will contact the customer to determine if the offered item is acceptable. If acceptable by the customer, instruct the source of supply to provide updated status (BH) containing the new (offered) stock number. If the offered item is not acceptable to the customer, instruct the source of supply to continue procurement (if possible) for the requested item. **Note:** The source of supply should establish a customer response suspense date. However, if a customer response suspense date is not provided by the source of supply, Stock Control should submit the customer response (acceptance/non-acceptance) to the source of supply within 7 workdays.

5.2.10.3.4. Request for Missing Requisition Information. BD status suspends the requisition in the wholesale supply system for 30 calendar days awaiting Item

Manager review and action. Bases have 30 days to provide requested information. If the supply source does not receive requested information within 30 calendar days, the supply source cancels the requisition using status code D3 (Canceled). See MILSTRIP, Intra-Air Force, And Intra-Base Requisition Status Codes and Phrases in AFH 23-123, Vol 2, Pt 1, Ch 5 or more information concerning D3 status processing.

5.2.11. **Requisition Tracing.**

5.2.11.1. Purpose: To explain the requisition tracing procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.2.11.2. General Discussion: When requisitions (shipments) become overdue or lost in transportation channels, the ILS-S initiates tracer action through government and commercial transportation sources. Tracer action is also used to recover the lost shipment. The LRS/Materiel Management Activity managers use the Military Standard Transportation and Movement Procedures (MILSTAMP) Tracer Reconciliation program to trace and resolve lost or misplaced requisitions (shipments) that contain an ILS-S shipment status detail. The LRS/Materiel Management Activity must ensure that all required tracing actions are completed on schedule.

5.2.11.3. The following actions will be performed for requisition tracing:

5.2.11.3.1. AFMC SCM-R Computer Operations Activity will process the MILSTAMP Tracer Reconciliation program on the first and third weekend of each month. See AFH 23-123, Vol 2, Pt 2, Ch 6 for more information about the MILSTAMP Tracer Reconciliation program, output products, and distribution instructions.

5.2.11.3.2. Managing the Tracer Action Reconciliation. The ILS-S MILSTAMP Tracer Reconciliation Program creates the Transportation Tracer Listing and tracer action required transaction images for CONUS, and SHIPMENT TRACER FOLLOW-UP transaction images for OCONUS bases. Customer Support uses the Transportation Tracer list and output transaction images to determine what, when, and how shipment tracing actions should occur. See Requisition Tracing in AFH 23-123, Vol 2, Pt 1, Ch 5 for tracer action required processing instructions.

5.2.11.3.2.1. Customer Support Initial Actions.

5.2.11.3.2.1.1. Review the List for Repeat Entries. Before any other processing action is taken, compare the new list to the previous list. If all actions from the previous list have not been completed, then the new listing will contain repeat entries. Line off any repeat entries on the new list and complete the required actions on the previous list. Set up controls to ensure timely processing of the listings and completion of required action before the next list is run.

5.2.11.3.2.1.2. Delete Items. Process a tracer action required image with an asterisk (*) in position 7 for Unclassified and Pilferable items with a dollar value of less than $100 to immediately delete them. Any other item will be reported as a SDR regardless of dollar value, after the Cargo Movement confirms that the shipment was lost, destroyed, or Proof of Delivery could not

be furnished. Follow procedures outlined in DLM 4000.25, Vol 2, Ch 17, *Supply Discrepancy Reporting* for SDR reporting. SDR reporting is also applicable to unclassified and pilferable items above $100, after the Cargo Movements confirms that the shipment was lost, destroyed, or Proof of Delivery could not be furnished. Use the ES-S SDR function as the primary means to submit SDRs and SF 364 when the ES-S SDR function is not available. See ES-S User's Manual Chapter 14.

5.2.11.3.2.1.3. Processing Output Products. Processing the Transportation Tracer Listing program will produce DD Form 1348-1A, I306, and/or I198, I116, and F080 management notice(s). Process the output as follows:

5.2.11.3.2.1.3.1. Shipped-short receipt. Send the short-shipped receipt (I306 management notice) to Document Control for filing.

5.2.11.3.2.1.3.2. F080 management notice. If an F080 management notice is produced, write the following message on the front of the F080: DOES NOT MEET DOLLAR REPORTING CRITERIA. PLEASE DELETE CLAIMS RECEIVABLE DETAIL. Send the notice to Accounting and Finance for their action.

5.2.11.3.2.1.3.3. Management notice distribution. Route the I198 and/or I116 management notices to the appropriate work center for processing. See AFH 23-123, Vol 2, Pt 2, Ch 7 for more information concerning I198 and I116 management notices.

5.2.11.3.2.1.4. Distribute the Listing. Send copies 1 and 2 of the list to Document Control for screening.

5.2.11.3.2.2. Document Control Action. Document Control will check each entry on the listing against the Document Control receipt suspense and completed files to determine if the shipment has been received. Verify the complete 14 position document number against the receipt files, paying close attention to any suffix code. Annotate the listing for items that have been received with RECEIVED or IN FILE (DATE). Document Control will return both copies of the listing to Customer Support within 3 workdays of receiving the listing.

5.2.11.3.2.3. Customer Support Subsequent Actions Following Document Control Review.

5.2.11.3.2.3.1. Processing Actions for Items Marked Received or In File (Date) by Document Control.

5.2.11.3.2.3.1.1. Prior to forwarding the transportation tracer list to Cargo Movement for processing, take immediate action to line through those entries that Document Control has marked as received or in file (date). Coordinate with Cargo Movement to ensure they understand no action is needed on these items. **Note:** If Customer Support chooses to take action on these items prior to forwarding the listing to Cargo Movement, extreme care must be taken to not delay Cargo Movement processing of the listing.

5.2.11.3.2.3.1.2. Immediately forward the listing to Cargo Movement for

their actions.

5.2.11.3.2.4. Cargo Movement Actions.

5.2.11.3.2.4.1. Cargo Movement will work tracer action listing IAW AFI 24-203.

5.2.11.3.2.5. Customer Support Subsequent Actions Following Cargo Movement Review.

5.2.11.3.2.5.1. Screening Cargo Movement Statements. After receiving the annotated Transportation Tracer Listing from Cargo Movement, ensure only valid statements listed in AFI 24-203 are used. If the listing includes other statements, return the listing to Cargo Movement for corrective action as described in AFI 24-203.

5.2.11.3.2.5.2. Based upon Cargo Movement remarks; complete the following actions:

5.2.11.3.2.5.2.1. Received or in file (date). First check the transaction history to see if shipped status transactions processed after a partial receipt.

5.2.11.3.2.5.2.1.1. If the transaction history indicates a partial receipt (with the same suffix code as the tracer action required detail) before updated shipment status processed, process a tracer action required transaction with a D in position 7 to delete corresponding shipment status details.

5.2.11.3.2.5.2.1.2. If a partial receipt is not involved, and Cargo Movement indicates the shipment has been received on base, process a tracer action required transaction with action code A to update the transportation tracer flag on the shipment status detail to A. Action code A will move the shipment to the Receipt Acknowledged Error Listing indicating the shipment has been received on base but not by LRS/Materiel Management Activity.

5.2.11.3.2.5.2.1.3. Customer Support will take the following actions after processing the tracer action required transaction with action code A:

5.2.11.3.2.5.2.1.3.1. Receipt processing. If the receipt processed incorrectly, rejected, reverse-posted, or did not process, take action to correctly process the receipt.

5.2.11.3.2.5.2.1.3.2. No receipt. If the receipt cannot be located, prepare a DD Form 1348-1A (Shipped-Short) receipt and process it as follows:

5.2.11.3.2.5.2.1.3.2.1. Shipment received. Check with the customer to determine if the customer physically received the shipment. If the customer received the shipment, create a DD 1348-1A receipt document and briefly explain on the front how this determination was made. The Customer Support supervisor or Materiel Management Officer will certify the customer receipt statement. Furthermore, ensure the receipt has processed correctly and have the customer sign the Due-Out Release (DOR) document acknowledging receipt for the shipment. Customer

Support will annotate the listing with actions taken, attach supporting documentation, and send all documentation to Document Control for filing.

5.2.11.3.2.5.2.1.3.2.2. Shipment not received. If the customer has not received the shipment, prepare a DD 1348-1A receipt and attach a copy of the supporting documentation. Next, send all documentation to Inventory for special inventory processing. See **Sec. 5G, Physical Inventory and Inventory Adjustments** of this chapter for inventory processing.

5.2.11.3.2.5.2.2. Cargo Movement tracing. This annotation indicates Cargo Movement will trace the shipment through transportation channels. Customer Support will process the tracer action required transaction with a B in position 7 to indicate the shipment is being traced through transportation channels and updated status will be provided. **Note:** Cargo Movement monitors all items being traced through transportation channels to ensure the tracing is completed before shipments appear 30 days later on the Exception Action Listing.

5.2.11.3.2.5.2.3. Updated shipment status. If the LRS/transportation activity provides updated shipment status, Customer Support will process a shipment status input transaction with updated date shipped, mode of shipment code, Transportation Control number (TCN) or Government Bill of Lading (GBL), as noted by Cargo Movement. See Shipment Suspense Record (SSC) in AFH 23-123, Vol 2, Pt 1, Ch 5 for shipment status input transaction format and processing instructions.

5.2.11.3.2.5.2.4. SF 361/Message Attached. When Cargo Movement annotates the Transportation Tracer Listing with SF 361/Message Attached, Customer Support will process a tracer action required transaction with an asterisk (*) in position 7. This annotation indicates tracer action was unsuccessful and the shipment is considered lost. At this point, Customer Support will prepare a Supply Discrepancy Report (SDR) via the ES-S SDR function to the shipping activity and include results of the tracer action and attach any pertinent documentation. Use the **SF 364** in the absence of the ES-S SDR function. Processing the tracer action required transaction will produce an I306 management notice for a shipped-short receipt. Additionally, the tracer action required transaction will delete the corresponding due-in detail and change the shipment status detail supplementary address to TARREC. This processing is used to identify tracer action required shipped-short receipt processing. **Note:** If the shortage meets dollar value requirements specified in **DFAS-DE 7077.10-M**, the ILS-S will create a Claims Receivable detail and an F080 management notice.

5.2.11.3.2.5.2.4.1. F080 management notice produced. If an F080 management notice is produced, send a copy of the SF 361 received from Cargo Movement to Accounting and Finance for action. Customer Support will process a tracer action required transaction with action code C to prevent the lost shipment from appearing on the Report of Item Discrepancy (ROD) Listing.

5.2.11.3.2.5.2.4.2. F080 management notice not produced. If an F080 management notice is not produced, attach a copy of the SF 361 (received from Cargo Movement) and the I306 management notice (shipped-short receipt), and send both to Document Control for action. Process a tracer action required transaction with action code C to prevent the lost shipment from appearing on the Report of Item Discrepancy (ROD) Listing.

5.2.11.3.2.5.2.5. Previously researched by Cargo Movement. Customer Support should check the previous Transportation Tracer Listing to determine why previously identified processing was not completed. Customer Support will line off any duplicate entries on the new listing and return it to Cargo Movement for processing. Immediately complete all processing actions from the previous listing and set up controls to prevent the condition from happening again.

5.2.11.3.2.5.2.6. Shipment Tracer Follow-up action required (overseas bases only). When Cargo Movement returns the Transportation Tracer Listing for overseas (OCONUS) bases with the annotation "SHIPMENT TRACER FOLLOW-UP Action Required," Customer Support will process these shipments as follows:

5.2.11.3.2.5.2.6.1. Processing tracer action required transaction. If the shipment is being traced by Cargo Movement through shipment tracer follow-up transactions, process the tracer action required transaction with a B in position 7.

5.2.11.3.2.5.2.6.2. Obtain updated shipment status from the AF shipper service control office (SSCO). Overseas bases send shipment tracer follow-up transactions to the AF Shipper Service Control Office (SSCO) or HQ AFMC for tracer actions. See Tracer Action Request (TM1) Transaction For Overseas Bases in AFH 23-123, Vol 2, Pt 1, Ch 5 for shipment tracer follow-up transaction format and processing instructions. When SSCO receives and processes shipment tracer follow-up transactions, shipment status reply (TMA) transactions are created and transmitted (by message or email) to the ILS-S to provide updated transportation information.

5.2.11.3.2.5.2.6.3. Processing SSCO Updates. Upon receipt, process tracer action request reply transactions in the ILS-S. Conversely, if a message or email is received from the SSCO, Customer Support will prepare and process a tracer action request reply transaction using the format listed in Tracer Action Request Reply (TMA) Transaction For Overseas Bases in AFH 23-123, Vol 2, Pt 1, Ch 5. Tracer action request reply transaction processing updates shipment status details with updated transportation information (day shipped/mode/TCN/GBL). **Note:** No reply to tracer action within 30 days will cause the shipments to appear on the Exception Action Listing. See **Para 5.2.11.3.6** for more information concerning the Exception Action Listing.

5.2.11.3.2.6. File the Completed Listing. Keep the current Transportation Tracer Listing on file in Customer Support. Retain with the previous listing until the next scheduled listing is produced.

5.2.11.3.3. Parcel Post Tracer Listing (TTF-P) Processing.

5.2.11.3.3.1. The Parcel Post Tracer List is created to identify and trace shipments shipped by parcel post (mode of shipment code G or H), military ordinary mail (mode of shipment code 6), or express mail (mode of shipment code 7) that exceed MILSTAMP standards. **Note:** If processing is not completed on the current listing, the shipments will appear on subsequent Parcel Post Tracer Listings.

5.2.11.3.3.2. Customer Support Action. Customer Support will review the Parcel Post Tracer Listing and take the following actions:

5.2.11.3.3.2.1. Deleting Shipments. Unclassified and Pilferable shipments with a dollar value of less than $100 should be immediately deleted by processing a tracer action required transaction with an asterisk (*) in position 7. Any other item with a controlled item code (CIC) other than U will be reported as a SDR regardless of dollar value, after the U.S. Postal Service confirms that the shipment was lost, destroyed, or Proof of Delivery could not be furnished. Follow procedures outlined in DLM 4000.25, Vol 2, Ch 17for SDR reporting. SDR reporting is also applicable to unclassified and pilferable items above $100, after Cargo Movement confirms that the shipment was lost, destroyed, or Proof of Delivery could not be furnished. Use the ES-S SDR function as the primary means to submit SDRs and SF 364 when the ES-S SDR function is not available**. Note:** Processing the MILSTAMP Tracer Reconciliation (NGV597) program with the delete option will automatically delete items (CIC equals U) with a dollar value of less than $100.00. See MILSTAMP Tracer Reconciliation (NGV597) in AFH 23-123, Vol 2, Pt 2, Ch 6 for more information on deleting lost shipments valued less than $100.

5.2.11.3.3.2.2. Tracer action required Processing Output. Tracer action required transaction processing produces a DD Form 1348-1A (shipped-short) receipt document, and I306, I198, I116, and F080 management notice(s). Process the output as follows:

5.2.11.3.3.2.2.1. Send the I306 management notice (short-shipped receipt) to Document Control.

5.2.11.3.3.2.2.2. Write the following message on the front of the F080 management notice: DOES NOT MEET DOLLAR REPORTING CRITERIA. PLEASE DELETE CLAIMS RECEIVABLE DETAIL. Send the notice to Accounting and Finance for their action.

5.2.11.3.3.2.2.3. Route the I198 and/or I116 management notices to the appropriate work center for processing. See AFH 23-123, Vol 2, Pt 2, Ch 7. for more information and processing instructions.

5.2.11.3.3.2.3. Annotate the Listing. After processing tracer action required

transactions and any related output as described above, cross the shipment off of the listing.

5.2.11.3.3.2.4. Designate Controlled and Uncontrolled Shipments. Parcel post shipments are mail-type shipments that are divided into two large categories: Controlled and Uncontrolled. To determine if shipments are controlled or uncontrolled, check position 7 of the TCN/GBL field of the Parcel Post Tracer List. Controlled shipments are identified by the following characters: C (Certified), I (Insured), or R (Registered). If position 7 does not contain one of these characters, then the shipment is considered uncontrolled.

5.2.11.3.3.2.5. Distribute the Listing. Distribute the Parcel Post Tracer listing according to the following instructions:

5.2.11.3.3.2.5.1. Controlled shipment tracing. For tracing controlled shipments (identified by a C, I, or R in position 7 of the TCN/GBL), send the Parcel Post Tracer Listing to Document Control and Receiving (if applicable) sections to determine if the shipments have been received.

5.2.11.3.3.2.5.2. Uncontrolled shipment tracing. For tracing uncontrolled shipments, send the listing to Document Control.

5.2.11.3.3.3. Document Control Action. Document Control will check each entry on the Parcel Post Tracer Listing against Document Control receipt suspense files and completed receipt files to determine if the shipment has been received. Verify the complete requisition (shipment) document number, paying close attention to the suffix code. Mark shipments on the list that have been received with RECEIVED or IN FILE (DATE). If the item has not been received, mark the item with the statement, NO RECORD. Document Control will return the list to Customer Support within 5 workdays of receiving the listing.

5.2.11.3.3.4. Customer Support Processing of Annotated Parcel Post Tracer List.

5.2.11.3.3.4.1. RECEIVED or In File (Date). Customer Support will check the transaction history to see if shipped status processed after a partial receipt. If the transaction history shows a partial receipt processed (with the same suffix code as the tracer action required detail) before shipment status processed, process a tracer action required transaction with Action Code D in position 7 to delete the shipment status detail. If a partial shipment is not applicable, Customer Support will process a tracer action required transaction with Action Code A in position 7 to reset the transportation tracer flag (TTF) on the shipment status detail to A, and indicate shipment will appear on the Receipt Acknowledged Error Listing. **Note:** Shipments appearing on the Receipt Acknowledged Error Listing identifies shipments received on base but not received in LRS/Materiel Management Activity. See **Para 5.2.11.3.4** for more information. After processing a tracer action required transaction with action code A, Customer Support will perform the following actions:

5.2.11.3.3.4.1.1. Receipt processing. Determine if the receipt was processed correctly. If it was processed incorrectly, rejected, reverse-posted, or did not process, take action to correctly process the receipt.

5.2.11.3.3.4.1.2. No receipt. If the receipt cannot be located, prepare a DD Form 1348-1A (shipped-short receipt) and process it as follows:

5.2.11.3.3.4.1.2.1. Shipment received. If it can be determined the customer actually received the item, briefly explain on the front of the DD Form 1348-1A how this decision was made. The Customer Support Supervisor or Materiel Management Officer must certify this statement. Customer Support will ensure the receipt is processed and the customer signs the due-out release (DOR) document to acknowledge physical receipt of the shipment. Customer Support annotates the list with action taken and sends the documents to Document Control for filing.

5.2.11.3.3.4.1.2.2. Shipment not received. If the customer has not received the item, send the I306 management notice (shipped-short) receipt, along with a copy of the transaction history to Inventory for special inventory processing. If special inventory action validates a shortage, Inventory must process an inventory adjustment transaction with a TEX code T. Inventory returns the receipt, a copy of the transaction history research, and any output from the inventory to Customer Support. Customer Support annotates the list with action taken and sends all documentation to Document Control for filing.

5.2.11.3.3.4.2. Processing controlled shipments – NO RECORD. If Document Control or Receiving marks the shipment with NO RECORD, Customer Support will perform the following actions:

5.2.11.3.3.4.2.1. Prepare parcel post shipment tracing transaction. To initiate tracing on controlled Parcel Post shipments, process a tracer action required transaction with action code T in position 7 to create an output parcel post tracing transaction. Action code T flags the ILS-S shipment status detail to indicate an output parcel post tracing transaction has been created. See Registered, Insured, and Certified Parcel Post Shipment Tracing (AFT) in AFH 23-123, Vol 2, Pt 1, Ch 5 for transaction format and processing instructions.

5.2.11.3.3.4.2.2. Request shipment tracing. Send the output parcel post tracing transaction to the correct source of supply, to begin tracer action with the U.S. Postal Service. Once the source of supply determines shipment disposition, they will send an offline message to the Materiel Management Activity. If no response is received within 15 days, ILS-S inline follow-up programs will send another output parcel post tracing transaction.

5.2.11.3.3.4.2.3. Lost or destroyed shipments. If the postal service indicates the shipment was lost, destroyed, or proof of delivery could not be furnished, Customer Support will take the following actions:

5.2.11.3.3.4.2.3.1. Process tracer action required transaction. Customer Support will process a tracer action required transaction with action code asterisk (*). Once processed, the ILS-S will build a shipped-short

receipt, delete the due-in detail, and change the supplementary address field of the shipment status detail to TARREC. ILS-S processing will produce an I306 management notice (shipped-short receipt). Additionally, tracer action required transaction processing builds a billed not received delete transaction for Accounting and Finance program NGV960.

5.2.11.3.3.4.2.3.2. Parcel post shipments with special dollar value requirements. If the parcel post shortage meets the dollar value requirements specified in DFAS-DE 7077.10-M, a claims receivable detail and an F080 management notice is produced. Upon receipt of the F080 management notice, prepare and forward a SDR using the ES-S SDR function to the shipping activity. Use the **SF 364** in the absence of the ES-S SDR function. If the extended value is greater than $250 for a DoD shipment or greater than $100 for a non-DoD shipment, request reverse billing or credit action on the ES-S SDR function.

5.2.11.3.3.4.2.3.3. Process a tracer action required transaction with action code C in position 7 to indicate an SDR was prepared. This action will prevent the shipment from appearing on the Report of Item Discrepancy Listing. **Note:** A tracer action required transaction with action code Asterisk (*) must be processed first or a 112 REJ will be produced.

5.2.11.3.3.4.2.3.4. Distribute Copies of the SDR. Attach a copy of the SDR to the DD Form 1348-1A (shipped-short receipt) and send it to Document Control for filing.

5.2.11.3.3.4.2.3.4.1. If a reverse-billing or credit action is not requested because of the item's dollar value, send a copy of the SDR to Accounting and Finance requesting the detail be deleted.

5.2.11.3.3.4.2.3.4.2. If a reverse billing or credit action is requested because of the item's dollar value, keep a copy of the SDR in a suspense file until receipt of a reply. When a response is received that either grants or refuses credit, send the SDR and response to A&F for required action.

5.2.11.3.3.4.2.4. Delivered Shipments. If the post office indicates proof of delivery, take the following actions:

5.2.11.3.3.4.2.4.1. Process the tracer action required transaction with action taken code A in position 7. This action will place the shipment on the Receipt Acknowledged Error Listing portion of the Tracer Action Required Listing.

5.2.11.3.3.4.2.4.2. Process the receipt if it can be located.

5.2.11.3.3.4.2.4.3. Prepare a DD Form 1348-1A (shipped-short receipt) if the receipt cannot be located and process as follows:

5.2.11.3.3.4.2.4.3.1. Shipment received. If it can be determined the customer received the shipment, briefly explain on the front of the DD Form 1348-1A how this determination was

made. The Customer Support supervisor or Materiel Management Officer will certify the determination statement. Ensure the receipt is processed and the customer signs the Due-Out Release (DOR) document acknowledging actual possession of the item. Customer Support annotates the listing with actions taken and sends to Document Control.

5.2.11.3.3.4.2.4.3.2. Shipment not received. If the customer did not receive the shipment, send the receipt, along with a copy of the transaction history, to Inventory for special inventory processing. If the special inventory shows there is a shortage, Inventory must process an IRC with a TEX code T. Inventory returns the receipt, a copy of the transaction history, and any output from the inventory to Customer Support. Customer Support annotates the list with action taken and sends the documents to Document Control for filing.

5.2.11.3.3.4.3. Processing Uncontrolled Shipments Not Received. Uncontrolled parcel post shipments cannot be traced. If Document Control indicates the shipment was not received (NO RECORD), Customer Support will process a tracer action required transaction with Action Code asterisk (*). The ILS-S will build a shipped-short receipt, delete the due-in detail, and change the supplementary address field of the shipment status detail to TARREC. ILS-S processing will also produce an I306 management notice (shipped-short receipt). At this point, Customer Support will prepare a SDR via the ES-S SDR function to the shipping activity and include results of the tracer actions from the U.S. Postal Service and attach any pertinent documentation. In the Absence of the ES-S SDR function, use **SF 364**. Additionally, ILS-S tracer action required transaction processing builds a BNR delete transaction for Accounting and Finance.

5.2.11.3.4. Receipt Acknowledged Error Listing (TTF-A) Processing.

5.2.11.3.4.1. This list includes lost or delayed shipments that the LRS/Transportation activity has received but the shipment has not been received by the LRS/Materiel Management Activity. The Receipt Acknowledged Error Listing also identifies those shipments that were shipped by pilot/consignee pickup.

5.2.11.3.4.2. Customer Support Processing.

5.2.11.3.4.2.1. Overdue Receipts. Check previous Transportation or Parcel Post Tracer Action listings to see what action was started to clear the overdue receipt. Immediately resume action to clear these receipts.

5.2.11.3.4.2.2. Pilot/Consignee Shipments. If the TCN/GBL field contains Pilot/ Consignee, then transportation channels were not used for this shipment.

5.2.11.3.4.2.2.1. Shipment received. Contact the customer and determine how and when the item was picked up and delivered. Locate and process the receipt.

5.2.11.3.4.2.2.2. Shipment not received. Prepare a DD Form 1348-1A (shipped-short receipt) if the receipt cannot be located and process it as follows:

5.2.11.3.4.2.2.2.1. If it can be determined the customer actually received the item, briefly explain on the front of the DD Form 1348-1A how this decision was made. Then have the Customer Support supervisor or Materiel Management Officer certify the statement. Ensure the receipt is processed and the customer signs the DOR acknowledging actual possession of the item. Customer Support annotates the list with action taken and sends the documents to Document Control for filing.

5.2.11.3.4.2.2.2.2. If the customer has not received the item, send the receipt, along with a copy of the transaction history, to Inventory for special inventory processing. If the special inventory shows there is a shortage, Inventory must process an IRC with a TEX code T. Inventory returns the receipt, a copy of the transaction history research, and any output from the inventory to Customer Support. Customer Support annotates the list with action taken and sends the documents to Document Control for filing.

5.2.11.3.5. Consolidated Shipment Error Listing (TTF-L) Processing

5.2.11.3.5.1. This listing traces consolidated shipments that exceed age requirements and are identified by a lead transportation control number.

5.2.11.3.5.2. Customer Support Action.

5.2.11.3.5.2.1. Deleting Shipments. Unclassified and Pilferable items with a dollar value of less than $100 should be immediately deleted by processing a tracer action transaction image with an asterisk (*) in position 7. Any other item with a controlled item code (CIC) other than U will be reported as a SDR regardless of dollar value, after research by Customer Support and Document Control confirms that the shipment was lost, destroyed, or Proof of Delivery could not be furnished. Follow procedures outlined in DLM 4000.25, Vol 2, Ch 17, *Supply Discrepancy Reporting*for SDR processing. Note: Processing the MILSTAMP Tracer Reconciliation (NGV597) program with the delete option will automatically delete items (CIC equals U) with a dollar value of less than $100.00. See AFH 23-123, Vol 2, Pt 2, Ch 6 for more information and processing options for the MILSTAMP Tracer Reconciliation program.

5.2.11.3.5.2.2. Processing Output. Processing tracer action required transactions with action code asterisk (*) will produce an I306 management notice (shipped-short receipt), I198, I116, and F080 management notices. Process the output as follows:

5.2.11.3.5.2.2.1. I306 management notice (shipped-short receipt). Send the short-shipped receipt (I306 management notice) to Document Control.

5.2.11.3.5.2.2.2. F080 management notice annotation. Write the following statement on the front of the F080 management notice: DOES NOT MEET DOLLAR REPORTING CRITERIA. PLEASE DELETE CLAIMS RECEIVABLE DETAIL. Send the annotated F080 management notice to Accounting and Finance (A&F) for action.

5.2.11.3.5.2.2.3. Other management notice distribution. Route I198 and/or I116 management notices to the appropriate work center for processing. See AFH 23-123, Vol 2, Pt 2, Ch 7 for more information.

5.2.11.3.5.2.3. Annotate the Listing. After processing tracer action required transactions and capturing any output, cross the shipment off the listing.

5.2.11.3.5.2.4. Distribute the Listing. Send the listing to Document Control for their action.

5.2.11.3.5.3. Document Control Action. Document Control will screen the lead TCN and the document number against the completed receipt files to determine if shipments have been received. Verify the complete document number, paying close attention to the suffix code. Mark received items with RECEIVED or IN FILE (DATE). Mark shipments that have not been received with NO RECORD. Document Control will return the annotated listing to Customer Support within 5 workdays.

5.2.11.3.5.4. Customer Support Action.

5.2.11.3.5.4.1. Supplemental Shipments Received. If Document Control annotates the listing for supplemental due-in details (document number) as RECEIVED or IN FILE (DATE), determine if the receipt was processed correctly. If the receipt was processed incorrectly, rejected, reverse-posted, or did not process, then reprocess the receipt correctly.

5.2.11.3.5.4.2. Supplemental Shipments Not Received. Prepare a DD Form 1348-1A (shipped-short receipt) if you cannot find the receipt and process it as follows:

5.2.11.3.5.4.2.1. If the customer actually received the item, briefly explain on the front of the DD Form 1348-1A how this determination was made. The Customer Support supervisor or Materiel Management Officer will certify this statement. Additionally, ensure the receipt is processed correctly and the customer signs the due-out release (DOR) document acknowledging receipt of the item. Customer Support annotates the listing with these actions taken and sends the document(s) to Document Control.

5.2.11.3.5.4.2.2. If the customer has not received the item, send the receipt, along with a copy of the transaction history, to Inventory for special inventory processing. If the special inventory shows there is a shortage, Inventory must process an IRC with a TEX code T. Inventory returns the receipt, a copy of the transaction history research, and any output from the inventory to Customer Support. Customer Support annotates the list with action taken and sends the documents to Document Control for filing.

5.2.11.3.5.4.3. Consolidated Shipments <u>Not</u> Received. If Document Control annotates the lead TCN and supplemental shipments as NO RECORD, Customer Support will research the lead TCN to determine what happened to the requisition number (due-in). **Note:** The Consolidated Shipment Error Listing does <u>not</u> include the stock number (NSN) for the lead TCN.

Therefore, research the transaction history for the TCN document number date to determine the stock number.

5.2.11.3.5.4.3.1. After identifying the lead TCN NSN, Customer Support will perform another transaction history to determine if the lead TCN requisition (due-in) was previously deleted. If the lead TCN due-in detail was deleted, reestablish the due-in document number in the ILS-S with a special requisition transaction.

5.2.11.3.5.4.3.2. Prepare and process a shipment status transaction using the latest shipment data available on each supplemental due-in detail. If research indicates a receipt was processed, determine if the receipt processed correctly.

5.2.11.3.5.4.3.2.1. If correct, prepare a receipt document (DD Form 1348-1A) for Document Control. Delete any erroneous shipment status details with tracer action required transactions using Action Code D.

5.2.11.3.5.4.3.2.2. If incorrect, reverse-post and reprocess the receipt correctly. If you cannot obtain current shipment status because of the age of the lead TCN, process a tracer action required transaction with Action Code D. Cancel any supplemental due-in details for the consolidated shipment with a supply status transaction using cancellation code Z7. See Supply Status (AE*) Input Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for supply status transaction processing instructions. Note: If the consolidated or supplemental shipments are received by the Materiel Management Activity at a later date, process the receipt(s) using receipt not due-in (RNDI) procedures.

5.2.11.3.6. Exception Action Listing (TTF-F) Processing.

5.2.11.3.6.1. This listing identifies delayed or lost shipments Cargo Movement marked as Cargo Movement TRACING on previous Transportation Tracer Listings. **Note:** For overseas (OCONUS) bases, the Exception Action Listing also identifies shipments for which a shipment tracer follow-up transaction has been submitted. However, no shipment tracer follow-up reply transaction has been received.

5.2.11.3.6.2. Customer Support Initial Action. Send the Exception Action Listing to Cargo Movements for action.

5.2.11.3.6.3. Cargo Movement Action. Within 5 workdays of receipt, Cargo Movement will research and annotate the Exception Action List with one of the following statements.

5.2.11.3.6.3.1. Received or In File (Date). This annotation indicates Cargo Movement received the shipment on base and sent it to LRS/Materiel Management Activity for their action.

5.2.11.3.6.3.2. SF 361/Message Attached. This annotation indicates the shipment was lost in the transportation channels.

5.2.11.3.6.3.3. Updated Shipment Status. This annotation indicates Cargo

Movement received updated shipment data. Cargo Movement will circle the old shipment data and write the new shipment data above the old information.

5.2.11.3.6.4. Customer Support Action following Cargo Movement Review**.** After receiving the annotated Exception Action Listing from Cargo Movement, check to see if it contains any statements other than those listed above. If the listing includes other statements, return it to Cargo Movement for their action, as stated in AFI 24-203. Otherwise, complete the following actions based upon Cargo Movement statements annotated:

5.2.11.3.6.4.1. Received or In File (Date). Process the tracer action required transaction with Action Code A to indicate that the shipment processed through Cargo Movement channels, but has not been received by LRS/Materiel Management Activity. See if the receipt was processed correctly. If it was processed incorrectly, rejected, reverse-posted, or did not process, take action to correctly process the receipt. If the receipt cannot be located, prepare a DD Form 1348-1A (shipped-short receipt) and process it as follows:

5.2.11.3.6.4.1.1. Shipment received. If the customer received the item, briefly explain on the front of the DD Form 1348-1A how this decision was made. The Customer Support supervisor or Materiel Management Officer will certify the statement. Ensure the receipt is processed in the ILS-S and the customer signs the DOR acknowledging actual possession of the item. Customer Support annotates the listing with action taken and sends the listing and supporting documents to Document Control.

5.2.11.3.6.4.1.2. Shipment not received. If the customer has not received the item, send the shipped-short receipt, along with a copy of the transaction history, to Inventory for special inventory processing. If the special inventory shows there is a shortage, Inventory must process an IRC with a TEX code T. Inventory returns the receipt, a copy of the transaction history research, and any output from the inventory to Customer Support. Customer Support annotates the list with action taken and sends the documents to Document Control for filing.

5.2.11.3.6.4.2. SF 361/Message Attached. When Cargo Movement annotates the Transportation Tracer Listing with SF 361/Message Attached, Customer Support will process a tracer action required transaction with an asterisk (*) in position 7 to indicate tracer action was unsuccessful and the shipment is considered lost. At this point, Customer Support will prepare a Supply Discrepancy Report (SDR) via the ES-S SDR function to the shipping activity and include results of the tracer action and attach any pertinent documentation. In the Absence of the ES-S SDR function, use SF 364. The tracer action required transaction will produce an I306 management notice (short-shipped receipt), delete the corresponding due-in detail, and change the shipment status detail supplementary address field to TARREC. Additionally, if the shortage meets the dollar value requirements specified in **DFAS-DE 7077.10-M**, the ILS-S will produce a Claims Receivable detail, and produce a

F080 management notice.

5.2.11.3.6.4.2.1. F080 management notice produced. If an F080 management notice is produced, send a copy of the SF 361 from Cargo Movement to Accounting and Finance for their action. Customer Support will process a tracer action required transaction with Action Code C in position 7 to prevent the shipment from appearing on the Report of Item Discrepancy Listing. **Note:** Process a tracer action required transaction with action code asterisk (*) first to prevent a 112 Reject. See AFH 23-123, Vol 2, Pt 2, Ch 7 for more information concerning 198 Rejects.

5.2.11.3.6.4.2.2. F080 management notice not produced. If an F080 management notice is not produced, attach a copy of the SF 361 from Cargo Movement to the I306 management notice (shipped-short receipt). Send the all supporting documents to Document Control. Process a tracer action required transaction with action code C in position 7 to prevent the shipment from appearing on the Report of Item Discrepancy Listing.

5.2.11.3.6.4.3. Updated Shipment Status. Process a shipment status transaction with updated date shipped, mode of shipment code, Transportation Control Number (TCN), or Government Bill of Lading (GBL), as noted by Cargo Movement. See Shipment Status (AS*/AU*) Input Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for shipment status transaction format and processing instructions.

5.2.12. Customer Backorder Review, Validation, and Cancellation.

5.2.12.1. Purpose: To explain the customer backorder review, validation, and cancellation procedures. For policy specific requirements see AFI 23-101 and for IT specific information see AFH 23-123, Vol 2, Pt 1, Ch 5.

5.2.12.2. General Discussion: Because the accuracy of backorders in the IT system is important, LRS/Materiel Management Activity must coordinate with organizations to review and validate their backorders regularly.

5.2.12.3. The following actions will be performed:

5.2.12.3.1. Customer backorder review. Customers review backorders for their organizations to ensure they contain valid requisition numbers. Also, customers should ensure requisition numbers have current status, and that backorder data elements (i.e., priority, project code, quantity, mark-for, etc.) are correct.

5.2.12.3.2. Customer backorder validation. Customers validate backorders for their organization by contacting the requestor to determine if the item is still required. UND A and B backorders must be validated at least monthly. UND C backorders must be validated at least quarterly. **Note:** Local management may dictate only weekly reviews are required for UND A and B customer backorders for equipment items.

5.2.12.3.3. Customer Backorder Review/Validation Products:

Table 5.1. Customer Backorder Review/Validation Products.

Type Of Customer Organization	**Due-Out Review And Validation Management Reports**	**Usage**
Base Civil Engineer (BCE) Organizations	BCE Due-Out Status Listing - D03	Used exclusively by base civil engineering organizations daily to review backorders
Base Civil Engineer (BCE) Organizations	BCE Due-Out Validation Listing - M09	Used exclusively by base civil engineering organizations monthly to validate backorders.
Supply Points (Inventory Segment)	Supply Point Listing - Q13	Used by LRS/Materiel Management Activity each quarter to review and validate supply point items and backorders
All Organizations	Due-Out Validation Listing - M30	Used by LRS/Materiel Management Activity and customers monthly to validate all customer backorders except bench stock.
All Organizations	Priority Monitor Report - D18	Used by LRS/Materiel Management Activity and customers daily/weekly to review all UND A and B customer backorders
All Organizations	Due-Out Status Listing - R31	Used by LRS/Materiel Management Activity and customers (in conjunction with other reports) as required to review customer backorders.
Note: LRS/Materiel Management Activity personnel may use a local retrieval program or an existing program in place of these reports.		

5.2.12.3.4. Review of UND A and B Customer Backorders. Each day, LRS/Materiel Management Activity will coordinate with applicable organizations for review of customer backorders with UND A. At least weekly, LRS/Materiel Management Activity will coordinate with applicable organizations for review of customer backorders with UND A and B. **Note:** Management may determine daily processing is not warranted. Customers are not required to return listings received for backorder review. However, customers must notify LRS/Materiel Management Activity of

items on the listings no longer needed. Notification may be via the listing, telephone, or other military correspondence.

5.2.12.3.5. Validation of Customer Backorders:

5.2.12.3.5.1. Monthly Validation of Customer Backorders. The backorder validation listing (M30), or equivalent, for all due-outs is produced monthly. UND C due-outs are required to be validated at least quarterly. **Note:** The LRS/Materiel Management Activity and maintenance organization jointly determine when the validation of customer backorders with the IMDS CDB system shall be accomplished.

5.2.12.3.5.2. Validation of Customer Backorders. Validation of customer backorders for non- IMDS CDB organizations may create output images which can be input after the organization has completed the validation. In this case, these images and one copy of the validation listing are retained by the LRS/Materiel Management Activity. During backorder validation for IMDS CDB organizations, the images are forwarded to the applicable IMDS CDB organization.

5.2.12.3.5.3. Validation Processing. To validate due-outs, the supported organization should contact the person with the need for the backordered item to ensure the item is still required. It's essential the organization validate each due-out on the list and cancel those which are no longer required. If there are any changes or cancellations required, the customer organization must contact the LRS\Materiel Management Activity in writing or by returning an annotated listing. The customer organization should provide a point of contact in case the LRS/Materiel Management Activity requires additional information.

5.2.12.3.6. Validation of Base Civil Engineering (BCE) Customer Backorders. The M09, or equivalent, serves as the tool for validation of BCE customer backorders. The computer listings are distributed with a letter of transmittal to BCE Materiel Control Section. BCE uses the same procedures as other customers for reviewing, validating, requesting changes and cancellations to existing backorders. In addition, LRS/Materiel Management Activity personnel use the M09, or equivalent, in the same method as the M30. LRS\Materiel Management Activity retains work copies of the M09 and M30, or equivalents, for the purpose of reviewing and researching customer backorders, including memo-obligated backorders. If necessary, LRS\Materiel Management Activity personnel will requisition for support or cancel customer due-outs as appropriate.

5.2.12.3.7. Validation of Bench Stock Due-outs. The monthly inventory of bench stocks fulfills the requirement to review and validate bench stock backorders.

5.2.12.3.8. Backorder cancellations:

5.2.12.3.8.1. Once a customer has determined that an item on backorder is no longer required, they will contact the LRS\Materiel Management Activity to have the backorder cancelled.

5.2.12.3.8.2. The LRS\Materiel Management Activity personnel will process a

due-out cancellation as described in Customer Backorder Due-Out Cancellation (DOC) Transaction, AFH 23-123, Vol 2, Pt 1, Ch 5. The LRS/Materiel Management Activity personnel must process DOC input transactions received from the base Maintenance on the same day to ensure Maintenance and Supply records remain coordinated.

5.2.12.3.8.3. When necessary, the LRS\Materiel Management Activity will process a request for due-in cancellation for local purchase, local manufacture and non-MICAP part number requisitions. See Local Purchase Status Cancellation (LCC) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 3 for processing instructions. **Note:** Process due-in cancellation requests as required to ensure the requisition is not loaded at the source of supply.

Section 5C—Physical Asset Management

5.3. Physical Asset Management.

5.3.1. Supply Discrepancy Reports (SDR).

5.3.1.1. Purpose: To describe the procedures for submitting, following up, and replying to SDR. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.3.1.2. General. SDRs will be submitted in accordance with DLM 4000.25, Vol 2, Ch 17. The SDR program is used to promote evaluation, correction, and improvement of logistics operations.

5.3.1.3. Incoming SDRs. Incoming SDRs should rarely occur because bases are primarily receiving rather than shipping activities. Therefore, the preponderance of base SDR activity pertains to “outgoing” SDRs, i.e., those sent to DLA, GSA, commercial vendors, and occasionally to other AF bases (lateral support).

5.3.1.4. SDR Submissions (Reporting Activity). The reporting (receiving) activity will submit an SDR for all item or packaging discrepancies which meet at least one of the conditions specified in DLM 4000.25, and Vol 2, Ch 17.

5.3.1.4.1. LRS\Materiel Management Activity personnel will use ES-S SDR function as the primary tools to submit SDR’s. The SF 364, Report of Discrepancy paper form can be used as a secondary tool until access to the ES-S SDR function is established. All requirements pertaining to SDRs throughout this section will be accomplished using the ES-S SDR function. Exception: SF 364 paper form can be used for reporting local purchase discrepancies to the Base Contracting Office (BCO). Refer to the DLA Customer Assistance Handbook via the web using CAC card for further information concerning current POC addresses, e-mails or phone numbers.

5.3.1.5. Discrepancies in Item Unique Identification Data (IUID) are reportable under shipping discrepancy criteria. Coordinate with EAE to report discrepancies involving IUID to ensure contractual requirements are met.

5.3.1.6. Adjustments. Completed SDRs may be used to support adjustments to the accountable inventory and financial accounting records of both the reporting and shipping activities.

5.3.1.7. SDR Suspense File. The reporting activity will maintain a consolidated suspense file on all SDRs submitted. The LRS CC/AO will designate the activity responsible for maintaining the suspense files (if no activity is designated then Customer Support Liaison Element will maintain the suspense file). The activity responsible for maintaining this file will also accomplish all follow-up and processing actions. SDRs will remain in suspense until closed. An SDR is considered closed when: a reply is received, the SDR is categorized as unresolved, or the shipment appears on an ILS-S script providing shipment loss analysis. Closed SDRs will be maintained IAW AFRIMS.

5.3.1.7.1. When a reply is received the suspense copy of the SDR may be closed.

5.3.1.7.2. SDRs may be categorized as unresolved based on the lack of response to follow-ups. These SDRs will be processed as indicated in **Para 5.3.1.9**

5.3.1.7.3. The Shipment Loss Analysis Report lists all shipments which were previously considered lost but have since been received. If a SDR was submitted for an item that appears on this report then the SDR should be removed from the file and canceled since the SDR is no longer valid.

5.3.1.8. Processing Report of Discrepancy Listings. When discrepant receipts are processed in the supply system a claims receivable or claims payable detail will be created. ESS-SDR function automatically identifies the transactions and creates an internal SDR record; or, claims payable and claims receivable details that require an initial SDR or follow-up can be obtained by processing the ILS-S program (See Report of Discrepancy List (NGV587) in AFH 23-123, Vol 2, Pt 2, Ch 6 for pertaining to accounts not managing SDRs thru ES-S). The program also produces transportation action required (TAR) inputs for all listed items. The listings and TAR inputs are used to ensure proper billing credit actions are taken.

5.3.1.8.1. Claims Receivable Details. Claims receivable detail records are used to produce informational SDRs and to request billing credit. They are created and deleted as follows:

5.3.1.8.1.1. Creation. A claims receivable detail is created if one of the following conditions exists and the dollar value involved is greater than $100 for non-Department of Defense (DoD) activities (Exception-greater than $25.00 for GSA) and greater than $100 for DoD activities:

5.3.1.8.1.1.1. Receipt shortage. If a shortage of a funded receipt is processed and the dollar values above are met, then a claims receivable detail will be created under program control along with a received not billed detail. The quantity-received field will reflect the total quantity due-in, not the quantity received.

5.3.1.8.1.1.2. Soon-to-be-Canceled Due-In. During follow-up processing, if a due-in detail is subject to valid cancellation, and a billed-not-received (BNR) detail exists, then a reject is created indicating the due-in cannot be cancelled because a BNR detail exists and to submit a report of discrepancy requesting credit.

5.3.1.8.1.2. Deletion. A claims receivable detail is deleted under program control

if the credit billing is received and processed, the credit billing is denied by the source of supply, or Defense Finance and Accounting Service (DFAS) Field Site deletes it.

5.3.1.8.2. Claims Payable Details**.** Claims payable detail records are used to request billing credit. They are created and deleted as follows:

5.3.1.8.2.1. Creation. A claims payable detail is created under program control if an overage of a funded shipment is processed and the overage is greater than $100 for DoD and non-DoD activities (Exception:-greater than $25.00 for GSA).

5.3.1.8.2.1.1. Deletion. A claims payable detail is deleted under program control when the proper billing adjustment input has been processed.

5.3.1.8.2.1.2. Items on the Report of Discrepancy/Supply Discrepancy Report Listing (See Report of Discrepancy List (NGV587) in AFH 23-123, Vol 2, Pt 2, Ch 6). The stock control portion of the listing shows each claims receivable detail which requires an SDR submission and which is a reclassified BNR detail. These claims receivable details have a B in the source-flag field. The listing and Tracer Action Request data files are produced to assist Customer Support in conducting follow-up.

5.3.1.8.3. Items on the Receiving Listing. This listing shows each item which requires a SDR submission for its claims payable detail, claims payable receipt overages, and short receipt claims receivable detail. Receipt overage claims details will have a P (213 CLAIMS-PAYABLE-FLG) in the source-flag field. Short receipt claims receivable detail will have an S in the source-flag field. See DFAS-DE 7077.10-M, *Automated Materiel System Interfaced with Supply System at Base Level: D00 2A/GV, User's Manual,* claims receivable and received not billed record layouts for source-flag indicators.

5.3.1.8.4. Processing ES-S Report of Discrepancy Receipt Listings. When discrepant receipts are processed in the SBSS, they are stored within the Air Force Supply Centralized Data Bank (AFSCDB). Each day, ES-S queries the AFSCDB transaction history table to identify all receipt transaction history records (TRIC of "REC") with Transaction Phrase Code (TTPC) equal to "8A", "1B" or "9X" and meets the following other business rules.

5.3.1.8.4.1. Transaction_Phrase_Code (TTPC) equal to "8A", and

5.3.1.8.4.1.1. Transaction exception code equals "Q" or "U" then the discrepancy is an incorrect item, or

5.3.1.8.4.1.2. Nomenclature contains "REC" in positions 4 - 6 and has an "S" in position 19, then the discrepancy is a shortage receipt, or.

5.3.1.8.4.1.3. Nomenclature contains "TAR" in positions 4 - 6 and has an "S" in position 19, then the discrepancy is a TAR receipt, or.

5.3.1.8.4.1.4. Nomenclature contains "REC" in positions 4 - 6 and has an "P" in position 19, then the discrepancy is a claims receivable that has been reclassified as a Billed-not-Received.

5.3.1.8.4.2. Transaction_Phrase_Code (TTPC) equal to "1B", and.

5.3.1.8.4.2.1. Transaction exception code equals "P" or "Z" then the discrepancy is a damaged item, or.

5.3.1.8.4.2.2. Stockage Priority Code equals "J", then the discrepancy is a record not due-in, or.

5.3.1.8.4.2.3. Document Number and Action Quantity equals Document Number and Action Quantity of other receipt transactions, then the discrepancy is a duplicate receipt, or.

5.3.1.8.4.2.4. Demand code equals "F", "G", "H", "J", "K:, or "L", then the discrepancy is an unserviceable (incomplete, condemned, reparable) suspended material.

5.3.1.8.4.3. Transaction_Phrase_Code (TTPC) equal to "9X", and.

5.3.1.8.4.3.1. Nomenclature contains "REC" in positions 4 - 6 and has an "O" in position 19, then the discrepancy is an Overage receipt, or.

5.3.1.8.4.3.2. Nomenclature contains "REC" in positions 4 - 6 and has an "E" in position 19, then the discrepancy is an Excess receipt, or.

5.3.1.8.4.3.3. Nomenclature contains "REC" in positions 4 - 6 and has an "S" in position 19, then the discrepancy is a Shortage receipt, or.

5.3.1.8.4.3.4. Nomenclature contains "TAR" in positions 4 - 6 and has an "S" in position 19, then the discrepancy is a Shortage receipt.

5.3.1.8.5. Initial ES-S SDR Actions on the Discrepancy Receipt Listing. Once the internal SDR records have been created in ES-S, ES-S will identify those records which are mandatory "M" and those that are optional "O, those that are input manually by the field user "U", and those that are found to be duplicates "D" with the applicable letter in the source indicator field. The designated activity will use the listing to perform the following actions:

5.3.1.8.5.1. Process Mandatory SDRs. DOD guidance establishes a minimum reporting of discrepancy for "Mandatory" assets within 24 hours of discovery for shortage, overage, wrong item, and misdirected shipments.

5.3.1.8.5.2. Process Optional SDRs. DOD guidance establishes a minimum reporting of discrepancy for "Optional" assets within 60 calendar days from date of shipment for CONUS destinations. For overseas destinations, 120 calendar days from date of shipment are allowed. At the discretion of the LRS commander, optional SDR records can be deleted from ES-S without being submitted.

5.3.1.8.5.3. Manually Created SDRs. For those receipts not captured in the business rules in paragraph 5.3.1.8.4, where the CTH does not indicate that the transaction was discrepant (E.g. Wet lumber, improper packaging) an SDR can be created manually within ES-S. These are stored on the SDR Listing in ES-S with a source indicator code of “U”.

5.3.1.8.5.4. Duplicate SDRs. When a receipt is processed matching the business

rule in **5.3.1.8.4**, then ES-S creates a duplicate "D" SDR record. A duplicate SDR record can be created from TEX 'Q' receipts (receipt for misidentified materiel) as well. One will show up as "M" (mandatory) and the other as "D" duplicate, each matching the business rule in **5.3.1.8.4**. Only one of these SDRs needs to be submitted.

5.3.1.8.5.5. Late SDR Submissions. When circumstances prevent compliance with the above time standards, e.g., response to a tracer action reveals a supposed transportation discrepancy to be a shipping/packaging discrepancy, the reasons for delay shall be provided in a brief clear-text explanation. If appropriate, the responsible activities will honor the discrepancy report. Reporting activities are required to send SDRs to report a shipping or packaging discrepancy even after the above submission time standard has elapsed. If lacking justification, action activities will normally process for use in reporting metrics and corrective action, if appropriate. The SOS shall not be responsible for financial resolution on late submission SDRs unless shipment history is available and the circumstances warrant such action.

5.3.1.8.6. Initial SDR Actions on the Stock Control and Receiving Listings**.** Customer Support, stock control function will review the Receiving listing and identify all claims receivable details created through the processing of a shipped short receipt. For all such details on the listing, and for all details on the Stock Control listing, they will perform the following actions:

5.3.1.8.6.1. Process SDRs. Refer to DLM 4000.25 for specific dollar value criteria. DoD guidance establishes a minimum reporting dollar value of $100, with exception to controlled material and shipments from contractors, manufacturers, or vendors – these are mandatory. Prepare an SDR for each detail exceeding $100 per line item. Claims from $100 to $499.99 may be pursued at the local level initially, but will forward documentation to the finance center or claims office for disposition if the claim cannot be settled. Claims above $500.00 are mandatory submissions. Process a TAR input (see Tracer Action Required (TAR) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5) with action code C. This input will update the detail 213-Billing-Request-Date or 221-FAE-Date to show that an SDR has been submitted.

5.3.1.8.6.2. Designate Details for Deletion**.** Identify shipments between DoD and non-DoD activities which are less than $100 per line item. DFAS Field Site will then automatically delete the corresponding claims receivable or payable detail records. Annotate the SDR listings with the deletion actions taken.

5.3.1.8.7. Follow-up Listing. SDR follow-ups will be prepared and processed as specified in DLM 4000.25, Vol 2, Ch 17, *Supply Discrepancy Reporting*. To assist in the follow-up process a listing that shows all claims receivable and claims payable details which do not have follow-up SDRs submitted for them will be produced by the Report of Discrepancy List. The follow-up schedule is determined by subtracting the 213-Billing-Request- Date or 221-FAE-Date on the detail from the Julian date of the SDR listings as follows:

5.3.1.8.7.1. First Follow-up. Details requiring first follow-up action are those

which appear on the list 55 days after the initial submission of the SDRs. Once a first follow-up has been submitted, a detail will not appear on the list again until 40 days after initial submission.

5.3.1.8.7.2. Second Follow-up. Details requiring second follow-up action are those which appear on the list 120 days after the initial submission of the SDRs. Once a second follow-up has been submitted, a detail will not appear on the list again and the SDR will be considered unresolved.

5.3.1.8.7.3. Update the ILS-S**.** When a follow-up is submitted, process a TAR input (AFH 23-123, Vol 2, Pt 2, Ch 5) with an action code F to update the Billing-Request-Date and/or FAE-Date and show a follow-up has been submitted.

5.3.1.8.7.4. Designate Details for Deletion. TAR monitor or Customer Support personnel will identify all non-classified item details appearing on the follow-up listing for DoD shipments valued at less than $100. These items will be designated for deletion. DFAS Field Site will then automatically delete the corresponding claims receivable/payable detail records. All classified items, regardless of cost, will require follow-up action.

5.3.1.8.8. ES-S Follow-up Listing. SDR follow-ups will be prepared and processed as specified in DoD 4000.25-M, volume 2, chapter 17. ES-S SDR follow-ups are completed as follows:

5.3.1.8.8.1. Controlled Items. ES-S considers controlled items codes A, B, C, D, E, F, G, H, K, L, O, S, T, 1, 2, 3, 4, 5, 6, 8 and 9 as controlled and the follow-up days are:

5.3.1.8.8.1.1. First follow-up (ES-S system generated). Details requiring first follow-up action are those which appear on the list 30 days after the initial submission of the SDRs. ESS will automatically generate the TAR "F", updating the 221 SBSS detail record.

5.3.1.8.8.1.2. Second follow-up (Manual). Details requiring second follow-up action are those which appear on the list 60 days after the initial submission of the SDRs. The responsible SDR activity will manually contact the action activity for those items requiring second follow-up. They will ensure they update the bullets within ES-S SDR module for each SDR record requiring secondary follow-up.

5.3.1.8.8.2. Non-Controlled Items. ES-S considers non-controlled items codes as all other not considered controlled in 5.3.1.8.8.1 and the follow-up days are:

5.3.1.8.8.2.1. First follow-up. Details requiring first follow-up action are those which appear on the list 55 days after the initial submission of the SDRs. ES-S will automatically generate the TAR "F", updating the 221 SBSS detail record.

5.3.1.8.8.2.2. Second follow-up (Manual). Details requiring second follow-up action are those which appear on the list 85 days after the initial submission of the SDRs.

5.3.1.9. Unresolved SDR Actions. A SDR is defined as unresolved by the SBSS if its reply has not been received 146 days after initial submission. Allow additional mailing time for overseas bases. ES-S unresolved SDRs are defined as unresolved if it is a controlled item and has not received a reply in 90 days or if it is a non-controlled item and has not received a reply in 115 days after initial submission.

5.3.1.9.1. Forward all unresolved SDRs to the MAJCOM for assistance. If MAJCOM personnel do not reach a resolution for the SDR, they will request assistance from the AF SDR focal point.

5.3.1.10. SDR Reply Actions.

5.3.1.10.1. Required Replies. Action activities are required to reply to every SDR submitted within the time limits specified in DLM 4000.25, Vol 2, Ch 17. Shipping activity personnel will perform the following actions:

5.3.1.10.1.1. Respond to the SDR indicating the appropriate disposition, e.g., acknowledgement of the report, disposition of the material, validation of the report with authorization of financial adjustment, and/or instructions for repair or other type of corrective action. Identify the interim disposition/status using up to three disposition/status (reply) codes available from the DLMS Data Element Dictionary/Directory.

5.3.1.10.1.2. Complete the information on the reverse side of the SDR.

5.3.1.10.1.3. Indicate whether a billing adjustment will be issued.

5.3.1.10.1.4. Forward the reply to the receiving activity.

5.3.1.10.2. Process Replies. LRS\Materiel Management Activity TAR monitor or Customer Support personnel will perform the following actions after receiving a reply to a SDR:

5.3.1.10.2.1. Process TAR. When a reply is received, process a TAR (see Tracer Action Required (TAR) Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5) with an action code R to update the detail DOLT. The detail will no longer appear on the SDR listings, but it will remain in the computer until the proper billing adjustment input is processed by DFAS Field Site personnel.

5.3.1.10.2.2. Forward Copies to the DFAS Field Site. Forward copies of all SDR replies to the DFAS Field Site.

5.3.1.10.3. Interim Replies. Responsible action activities must provide an interim reply where a final reply cannot be provided within established timeframes. For additional information refer to DLM 4000.25, Vol 2, Ch 17.

5.3.1.11. Management Evaluation of the SDR Process. DLM 4000.25, Vol 2, Ch 17 directs the institution of SDR quality programs and semi-annual reporting of results. SDR quality programs must be sufficient to identify trends, establish volume and dollar values of SDRs, identify problems with shipping activities, and assist in preventing recurrences. **Note:** This does not address Security Assistance (SA) SDRs. Action on SA SDRs will be prescribed by SAF/IA (see DLM 4000.25, Vol 2, Ch 17, *Supply Discrepancy Reporting*).

5.3.1.11.1. The LRS CC/AO will ensure detailed SDR data is maintained to analyze their programs. Bases must collect information on the number of SDRs submitted (by shipping activity), dollar value, and discrepancy type. The number of follow-ups, responses received, unresolved SDRs, and dollar values recovered will also be measured. Operations Compliance will semiannually report the effectiveness of the SDR program to their respective MAJCOMs.

5.3.1.11.2. MAJCOMs will collect SDR data from their respective units on a semi-annual basis (reporting periods are October - March and April - September). This is necessary so MAJCOMs can evaluate the quality of their base SDR programs. MAJCOMs will ensure their units are collecting the minimum information shown in **Para. 5.3.1.11.2.1** from all sources of shipment or supply (e.g., AFMC Air Logistics Complexes, GSA, DLA (including Defense Distribution Depots), other Bases, and any other major source of supply. MAJCOMs may prescribe additional information, if necessary. MAJCOMs may be asked to provide data to AF/A4LM as needed. **Note:** Data sent to AF/A4LM should only include overall trends and problems that cannot be resolved at MAJCOM and base levels. Defense Logistics Agency Management Standards Office (DLMSO) is developing requirements to enable DoD WebSDR to provide summary reports to facilitate the monitoring of trends, weighing the value of SDR dollar values, and measuring compliance with SDR timeframes.

5.3.1.11.2.1. Minimum Requirements, (for each Source of Supply or Shipping Activity).

Table 5.2. Minimum SDR Data.

Total Receipts
Total SDRs
Percentage
Discrepant Dollar Value
Discrepancy Type
Dollar Value Recovered by Credit or Reshipment
Total Investigations 0-59 Days Old
Total Investigations 60-89 Days Old
Total Investigations 90-119 Days Old
Total Investigations 120 Days and Older
Total Not Resolved
Brief explanation of top two SDR problems

5.3.2. Storage Locations (Primary, Reserve, Bin Labels, Locator Files).

5.3.2.1. Purpose: To explain storage location procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.3.2.2. The warehouse location system allows you to pinpoint the exact location of any item in your warehouse inventory. Property may be maintained in fixed warehouses, supply points, transportable spares packages, or in maintenance activities to include in-use assets.

5.3.2.3. Before assigning a warehouse location, stockroom personnel must complete the following at a minimum:

5.3.2.3.1. Ensure all unnecessary labels and tags are removed from outside of box.

5.3.2.3.2. Ensure applicable serviceability tag/labels are attached.

5.3.2.3.3. Ensure the item is properly stored in correct warehouse (i.e. NWRM, classified, pilferable, ESD, etc.)

5.3.2.4. Assigning Warehouse Locations. Refer to Warehouse Location Load/Change/Delete (FCS) input transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for specific ILS-S information and processing.

5.3.2.4.1. Primary Storage Locations. Warehouse personnel assign and maintain primary warehouse locations for each serviceable item stocked. Primary locations are assigned to items using the warehouse location load/change/delete input transaction.

5.3.2.4.2. Reserve Storage Locations. The LRS CC/AO will establish controls to ensure reserve locations are assigned only as a last resort and that they are promptly deleted when no longer needed.

5.3.2.4.2.1. If used, warehouse personnel will cross-reference bin labels or the bin label/holder of both primary and reserve locations.

5.3.2.4.2.2. Items under detail management (e.g., readiness spares package (RSPs), unserviceable details, in-use equipment, etc.) may contain duplicate storage locations; however, the storage facility must have the capability to cross-reference the applicable document number to maintain the audit trail and item accountability at all times.

5.3.2.4.3. Processing a Warehouse Location Load/Change/Delete Request. Material Management personnel at a minimum will download electronic stock number directory from Discoverer Plus weekly for each warehouse/storeroom. Follow the steps below to load, change or delete a warehouse location.

5.3.2.4.3.1. Find an open warehouse location.

5.3.2.4.3.2. Copy warehouse location and prepare temporary bin label which will include NSN, warehouse location, Unit of Issue, date created and initials of warehouse person.

5.3.2.4.3.3. Enter location change in a stockroom suspense log. Develop and maintain warehouse location load/change/delete suspense log (within stockrooms). Minimum date will include NSN, warehouse location, date processed, date new label was produced and detail record (if applicable).

5.3.2.4.3.4. Update warehouse location on electronic stock number directory or a working copy of detail record listing.

5.3.2.4.3.5. Process location add or change (FCS). See AFH 23-123, Vol 2, Pt 1, Ch 5 for processing instructions.

5.3.2.4.3.6. Process stock number/detail number inquiry to verify accurate entry of warehouse location.

5.3.2.4.3.7. Use ES-S Daily FCS capability to print bin labels for FCS transactions processed 0 - 7 days prior to the Start Date selected.

5.3.2.4.3.8. Replace temporary bin label with permanent bin label. Update suspense log.

5.3.2.4.3.9. Rejects. If the warehouse location load/change/delete request input rejects, correct the input and reprocess it, or take the action indicated by the reject. If the item record is frozen for inventory, forward a copy of the reject to Inventory personnel. See AFH 23-123, Vol 2, Pt 2, Ch 7 for details on researching and processing rejects.

5.3.2.4.3.10. Duplicate Locations. Once a warehouse location record has been assigned to an NSN, a duplicate location record will not be allowed. If a location has already been assigned within a system designator, a reject notice will occur. A different location must be assigned or the existing record must be changed or deleted.

5.3.2.4.3.11. Deleting warehouse locations. If a warehouse location requires deletion; ensure the location does not contain property by visually checking location and processing an inquiry to ensure serviceable balance is zero. If no property exists in location or on serviceable balance, process a location delete transaction with an "*" in cc 72 "Warehouse Location Delete Flag". Refer to AFH 23-123, Vol 2, Pt 1, Ch 5 for additional processing instructions.

5.3.2.4.3.11.1. If property exists in location and serviceable balance is zero, check to ensure all assets have been pulled. If there are no assets requiring a pull, process a request for special inventory. Refer to Special Inventory Interrogation Input (1GP) in AFH 23-123, Vol 2, Pt 1, Ch 5 for additional information on request for special inventory.

5.3.2.4.3.12. Warehouse Locations for Unserviceable Details. All unserviceable details must have an assigned warehouse location. Warehouse location load/change/delete inputs may be used to load or change locations on unserviceable details. All location loads/changes will be maintained in suspense until the location is verified by its appearance on the Due-In From Maintenance Listing.

5.3.2.4.4. Bin Labels. Bin labels will be attached to storage racks, bins, or bin subdivisions (shelf, box, drawer, etc.) in a neat and uniform manner. Bin labels for outside storage locations should be at strategic points in the area (such as on corner markers of open storage bays). Place labels for outside storage on permanent weatherproof placards. Bin labels are not required for unserviceable warehouse location changes.

5.3.2.4.4.1. Production of Bar-Coded Bin Labels. The HHT print Temporary Bin Labels ES-S warehouse bin label function provides the capability to print temporary warehouse bin labels on portable printers attached to HHTs (see ES-S User's Manual for processing instructions). The ILS-S produces all bar-coded bin labels. Bar-coded bin labels cannot be created manually, regardless of the number required

5.3.2.4.4.2. Warehouse personnel may request new warehouse bin labels by preparing a warehouse location load/change/delete (FCS) input transaction, (see AFH 23-123, Vol 2, Pt 1, Ch 5) or through the Print Warehouse Bin Label function in ES-S (see ES-S User's Manual).

5.3.2.4.4.3. Validation of Bin Label Data. Warehouse personnel validate all data on the bin labels by comparing the data on the label with the data on output documents or bin notices. If the data on the bin label does not match the data on the document and the data on the bin label is not correct, process a request for a replacement label.

5.3.2.4.4.4. Active Storage Locations without Bin Labels. When warehouse personnel find a location with property but no bin label or an incorrect bin label, they must identify the proper location. Check the stock number directory or process an inquiry to determine the correct location for the stock number.

5.3.2.4.4.4.1. If the warehouse location is correct and a replacement bin label is needed prepare a warehouse location load/change/delete (FCS) input transaction, (see AFH 23-123, Vol 2, Pt 2, Ch 5) or through ES-S.

5.3.2.4.4.4.2. If the inquiry rejects because the item record is not loaded, then a special inventory is required. If the inquiry rejects because the item record is not loaded, warehouse personnel will:

5.3.2.4.4.4.2.1. Coordinate with Customer Support to load the item record

5.3.2.4.4.4.2.2. Process a warehouse location change to assign location

5.3.2.4.4.4.3. Process a request for special inventory. Refer to Special Inventory Interrogation Input (1GP) in AFH 23-123, Vol 2, Pt 1, Ch 5 for additional information on request for special inventory.

5.3.3. Special Storage Handling.

5.3.3.1. Purpose: To explain special storage handling procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.3.3.2. Hazardous commodities, controlled items, cylinders, electrostatic discharge (ESD) and elastomeric material are among items where alternate or additional procedures for storage and handling are required.

5.3.3.3. Hazardous Commodities. It is not possible to list all hazardous items that may be received into the Supply complex. Therefore, to adequately protect life and property, materiel management processors and inspectors must be alert to potentially hazardous material received, stored, or issued.

5.3.3.3.1. The following references provide guidance for the identification, authorization, handling, tracking, and storage of hazardous commodities:

5.3.3.3.1.1. FED-STD 313, *Material Safety Data, Transportation Data, and Disposal Data, for Hazardous Materials Furnished to Government Activities,* contains a list of FSCs that are likely to contain hazardous or radioactive materials.

5.3.3.3.1.2. AFI 32-7086, *Hazardous Materials Management*, establishes policy and procedures that govern the identification, tracking, and authorization of certain hazardous materials (HAZMAT), as defined in the AFI. It applies to all AF personnel who manage, authorize, procure, issue, use, or dispose of HAZMAT in the course of their official duties, whether the processes are performed by government or contractor personnel. AFI 32-7086 is applicable to all installations, except where joint basing or international agreements require modified policy. It establishes a cross-functional Hazardous Materials Management Process (HMMP) team at each installation to assist with the identification, authorization, and management of HAZMAT. It requires the use of the Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS) to track selected HAZMAT on the installation.

5.3.3.3.1.3. AFJMAN 23-209, *Storage and Handling of Hazardous Material*, provides guidance in the control, storage, and handling of hazardous commodities.

5.3.3.3.1.4. AFI 40-201, *Managing Radioactive Materials in the US Air Force*, sets forth how AF employees and activities acquire, receive, store, distribute, use, transfer, or dispose of any item or part that contains radioactive material not expressly excluded by the AFI.

5.3.3.3.2. Personnel must wear the proper safety clothing and equipment when handling hazardous commodities.

5.3.3.3.3. Leakage or Spillage of Hazardous Commodities. Leakage or spillage of hazardous commodities with a health, flammability and reactivity hazards rating of 0 or 1, proceeded by an asterisk (*); 2, 3, or 4 may be extremely dangerous to personnel. If leakage or spillage should occur, contact the Civil Engineering Squadron (CES) and Base Safety Officer before cleaning up or disposing of the materiel.

5.3.3.3.3.1. **(DELETED)**

5.3.3.3.3.1.1. (DELETED

5.3.3.3.3.1.2. **(DELETED)**

5.3.3.3.3.1.3. **(DELETED)**

5.3.3.3.3.1.4. **(DELETED)**

5.3.3.3.3.1.5. **(DELETED)**

5.3.3.3.3.1.5.1. **(DELETED)**

5.3.3.3.3.1.5.2. **(DELETED)**

5.3.3.3.3.1.6. **(DELETED)**

5.3.3.3.3.1.6.1. **(DELETED)**

5.3.3.3.3.1.6.2. **(DELETED)**

5.3.3.3.4. The materiel management procedures identified in the following paragraphs apply to NSNs that have either a Hazardous Characteristic Code (HCC), an Issue Exception (IEX) Code of 9, or are included in an FSC listed in FED STD 313. NSNs with a Health Hazard Approval Flag already set have been previously reviewed and exempted by the installation HMMP team. Materiel management personnel may receive and issue health hazard approval flagged materials without executing the following procedures and without tracking the materials in EESOH-MIS.

5.3.3.3.4.1. Issue Transactions. Materiel management personnel will check FED STD 313 NSNs in EESOH-MIS to ensure HMMP authorization prior to issue.

5.3.3.3.4.1.1. If the requesting shop is an approved user, the supply clerk will fulfill the supply transaction and ensure that the issue transaction is updated in EESOH-MIS.

5.3.3.3.4.1.2. If the requesting shop is not an approved user in EESOH-MIS, the requesting shop will secure authorization through EESOH-MIS prior to issue.

5.3.3.3.4.1.3. If the requesting shop is not an approved user and the NSN is mission time-critical, follow local procedures or contact the HMMP team.

5.3.3.3.4.2. HAZMAT Authorization/Exemption Processing. Materiel management personnel will complete the following actions after receiving an HMMP authorization or an exemption for an HCC or FED STD 313D federal stock class NSN:

5.3.3.3.4.2.1. If the HMMP team has authorized the issue of the NSN material, update the IEX code to reflect 9 if the NSN has not been previously authorized for issue at the installation.

5.3.3.3.4.2.2. If the HMMP team has exempted the material from tracking in EESOH-MIS, set the Health Hazard Approval Flag. This effectively ends any further tracking until rescinded by the HMMP team.

5.3.3.3.4.3. Logistics Readiness Squadrons will not assign “L” and “P” (Non-Catalogued) stock numbers for hazardous material at locations using EESOH-MIS for hazardous materials authorization and tracking. EESOH-MIS centrally stewards hazardous material non-catalogued numbers for AF-wide standardization and use. EESOH-MIS data stewards will use the following NSN convention when assigning hazardous material local purchase stock numbers: Position 1-4 will be populated with the four-digit federal stock class. Positions 5-7 will be populated with “PHM.” Positions 8-15 will be populated by a serialize number assigned by EESOH-MIS.

5.3.3.3.4.4. Materiel management personnel should periodically verify that the list of IEX 9 items are adequately controlled and tracked in EESOH-MIS and should periodically review HCC flagged items to ensure continued HMMP exemption from authorization and tracking in accordance with AFI 32-7086.

5.3.3.4. Controlled Items. AF activities will comply with guidance in DoD 4140.1-R; DoDM 5200.1, V3, *DoD Information Security Program: Protection of Classified Information*; and AFI 31-401, *Information Security Program Management* regarding the storage of controlled materiel. Procedures apply to all AF activities or agencies managing, issuing, receiving, storing, shipping or tracking AF owned controlled materiel; to include civilian, contractor, Air National Guard, and AF Reserve Component units.

5.3.3.4.1. Designation. AF activities will formally designate, in writing, personnel authorized to handle, or accept controlled materiel in accordance with AFI 31-401, AFI 20-110 and other applicable directives.

5.3.3.4.1.1. Only personnel authorized by the Commander or equivalent are permitted to handle and accept controlled materiel into accountable records systems. Releasing activities will verify the identification of an individual and their authorization to accept controlled materiel prior to signing for the materiel.

5.3.3.4.1.2. Utilize only the most current authorization list(s) of individuals approved to handle, and accept controlled materiel. Maintain the source lists in a single collection point to manage the documents. Update these lists on an annual basis or when changes occur.

5.3.3.4.1.3. AF activities will store controlled materiel according to the security classification and/or security risk or pilferage controls of the item.

5.3.3.4.1.4. AF activities will ensure controlled inventory items are safeguarded in appropriate storage facilities.

5.3.3.4.1.5. AF activities will clearly identify the item, classification, and serial number (as appropriate) for all controlled materiel being stored.

5.3.3.4.2. AF activities will manage documentation for controlled materiel in accordance with disposition guidance found in AFI 31-401.

5.3.3.4.3. AF activities will stamp or mark in red each copy of the movement document with the appropriate item classification phrase (i.e., classified, controlled cryptological item, classified NWRM, etc.) prior to the issue, receipt, return, or shipment of controlled materiel. (Note: NWRM items must be stamped IAW AFI 20-110).

5.3.3.4.3.1. Clearly mark NWRM transitory holding and unserviceable storage areas. Requirements for classified storage also apply.

5.3.3.4.3.2. All NWRM must be segregated by condition code.

5.3.3.4.4. AF activities will annotate the item serial number of the physical asset onto all accountable documents.

5.3.3.4.5. AF activities will not requisition or transport AF owned controlled materiel outside of normal Military Standard Requisitioning and Issue Procedures (MILSTRIP). All AF activities will coordinate acquisition, utilization, and transportation requirements for AF owned controlled materiel with authorized activities.

5.3.3.4.6. AF activities will provide training to affected personnel in regards to all DoD and AF policies to be followed in managing, issuing, receiving, storing, shipping or tracking controlled materiel. AF activities will conduct training to maintain awareness and competence regarding proper management of controlled materiel and will document all training in formal training records.

5.3.3.4.7. AF activities will stamp or mark in red each copy of Top Secret, Secret and Confidential documents with the phrase "CLASSIFIED ITEM" prior to the issue, receipt, return, or shipment of classified material.

5.3.3.5. Cylinders. This paragraph describes the general procedures for the control of government- or vendor-owned cylinders/containers.

5.3.3.5.1. Government-Owned Cylinders. Cylinders are used to store warehouse stock of compressed gases. Each government-owned gas cylinder will be assigned a national stock number (NSN), L or P stock number.

5.3.3.5.1.1. Tagging Cylinders' Condition. Inspection personnel indicate the condition of the cylinders by attaching tags or labels as specified in TO 42B5-1-2, *Gas Cylinders (Storage Type) Use, Handling, and Maintenance*.

5.3.3.5.1.2. Exchanging Cylinders. Customers may exchange empty cylinders for full ones on a one-for-one basis. No transaction against the cylinder item record is necessary for an exchange.

5.3.3.5.1.3. Issuing Cylinders without an Exchange. If a customer has a requirement for gas but does not have an empty cylinder immediately available, a full cylinder will be issued.

5.3.3.5.1.4. Refilling/Repairing Empty Cylinders. Warehouse personnel ship or issue cylinders to vendors for refill or repair.

5.3.3.5.1.5. Customer Pre-inspection. When mutually agreed to between LRS\Materiel Management Activity and the customer, the LRS CC/AO has the option to allow customers to pre-inspect and accept delivery of compressed gas cylinders at the LRS\Materiel Management Activity storage point. When this option is used, the customer physically inspects the cylinders for any defects and, if not defective, transports them from the LRS\Materiel Management Activity storage point to their organization site. This method reduces delays that may result when defective cylinders are delivered by LRS\Materiel Management Activity to the customer site. However, when this option is used, it is the responsibility of the customer to return empty cylinders to the supply storage point.

5.3.3.5.2. Controlling Vendor-Owned Cylinders or Containers. When issuing vendor-owned cylinders or containers, Central Storage personnel will prepare AF Form 1297, *Temporary Issue Receipt*. The AF Form 1297 will be signed by the organization receiving the contents of the cylinders or containers. Central Storage will maintain the signed form in a suspense file until the cylinders or containers have been returned to the LRS/Materiel Management Activity. Warehouse personnel will prepare and process updates to vendor-owned container detail records (See Vendor

Owned Container Detail Record Update – 1VR in AFH 23-123, Vol 2, Pt 1, Ch 5) upon issue of filled containers and when empty containers are returned.

5.3.3.6. Electrostatic Discharge (ESD). Inspection will ensure ESD items are properly marked/labeled and a type cargo code (TCC) 3 is stored on the item record. When physical inspection indicates ESD marking/labeling with TCC other than 3, handle the item as ESD sensitive and submit a message or letter to the Transportation Manager at the Air Logistics Complex (ALC) managing that particular item. To inquire if an item is truly TCC 3, send all requests to Robins AFB Type Cargo Code Challenges.

5.3.3.6.1. Serviceability Checks. When the serviceability of an ESD item is questionable, inspection personnel will issue the item to maintenance for a functional check. Never use staples or any kind of metal fasteners to attach documentation to ESD property.

5.3.3.7. Elastomeric Materiel. Elastomeric items will be managed using first-in/first-out (FIFO) procedures. For example, materiel with a use by date of 1 Jan 2012 should be placed in front, on top, etc., of items with a use by date of 1 May 2013. When issuing property, select the items with the closest use by date first. If materiel does not have a use by date, then select the items with the oldest date received stamped/printed on the package/container. Exception: Issue the newest item to fill RSP kits.

5.3.3.8. Controlled Inventory Items Codes (CIIC) as Highest Sensitivity (Category I) – Arms, Ammunition and Explosives with a physical security classification of Secret (CIIC 5), High Sensitivity (Category II) – Arms, Ammunition and Explosives. (CIIC 6), and High Sensitivity (Category II) – Arms, Ammunition and Explosives with a physical security classification of Confidential (CIIC 8) will be stored and transported in accordance with the provisions of AFI 31-401, DoDM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)* or DoDM 5100.76, V3 whichever is more stringent.

5.3.3.9. Small Arms weapon components, such as silencers, mufflers and noise suppression devices will be treated as Category II items. (Reference: DoDM 5100.76, V3).

5.3.3.10. Small Arms major subparts, such as frame(s) and receiver(s), will be treated as Category II items. (Reference: DoDM 5100.76*).*

5.3.3.11. Barrels and Major Subassemblies will be protected as Category IV Arms. (Reference: DoDM 5100.76*).*

5.3.3.12. Generally, only arms, rockets, explosive rounds, mines and projectiles that have an unpackaged weight of 100 pounds or less shall be categorized as sensitive. (Reference: DoDM 5100.76*).*

5.3.3.13. The following is a list of sensitive items that require a high degree of protection and physical inventory control. The DoD components are expected to include additional items determined to require a similar degree of control:

5.3.3.13.1. Drug abuse items.

5.3.3.13.2. Precious metals.

5.3.3.13.3. Hazardous items.

5.3.3.13.4. Arms:

5.3.3.13.4.1. Handguns.

5.3.3.13.4.2. Shoulder-fired weapons.

5.3.3.13.4.3. Light automatic weapons up to and including 50 caliber machine guns.

5.3.3.13.4.4. Recoilless rifles up to and including 106 mm.

5.3.3.13.4.5. Mortars up to and including 81mm.

5.3.3.13.4.6. Rocket launchers man portable.

5.3.3.13.4.7. Grenade launchers, rifle, and shoulder-fired.

5.3.3.13.4.8. Individual operated weapons that are portable or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

5.3.3.13.5. Ammunition:

5.3.3.13.5.1. Ammunition for weapons listed above.

5.3.3.13.5.2. Bulk explosives.

5.3.3.13.5.3. Antitank and anti-personal land mines.

5.3.3.13.5.4. Hand grenades.

5.3.3.13.5.5. Demolition charges and related items: for example, blasting caps, detonating cords, safety fuses, detonators, destructors, primers, firing devices, squibs, igniters, demolition kits, explosive kits, etc.

5.3.3.13.5.6. Fuses.

5.3.3.13.5.7. Boosters.

5.3.3.13.5.8. Supplementary charges (not assembled to end items).

5.3.3.13.5.9. Explosive bolts, explosive cartridges, and related items.

5.3.3.13.5.10. Safety and arming devices.

5.3.3.13.5.11. Incendiary destroyers.

5.3.3.13.5.12. Fuel thickening compound.

5.3.3.13.5.13. Riot control agent, bulk, 60 pound package or less.

5.3.3.13.5.14. Warheads and rocket motors (unpacked weight of 60 pounds or less).

5.3.3.13.5.15. Missiles and rockets (unpacked weight of 60 pounds or less).

5.3.3.13.5.16. End items of conventional and guided missile ammunition (except artillery rounds, bombs, and torpedoes) which have potential use in civil disturbances and are vulnerable to theft.

5.3.4. Warehouse Storage Location Validation.

5.3.4.1. Purpose: To explain warehouse storage location validation procedures. For policy specific requirements refer to AFI 23-101 and for IT specific guidance refer to AFH 23-123.

5.3.4.2. The accurate storage and control of assets is essential to inventory control and accuracy. Warehouse location validations are conducted to: 1) verify the asset is stored in the warehouse location stated on item record 2) ensure all records indicating a serviceable balance are assigned a warehouse location, and 3) identify those records having duplicate warehouse locations.

5.3.4.3. Warehouse Validation Schedule. Warehouse personnel are required to prepare a warehouse location validation schedule each fiscal year to ensure all assigned locations are validated annually. **Note:** Do NOT count balances when conducting annual validations.

5.3.4.3.1. Scheduling Warehouse Location Validations. The validation program is scheduled and performed based on the location of items in the warehouse (warehouse location sequence). Additional validation selections are provided to fulfill the requirements of local management (example classified, sensitive, pilferable). However, these additional selections do not satisfy the normal requirements for validation.

5.3.4.3.2. Coordination of Activities. The LRS CC/AO will ensure Inventory Section and warehouse personnel coordinate closely during the preparation of the warehouse location validation and inventory schedules. The storage activity will complete scheduled validations within 10 workdays prior to the start of a cycle inventory.

5.3.4.3.3. Copies of the Location Validation Schedule. The NCOIC of the Central Storage Element will provide copies of the warehouse location validation schedule to the appropriate stock rooms, Inventory section, and any other section/element as required locally. All recipients of the warehouse location validation schedule will retain it until replaced by or superseded with a new schedule.

5.3.4.3.4. Satellite Accounts. The warehouse location validation for satellite accounts is scheduled and conducted by warehouse personnel responsible for their respective satellite accounts.

5.3.4.4. Validation File Listing. ES-S Warehouse Management, Location Validation function is the primary IT tool for validations. One day before the start of the validation, warehouse personnel will request the warehouse validation listing using applicable IT system. Refer to ES-S User's Manual for the parameter format. The Warehouse Location Validation program writes images to a location-validation database and prints the images on the Validation File Listing in warehouse location sequence.

5.3.4.5. Warehouse Location Validation Processing. Warehouse personnel compare the stock number displayed on the bin label with the stock number on the property tag of the item in the bin location. **Note:** Warehouse personnel will open all containers for controlled materiel (NWRM, classified, sensitive, and pilferable) and physically verify that the item matches the stock number on the property tag and bin label. Materiel in a

location must be identified/tagged. Refer to AFI 23-101 for specific marking/tagging guidance**.**

5.3.4.6. Processing Warehouse Location Validation Discrepancies.

5.3.4.6.1. Stock number on property does not match stock number listed on the bin label. Warehouse personnel will take the following actions:

5.3.4.6.1.1. Process a stock number inquiry in the applicable IT system to determine if location exists and was accidently put in the wrong location. **Note:** If applicable IT systems are unavailable you can research using the Stock Number User Directory (SNUD), warehouse location change suspense files, or the Daily Document Register.

5.3.4.6.1.1.1. If warehouse location is assigned, then move to correct location.

5.3.4.6.1.1.2. If warehouse location is not assigned, process a warehouse location change (FCS) to assign one. Refer to AFH 23-123, Vol 2, Pt 1, Ch 5 for processing instructions.

5.3.4.6.1.1.3. If the inquiry indicates a zero (0) balance, prepare a request for special inventory. Enter the location of the property on the request, and then forward it to the Inventory Section, see Special Inventory Interrogation Input (1GP) in AFH 23-123, Vol 2, Pt 1, Ch 5 for the format.

5.3.4.6.1.1.4. If the inquiry rejects because the item record is not loaded, warehouse personnel will get with Customer Support to load the item record, then process a warehouse location change to assign location, and finally process a request for special inventory.

5.3.4.7. Stock in bin/location for which no warehouse location has been assigned. Warehouse personnel first check the warehouse location change suspense file and the "Serviceable Balance - No Location" Listing to see if a warehouse location is being loaded.

5.3.4.7.1. If a location is being loaded, prepare a slip to indicate the bin has been validated.

5.3.4.7.2. If the locator file indicates another location, move the stock to the proper location.

5.3.4.7.3. If you cannot resolve the problem using either of the methods above, then prepare a request for special inventory. Annotate the location on the inventory request, and place a copy in the bin.

5.3.4.8. Zero Balance/Zero Demand Level Listing. A listing of locations assigned to item records with a zero (0) serviceable balance, a zero (0) demand level, and date of last transaction (DOLT) equal to or greater than 30 days, will be requested using the appropriate option. Note: Program control will not select "dead" locations with the above conditions when any of the following detail records are linked to the item record: Due-in detail, due-in from maintenance detail, due-in from maintenance (DIFM) unserviceable detail, supply point detail, war reserve materiel (WRM)/ in place readiness spares package (IRSP) spares detail, and WRM/war consumables distribution objective

(WCDO) spares detail. Warehouse personnel will physically verify each location identified on the list to ensure the location is empty.

5.3.4.8.1. If the location is empty, warehouse personnel may delete the location. See Warehouse Location Load/Change/Delete (FCS) input transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for specific ILS-S information and processing. Remove the bin label from the location after the location has been deleted.

5.3.4.8.2. If any stock remains in the bin, process a request for special inventory and forward it to Inventory.

5.3.4.9. Serviceable Balances with No Warehouse Location. ES-S Warehouse Management, Location Validation function is the primary IT tool for managing serviceable balances with no location. See the ES-S User's Manual or refer to for the Serviceable Balance No Location Listing. This listing is used to identify items having serviceable balance but no warehouse location and a date of last transaction (DOLT) greater than 3 days.

5.3.4.9.1. Warehouse personnel will request this listing daily to ensure items that appear on the listing are being worked in a timely manner. Items will not appear on the listing for no more than 5 duty days unless under special circumstances.

5.3.5. Warehouse Change Documents.

5.3.5.1. Purpose: To explain warehouse change document procedures process. For policy specific requirements refer to AFI 23-101 and for IT specific guidance refer to AFH 23-123.

5.3.5.2. Certain ILS-S transactions will automatically cause the generation of warehouse change documents. These transactions are item record indicative data changes, unit of issue changes, and controlled item code changes.

5.3.5.3. Processing Warehouse Change Documents. Transactions that will cause the automatic generation of a warehouse change document are:

5.3.5.3.1. Item Record Indicative Data Changes. When an item record indicative data change input changes a stock number, system designator, or ERRCD. Note: A warehouse change document will NOT be produced when the FIC input changes only the last two positions of the national stock number (positions 14-15). It is, therefore, NOT necessary to keep positions 14-15 of the national stock number current on external tags, bin labels, etc. The 13-digit national stock number is the basis for ILS-S transactions on these items.

5.3.5.3.2. Unit of Issue Changes. Refer to Warehouse Change Document in AFH 23-123, Vol 2, Pt 2, Ch 8 for the output format.

5.3.5.3.3. Controlled Item Code Changes. Refer to Warehouse Change Document in AFH 23-123, Vol 2, Pt 2, Ch 8 for the output format.

5.3.5.4. Receipt of Warehouse Change Documents. Warehouse personnel must process warehouse change documents as quickly as possible. Upon receipt of warehouse change documents, warehouse personnel will do the following:

5.3.5.4.1. Update Labels, Tags, and Listings. Change the applicable data on bin labels, property tags, locator listing (Stock Number Directory), etc.

5.3.5.4.1.1. Shelf Life and Issue Exception Code Changes. The ILS-S program control prints the shelf life code and issue exception code. When applicable, warehouse personnel will use this data to update external files.

5.3.5.4.1.2. Unit of Issue Change affecting zero balances. When a unit of issue change results in a zero balance (i.e EA changed to DZ) and there is an insufficient quantity on hand (5 EA to 0 DZ) to show a balance, warehouse personnel must coordinate with Customer Support to decide if the item is critical or in short supply locally. If so local management may choose create a "-1" NSN and adjust records to reflect the appropriate quantity).

5.3.5.4.2. Relocate Property. Relocation may be necessary when the following occur:

5.3.5.4.2.1. Changed Controlled Item Code. The Materiel Management Flight Commander or Superintendent must approve any relocation of the property caused by controlled item code changes by signing the warehouse change document. When changing from classified to unclassified, warehouse personnel must verify the change to the controlled item code originated through the stock number user directory (SNUD). If the change did not originate through SNUD, warehouse personnel process a controlled item code change input to reinstate the previous controlled item code stated on the warehouse change document. If the change was received through SNUD, it should be valid. However, if the Materiel Management Flight Commander or Superintendent believes the change compromises security, warehouse personnel immediately ask Customer Support to validate the controlled item codes. In the meantime, the property remains in secure storage.

5.3.5.4.2.2. Consolidating Stock Numbers/Unit of Issue. When warehouse change documents require consolidation due to stock number merge or unit of issue conversions. Ensure material correctly matches quantity and stock number changes.

5.3.5.4.3. Coordinate with Inspection. Coordinate with Inspection when property requires inspection.

5.3.5.4.4. DD Form 1348-1A. Initial and date block 27 of the DD Form 1348-1A and then forward the original to Document Control.

5.3.5.5. Daily Document Register. The Daily Document Register contains entries for 1) inputs that recorded a deleted warehouse location against the item record, and 2) item record indicative data changes, unit of issue changes, and controlled item code changes that recorded an unserviceable detail record for an item.

5.3.5.5.1. Daily warehouse personnel must verify the Daily Document Register for transactions.

5.3.5.5.1.1. Deleted Item Record Entries on the Daily Document Register. Deleted item record entries on the Daily Document Register are arranged

sequentially by location. Central Storage personnel must verify all locations.

5.3.5.5.1.2. If the location is empty, remove or obliterate the bin label and cross-out the corresponding entry on the locator listing.

5.3.5.5.1.3. If the location contains property, prepare a request for special inventory and forward it to Inventory. Enter the location of the property on the request for special inventory but do not cross out the corresponding entry on the locator listing (although this may be annotated to indicate that the item record was deleted).

5.3.5.5.2. Item record indicative data changes, unit of issue changes, and controlled item code changes that recorded an unserviceable detail record. They are arranged sequentially by document number, which will have activity code R, organization code 920, and shop code RW. Entries indicate changes to stock number, system designators, and/or ERRCD, changes to controlled item code, or changes to unit of issue. Refer to procedures listed in **Para.5.3.5.5**. this section.

5.3.5.5.3. Destroy daily document register once all actions have been completed. Should any subsequent research be necessary, use the Daily Document Register maintained by Document Control. The LRS CC/AO signature is not needed on the portion of Daily Document Register processed by warehouse storage personnel.

5.3.6. **Individual Mobility Equipment Management.**

5.3.6.1. Purpose: To explain the individual mobility equipment management procedures process. For policy specific requirements refer to AFI 23-101 and for IT specific guidance refer to AFH 23-123 and/or the mobility IT system handbook.

5.3.6.2. General Discussion: Individual Mobility Equipment management involves managing all General Purpose (A-Bag), Extreme Cold Weather (B-Bag), and Chemical Biological, Radiological, Nuclear, and High-Yield Explosive Equipment (CBRNE) (C-Bag) components as well as Individual Body Armor (IBA) and Advanced Combat Helmet (ACH) assets.

5.3.6.3. The following actions will be performed:

5.3.6.3.1. Issuing assets:

5.3.6.3.1.1. Individual Protective Equipment (IPE) Element personnel will ensure members verify NSN, contract/lot number, and quantities issued prior to signing the mobility IT system generated AF Form 1297 (hand receipt).

5.3.6.3.1.2. If the mobility IT system or HHTs are not immediately available, use AF Form 1297 when issuing assets. Reconcile and update AF Form 1297s in the mobility IT system when it becomes available.

5.3.6.3.1.3. Service life for items issued for deployment must extend beyond the duration of the deployment.

5.3.6.3.2. Turning In assets:

5.3.6.3.2.1. IPE personnel will verify with member all information (NSN, contract/lot number, and quantities issued) on hand receipt prior to releasing

member of responsibilities.

5.3.6.3.2.2. IPE personnel will sign AF Form 1297 indicating all items have been turned in and return a copy to the member.

5.3.6.3.2.3. If items are found missing or damaged; annotate AF Form 1297, identify to member which missing items they are still responsible for. If required, initiate Report of Survey (ROS). Refer to AFMAN 23-220 for additional information.

5.3.6.3.2.4. IPE personnel will review, validate, and update overdue assets monthly. Use mobility IT system to pull listing. If assets are not returned after 30 days from the member's return date IPE personnel must:

5.3.6.3.2.4.1. Contact member's Unit Deployment Manager (UDM) to determine if member has been extended, if so update mobility IT system AF Form 1297 with new return date.

5.3.6.3.2.4.2. Notify the LRS CC/AO with member's name, return date, AF Form 1297 contents, and any pertinent circumstances about overdue assets. The LRS CC/AO will then notify the member's unit commander in writing for action.

5.3.6.3.3. Authorizations:

5.3.6.3.3.1. IPE personnel will coordinate with the applicable Logistics Plans Office to ensure requirements are validated/received annually. Copies of the validated requirements listing will be forwarded to MAJCOM no later than 1 December for review

5.3.6.3.3.2. IPE will maintain a 10% backup stock of C bag requirements (see AFI 23-101 for additional information on IPE authorization). IPE personnel will maintain C-Bag assets as identified by the Civil Engineer Readiness and Emergency Management Flight IAW AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*. C-Bag authorizations for active duty installations include all assigned AF host, tenant and geographically separated units unless host tenant support agreement states otherwise. MAJCOM POC(s) will enter the C-Bag authorizations into the Mobility IT System.

5.3.6.3.4. Reconstitution of Components:

5.3.6.3.4.1. Mobility Bag components will be reconstituted by the LRS\Materiel Management Activity for items consumed and/or damaged during deployments unless liability is determined through Report of Survey actions. Refer to AFMAN 23-220 for more information.

5.3.6.3.4.2. All assets will be requisitioned using the ILS-S. See Requisition Submission in **Para 5.2.5**.

5.3.6.3.5. Reporting of CBRNE Equipment:

5.3.6.3.5.1. IPE Element personnel will ensure CBRNE assets are coded as "reportable" in the mobility IT system.

5.3.6.3.5.2. The mobility IT system Program Management Office (PMO) will submit reports to HAF/A7CX to meet requirements in accordance with AFI 10-2501_AFGM 4, *AF Emergency Management Program Planning and Operations*.

5.3.6.3.6. Shelf-Life Assets:

5.3.6.3.6.1. CBRNE Shelf-Life. AF Civil Engineering Support Agency, Emergency Management (AFCESA/CEXR) is the AF shelf life manager for CBRNE IPE assets. AFCESA/CEXR is responsible for shelf life management policy guidance and surveillance testing of CBRN mobility equipment.

5.3.6.3.6.2. The Joint Enterprise Fielding and Surveillance (JEFS) Office provides shelf life updates via message to the mobility IT system PMO. HQ AFCESA/CEXR provides assistance to A4LE/A7CX and the MAJCOMs concerning serviceability, authorizations, and disposition of CBRNE.

5.3.6.3.6.3. Shelf life updates will be automatically updated to the web-based version of the mobility IT system.

5.3.6.3.6.4. Extension data will be updated for all assets in accordance with **Para 5.3.13** of this section.

5.3.6.3.6.5. Condition code "J" and "H" assets must be stored separately and clearly identified from operational assets. In accordance with DoD 4140.27-M the maximum timeframes by which materiel may be suspended while in condition code "J" is 90 days. Contact HQ AFCESA/CEXR when asset are placed in "J" status. Make every effort to decrease these timeframes for shelf-life items. AFCESA should provide disposition instructions within 90 days through the Defense Accountability Reutilization and Disposal (DARD) Program. If disposition has not been received with 90 days, return the items to JEFS/DARD. Coordinate all disposition requests with MAJCOM A4; MAJCOM A4 will validate and coordinate with AFCESA/CEX.

5.3.6.3.6.6. Assets with expired shelf life will be used for training in accordance with AFI 10-2501 with MAJCOM/A4R approval. Units will request disposition instructions from JEFS for assets with expired shelf life.

5.3.6.3.7. Equipment Decontamination Kits:

5.3.6.3.7.1. The equipment decontamination kit (M-295) will NOT be removed from the original packaging in accordance with DoD 4140.27-M.

5.3.6.3.7.2. M-295 kits older than 10 years from the date of manufacture are classified as unserviceable.

5.3.6.3.7.3. M-295 kits that are maintained in the original package/quantity unit pack (QUP) are subject to extension pending testing.

5.3.6.3.7.4. M-295 kits previously issued or removed from the original package/QUP will be considered unserviceable on the original date of expiration and will not be extended; however these kits can be re-issued after visual inspection has been conducted and will remain serviceable until the original date of expiration.

5.3.6.3.8. Protective Masks:

5.3.6.3.8.1. The Joint Service General Purpose Mask (M50) will be maintained in the mobility IT system. Stock number and serial number will be loaded for M50 mask and the filters by stock number, contract and lot number. Serial number data must be entered exactly as written on item including all dashes/slashes or spaces/characters.

5.3.6.3.8.2. The Chemical-Biological Mask (M45) is an extra-small mask (NSN 4240-01-447-6989) used for only hard to fit personnel. It will be issued as a personal retention item, identified as NF2, and maintained on an organizational Custodian Authorization/Custody Receipt Listing (CA/CRL).

5.3.6.3.8.2.1. Upon initial issue to the member, IPE Element personnel will coordinate with the applicable EAE, MAJCOM A4R and the AFMC SCM-R Equipment Activity to transfer accountability from the LRS/MATERIEL MANAGEMENT ACTIVITY CA/CRL to the member's unit CA/CRL.

5.3.6.3.8.2.2. EAE will transfer accountability to the gaining unit's CA/CRL in accordance with EAID Accountability Transfer (Inline) - 1ET, AFH 23-123, Vol 2, Pt 1, Ch 5 when the member PCS. Upon member separation, the mask and accountability will be returned to LRS.

5.3.6.3.8.2.3. The member will return their issued M45 to the IPE Element upon retirement or separation. The member's unit equipment custodian will transfer accountability to the IPE equipment account through the applicable EAE. IPE Element personnel will ensure the equipment transfer is complete.

5.3.6.3.8.3. Training masks are not authorized. IPE shall store, clean, inspect, and document inspections IAW applicable technical orders/manuals. IPE personnel will issue/maintain enough masks to cover their most stringent deployment taskings, plus a 10% backup stock of total installation requirement. Contact MAJCOM/CEMO before ordering any mask or mask parts to ensure there are no pending command redistribution actions taking place. IPE personnel will maintain sufficient quantities of mask repair parts.

5.3.6.3.8.4. IPE personnel will ensure requisition exception (REX) code 4 is loaded to all protective masks and mask component parts.

5.3.6.3.8.5. Gas masks will not be stored in the C bag. In addition, long-term and short-term storage of masks will be IAW technical orders/manuals.

5.3.6.3.9. Protective Mask Leak Test:

5.3.6.3.9.1. LRS\Materiel Management Activity will develop and maintain a gas mask leak test schedule to ensure all masks are tested every 2 years from the initial inspection date. Inspections will be documented on the DD Form 1574.

5.3.6.3.9.2. Perform an initial physical inspection of the M45 masks upon receipt from the manufacture.

5.3.6.3.9.3. The date of manufacture on the M50 serves as the initial mask leak inspection date.

5.3.6.3.9.4. Subsequent mechanical tests for masks will be conducted upon issue and return if more than two years has elapsed since the previous test was conducted.

5.3.6.3.9.5. The Joint Service Mask Leakage Tester (JSMLT) will be used to leak test and determine serviceability of protective masks. **Note:** The JSMLT will not be used as a mask fit test machine.

5.3.6.3.9.6. JSMLTs will be maintained by the LRS\Materiel Management Activity and accounted for on a CA/CRL.

5.3.6.3.9.7. LRS\Materiel Management Activity trainers will conduct JSMLT refresher training through in-house training.

5.3.6.3.10. Inventories:

5.3.6.3.10.1. IPE personnel will coordinate with inventory personnel to ensure all mobility assets are inventoried annually at a minimum. The mobility asset inventory is included on the annual inventory schedule prepared by the Inventory Section.

5.3.6.3.10.2. IPE personnel will perform the warehouse validation prior to the inventory.

5.3.6.3.10.3. Use reports from the mobility IT system as source documents to conduct annual inventories. Adjustments will be reflected in the mobility IT system.

5.3.6.3.10.4. IPE personnel will provide a written report with a list of all inventory adjustments signed by the Material Management Flight Officer to the Inventory Section upon completion of inventories. Inventory will brief the LRS CC/AO during the monthly M10 review. File all inventory source documents in Document Control IAW AF Records Information Management System (AFRIMS).

5.3.6.3.10.5. Initiate a Report of Survey for all unresolved discrepancies for missing issued mobility bags; Tactical Vests; Enhanced Small Arms Protective Inserts (ESAPI) level IV plates; Enhanced Side Ballistic Insert (ESBI) plates; and Advanced Combat Helmets (ACH). This action is not required for training assets.

5.3.6.3.11. Inspections:

5.3.6.3.11.1. Conduct individual mobility equipment inspections in accordance with the applicable item T.Os.

5.3.6.3.11.2. Physically inspect returned assets prior to processing into the mobility IT system.

5.3.6.3.12. CBRNE Training Assets:

5.3.6.3.12.1. **(DELETED)**

5.3.6.3.12.2. Physically separate training assets from operational assets and visibly mark IAW AFI 10-2501.

5.3.6.3.12.3. LRS\Materiel Management Activity has the option to bulk issue to units and/or individuals.

5.3.6.3.13. Redistribution:

5.3.6.3.13.1. IPE Elements will obtain MAJCOM approval prior to disposing of excess assets.

5.3.6.3.13.2. MAJCOMs approve redistribution of serviceable excess assets and expired training assets when needed. The gaining base will fund shipping costs and ship by DD Form 1149.

5.3.6.3.14. For Individual Body Armor (IBA):

5.3.6.3.14.1. IBA includes tactical vests and small arm protective inserts. IBA will be maintained in mobility IT system. **Note:** IBA for Battlefield Airman and Special Tactics Operation Forces will be maintained IAW AFPD 10-35, *Battlefield Airmen*.

5.3.6.3.14.2. Enhanced Small Arms Protective Inserts (ESAPI) level IV plates. The NSN, noun, contract number, lot number, date of manufacture, will be loaded and maintained in the mobility IT system.

5.3.6.3.14.3. Enhanced Side Ballistic Insert (ESBI) plates. The NSN, noun, contract number, lot number, date of manufacture, will be loaded and maintained in the mobility IT system.

5.3.6.3.14.4. Small Arms Protective Inserts (SAPI) level III/III+ plates. The NSN, noun, contract number, lot number, date of manufacture, will be loaded and maintained in the mobility IT system when issued to Security Force personnel for home station use only. Note: SF personnel are authorized to use SAPI level III/III+ plates for home station use only until replaced with ESAPI level IV plates.

5.3.6.3.14.5. IBA accountability for all organizations will be managed and maintained at the LRS\Materiel Management Activity IPE Element in the mobility IT system. IPE Element personnel will issue IBA to individuals and maintain the signed AF Form 1297 on file until items are returned.

5.3.6.3.14.6. IBA stocked and issued at designated distribution centers will be managed and maintained in the mobility IT system. Personnel issued IBA will sign AF Form 1297. Distribution centers will maintain the signed AF Form 1297 on file until items are returned.

5.3.6.3.14.7. IPE personnel will ensure demand levels for IBA are loaded and reviewed IAW **Sec. 2B, Stockage Procedure**.

5.3.6.3.15. IBA and Protective Insert Training Assets:

5.3.6.3.15.1. Unserviceable IBA and SAPI level III/III+ plates are authorized to be used for training and will be visibly marked IAW the applicable T.O. Excess SAPI plates can be turned into DLADS.

5.3.6.3.15.2. Training assets must be physically maintained separately from operational assets and visibly marked IAW applicable T.O.

5.3.6.3.15.3. Serviceable IBA and Level IV ESAPI plates will not be used for training except OTVs for Combat Skills Training (CST) or per AOR Reporting Instructions.

5.3.6.3.15.4. LRS\Materiel Management Activity has the option to bulk issue to units and /or individuals.

5.3.6.3.15.5. **(DELETED)**

5.3.6.3.16. Advanced Combat Helmet (ACH):

5.3.6.3.16.1. ACH's will be accounted for in the mobility IT system.

5.3.6.3.16.2. ACH's stocked and issued at designated distribution centers will be managed and maintained in the mobility IT system. Personnel issued ACHs will sign AF Form 1297. Distribution centers will maintain the signed AF Form 1297 on file until items are returned.

5.3.6.3.17. Mobility IT System Management:

5.3.6.3.17.1. **(DELETED)**

5.3.6.3.17.2. LRS\Materiel Management Activity will establish a single Personal Accounting System (PAS) code for wing assets. Bases with multiple MAJCOMs will establish separate PAS codes for each MAJCOM within the mobility IT database.

5.3.6.3.17.2.1. PAS codes will be loaded with the following headings:

5.3.6.3.17.2.2. Base Code: wing (ex: 52 FW).

5.3.6.3.17.2.3. UIC/SRAN: populate (ex: FB5621).

5.3.6.3.17.2.4. Base Name: spell out (ex: 52nd Fighter Wing).

5.3.6.3.17.3. Line item authorizations must be loaded in accordance with tariff sized authorizations and single unit items (ex: BOI of 4: 1000 C Bags = 4000 canister authorizations) within the nomenclature table in the mobility IT system. Refer to the mobility IT system user's guide for load procedures.

5.3.6.3.18. IPE Element personnel must take corrective action on all the mobility IT system errors. This will foster accurate accountability. Errors, cause and corrective action are listed below.

5.3.6.3.18.1. Error or Warning received after processing roll up file:

5.3.6.3.18.1.1. ERROR: NSN Not found in Nomenclature List. Cause: NSN is loaded in a base system that is not in the AF master File. Corrective Action: Request for loading of new NSN/Nomenclatures through your MAJCOM POC to the PMO office for approval and loading in the master file. If the request is denied, remove all assets loaded against the NSN/Nomenclature and remove NSN/Nomenclature from the unit's mobility IT system.

5.3.6.3.18.1.2. WARNING: Contract/Lot Not defined for NSN. Possible Cause: Typo when entering Contract/Lot; new contract/lot entering the AF

inventory. Corrective Action: Validate the contract/lot on the property to the error received. If the item is new to the AF inventory, forward the information through your MAJCOM POC to the PMO office. If there is an error, take corrective action in the mobility IT system.

5.3.6.3.18.2.1. Errors received after processing contract/lot update file.

5.3.6.3.18.2.1.1. ERROR: Not received via Internet Update. Cause: The Contract/Lot combination is loaded in the base mobility IT system and not in the AF master file. Corrective Action: Forward Contract/Lot information to the PMO office to be added to the master file.

5.3.6.3.18.2.2. ERROR: ## entries in STOCK but not in Contract/Lot List. Cause: Contract/Lot is in error and not in the base mobility IT system or in the AF master file. Corrective Action: ## entries are the number of lines not quantity that need to be. Validate the Contract/Lot on the property to the error received. If the Contract/Lot is valid, forward the information to the PMO office. If there is an error, take corrective action in the mobility IT system.

5.3.6.3.19. All IPE personnel will complete computer based training (CBT) modules located at the Mobility CoP referenced above. Training must be documented.

5.3.7. Supply Point Management.

5.3.7.1. Purpose: To explain supply point unique management procedures. For policy specific requirements, review AFI 23-101 and for IT specific guidance AFH 23-123.

5.3.7.2. Supply Points are additional warehouses located within or next to the supported activities.

5.3.7.3. Supply Point Establishment/Change Requests.

5.3.7.3.1. Organizations desiring to establish and/or change a supply point must submit a list of requested items to the LRS/Materiel Management Activity, Flight Service Center (FSC) element. This list shall include the following item information: stock number, part number, nomenclature, end item application (i.e., weapon system, end item, or equipment), quantity desired, and identify if functional check is required for the assets. The following items are authorized on a supply point:

5.3.7.3.1.1. Any item of supply, except for equipment items (ERRCD ND*/NF*) and items assigned Numeric Parts Preference Codes (NPPC) 4 or 9.

5.3.7.3.1.2. Buildup items. The individual XD2/XF* components of buildup items will be identified and accounted for separately on supply point detail records. Expendable items (XB3) required for a buildup item do not need to be accounted for separately. Expendable items can be obtained by submitting normal issue requests.

5.3.7.3.1.3. Launch kits.

5.3.7.3.2. Once an item is selected for addition, all authorized interchangeable (substitute) items must also be stocked in the supply point.

5.3.7.3.3. Upon receipt of the supply point establishment/change request, the FSC will:

5.3.7.3.3.1. Verify only authorized items have been requested (reference **Para's 5.3.7.3.1.1 - 5.3.7.3.1.3** above).

5.3.7.3.3.2. Determine authorized quantity amounts. The quantity of an item stocked in a supply point is based upon the demand data of the organizations using the supply point (except for XB3 items). Items used by more than one organization can be stocked in a supply point; however, care must be taken to ensure all base users are adequately supported.

5.3.7.3.3.2.1. Sole Users. When only one organization uses the item, the total authorization of the base's operating stock may be kept at the supply point (when space allows). In this case, supply point personnel will receive, store, and issue property in the same manner as central storage personnel.

5.3.7.3.3.2.2. Multiple Users. When there is more than one user of the item, only a portion of the base's operating stock will be stored in the supply point for each supported organization. In this case, the balance maintained in each supply point will be recorded on a supply point detail for each organization.

5.3.7.3.3.3. Verify supply point requests are supported by positive Requisitioning Objectives (RO). This can be accomplished by processing individual item record inquiries or a Discoverer script to ascertain base asset position. If RO is insufficient to support supply point request, the FSC direct the customer to prepare and submit an ASL. Failure to submit the ASL could delay supply point support. See **Para 2.2.5** for ASL request submission instructions. Non-Airborne Communications-Electronics (C-E) XD2 items (to include space, weather and missile system assets) do not require the documented request for a special level. See **Sec. 2B, Stockage Procedure** for procedures on establishing Low Density Levels for C-E XD2 items.

5.3.7.3.3.4. Forward supply point requests which include Economic Order Quantity (EOQ) items (ERRCD XB3) to the Materiel Management Flight Commander for approval.

5.3.7.3.3.5. For all new supply point establishment requests, coordinate addition of a new delivery destination record with the Customer Support Liaison Element. Shop codes for all supply point activities must have a corresponding delivery destination record loaded to ensure correct delivery. For supply point activities not located on the supporting base or satellite, the off-base indicator must be used when loading a delivery destination. When this indicator is used, the ILS-S produces a transportation copy of issue or release document. The off-base indicator will be blank for those activities serviced by the supporting base or satellite Pickup and Delivery. See Delivery Destination Record Load, Change, Or Delete (1DE) in AFH 23-123, Vol 2, Pt 2, Ch 8 for delivery destination input format and processing procedures.

5.3.7.3.3.6. Add/change/delete Supply Point Detail Records. Assets maintained in supply points will be accounted for and controlled on supply point detail

records. See Supply Point Detail Load/Change/Delete/Inquiry (FSP) in AFH 23-123, Vol 2, Pt 1, Ch 5 for specific ILS-S information and processing.

5.3.7.3.3.7. Submit requests to produce the Supply Point Listing and bin labels. See Supply Point Listing (Q13/NGV875) in AFH 23-123, Vol 2, Pt 2, Ch 5 for specific ILS-S information and processing instructions. For specific information on bin labels, refer to the ES-S User's Manual. Provide a copy of the listing and bin labels to the supply point monitor. Maintain one copy of the Supply Point Listing in the FSC.

5.3.7.4. Asset Accountability. The LRS/Materiel Management Activity maintains accountability of assets in supply points in the appropriate ILS-S.

5.3.7.4.1. The supported organization's supply point monitor is responsible for the overall management and control for those supply point within their possession, to include: assist LRS\Materiel Management Activity personnel during scheduled inventories, maintain supply discipline when ordering assets from the supply point, ensuring assets in supply points are serviceable inventories, and provide secure space and facilities to store supply point assets.

5.3.7.5. Stocking and Replenishing Supply Points.

5.3.7.5.1. Issues (Transfers) to Supply Points. The issue of stock to a Supply Point is merely a transfer of stock from one warehouse location to another. No usage or demand data will be updated. When Supply Points are established and/or changed, the issue interface can be used to automatically request transfers of stock to the Supply Point. Standard issue (transfer) procedures outlined in Customer Issue Request (ISU/MSI) Transaction Mark-For Field Data Requirements in AFH 23-123, Vol 2, Pt 1, Ch 5 will be used to replenish supply points.

5.3.7.5.2. Issues From Supply Points. All issues from a supply point are over-the-counter. When a demand is placed on the supply point and the item is available, supply point personnel will select the item from the location and prepare an MSI request. If ILS-S access is available at the supply point, the MSI document will be returned to the input terminal so the recipient's signature can be obtained. supply points operating without an ILS-S terminal (or with an inoperable terminal) will prepare MSI requests as degraded operations. The supply point monitor will forward all documentation to the FSC for processing and to ensure proper document control actions are taken. See Issue From Detail Record (MSI) Processing Instructions and Transaction Format in AFH 23-123, Vol 2, Pt 1, Ch 5 for detailed supply point processing and documentation preparation.

5.3.7.5.3. Turn Around Processing In Lieu of Issue Requests. Turn around procedures may be used in lieu of processing issue requests to record demand data for fast moving items in supply points. When turnaround procedures are used, the supply point detail Date Of Last Transaction (DOLT) is not updated. See Maintenance Turnaround Processing in AFH 23-123, Vol 2, Pt 1, Ch 4 for turnaround processing and T.O. 00-20-3, *Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System for additional information*, for additional information.

5.3.7.6. Transfers of Items between Supply Points. One supply point may issue items to another. First, a return (TRIC TIN with TEX code 8) from the losing supply point must be processed to prevent due-outs from being released. See Recoverable Item Turn-In Request (TIN) in AFH 23-123, Vol 2, Pt 1, Ch 6 for return processing. Secondly, a forced due-out release (TRIC DOR with TEX code 3) will be processed with the gaining supply point's due-out. See Forced Due-Out Release (DOR) Input Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.3.7.7. Returns to a Supply Point from Maintenance. Returns (TRIC TIN) to a supply point from maintenance will be completed, see Recoverable Item Turn-In Request (TIN) as outlined in AFH 23-123, Vol 2, Pt 1, Ch 6. Supply points will only accept returns when the property is serviceable and required to satisfy existing due-outs.

5.3.7.8. Supply Point Reconciliation.

5.3.7.8.1. Semiannual reconciliations of all supply points are mandatory. More frequent reconciliations are recommended when warranted by the volume of changes. One of the semiannual reconciliations will be accomplished at the same time as the annual supply point inventory. See **Sec. 5G, Physical Inventory and Inventory Adjustments** for more information on inventorying supply points. Reference AFI 21-101 for additional information.

5.3.7.8.2. A Supply Point Listing will be used to perform the reconciliation. See Supply Point Listing (Q13/NGV875), AFH 23-123, Vol 2, Pt 2, Ch 5. The supported supply monitor(s) will perform a physical count to verify the balances. All items and requirements on the listing will be verified, to include:

5.3.7.8.2.1. Balance Discrepancies. When the physical on-hand balance does not match the quantities on the Supply Point Listing, discrepancies will be reconciled according to the inventory procedures in **Sec. 5G, Physical Inventory and Inventory Adjustments**.

5.3.7.8.2.2. Verified Excesses. The supply point monitor will complete an AF Form 2005, *Issue/Turn-In Request*, and return verified excesses to the FSC.

5.3.7.8.2.3. Items Less than the Authorization. When the reconciliation shows the total items are less than the authorization plus due-outs, the FSC will verify the RO is still sufficient to support the supply point's authorized quantity. If RO is sufficient, FSC will process issue requests to establish due-outs or create issue release. The FSC may use the issue transactions produced by the Supply Point Listing or manually process issues. If RO is not sufficient to support authorized quantity, procedures in **Para 5.3.7.3.3.3** will be followed; or assets will be returned to FSC and supply detail reduced for discrepant quantity.

5.3.7.9. Operating Supply Points with Buildup Items.

5.3.7.9.1. Transaction Notification. Each time a buildup item (or components) is removed from the supply point to replace a like item (removed from an end item), the organization responsible for the supply point items will notify the LRS/Materiel Management Activity of the transaction. An issue from the supply point or a

turnaround will be processed for each component. When issue procedures are used, demand code R or N will be used to establish DIFM accountability.

5.3.7.9.2. Clear the DIFM. After the item is restored (repaired and built up) by Maintenance, the asset will be placed back in the supply point's stock and a paperwork return (TRIC TIN) for each component will be processed to clear the outstanding DIFM details.

5.3.7.9.2.1. After the return is processed, a paperwork transfer to the supply point will be processed to reduce the serviceable on-hand balance and restore the supply point on-hand balance.

5.3.7.9.2.2. If the item is returned to the LRS/Materiel Management Activity for Not Reparable This Station (NRTS)/condemned action, normal DIFM return procedures will apply. See **Ch 4** and **6** for more information.

5.3.7.9.3. MICAP Requirements for Buildup Items. Supply points will release buildup items to satisfy the MICAP requirement of another activity when no other items are available to satisfy the redistribution order and AFMC directs the shipment. Maintenance personnel will ensure the item is broken down (into separate components) prior to release.

5.3.7.9.4. LRS-Operated Buildup Supply Points. When the LRS/Materiel Management Activity manages the buildup supply point (instead of Maintenance), short term (10 days or less) hand receipts will be used to control the items while they are physically in Maintenance undergoing buildup. LRS/Materiel Management Activity will coordinate with Maintenance to minimize the amount of time an item is in buildup. When hand receipts are in excess of 10 days, conduct a daily revalidation with Maintenance until they are cleared. Do not use DIFM procedures to control the items during buildup because they will cause erroneous ILS-S reporting.

5.3.8. **Selecting Assets for Issue, Shipment, or Transfer (Normal, Warehouse Refusal, Zero Balance Validation).**

5.3.8.1. Purpose: To explain how to select assets for an issue, shipment, or transfer. For policy specific requirements refer to AFI 23-101 and for IT specific guidance refer to AFH 23-123.

5.3.8.2. When a request will be satisfied by assets that are in stock, a movement document will be produced. Warehouse personnel will take immediate action to move the assets from stock for delivery to the customer or cargo movement.

5.3.8.3. Selecting Property for Issue. Take the following steps to ensure that correct property is selected:

5.3.8.3.1. Go to the location indicated on the movement document/label or prompted on Asset Mgt HHT.

5.3.8.3.2. Ensure the bin label matches the information on the issue document and/or use Asset Mgt HHT to scan/enter bin label data.

5.3.8.3.2.1. Ensure that the stock number and unit of issue on the property is correct and/or use Asset Mgt HHT to scan/enter NSN and Unit of Issue data.

5.3.8.3.2.2. For Shelf-life and Elastomeric items, select the oldest dated item in location to ensure proper stock rotation. Exception are issue to Readiness Spares Packages, select the newest dated item.

5.3.8.3.3. Select the quantity indicated on the document and/or use Asset Mgt HHT to scan/enter quantity selected.

5.3.8.3.4. Ensure issue exception processing is accomplished when applicable. For example, random length (IEX code 4 – sheet metal, tubing, fabric, etc.) sometimes requires quantities to be issued in one continuous length.

5.3.8.3.5. Sign and date block 22 of the movement document to show that you pulled the property and/or a completed pull using Asset Mgt HHT documents the same action.

5.3.8.3.6. Use Asset Mgt HHT to annotate the movement of the property for delivery to the customer.

5.3.8.3.7. Move the property and document for delivery to the customer.

5.3.8.4. Asset Selection Problems. The two most common problems that may occur when assets are being selected from stock are: 1) the warehouse location stated on a document is either empty or does not contain sufficient assets to fill the request; 2) documents indicate the on-hand balance was reduced to zero but assets remain in stock.

5.3.8.4.1. Warehouse Refusals. A warehouse refusal occurs when the warehouse location stated on an issue or shipment document is either empty or does not contain enough quantity to fill the request. In this situation, take the following steps to ensure the item is not misplaced in the warehouse:

5.3.8.4.1.1. Fill the request from a reserve location (if applicable).

5.3.8.4.1.2. Check adjacent locations to see if the item might have fallen into the adjacent location or was stored in the wrong location.

5.3.8.4.1.3. Check the same and adjacent locations in the bin rows on each side of the one stated on the issue/shipment document.

5.3.8.4.1.4. Check the locator listing and FCS suspense file for a possible warehouse location change.

5.3.8.4.1.5. Process a CTH inquiry to check for recent transactions (i.e. receipts, returns, location changes). Check “Not Put Away” reports, Receiving, Inspection, and the Flight Service Center to determine the location of missing property.

5.3.8.4.1.6. If the assets are still not found, notify the warehouse or stockroom supervisor. Supervisors will take action to verify the item is missing by repeating all of the above procedures. If the assets are still not found the warehouse or stockroom supervisor will:

5.3.8.4.1.6.1. Process the pull in the HHT and enter a quantity of “zero” and Click “Deny” in the Asset Mgt Warehouse Refusal Report, these steps will freeze the items record and move the Asset Mgt Record to history and update the Temporary Location with “Moved to history. Reason: Warehouse Refusal

Denied". If not using Asset Mgt, then stamp all copies of the label/document WAREHOUSE REFUSAL (using 1/2 inch block letters and red ink), sign copy 1 across the stamp, and write ASSIGN TEX Code "P" beneath the stamp on the first copy.

5.3.8.4.1.6.2. If Asset Mgt HHT and ES-S in unavailable, process a special inventory request to freeze the item record using TEX Code "P". See Special Inventory Interrogation Input (1GP), AFH 23-123, Vol 2, Pt 1, Ch 5 for format. Forward all copies of the refused document along with special inventory output notice to the inventory control function.

5.3.8.4.1.6.3. If the issue is for a repair cycle item, prepare and process a due-in from maintenance (DIFM) detail change input to load status "RFS" to the DIFM detail. Refer to Due-In From Maintenance (DIFM) Updates in AFH 23-123, Vol 2, Pt 1, Ch 4 for processing instructions.

5.3.8.4.1.6.4. Notify Customer Support of all warehouse-refused documents. **Note:** Customer Support will notify AFMC SCM-R Stock control if warehouse refusal is for a shipment or Redistribution Order.

5.3.8.4.1.6.5. If Inventory finds the asset. Retrieve the Asset Management record from history or the 1348-1A from document control files. Repull the asset and move to customer delivery.

5.3.8.4.2. Zero Balance Validation. To facilitate zero balance validation, the supply system automatically identifies documents or transactions (ISU, BSU, DOR, SHP, and A5J) that reduce the item record serviceable balance to zero. The phrase SER BAL = 0 will be printed in either block W or block F on physical documents. Bench stock issues (TRIC BSU) that reduce the item record serviceable balance to zero are identified by a numeric zero in position 80. The individual validating the zero balance will initial next to the zero balance phrase to indicate the check has been accomplished. **Note:** ES-S/AM processing stores user information on transaction histories, a physical document is not required.

5.3.8.4.2.1. If stock remains, request a special inventory for the warehouse location indicated on transaction. See Special Inventory Interrogation Input (1GP), AFH 23-123, Vol 2, Pt 1, Ch 5 for inventory request format.

5.3.9. Directed and Non Directed Shipments.

5.3.9.1. Purpose: To explain base-initiated, non-directed shipment (SHP) procedures. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.3.9.2. General: AF bases can initiate shipments of supply (ERRCD XB3, XF3, and XD2) and equipment (NF*/ND*) items when required. Base-initiated shipments can also be used to ship assets when the application of "special shipment procedures" is required. One common use of base-initiated shipments is base-to-base lateral support. (Note bases are not authorized to initiate asset shipments to non-AF activities (such as other Services, DLA, or GSA). Bases are not authorized to return serviceable AF managed assets back to Air Logistics Complex's using transaction SHP, bases should receive redistribution

orders (A2*) from the item manager. One common use of base-initiated shipments is base-to-base lateral support. Base-initiated shipments can also be used to ship assets when the application of "special shipment procedures" is required. Bases will perform physical bare item inspection of property (identaplate, engraving, decal, or label) to ensure: proper identification of asset IAW MIL-STD-129, Military Marking for Shipment and Storage; and that materiel shipped matches supporting documentation AFTO Form 350, Reparable Item Tag and ILS-S records.

5.3.9.2.1. Lateral requisition procedures allow for an ILS-S account to requisition either stock replenishment and/or due-out requirements from another ILS-S account provided there is a mutual agreement between the Supply activities. This form of support can be for selected items or a full range of items. See AFI 23-101, Sec. 2B, Stockage Policy for detailed information about lateral support policy for CONUS and OCONUS bases.

5.3.9.2.1.1. Note: Lateral support shipments are subject to the asset release rules detailed in Lateral Support Requisitioning Procedures, High priority lateral support in AFH 23-123, Vol 2, Pt 1, Ch 5 and ES-S User's Manual. AFH 23-123, Vol 2, Pt 4, Ch 6 provides details which supports both manual sourcing (a.k.a.,"GET IT") and automatic sourcing tools.

5.3.9.2.1.2. The activity required to pay for lateral support transportation charges are dependent on whether the asset being shipped is included within the Defense Working Capital Fund (DWCF), or not and whether the asset is an Item Manager directed shipment or not. Details are provided in AFI 65-601 Vol 1, *Budget Guidance and Procedures*.

5.3.9.2.1.3. Processing a lateral support non-directed shipment (SHP) transaction causes the ILS-S to output a DD 1348-1A, Issue Release/Receipt. Base logistics personnel use the output release/receipt document to pick (from the supply warehouse location) and ship the redistributed asset. AFH 23-123, Vol 2, Pt 1, Ch 2, provides Nondirected Shipment (SHP) Output Format - DD 1348-1A.

5.3.9.2.1.4. A lateral shipment may be picked up by an individual (as in the case of neighboring bases) rather than being moved through normal transportation channels. However, release the property only to individuals identified by losing and gaining bases when coordinated by AFMC SCM-R MICAP/Stock Control Activity (Excluding local manufacture and local purchase items). This procedure is required to prevent release of property to unauthorized individuals

5.3.9.2.2. Status for base-initiated shipments is programmatically passed to the base receiving the redistributed asset by the ILS-S via supply status (AE*) transactions. Additionally, the ILS-S at the receiving base programmatically initiates follow-up action with the shipping base via MILSTRIP follow-up transactions. Refer to **Sec. 5B, Order and Requisitioning** for additional information about supply status (AE*) and MILSTRIP follow-up (AFC) transactions.

5.3.9.3. The ES-S Manage Outbound Shipment process provides enhanced capabilities for managing movements from initial shipment through Cargo Movement until the receipt is processed at the gaining base. This capability focuses on ensuring outbound

shipments are planned, packaged and executed by Cargo Movement personnel within the standard timeframes defined for the current Delinquent Shipment Listing (R40) process, and that base shipments arrive at the proper destination in the correct quantity. Refer to ES-S User's Manual for more information.

5.3.9.4. There are a number of circumstances where special procedures must be used to generate base shipments.

5.3.9.4.1. For Non-Reimbursable Shipments.

5.3.9.4.1.1. Use of Advice Code and FREE SHPMNT Phrase. Stock Control inputs advice code 2E if Funds Management has approved a request for non-reimbursable shipment. When code 2E is input, the phrase FREE SHPMNT will appear on the output DD Form 1348-1A shipping document.

5.3.9.4.1.2. When a request is received for a non-reimbursable shipment, AFMC SCM-R Stock Control Activity forwards the correspondence to AFMC SCM-R Funds Management Activity. AFMC SCM-R Funds Management Activity will then take the following actions:

5.3.9.4.1.2.1. Approve or disapprove the request.

5.3.9.4.1.2.2. File a copy of the request in suspense. The AFMC SCM-R Funds Management Activity reviews this copy against the daily Free Issue and Credit Code Y Turn-Ins Listing, Base Supply Surveillance Report D20/NGV821).

5.3.9.4.1.2.3. If the shipment is for a vendor-owned container, no further action is required.

5.3.9.4.1.2.4. If the shipment was previously approved by AFMC SCM-R Funds Management Activity, no further action is required.

5.3.9.4.1.2.5. If neither approval nor disapproval was obtained, the AFMC SCM-R Funds Management Activity must record approval or disapproval on the listing.

5.3.9.4.1.2.5.1. If the shipment is approved, no further action is required.

5.3.9.4.1.2.5.2. If the shipment is not approved, the AFMC SCM-R Funds Management Activity will take the following actions together with personnel from base level Customer Support/SMAG Liaison POCs to coordinate with Materiel Management Flight/transportation activity and the shipment processing activity (AFMC SCM R or LRS/Materiel Management Activity):

5.3.9.4.1.2.5.2.1. Attempt to stop the shipment.

5.3.9.4.1.2.5.2.2. Recover the shipping document.

5.3.9.4.1.2.5.2.3. Reverse-post the transaction.

5.3.9.4.1.2.5.2.4. Reinput the shipment as a normal reimbursable transaction.

5.3.9.4.1.2.5.3. If a FREE SHPMNT cannot be aborted, the AFMC SCM-R Funds Management Activity marks the listing as disapproved with comments indicating the attempt to stop the shipment was unsuccessful. Before forwarding the original request to Stock Control, AFMC SCM-R Funds Management Activity will sign and mark/stamp the original to indicate whether the request was approved or disapproved.

5.3.9.4.1.2.5.4. When AFMC SCM-R Funds Management Activity returns the approved or disapproved requests, Stock Control will take the following actions:

5.3.9.4.1.2.5.5. Process a SHP input for approved requests with advice code 2E.

5.3.9.4.1.2.5.6. Process a SHP input for disapproved requests without an advice code.

5.3.9.4.2. Shipment of Serviceable Assets Direct from a Detail.

5.3.9.4.2.1. Use of Document Numbers. The detail document number must be entered in positions 67-80 when serviceable assets are to be shipped from MSK, supply point, MRSP, or WRM details.

5.3.9.4.2.2. Automatic Replenishment of Assets. The ILS-S automatically initiates replenishment requisitioning for shipped MSK, supply point, MRSP, or WRM assets unless the TEX code in position 51 of the shipment transaction (SHP) contains a "+."

5.3.9.4.3. Classified and Sensitive Item Shipments.

5.3.9.4.3.1. Release of Classified/Sensitive Items. Classified material will be released only to individuals identified by the LRS CC/AO as authorized to receive classified material. When someone is to receive classified material, first check the individual's military or civilian identification card and verify his/her identity. Identity will be verified against approved classified authorization list/letter. Make the identity check before the individual signs the DD Form 1348-1A and before releasing the materiel.

5.3.9.4.3.2. Preparation of DD Form 1348-1A Hand Receipt. The ILS-S prepares three copies of the DD Form 1348-1A for use as a hand receipt for directed and non-directed shipments of classified/sensitive items (see AFH 23-123, Vol 2, Pt 1, Ch 2 5 for the Classified Hand Receipt Output Format). Requirements for off-base shipment of these items must contain one of the classified or sensitive controlled item codes (listed in DoD 4100.39-M, Vol10, Table 61).

5.3.9.4.3.2.1. Asset Management personnel stamp or write CLASSIFIED ITEM in red ink on all copies of DD Form 1348-1A when a shipment (FTR, A2*, A4*, SHP, or A5J) is produced for a classified item.

5.3.9.4.3.2.2. LRS/transportation activity personnel place the three extra copies in the shipping container with the other shipment documents.

5.3.9.4.3.2.3. DD Form 1907, *Signature and Tally Record* is used only for the

transportation portion of a movement.

5.3.9.4.4. Movement of Classified Shipments via GSA Contract Carrier. Secret and Confidential freight shipments may be moved within CONUS via the GSA contract small package express carrier provided there is strict adherence to the restrictions and processes contained in AFI 24-203, Preparation and Movement of Air Force Cargo. Shipments must comply with provisions contained in DoDM 5100.76, V3 and AFI 31-401. LRS/transportation activity personnel must develop locally written procedures with LRS/Materiel Management Activity personnel, information management, and security personnel covering the preparation, handling, receipt, documentation, and delivery of classified shipments using this method of transportation. Ensure these procedures include the possible shipment of classified property directly from decentralized support elements such as flight-line operated parts stores and flight service centers.

5.3.9.4.4.1. Cargo Movement is responsible for ensuring the package, wrapping, marking, and addressing are in compliance with applicable directives if packed by Cargo Movement, otherwise it is the shipper's responsibility. The carrier's package may be used as the outer wrapper. Classification markings, packing lists, and classified document receipts will be located on the inner container. Contact local Cargo Movement personnel, and review AFI 24-203, *Preparation and Movement of Air Force Cargo* for guidance when considering using the GSA contract small package express carrier for movement of classified material.

5.3.9.4.5. Reliability Improvement Warranty (RIW) Item Shipments.

5.3.9.4.5.1. Identification of RIW Items. RIW items are managed by the AFMC item manager and are identified in the ILS-S by the SNUD. SNUD performs the following for RIW assets:

5.3.9.4.5.1.1. Set the item record RIW program to 1.

5.3.9.4.5.1.2. Set the repair cycle record RIW program code to G.

5.3.9.4.5.1.3. Changes the disposition field to the database key of the applicable shipping destination record.

5.3.9.4.5.2. Redistribution of Serviceable/Unserviceable RIW Items. Item Manager-directed RIW shipments to the DLADS will be processed IAW Disposal and Demilitarization instructions described in AFH 23-123, Vol 2, Pt 1, Ch 6. RIW shipments processed for return to a contractor must contain project code 390 and project name PACER WARRANT. See AFH 23-123, Vol 2, Pt 1, Ch 5 for the format of the RIW Shipment Notification (XFA) transaction.

5.3.9.4.5.2.1. Results of RIMCS Loads. Most RIW items will be assigned RAMPS report codes, and the load of RIMCS data found on SNUD will usually create an automatic shipment. However, if the TIN was input with TEX code 1 (to request offline disposition from the applicable item manager) the asset can be shipped to the routing identifier code. These shipments are accomplished by making a SHP input using the serial number in positions 46-50 of the RIMCS input image.

5.3.9.4.5.2.2. Processing Through Intermediate Repair Facilities. If the RIW contractor has an intermediate repair facility at the Primary Supply Point (PSP) base, and if all reparable assets must be processed through this facility because of a contractual agreement, then the off-shore activity must load a shipment override record identifying the intermediate facility as the ship-to SRAN. This load will override the automatic shipment to the intermediate facility.

5.3.9.4.6. NWRM SHP/A2x/A4x Shipments: Before sourcing for lateral support, the NWRM Transaction Control Center (NTCC) will always verify that D035 does not already reflect a shipment released against the original due-in.

5.3.9.4.6.1. LRS\Materiel Management Activity will provide the NTCC with the requestor's information along with NSN, part number, quantity, unit of issue, gaining base SRAN, applicable serial number(s), and condition code.

5.3.9.4.6.2. NTCC will contact the IM to ensure the gaining base/address is authorized to receive the asset(s).

5.3.9.4.6.3. NTCC will lift the freeze code "N" via FFC processing, process the SHP/A2x/A4x request, then reprocess the freeze code "N".

5.3.9.4.6.4. NTCC will notify the IM of pending shipment and will track asset(s) through transportation channels to final destination.

5.3.9.4.6.5. NTCC will update Positive Inventory Control (PIC) Fusion.

5.3.9.4.7. Deficient Item Shipment Conditions That Warrant Shipped Not Credited (SNC) Detail Creation Procedures: Shipments for unserviceable budget code 9 deficient items are manually initiated by the AFMC SCM-R Activity via Non-directed Shipment (SHP) transactions. See AFH 23-123, Vol 2, Pt 1, Ch 2 for detailed processing instructions). This SNC detail provides Accounting and Finance with a suspense record for identifying and following up on transactions for credit purposes.

5.3.9.4.8. Disposition of Certain Chemical Defense Equipment (CDE).

5.3.9.4.8.1. This paragraph applies to the disposition/return of certain CDE by use of routing identifier code B14 which is managed by the U.S. Army Armament Munitions and Chemical Command, Rock Island IL.

5.3.9.4.8.2. Procedures. To ensure the Air Force complies with Army requirements, the following procedures apply:

5.3.9.4.8.2.1. Stock Control assigns SEX code 2 to item records for the stock numbers listed below. The ILS-S will report CDE to RID B14 for disposition instructions via Report of Redistributable (Excess) Materiel (FTE) transactions, regardless of excess or asset condition.

Table 5.3. NSN list for SEX 2.

NSN	Nomenclature
6630007838192	TESTING KIT,IMPREGN

6910010432090	TRAINING SET, CHEMICAL
4230011013984	DECON KIT, SKIN
4230012064252	DECON KIT
4230007757541	CYLINDER, NITROGEN
6665008568236	DETECTION TUBE ASSY
6665009034767	DETECTOR KIT,CHEMICAL
6665011340885	WATER TESTING KIT, CHEM AGENT
4230007201618	DECONTAMINATING APPARATUS
6910011011768	TRAINING AID, SKIN DECON
6665007768819	REFILL KIT, ANALYZING
6665011334964	DETECTOR KIT, CHEMICAL AGENT
6665001719747	WATER TESTING KIT, CHEMCIAL AGENT
6910001064800	TRAINING SET, CHEMICAL AGENT
6665002856175	PAPER, CHEMICAL AGENT DETECTOR
4230001233180	KIT, SKIN DECON
4230003686145	IMPREGNATING SET, CLOTHING, FIELD
4230009074828	DECONTAMINATING AND RE-IMPREGNAT
6665010498982	PAPER, CHEMICAL AGENT DETECTOR
5810011081729	MAINTENANCE KIT, CBR EQUIPMENT
6665001719745	FOOD TESTING AND SCREENING KIT
6665007768810	SAMPLING AND ANALYZING KIT, CBR
6665009034765	DETECTOR KIT, CHEMICAL AGENT
6665010168399	DETECTOR KIT, CHEMICAL AGENT
6910011132434	REFILL KIT, TRAINING; M58A1
6910001487011	TRAINING AID, SKIN

5.3.9.4.8.2.2. All returns of CDE material, regardless of condition, must be correctly packaged and labeled. All NSNs should be packed separately to facilitate depot receipt, handling, and safe storage. Return items must be labeled or manifested as hazardous waste.

5.3.10. Organizational Refusals.

5.3.10.1. Purpose: To explain the organizational refusal procedure process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.3.10.2. Organizational refusals occur when a customer refuses to accept an item for any number of reasons.

5.3.10.2.1. When this occurs the person refusing the property (the custodian or his alternate for equipment items) must annotate all copies of the ISU/MSI/DOR document with the phrase ORGANIZATION REFUSAL, give a brief explanation for refusing the property, and sign the document.

5.3.10.3. LRS Transportation Actions. LRS transportation personnel will return the property along with the issue/due out release document to materiel management inspection activity.

5.3.10.4. LRS\Materiel Management Activity Inspection Actions. Upon receipt of an item and applicable issue/due-out release document annotated with ORGANIZATIONAL REFUSAL, Inspection personnel will determine the primary responsibility for the refusal. Inspection personnel will consider the reason for refusal stated on the issue/due-out release document and an inspection of the item when making this determination. For example, the LRS/Materiel Management Activity is responsible if the property is misidentified, unserviceable, an unsuitable substitute, or the quantity issued is in excess of what the customer ordered. However, the customer is responsible if the wrong item was ordered, or if the item was shipped due to a failure to cancel a due-out. See AFH 23-123, Vol 2, Pt 1, Ch 5, for more specific information about processing Organizational Refusals. Note: Do NOT reverse-post items returned because 1) too many were issued, or 2) the wrong item was issued and returned after having been signed for. Process these items according to the correct return (TIN) procedures explained in AFH 23-123, Vol 2, Pt 1, Ch 6.

5.3.11. Deficiency Reports.

5.3.11.1. Purpose: To explain deficiency report procedures process. For policy specific requirements refer to AFI 23-101 and for IT specific guidance refer to AFH 23-123.

5.3.11.2. Upon receipt of a supply or equipment item with a deficiency or latent defect, report the Deficiency Report asset and prepare the asset for immediate return according to T.O. 00-35D-54.

5.3.11.3. Control of Deficiency Report Exhibits. The originating point maintains control of the exhibit when the size and configuration of the asset allows. When the exhibit size and configuration allow, move the exhibit to a controlled area (preferably locked) to ensure the exhibit is not altered or lost. Normally, this controlled area is in the LRS/Materiel Management Activity. When there is not enough space in the LRS/Materiel Management Activity, maintenance may store the exhibit pending final disposition. There is an exception to this policy when maintenance becomes the permanent storage location. If the need arises to establish a permanent storage area within maintenance, the organization must request approval authority from AF/A4LM, through its MAJCOM.

5.3.11.4. Materiel Deficiency Returns. Process Deficiency Report to include latent defect returns as follows. Maintenance personnel initiating deficiency returns must provide materiel management personnel with a copy of the initial deficiency report (DR) submittal paperwork with the deficient property at the time of return. The return will not be processed without the required paperwork.

5.3.11.4.1. Unserviceable Supply (ERRCD X**) Items. For unserviceable supply item returns, indicate the unsatisfactory condition of materiel by entering supply condition code Q and action taken code C. EXCEPTION: Use action taken code C and supply condition E for Federal Supply Class (FSC) 3110 routing identifier code Sxx, ERRCD XF3.

5.3.11.4.2. The ILS-S will programmatically assign supply condition code Q to the unserviceable.

5.3.11.4.3. The ILS-S will programmatically update the appropriate details (for example, due-in from maintenance (DIFM), in-use) when returns with action taken code C are processed.

5.3.11.4.4. The ILS-S will produce a management notice I012 (stock awaiting disposition) on the input terminal reflecting the unserviceable detail document number. A 156ALL inquiry will also be programmatically printed reflecting the NSN affected by the deficiency report action. Be sure to attach a copy of the management notice to the property so it can be readily identified.

5.3.11.5. Processing Deficiency Report Returns. The Flight Service Center (FSC) will process Deficiency Report or latent defect returns for items assigned ERRCD XD, XF, XB. EAE will process return documents for Deficiency Report or latent defects on equipment managed items. See AFH 23-123, Vol 2, Pt 2, Ch 6 for return (TIN) formats. FSC/ EAE will process the return if the pre-degraded operations method is used and Cargo Movement will perform this task if degraded operations method is used.

5.3.11.5.1. If deficiency report items are assigned budget code 8 or 9, the ILS-S return program logic will automatically grant credit (assign credit code Y) based upon the action taken code of C and condition code Q. Funds manager approval is not needed.

5.3.11.5.2. Store deficiency report assets in a central location in the LRS/Materiel Management Activity warehouse unless the items are too large.

5.3.11.6. Check for Similar Deficient Assets. FSC or EAE personnel (for equipment assets) will query the ILS-S database to determine if there are additional assets (with the same NSN) requiring deficiency report action. If additional assets exist, coordinate with the using maintenance activity to determine if the assets should be tested for similar deficiencies. If other assets have the same deficiency, use the following procedures:

5.3.11.6.1. If an organization is using the asset, the maintenance activity reporting deficiency will determine whether the item should be used or turned in. If return is required, process the asset (according to the section above).

5.3.11.6.2. If the asset is in base stock, coordinate with the maintenance activity to determine whether the assets should be removed from stock or remain in stock. If the assets are to be removed, process according to this section.

5.3.11.6.3. Use the instructions in T.O. 00-35D-54 to monitor deficiency report pending actions. The deficiency report will be monitored using the materiel deficiency report portion of the unserviceable DIFM Detail List. When the maximum hold date is exceeded and no disposition instructions have been received, follow instructions in T.O. 00-35D-54.

5.3.11.7. Deficient Warranty Item Returns. For pre-post returns, forward property and all copies of the DD Form 1348-1A to the holding area.

5.3.11.7.1. If the defective item is authorized for field level repair, determine whether the item should be repaired or if disposition should be requested from the SPM/IM. If the item is mission essential and in critical short supply and non-availability would adversely affect the mission capability of the activity concerned, the item should be

repaired locally and returned to service. On those defective warranted items which are not turned in to LRS/Materiel Management Activity but are repaired on site, maintenance will notify supply of their decision to repair. LRS/Materiel Management Activity, in turn, will advise the SPM/IM by message including the information below that the item was repaired and returned to service.

5.3.11.7.2. RIW items will not be repaired locally, except in such cases where the warranty identification tags and/or equipment technical order specifies that such repair is authorized. Procedures for RIW items are contained below.

5.3.11.7.3. On items for which disposition instructions are required, attach a DD Form 1575, Suspended Tag - Materiel/1575-1, Suspended Label-Materiel, to the item to identify the item as an exhibit with condition code "Q."

5.3.11.7.4. Notify the applicable SPM/IM (T.O. 00-25-115) by message of the defective item furnishing the NSN, contract number, and all data available regarding the defect and request disposition instructions.

5.3.11.7.5. Follow disposition instructions according to SPM/IM.

5.3.12. **Bench Stock (Add, Change, Delete and Reconciliation).**

5.3.12.1. Purpose: To explain bench stock procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.3.12.2. Bench stocks are consumable items kept on-hand in a work center to increase mission support. As such, the ILS-S includes functionality that makes use of historical organizational item consumption data to recommend the quantity of items customers should include, maintain or delete in organizational bench stocks. However, the process also provides customers the flexibility to include consumable items in their bench stocks with little or no historical consumption. The specific criteria for bench stock item qualification are provided in **Para 5.3.12.5**. The logic used in the ILS-S for determining bench stock item add, change, and deletion recommendations is described in **Para 5.3.12.6**

5.3.12.3. Advantages and Disadvantages of Bench Stocks.

5.3.12.3.1. Advantages of Bench Stocks. Bench stock items are physically stored in the maintenance work area, bench stock customers have ready access to the items as needed. Consumption of bench stock items requires no paperwork or communication with LRS/Materiel Management Activity personnel. Bench stocks also result in reduced workload for base logistics support activities since the items are periodically replenished in bulk quantities rather than being issued, picked, and delivered individually each time a customer need occurs.

5.3.12.3.2. Disadvantages of Bench Stocks. Bench stock inventory must be purchased at the time of replenishment since maintenance funds are expended for the purchase of bench stock items in advance of actual need, there is at least some potential for buying unneeded items. Organizational bench stock customers must also provide the storage space and storage bins required for maintaining bench stock inventories. There is also an organizational workload associated with periodically coordinating bench stock inventory range and depth updates with base logistics

support personnel. The establishment and maintenance of customer bench stock records is a recurring workload for LRS/Materiel Management personnel. Finally, from a materiel management point of view, it is disadvantageous that inventory issued to organizational bench stocks is no longer visible within ILS-S.

5.3.12.4. Bench Stock Responsibilities for Organizational Customers and LRS/Materiel Management Activity Personnel.

5.3.12.4.1. The organizational commander will appoint a primary and alternate bench stock monitor.

5.3.12.4.2. The Organizational Customer will be responsible for the following:

5.3.12.4.2.1. All newly appointed bench stock monitors shall attend/receive Base Level Supply Customer Training as it pertains to Block I (General Supply Indoctrination) and Block IIA (Bench Stock) training prior to assuming responsibilities as a bench stock monitor.

5.3.12.4.2.2. Provide secure bench stock storage.

5.3.12.4.2.2.1. Care and safe-guard bench stocks IAW AFI 23-111, *Management of Government Property in Possession of the AF*.

5.3.12.4.2.3. Ensure controls are established for shelf life items to ensure that older shelf life items are used first to minimize the occurrence of expired, unusable items.

5.3.12.4.2.4. Monitoring each bench stock item balance and flagging items for replenishment when the on-hand balance is less than or equal to 50 percent of the authorized stock level.

5.3.12.4.2.5. Reviewing bench stock due-outs. The ILS-S will provide each organization with a Daily Document Register that will serve as the basis for the review. See AFH 23-123, Vol 2, Pt 2, Ch 5 for a complete description of the Daily Document Register. Bench stock customers may also obtain Due-Out Status Listings to validate organizational bench stock backorders. See AFH 23-123, Vol 2, Pt 2, Ch 6 for additional information about Due-Out Status Listings.

5.3.12.4.3. The LRS/Materiel Management Activity will be responsible for the following:

5.3.12.4.3.1. Create and maintain bench stock records to document requested and approved customer bench stock authorization requests. See AFH 23-123, Vol 2, Pt 1, Ch 5 for transactions and procedures required to Load Master Bench Stock Detail Records (2BSL), Master Bench Stock Record Change (2BSC), Master Bench Stock Record/EOQ Delete (2BSD), and Master Bench Stock Consolidation (2BSCON) transactions.

5.3.12.4.3.1.1. Maintain Master Bench stock file. The LRS\Materiel Management Activity Customer Support maintains this file on each account which exists at base level.

5.3.12.4.3.1.1.1. Tab A – Memorandums and Certificates.

5.3.12.4.3.1.1.1.1. Appointment letter.

5.3.12.4.3.1.1.1.2. Block I and IIA/B training certificates issued by Customer Support.

5.3.12.4.3.1.1.1.3. Initial bench stock establishment letter. **Note:** If original is not available have type up custodian MFR as to why initial bench stock letter is not available (i.e. destroyed/lost).

5.3.12.4.3.1.1.1.4. Maximum dollar threshold letter for the unit price on bench stock details. **Note:** Exceeding the established dollar threshold for any item requires a letter of justification from the supported organization commander. This letter will be maintained attached to the original maximum dollar threshold letter.

5.3.12.4.3.1.1.2. Tab B – Authorization letters.

5.3.12.4.3.1.1.2.1. Authorization letters for controlled items. Refer to **Para 5.3.12.5.4** this section for more information and signature authority.

5.3.12.4.3.1.1.3. Tab C – M04, Bench Stock Review report. Recommend add, changes, and deletes.

5.3.12.4.3.1.1.4. Tab D –S04, Organization Bench Stock Listing indicating Phase III – Annual SRD/MRA validation has been completed. File with a copy of signed endorsement letter. Maintain until next annual SRD/MRA validation.

5.3.12.4.3.2. Monitor the bench stock review (M04/NGV850) report to determine when to add, change, or delete items from the organizational customer's bench stocks. See AFH 23-123, Vol 2, Pt 2, Ch 5 for details on this report.

5.3.12.4.3.3. Responsible for processing routine and urgent bench stock replenishment requests for organizational bench stock customers when access to material management IT system is not available. See Para. 5.3.12.11.5. for routine and urgent bench stock replenishment procedures.

5.3.12.4.3.4. Process consumable returns for excess bench stock materials returned from organizations. See AFH 23-123, Vol 2, Pt 1, Ch 6, Processing Turn-In of Consumable Items processing instructions.

5.3.12.4.3.5. Assist customer in preparation of adjusted stock level requests to AFMC SCM-R Stock Level Activity: Should a request be required to support an organization's bench stock account, the LRS/Materiel Management Activity will perform the necessary actions to request the level. See **Para 2.2.5** for ASL request submission instructions.

5.3.12.4.3.6. Provide Base-Level Supply Customer Training as it pertains to Block I (General Supply Indoctrination) and Block IIA (Bench Stock)

5.3.12.5. Bench Stock Item Qualification Criteria. Before a bench stock is established, the following minimum criteria must be met.

5.3.12.5.1. The item record Expendability, Recoverability, Reparability Coded (ERRC) designator must be XB3.

5.3.12.5.2. Restricted Item Codes. In general, the item record must not be coded as follows:

5.3.12.5.2.1. Disposal (numeric parts preference code (NPPC) 2). On-hand/in-use assets that have an NPPC 2 may be issued/used if they satisfy a local requirement or until the cost to repair the item exceeds its value.

5.3.12.5.2.2. Time Compliance Technical Order (TCTO) (numeric parts preference code 4).

5.3.12.5.2.3. Non-published (numeric parts preference code 5). On-hand/in-use assets that have an NPPC 5 may be issued/used if they satisfy a local requirement or until the cost to repair the item exceeds its value.

5.3.12.5.2.4. Unacceptable for AF use (numeric parts preference code 9).

5.3.12.5.2.5. Recoverable Assembly Management Process (RAMPS)/War Reserve Material (WRM) codes 5, 6, 7, or E.

5.3.12.5.2.6. Classified, sensitive, or issue exception codes (IEX) 3, 6, E, or K. Additional details regarding classified items are provided later in this chapter.

5.3.12.5.3. Quantity Irregularities. Items that are normally used in quantities that are different from the unit of issue (for example, nuts, bolts, screws, etc.) and items that have a quantity of issue different from the quantity unit pack, should be added to bench stock to the maximum levels possible.

5.3.12.5.4. Controlled Items in Bench Stocks. The following rules apply to items with a controlled item code. See AFH 23-123, Vol 2, Pt 2, Ch 8 and DoD 4100.39-M for details about controlled item codes.

5.3.12.5.4.1. Controlled Items Not Requiring IEX. Controlled item code *, I, J, U, 7, Y, and Z are authorized on bench stock. None of these categories require issue exception codes loaded on the item record.

5.3.12.5.4.2. Controlled Items Requiring IEX. Controlled item code R items, other than photographic items, are authorized on bench stock when the unit commander has given his approval in writing. Items in this category will require an issue exception code N to be loaded to the item record.

5.3.12.5.4.3. Photographic Items. Controlled item code *, J, R, or X items may be authorized on bench stock with the written approval of the unit commander who controls and manages bench stock.

5.3.12.5.4.3.1. Requesting Approval. The shop supervisor/bench stock manager will send a letter to his/her commander asking to add the items to bench stock (specifying org/shop code). The letter will list the national stock number (NSN), nomenclature, and unit of issue of each photographic type of item to be added.

5.3.12.5.4.3.2. Approval Letters. If the additional items are approved, endorse

the letter to the Customer Support Liaison Element. After LRS/Materiel Management Activity personnel take action, Customer Support Liaison Element will endorse the letter back to the applicable unit commander so a successor will be aware of the action and comply with AFI 23-111.

5.3.12.5.4.4. Controlled Item Codes S and C. With MAJCOM approval, items with controlled item codes S and C items may be included on organizational bench stocks when demand data indicates it is advantageous to do so. In accordance with MAJCOM guidelines, supplement this chapter with a local issue exception code indicating, "Classified/Secret Item authorized on Bench Stock." When authorized by MAJCOM, classified bench stock material must meet all security, storage, and access provisions outlined in AFI 31-401, and DoDM 5100.76, V3.

5.3.12.5.4.5. Other Controlled Item Codes. Controlled item codes not specified above are authorized on bench stock when the unit commander has given approval in writing. Assigning issue exception code N to the item record will further identify items in this category. When IEX N is assigned, the other item flag for bench stock items will be assigned with a stock control data change. The bench stock flag will be assigned by the ILS-S when a master bench stock detail is loaded.

5.3.12.5.5. DELETED

5.3.12.5.6. Off-Base Supported Organizations. Unless specifically included in a joint tenancy agreement, or some specific directive, the LRS/Materiel Management Activity will not perform a walk-thru inventory of bench stock assets to off-base organizations.

5.3.12.6. Bench Stock Item Add, Change and Delete Logic.

5.3.12.6.1. This logic is used in the ILS-S to develop recommendations for adding, deleting, and changing the quantities of items in organizational bench stocks.

5.3.12.6.2. Guidelines for Adding and Deleting Items from Bench Stocks. The bench stock process makes use of organizational historical consumption and customer desires to determine what range of items to include in a customer bench stock. The range determination may result in the addition or deletion of an item from a bench stock.

5.3.12.6.2.1. Bench Stock Additions. The identification of candidates for bench stock addition is either consumption-based or specified by bench stock customers.

5.3.12.6.2.1.1. Consumption-Based Bench Stock Add Recommendations. The ILS-S uses organization-specific historical consumption data to identify items that, based on past demand, price, and other item characteristics, are candidates for addition to an organizational bench stock. For details about ILS-S procedures for identifying bench stock addition candidates, see the Bench Stock Review (M04/NGV850) in AFH 23-123, Vol 2, Pt 2, Ch 5. The bench stock review logic recommends items for addition to organizational bench stocks meeting the qualifying conditions detailed in **Para 5.3.12.5** of

this section where organizational economic order quantity (EOQ) consumption detail record indicates there have been three or more customer demands and the EOQ consumption detail has existed for at least 30 days.

5.3.12.6.2.1.2. Non-Consumption-Based Bench Stock Additions. Organizational bench stock customers can request the addition of qualifying items to bench stocks regardless of historical consumption under certain conditions. See **Para 5.3.12.8** of this section for a complete list of non-consumption-based bench stock qualification conditions.

5.3.12.6.2.2. Bench Stock Deletions. Like additions, bench stock deletion candidates are based on organizational consumption history and bench stock customer desires.

5.3.12.6.2.2.1. Consumption-Based Deletion Recommendations. Consumption-based bench stock items that become inactive (have no consumption) are candidates for deletion from bench stocks.

5.3.12.6.2.2.2. Non-Consumption-Based Deletions. Organizational bench stock owners may request deletion of bench stock items at any time based upon mission support or financial considerations.

5.3.12.6.3. Bench Stock Quantity Determination. The determination of what quantity to apply to customer bench stocks is based upon consumption and non-consumption based support periods for individual items.

5.3.12.6.3.1. Consumption-based Support Period. Unless otherwise specified by the organizational bench stock owner, the depth of stock for bench stock items is calculated based upon a 30-day support requirement. That is, the bench stock quantity is the quantity required to fill the organization's anticipated demands, based on their historical demand history, for a 30-day period.

5.3.12.6.3.2. Non-Consumption-Based Support Period. Organization commanders may deviate from the 30-day support requirement by specifying an alternative number of support days in the Organizational Bench Stock Stockage Days Field of the BS OCCR.

5.3.12.6.4. Organizational Cost Center Record (OCCR) Bench Stock Stockage Days Field. When the bench stock stockage days field is populated, the ILS-S will use that value in calculating the depth of stock for bench stock items. Additionally, bench stock quantity calculations are altered as specified when a master bench stock detail record contains a minimum reserve authorization (MRA) or a maximum authorization quantity (MAQ).

5.3.12.7. Conditions for Non-Consumption-Based Bench Stock Additions. Conditions for Non-Consumption-based Bench Stock Item Additions. An item may be added to bench stock via MRA and MAQ procedures described in **Para 5.3.12.8** this section, regardless of consumption data, if one of the following conditions applies:

5.3.12.7.1. The end-item being supported is a primary mission aircraft, missile system, or communications electronic maintenance (CEM), and the applicable group

commander has determined that maintenance cannot wait for the item to be delivered from a LRS/Materiel Management Activity warehouse.

5.3.12.7.2. The using activity is off base or in a remote area of the base, and the item must be at the using location.

5.3.12.7.3. The unit of issue is not compatible with the unit of use (such as nuts, bolts, and screws) or with the quantity unit pack (QUP) (such as wire which comes in 50 foot rolls).

5.3.12.8. Procedures for Establishing Non-Consumption-Based Bench Stock Items. Commands have the option to use adjusted stock levels to support bench stock items. Bases will use MRA or MAQ procedures to establish, order, and maintain adequate stockage for bench stock levels not based on normal consumption.

5.3.12.8.1. MAQ/MRA Flags. The Bench Stock Review (M04/NGV850) in AFH 23-123, Vol 2, Pt 2, Ch 5 is normally used to calculate bench stock authorized quantities. Bench stock authorized quantities that are not based on consumption may be established via the use of MAQ or MRA procedures. See **Para 5.3.12.8.3** this section for the details about how to specify MRA/MAQ quantities and flags in Master Bench Stock detail records. MRA/MAQ flags and their definitions are provided in **Table 5.4**

Table 5.4. MRA/MAQ Flags and Definitions.

Code	Meaning
1	Bench stock minimum reserve authorization based on a 30-day requirement.
2	Bench stock maximum authorized quantity based on a 30-day requirement.
3	Bench stock minimum reserve authorization based on a 45-day requirement.
4	Bench stock maximum authorization quantity based on a 45-day requirement.
A	Bench stock minimum reserve authorization based on a 60-day requirement.
B	Bench stock maximum quantity authorization based on a 60-day requirement.
C	Authorization based on consumption for 60 days with no bench stock minimum reserve.
D	QUP to be considered when computing recommended level. Using this code does not prevent automatic deletion if normal deletion criteria apply.
BLANK	Authorization based on consumption for 30 days with no bench stock minimum reserve.

5.3.12.8.2. Not Used

5.3.12.8.3. Impact of MRA/MAQ Flags on Bench Stock Quantity Calculations.

5.3.12.8.3.1. MRA/MAQ Flag A, B, C, 3, or 4. If a master bench stock detail record contains an MRA/MAQ flag of A, B, C, 3, or 4, the MRA/MAQ will override the bench stock stockage days.

5.3.12.8.3.2. MRA/MAQ Flag C. If the MRA/MAQ flag is a C, the authorized quantity will be computed based on 60-day consumption.

5.3.12.8.3.3. MRA/MAQ Flag 1, 3, or A. If the MRA/MAQ flag is 1, 3, or A, the authorized quantity will be the MRA or the computed consumption quantity,

whichever is greater. When the date of last demand (DOLD) is greater than 270 days, the item is no longer considered for automatic change, review procedures must be accomplished.

5.3.12.8.3.4. MRA/MAQ Flag 2, 4, or B. If the MRA/MAQ flag is 2, 4, or B, the authorized quantity will be the maximum authorized or the computed consumption quantity, whichever is smaller. When the DOLD is greater than 270 days, the item is no longer considered for automatic change, and review procedures must be accomplished.

5.3.12.8.4. MRA/MAQ Quantity Letters. Recertification of MRA/MAQ will be accomplished through the review process.

5.3.12.8.5. Conformity. MRA/MAQ quantity changes required for conformance with quantity unit pack or materiel handling requirements do not require a letter from the supported organization and may be accomplished by annotating the listing.

5.3.12.9. Master Bench Stock Record Load. Bench Stock Review Program Recommended Additions.

5.3.12.9.1. The monthly Bench Stock Review Program will produce a listing of those items, which qualify for addition to an organizational bench stock. These additions are computed from the EOQ consumption detail records, which are built from issues, and due-out releases processed for expendable (ERRCD XB3) items that are not currently on bench stock. When these listed items are not recommended for addition, these details are maintained in the database for 180 days before they are deleted. Once an item has been recommended for addition, it will stay in the database for 30 days. If at the end of the 30-day period the item has not been added to a bench stock, the detail will be deleted and the consumption data will be deleted from the records.

5.3.12.9.2. Recommended add transactions will not be produced for items that are assigned RAMPS/WRM report codes 5, 6, 7, or E. If the organization elects to add these items to their bench stock and a reject (extended cost exceeds $1000.00 EOQ item) is produced when the transaction is processed, the organization should be notified so they can determine if a suitable substitute can be added to their bench stock in place of the originally recommended add item. See Load Master Bench Stock Detail Record (2BS) in AFH 23-123, Vol 2, Pt 1, Ch 5 for specific ILS-S information and processing.

5.3.12.9.3. Addition of Items Not on the Bench Stock Review Program Listing. Upon receipt of a request to add items which are not on the monthly bench stock add listing, LRS\Materiel Management Activity Customer Support Center personnel will accomplish the following:

5.3.12.9.3.1. Verify the stock number and unit of issue.

5.3.12.9.3.2. Furnish the issue exception code, application code, and system designator for each item.

5.3.12.9.3.3. Review each item to ensure that all criteria for bench stock are met.

5.3.12.9.3.4. Obtain necessary approvals and notify the requesting activity of action taken.

5.3.12.9.3.5. Prepare and process a load input as described in this chapter to load the master bench stock detail.

5.3.12.9.3.6. Prepare and process a bench stock issue. See AFH 23-123, Vol 2, Pt 1, Ch 5 for specific ILS-S information and processing Bench Stock Issue (1BS) transactions

5.3.12.10. Master Bench Stock Record Change. Changes to the authorized quantity on existing master bench stock details are made automatically during the review. The MRA/MAQ flag is considered, as well as consumption, in computing new levels. See Para.5.3.12.8.3. for additional information about MRA/MAQ flags. Organizations may request changes to a bench stock at any time via telephone, letter, email, or annotated listing. See AFH 23-123, Vol 2, Pt 1, Ch 5 for specific ILS-S information and processing Master Bench Stock Record Change (2BSC) transactions.

5.3.12.10.1. Authorized Quantity Changes. An authorized quantity change is computed only for substantial changes in consumption patterns. For this computation, a change that exceeds the square root of the previous authorized quantity is defined as substantial. The review program does not make changes smaller than the square root of the previous authorized quantity.

5.3.12.10.2. 30-day Consumption Factor. A 30-day consumption factor will be used unless one of the following exists:

5.3.12.10.2.1. The organization cost center record contains bench stock stockage days.

5.3.12.10.2.2. The master bench stock detail record contains an MRA/MAQ flag of A, B, C, 3, or 4. If both conditions exist, the MRA/MAQ will override the bench stock stockage days.

5.3.12.11. Bench Stock Routine, Stock-Out, Urgent Replenishment and Due-Out Procedures. The normal responsibilities of Customer Support Center personnel include assistance in the establishment, change or deletion of Master Bench Stock details as well as the processing of bench stock issue requests as applicable.

5.3.12.11.1. Routine Bench Stock Cycle Replenishment. Bench stock items should be replenished when the quantity on hand is equal to or less than 50 percent of the authorized quantity. This should be done once every 30 days (or more often as necessary). The unit bench stock monitor will perform the following:

5.3.12.11.1.1. Weekly Walk-Through. Red flags should be displayed if the stock is below 50 percent of the authorized bench stock level whether a due-out has been established or not. At the option of the LRS CC/AO and supported organization, the unit bench stock monitor may process routine bench stock replenishment requests as soon as the 50 percent or below level is reached. The LRS CC/AO may authorize the organizational bench stock monitor use the ILS-S to enter their replenishment requests. When this option is used, the organization may waive the weekly walk through.

5.3.12.11.1.2. Document Replenishment Needs. Unit bench stock monitors will circle the item numbers on the AF Form 465, *Bench Stock Inventory (Not LRA)*

which require replenishment and then process issue requests. Customer Support Center personnel will process requests bench stock issue requests for units not having that capability. See AFH 23-123, Vol 2, Pt 1, Ch 5 for specific ILS-S information and processing Bench Stock Issue (1BS) transactions.

5.3.12.11.1.3. Coordinating Customer Excess Disposition. Customer Support personnel will coordinate with the supported activity to take the appropriate action when excess bench stock inventory exists. Items will not be considered excess until the on-hand balance is more than twice the authorization. Excesses will initially be considered for return review (to determine if return is desired--or necessary, as in the case of storage problems within the bench stock).

5.3.12.11.2. Stock-Out and Urgent Bench Stock Replenishment Procedures.

5.3.12.11.2.1. Stock-Out (Empty Bin) Reports. The organization may request normal issue processing to replenish the entire bench stock authorization providing a backorder does not already exist for this item.

5.3.12.11.2.2. Urgent Bench Stock Requirements. The method to satisfy urgent bench stock requirements will be determined by the LRS/Materiel Management Activity in coordination with the supported activity. One of the following methods will be used.

5.3.12.11.2.3. Submit Issue Request. Process a priority issue request or call in an expedite issue request to the LRS/Materiel Management Activity using activity code X and then follow normal issue procedures described earlier in this chapter, including the re-input of any killed quantity after validation. Items will be delivered within specified delivery times.

5.3.12.11.2.4. Submit Request to Customer Support Center. The Customer Support Center will input a bench stock issue. See AFH 23-123, Vol 2, Pt 1, Ch 5 Expendable Item Customer Issue Request (ISU) transaction format and processing instructions. If the request is filled (issued), a DD Form 1348-1A output issue document will be produced. The customer will be notified of item availability by telephone. The output issue document will be hand-carried to the appropriate warehouse for item location. Issued items will be delivered within specified delivery times.

5.3.12.11.3. After Duty Hour Requests. Provide the applicable Customer Support function with all the bench stock issue requests outside normal duty hours.

5.3.12.11.4. Supply Support Delays. If the supply support (timeliness of receipts) for an organizational bench stock is ineffective, the Customer Support Center may request a Due-Out Status Listing or any other management product, or develop a QLP or SURGE program to ensure satisfactory supply action has been taken for due-outs. This will be coordinated with Stock Control to ensure maximum bench stock support.

5.3.12.11.5. Bench Stock Due-Out Processing.

5.3.12.11.5.1. Establish Firm Backorder (Due-Out). The Customer Support Center will establish a firm customer backorder (due-out) for all initial bench stock fill requests that are processed when property is not available for issue.

5.3.12.11.5.1.1. Due-Out Quantity Balances. If a backorder (due-out) already exists for the full authorized bench stock quantity, the issue request will be killed. Bench stock backorders will only be created for the full authorized quantity. When a due-out is created as a result of a partial issue being processed by the ILS-S, the bench stock due-out will be created for the full authorized quantity. For each bench stock backorder, the cumulative recurring demand (CRD) field is updated on the master bench stock detail.

5.3.12.11.5.1.2. Other Asset Notice. If an issue request is not satisfied and available items may be suitable, a management notice is produced. If any or all of the items are acceptable, reprocess the bench stock issue request with transaction exception code (TEX) C. See AFH 23-123, Vol 2, Pt 2, Ch 7 for more information on processing I023 Management Notices. The use of this TEX code will allow available assets to be issued in place of the originally requested item(s).

5.3.12.11.6. Unsuitable Substitutes. If substitute items are available, but cannot be used, process issue requests for the usable item only; these issues may be identified as bench stock by using the mark-for field serial number portion to identify the line number, e.g. BS00433.

5.3.12.11.7. Cancellation of Due-Outs. When a master bench stock detail is deleted by processing a Bench Stock Record/EOQ Delete (2BSD) transaction, the IT system will automatically cancel any existing due-out with the same stock number, organization and shop codes. See AFH 23-123, Vol 2, Pt 1, Ch 5, Master Bench Stock Record/EOQ Delete Transaction for specific ILS-S information and processing.

5.3.12.11.8. Lack of Funds. If insufficient funds exist for the requested item, the due-out is killed and a management notice (lack of funds) is produced. See AFH 23-123, Vol 2, Pt 2, Ch 7 for resolution of Input Exceeds Project FMR Fund Balance rejects.

5.3.12.11.9. Due-Out Release Procedures. On-base due-out release of items for bench stocks will be delivered by the LRS/Materiel Management Activity to the organizational bench stock delivery location.

5.3.12.12. Bench Stock Review Requirements and Responsibilities. The bench stock review process is designed to ensure bench stocks are regularly updated in a way that maximizes mission support.

5.3.12.12.1. Three-Phase Review Process. The bench stock review will be made in three separate phases--monthly and semiannually for regular bench stock, and annually for standard reporting designator (SRD) and minimum reserve authorization. The semiannual review may be discontinued with the concurrence of the LRS CC/AO and the supported organizations.

5.3.12.12.1.1. Phase I--Monthly Recommended Additions, Changes, and Deletions. Bench stock will be reviewed monthly for additions, changes, and deletions. Items recommended by IT system are based upon past issue and due-out release action. Coordination with affected bench stock account representatives will be effected prior to changes being made. This requirement may be changed to quarterly at the option of the major command. See AFH 23-123, Vol 2, Pt 2, Ch 5

for instructions on processing the Bench Stock Review listing on a quarterly basis.

5.3.12.12.1.2. Phase II--Semiannual Recommended Additions, Changes, and Deletions. The Customer Support Liaison Element will arrange a semiannual joint review meeting with bench stock-supported-shops (determined jointly by the LRS CC/AO and the supported organization commander or Maintenance Chief).

5.3.12.12.1.2.1. The Customer Support Liaison Element, Materiel Control, and the appropriate shop supervisor will participate in the joint review meeting. During these reviews, special emphasis must be given to items with no demands in the past year and items with excessive quantities not supported by demands. The semiannual review may be discontinued with the concurrence of the LRS CC/AO and the supported organization commander, but must be conducted at least annually.

5.3.12.12.1.2.2. Processing of the Organizational Bench Stock Listing is not required when this review does not take place, but may be processed if requested by the Customer Support Liaison Element supervisor. This paragraph may be supplemented if local/MAJCOM requires this review to be accomplished more frequently. The review should not conflict with normally busy periods, such as end of month. Therefore, close coordination with the scheduler is needed to set the processing date for the semiannual review.

5.3.12.12.1.2.3. All bench stocks will be replenished within 15 days of their scheduled semiannual reviews. After the review is concluded (within one work week), normal support to the shops will be resumed as quickly as possible. The one-week time limit may be extended by the major command for distant/remote off-base supported activities. Also, off-base organizations may be reviewed prior to on-base organizations to eliminate the delay in processing the Bench Stock Review.

5.3.12.12.1.2.4. All changes and recommended deletions will be reviewed during the joint review meeting, and the listing annotated as needed, and then signed by reviewing participants. The Customer Support Liaison Element will keep a copy of the signed listing until the next review is completed.

5.3.12.12.1.2.5. The Customer Support Liaison Element will provide copies of the Organization Bench Stock Listing to the applicable shop supervisor and Materiel Control (after all necessary actions have been taken). The listing assists shop personnel in the location of bench stock items. The Customer Support Liaison Element will also file a copy of the listing with the signed listing from the joint review meeting. The copy of the listing produced after the semiannual review may be replaced if a new listing is run before the next review. A thorough review is extremely important to ensure that bench stock supports the mission efficiently and economically.

5.3.12.12.1.2.6. If approved by the LRS CC/AO and the supported organization commander or Maintenance Chief, the semi-annual joint review may be conducted by the following electronic means:

5.3.12.12.1.2.6.1. LRS\Materiel Management Activity personnel will initiate the ILS-S generation of the Organizational Bench Stock Listing and forward it to the appropriate individual using any electronic means. Current technology will allow the listing to be sent via e-mail to the bench stock monitor or the organization's electronic mail box. Future technology changes that allow transfer of listing will also be acceptable methods of forwarding the listing. Because the LRS\Materiel Management Activity Bench Stock Monitor will not be the chairperson for a formal meeting, reviewing organizations will ensure special emphasis is placed on the following items: items with no demands in the past year and items with excessive quantities not supported by demands.

5.3.12.12.1.2.6.2. The review should not conflict with normally busy periods, such as end of month. Therefore, close coordination with the AFMC SCM-R Computer Operations Activity scheduler is needed to set the processing date for the semiannual review.

5.3.12.12.1.2.6.3. All shops will be replenished within 15 days of their scheduled semiannual reviews. After the review is concluded (within one work week), normal support to the shops will be resumed as quickly as possible. The one-week time limit may be extended by the major command for distant/remote off-base supported activities. Also, off-base organizations may be reviewed prior to on-base organizations to eliminate the delay in processing the Bench Stock Review.

5.3.12.12.1.2.6.4. All changes and recommended deletions will be reviewed during the electronic review, and the listing annotated as needed. The using organization will prepare a memo for the record to be signed by the reviewing participant. The memo will indicate the following data elements: date the Organizational Bench Stock Listing was created; date review was completed; details requiring change; required change; name; rank; and phone number of individual(s) conducting the review. The memo will be forwarded to Customer Support Liaison who will make the indicated changes and maintain the signed memo until the next review is completed.

5.3.12.12.1.2.6.5. Updated copies of the Organization Bench Stock Listing will be provided by the Customer Support Liaison for the applicable shop supervisor and Materiel Control (after all necessary actions have been taken). A thorough review is extremely important to ensure that bench stock supports the mission efficiently and economically.

5.3.12.12.1.2.7. The Customer Support Liaison must keep the funds manager informed of significant increases or decreases in bench stock authorizations and demands. Organization commanders will find pertinent financial information included in each organization's bench stock listing. No bench stock orders will be filled unless funds are available in the project fund management record.

5.3.12.12.1.3. Phase III--Annual SRD/MRA Validation. SRD data and minimum reserve authorization levels must be validated annually at the same time as one of

the semiannual bench stock reviews. Bench stock demands are identified to mission requirements only if proper SRD data are loaded. MRA levels may no longer be valid resulting in erroneous stock control practices. After phase II of the review has been completed, the following actions are required:

5.3.12.12.1.3.1. A cover letter signed by the LRS CC/AO must accompany the Organization Bench Stock Listing provided to Materiel Control. The letter will request a review of all SRD and MRA data. There must also be a reply by endorsement, signed by the shop supervisor, to certify completion of the review.

5.3.12.12.1.3.2. Changes resulting from the review will be submitted to the Customer Support Liaison, who will update the master bench stock record.

5.3.12.12.1.3.3. A copy of the signed endorsement will be filed in the Customer Support Liaison and used for verification of the annual review.

5.3.12.13. Bench Stock Issue Output Issue Document Format and Document Flow – DD Form 1348-1A.

5.3.12.13.1. Bench Stock Issue Document Flow. See Bench Stock Issue Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for specific ILS-S information and processing.

5.3.12.13.1.1. Customer Support Liaison. Create the master bench stock issue request for items requiring replenishment.

5.3.12.13.1.2. Asset Management Section.

5.3.12.13.1.2.1. Off-base issues. Select the property to be issued and enter the date and name of the individual selecting the property on line 29 of the DD Form 1348-1A. Forward property with DD Form 1348-1A attached to transportation for shipment. The transportation function will sign, date, and distribute the DD Form 1348-1A.

5.3.12.13.1.2.2. Bench stock issues. Select the property to be issued and enter the date and signature of the individual selecting the property on line 29 of the DD Form 1348-1A; notify the BSSS when property is ready for pickup.

5.3.12.13.1.3. Place property and any corresponding documentation in the Deployment and Distribution holding area for customer delivery. Refer to AFI 24-301 for additional information on delivery procedures.

5.3.12.13.1.4. Management Notice. This output will be used to coordinate with the customer if a substitute is available for issue.

5.3.12.14. Deployed Bench Stock. Depending on the MAJCOM, consumables may be supported under the Deployable Bench Stock concept, or may be included in readiness spares package (RSPs).

5.3.12.14.1. These two different approaches dictate different replenishment actions. Be aware of these differences and take every effort to aid or assist in the timely replenishment of consumables. These represent the majority of bits and pieces, attaching parts and hardware. They can be your “bread and butter” in eliminating mission capability (MICAPs) and facilitating repair.

5.3.12.14.2. Deployable Bench Stock is owned by the deploying unit. These assets are not on record when deployed nor can they be transferred. In order to keep stock on-hand, an RSP detail must be created using the bench stock line number as the detail. A good way to do this is by creating a separate shop code (i.e. BS) and then using the bench stock review listing to mirror the RSP to the bench stock. Once this is done, you can begin ordering bench stock that is at or below 50 percent. Keep in mind that if you are deployed overseas it's highly recommended that you order the complete bench stock total to avoid stock outages.

5.3.12.14.2.1. Items included in the RSP will be ordered under normal procedures as they are expensed (used.)

5.3.12.14.3. Bench Stock Review. Bench Stock should begin immediate review of deploying units' bench stock. If it is a short notice deployment (60 days or less), the above actions are still advised but must be compressed within the given time.

5.3.12.14.3.1. Close and continuous coordination with the supported organization to check and double check bench stock adds and deletes is essential.

5.3.12.14.3.2. Initiate priority action to fill bench stocks according to established procedures.

5.3.12.14.3.3. Initiate priority action on bench stock due-out line items that the deploying organization identifies as necessary for deployment.

5.3.12.15. Bin Labels.

5.3.12.15.1. Bench stock bin labels are produced via the ILS-S upon request. Bin labels are automatically produced for new bench stock items and when existing bench stock records are changed. Bin labels for items with a shelf life are colored, to distinguish those items from non-deteriorating items. See Daily Bin Labels (D38/NGV837) in AFH 23-123, Vol 2, Pt 2, Ch 5 for additional details about bench stock label printing options. In some locations, bench stock items are managed by the use of automated information technology (AIT) equipment (hand-held terminals) that record the information stored on bin labels.

5.3.12.15.2. Process this report using ES-S. Reference the ES-S User's Manual on the ES-S CoP. The purpose of this report is to provide bin labels for all item record warehouse locations, bench stock operations, supply point, equipment, retail sales, SPRAM, mission support and war reserve type items.

5.3.13. **Shelf Life Item Control.**

5.3.13.1. Purpose: To explain shelf life procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.3.13.2. Shelf life management procedures are contained in DoD 4140.27-M and will be followed for stocking, storing and issuing shelf life designated material. Specific guidance is given in this chapter and will be used along with DoD 4140.27-M at AF activities.

5.3.13.2.1. Designation. Items assigned a National Stock Number (NSN) in the Federal Supply System will be designated by a specific shelf life code. This code

identifies length of the shelf life period. All NSNs or National Item Identification Number (NIINs) not designated as shelf life items in accordance with DoD 4140.27-M are considered to be non-deteriorative and, thus, are not managed as shelf life items and shall be coded and identified by shelf life code 0 (zero).

5.3.13.3. Shelf Life Management and Programs.

5.3.13.3.1. Storage. Shelf life items should be consolidated in one central stockroom or warehouse to the maximum extent possible. Consolidation will facilitate efficiency during inspection or surveillance actions by reducing the amount of travel time between locations. It is not necessary to segregate shelf life items from other assets in storage.

5.3.13.3.1.1. Report any item in storage that appears to be deteriorating and excluded from the shelf life control procedures to the responsible item manager to evaluate if the item should be assigned a shelf life code.

5.3.13.3.1.2. Item(s) may be unsuitable for intended use at the expiration of the assigned storage time. Users need to ensure not to confuse Shelf Life and Service Life. Shelf Life is the time the item sits “on the shelf” prior to issue or after issue and not in use. The service life is determined by appropriate TO, Commercial Manuals, or other documentation. For example, a tire might have a shelf life code of “S” (60 months). This does not mean you replace a “in use” tire every 60 months. The service life of the tire might be 10 years. If however, the tire has been on the shelf for 60 months and has not been used the shelf life code (SLC) will apply because requirements in tactical situations when mission success could be jeopardized by failure and lives could be lost during combat when assets have sat “on the shelf”. Users may challenge any SLC if they feel items are improperly coded.

5.3.13.3.1.3. Identification on Labels. Warehouse personnel must make sure the label on each item, subject to shelf life management, clearly states the expiration date. Activities using items with short shelf lives are authorized, on an optional basis, to use a color-coding system making expiration dates more readily apparent. One system is to have two sets of decals like those used on vehicle license plates. Each set is a different color to designate the current year and the next year. Each color would have decals with numbers from 1 to 12 to designate the month of expiration.

5.3.13.3.1.3.1. Chemical Warfare Defense Equipment (CWDE). Individual Protective Equipment assets that qualify for shelf life extension must be clearly marked with the latest discard/expiration date and will be clearly remarked with new discard/ expiration date. This can be done by marking out the old data and hand writing in new data, or use of DD Form 2477. Note: Property previously identified with AF Form 2032, *Inspection Extension (rescinded)* must now be identified using a DD Form 2477. AFTO Form 152, *Chemical Defense Ensemble Inspection Record*/DD Form 1574 to show updated extended shelf life is an acceptable method of update. Assets "without" a marked discard/expiration date will not require individual marking of extended shelf life. Along with the guidance above, Mobility IT

System will be updated for all assets with extension data.

5.3.13.3.1.4. **(DELETED)**

5.3.13.3.2. Maximum Use of Stock. Issues of shelf life stocks should be directed against the oldest stocks (those with the least shelf life remaining). Storage activities shall initiate controls to minimize expiration of materiel in storage by issuing first those stocks which have the earliest expiration date for Type I items; or the earliest date manufactured, date packed, date cured, or date assembled for Type II items, except where issue of newer stocks is justified. Under normal circumstances, this policy prescribes for a strict application of first-in/first-out (FIFO) issue control techniques.

5.3.13.3.2.1. Exceptions. The only exception to this policy is issues (transfers) to mission support kit (MSK)/mobility readiness spares package (MRSP)/war reserve material (WRM) where the newest stock is released. Under no conditions will warehouse personnel issue an item that has reached or passed its expiration date. Immediately notify inspection personnel when an item with an expired shelf life date is discovered in stock. Inspection personnel will immediately begin a complete review of all assets on hand for that stock number.

5.3.13.3.2.2. Time compliance technical order (TCTO) kits containing shelf-life items will be assigned a shelf-life code of the shortest shelf-life item in the kit.

5.3.13.3.2.3. Overseas Shipments. All items for overseas shipment will be selected from the newest stock (longest remaining shelf-life). Refer to AFMAN23-122, Para. 5.3.13.8.2 for requirements concerning overseas shipments (OCONUS).

5.3.13.3.3. Internal Controls. To control items in storage, Inspection personnel do the following:

5.3.13.3.3.1. Query the ILS-S to list the item records for all items assigned shelf life codes (See ES-S User's Manual and/or AFH 23-123, Vol 1, Ch 2) for additional information on shelf life codes). This program may also be processed to select specific shelf life codes, as required. This option should be used to frequently monitor items assigned short shelf life codes.

5.3.13.3.3.1.1. Physically check each location for the following:

5.3.13.3.3.1.2. Bin label attached to and matches property in location.

5.3.13.3.3.1.3. Ensure using first-in/first-out (FIFO) issue control techniques.

5.3.13.3.3.1.4. Verify shelf life and expiration date.

5.3.13.3.3.1.5. Ensure items are in original packing with manufacturer label for Type I. Type II must have a manufacturer label or DD Form 2477. **Note:** Manufacturer label must be clear and legible.

5.3.13.3.3.1.6. Color coding bin labels. On an optional basis, warehouse personnel can use a color-coding system to making shelf life and expiration dates more readily apparent. One system is to have two sets of decals like those used on vehicle license plates. Each set is a different color to designate

the current year and the next year. Each color would have decals with numbers from 1 to 12 to designate the month of expiration.

5.3.13.3.3.2. Annotate the listing to indicate items are outdated or require issue or disposition before the next inspection.

5.3.13.3.3.3. Retain the annotated listing(s) until new products are produced.

5.3.13.3.4. DoD Shelf Life Program Website. The DoD Shelf Life program has both a secure and non-secure website. These sites contain access to the Shelf Life Extension System (SLES) and other management information. The secure site is available to .mil customers without a password and is located at **https://headquarters.dla.mil/j-3/shelflife**. The non-secure site is located at: **http://www.shelflife.hq.dla.mil**.

5.3.13.3.5. Shelf-Life Extension System (SLES). AF personnel will utilize SLES to determine whether shelf-life materiel has been tested by a certified laboratory and extended IAW DoD 4140.27-M.

5.3.13.3.5.1. Quality Status Listing (QSL). AF storage activities may utilize the test results in the QSL to extend the shelf-life or dispose of specified items as indicated. The QSL is available to ".mil" customers on the SLES secure site. To extend the shelf-life based on the test results in the QSL, the items on hand must equate to the same stock number, contract, lot, and/or batch number as listed. For items not appearing on the QSL, contact the appropriate ICP Shelf-Life Point of Contact for assistance. **Note:** QSL test results are based upon compliance with the mandated DoD/AF storage standards. Therefore, storage activities must take into consideration local storage conditions prior to extending/disposing of shelf-life assets.

5.3.13.3.6. Acting in the role of AF Executive Agent, the Warner Robins Air Logistics Complex shares the responsibility of testing shelf-life items with other DoD components and helps assure update and operation of the data in the SLES.

5.3.13.3.6.1. **(DELETED)**

5.3.13.3.6.2. **(DELETED)**

5.3.13.4. **(DELETED)**

5.3.13.4.1. Date Is Not Expired. If the date is not expired, cargo movement personnel will sign or stamp block 27 of the DD Form 1348-1A, to verify the shelf life date on the tag/label and the paperwork are correct.

5.3.13.4.2. Date Is Expired. If the inspection/test date is expired, cargo movement personnel will take the following actions:

5.3.13.4.2.1. Type I. Receive expired type I (alpha codes) shelf life XB3 items with supply condition code H. Supply condition code H will automatically create an unserviceable document to transfer XB3 property to the DLADS. Receive all other ERRCs with supply condition code F. Supply condition code F will automatically request disposition reporting instructions or create a unserviceable shipping document, as applicable.

5.3.13.4.2.2. Type II (numeric codes).

5.3.13.4.2.2.1. If the inspection/test date can be extended, extend the date and receive the property as serviceable.

5.3.13.4.2.2.2. If the property requires serviceability check by maintenance, after the receipt is processed, follow procedures in **Sec. 5B, Order and Requisitioning** of this manual to issue the property to maintenance.

5.3.13.4.2.2.3. If the inspection/test date cannot be extended, receive XB3 items with supply condition code H and all other Expendability/Recoverability/Reparability/Cost (ERRCs) with supply condition code F.

5.3.13.4.3. Non-NSN Local Purchase Items. Upon receipt of non-NSN local purchase items, the inspector will perform normal inspection responsibilities and determine if the appropriate shelf-life code is on the ILS-S. The item record shelf-life code will be displayed on the local purchase receiving document (block B, print position 29, DD Form 1348-1A). If the item received is considered a dated item and the shelf-life code on the ILS-S does not apply, the inspector will coordinate with the Records Maintenance Unit to load the proper code or will insure the ILS-S is loaded with the correct code. DD Form 1574 or DD Form 1574-1, *Serviceable Label* will be applied to outer cartons on all non-NSN local purchase items or on individual items if not packed in multiple quantities.

5.3.13.5. Shelf Life Codes.

5.3.13.5.1. Assigning Shelf Life Codes. Items assigned shelf life codes are divided into categories as follows:

5.3.13.5.1.1. Type I (alpha codes). Type I (alpha codes) are assigned to items having a definite, non-extendable shelf life.

5.3.13.5.1.1.1. Type I shelf life items will not be tested, inspected, or extended in storage. These assets will be downgraded from condition codes "A," to "B," to "C," to "H," in accordance with the specified condition code timeframes located in DoD 4140.27M.

5.3.13.5.1.1.2. For all shelf life assets other than cure dated items, the manufactured date, assembled date, packed date, expiration date, and the inspect/test date shall be expressed by the numeric month followed by the last two digits of the calendar year, with the day of the month being the last day. When two or more unit packs of identical items have different beginning or ending shelf-life dates, the earliest ending date, i.e. expiration or inspect/test shall be the date used. **Note:** Example, the date of 12/03 would be December 2003 and the inspection/expiration date would be the 31st of December 2003. The 31st would be the use to date and the item could have a longer service date.

5.3.13.5.1.2. Type II (numeric codes). Type II (numeric codes) are assigned to items having a shelf life which may be extended after the completion of inspection, testing, or restoration, as appropriate. An item may be extended for

the full term of its original life unless TOs or other publications prevent it.

5.3.13.5.1.2.1. For Type II extendible shelf life items, materiel requiring visual inspection should be inspected 6 months prior to the inspection test date. Materiel requiring laboratory testing shall be tested 9 months prior to the inspect/test date, while the item is still in condition code A. Prior to testing, the QSL shall be checked to determine if the item has already been tested and extended. For materiel requiring laboratory testing which is stored at an intermediate or LRS/Materiel Management Activity, the storage activity may test materiel locally in a certified lab or contact the managing ICP shelf life focal point DoD 4140.27M for a list of approved certified labs. If the materiel is inspected/tested while still in condition code A and passes, the shelf life will be extended for the full period of the assigned original shelf life. During second or subsequent test/inspections, passing items will be extended for one-half of the originally assigned shelf life. Thus, an item that is assigned shelf life code 6 (24 months) is extended for 24 months after passing the first test/inspection and 12 months after passing the second or subsequent test/inspection.

5.3.13.5.1.2.1.1. When submitting Type II shelf life materiel to a testing laboratory, it is important that the batch, lot, and contract numbers are annotated on all documentation/property that is being sent for testing. This requirement applies to materiel from the warehouse that needs to be tested, as well as the materiel in depot maintenance support centers. This information is required so that the test results reported in the SLES product can be used accurately. In cases where the contract number is not available, the materiel can still be tested and extended if test parameters are met.

5.3.13.6. **(DELETED)**

5.3.13.6.1. Testing and Inspections.

5.3.13.6.1.1. Shelf-Life Testing Costs. The basic premise is the organization owning the material pays for the testing. If the customer owning the material is from another AF Base, another Service, another Agency, etc. they are responsible to fund any costs related to the testing of shelf-life assets. If the material is owned by a local manufacturing production organization, the testing lab gets paid by the expense incurred testing the material being charged back to the organization owning the material.

5.3.13.6.1.2. Lab testing is necessary prior to issue or shipment of items exceeding shelf life expiration dates. If lab testing is not required, check requirements in accordance with applicable Technical Order (TO).

5.3.13.6.1.3. After Type II shelf life materiel is inspected or tested and then extended to a new inspection or test date, a DD Form 2477, shall be attached to the outside container of each item in a conspicuous place at the storage location.

5.3.13.6.1.4. **(DELETED)**

5.3.13.6.1.5. Natural or synthetic rubber components, bearings, lubricants, etc.,

should be replaced when necessary, as well as any other reconditioning required to return the item to a serviceable condition prior to issue or shipment if the assigned storage time has elapsed.

5.3.13.6.1.6. Petroleum Products. Petroleum products are managed IAW TO 42B-1-1, and AFI 23-204, Organizational Fuel Tanks. Chemicals and chemical products will be inspected visually or retested as specified in TO 42C-1-12. All overage chemicals should be reported by letter or message to AFPET.

5.3.13.6.1.6.1. Contact AFPET at 8725 John J. Kingman Road, Ft. Belvoir, VA 22060 for petroleum product retest information or disposition instructions. Information can also be obtained through the AF Petroleum Agency via the AF Portal.

5.3.13.6.1.7. Aircraft jet engine oils, MIL-L-7808L, *Performance Specification; Lubricating Oil, Aircraft Turbine Engine, Synthetic Base* and MIL-L-23699, must be used within 36 months of the date of packaging or the date of the last test. To prevent unnecessary testing, the QSL published by DLA may be used to obtain test data.

5.3.13.6.1.7.1. Bases maintaining large inventories of aircraft and engine oils as WRM may have difficulty rotating stocks in peacetime, when demands are low. Accordingly, 12 months before the product's expiration date, bases should submit requests for assistance in redistributing stock. AF bases unable to rotate stocks adequately may use advice code 2G when requisitioning to DLA.

5.3.13.6.1.8. Containers, Drums, Tanks, Lines, and Associated Equipment. Local checklists will be developed to ensure that containers, drums, tanks, lines, and associated equipment are inspected monthly. The ILS-S listings or a suitable program may be used to assist in these inspections. Checklists will indicate specific storage areas where chemicals are stored, location of tanks and lines where applicable, and location or serial numbers of associated equipment used in the chemical storage operation. The result of the monthly inspections will be documented on the checklist and maintained for a minimum of one year.

5.3.13.6.1.9. XD/XF Assets. All Type II shelf life ERRC designator XD (T) and XF (P) items must undergo a 100% test or inspection. These items will require a bench or functional check to ensure serviceability; therefore all affected assets must be checked.

5.3.13.6.1.10. Critical Supplies. Shelf life items that are in a critical supply position will be tested and extended in stock when appropriate; regardless of the dollar value of the materiel involved. Item criticality will be determined by coordination with the appropriate AF activity with engineering authority assigns the shelf life code having responsibility for the item.

5.3.13.6.1.11. Possession of Shelf Life. Inspections shall be the responsibility of the activity having custody of a shelf life item. Units shall be responsible and accountable for shelf life inspection on materiel that has been issued to them. Supply activities shall be responsible and accountable for shelf life inspection on

materiel in their possession. The materiel management activity should request assistance from a maintenance activity (user) when they need services or advice to accomplish the inspection or to evaluate the test results. The following procedures will assist with these circumstances:

5.3.13.6.1.11.1. Process a condition change input to transfer outdated serviceable items to unserviceable details when the item is to be issued to Maintenance for serviceability check, or there will be a delay in processing the item to disposal.

5.3.13.6.1.11.2. Maintenance personnel will forward written results of their test findings and the items not used or consumed in testing.

5.3.13.6.1.11.3. Maintenance will return items not consumed but tested unserviceable. Inspection personnel will process a return for the total quantity of the items not consumed but tested unserviceable.

5.3.13.6.1.11.4. Maintenance will tag those items tested and found serviceable and their expiration dates will be extended according to this manual.

5.3.13.6.1.11.5. Inspection personnel will process a return for the quantity used or consumed during testing.

5.3.13.6.1.11.5.1. The unserviceable document will be stamped or typed with the following statement: Property Reflected On This Document Has Been Consumed During Routine Testing IAW_____.

5.3.13.6.1.11.5.2. The ILS-S document will be signed and dated by the chief inspector or his/her designee and forwarded to Document Control. Attach a copy of the written test results to provide an audit trail.

5.3.13.6.1.11.5.3. Items consistently failing to meet test requirements and have been properly stored should be reported to the appropriate Item Management organization for assessment of the assigned shelf life or use of an alternate source of supply.

5.3.13.7. Processing Outdated Shelf Life Items. Under no conditions will warehouse personnel issue an item which has reached or passed its expiration date. Immediately notify inspection personnel when an item with an expired shelf life date is discovered in stock. Inspection personnel will immediately begin a complete review of all assets on hand for that stock number.

5.3.13.7.1. Type I Shelf Life Items. When type I shelf life items are outdated, process a condition change to change the condition to H (condemned) for an automatic transfer to DLADS.

5.3.13.7.2. Type II Shelf Life Items. Type II shelf life items will be tested 15-45 days before the expiration date. The QSL maintained by DLA under the SLES program will be checked before any local testing is initiated. Testing is required when the on-hand balance for the affected batch/lot indicates the materiel will remain in stock beyond the expiration. Decisions to test are based on the normal utilization rate and/or demand pattern for the affected item. If the materiel cannot be tested while it is still in

condition code A, this materiel shall be allowed to migrate to condition codes B, C, or J, until the laboratory test results or disposition instructions are received.

5.3.13.7.2.1. Processing Type II Expired Shelf Life Items. Process a condition change input to change the condition code to J (suspend outdated items on an unserviceable detail). Do this when the item is to be issued to maintenance for a serviceability test or when there is a delay in processing. Issue unserviceable items to maintenance using ILS-S controls for monitoring.

5.3.13.7.2.2. Test Findings. The Maintenance function forwards a written reply of the test finding(s), along with any materiel not used or destroyed in testing, to Inspection.

5.3.13.7.2.2.1. Item Destroyed During Testing. If the item was destroyed as a result of testing, Inspection processes a return with supply condition code of H and action taken code of 9. This action will generate a transfer document to DLADS. Returns are processed using the original issue document numbers to make certain all due-in from maintenance (DIFM) details are deleted.

5.3.13.7.2.2.1.1. Stamp, type or hand scribe the following statement on the transfer document: Property Reflected On This Document Has Been Consumed During Routine Testing IAW_____.

5.3.13.7.2.2.1.2. The Chief Inspector or designee will sign and date the document before forwarding it to Document Control. A copy of the written test result(s) will be attached to provide an audit trail.

5.3.13.7.2.3. Tested Unserviceable. Materiel not consumed but tested unserviceable is processed in the same manner as above, but the resulting transfer document and the unserviceable item are forwarded to DLADS.

5.3.13.7.2.4. Tested Serviceable. Items tested and found serviceable are tagged and their expiration dates are extended according to instructions in this section.

5.3.13.7.3. Exception to Type II Shelf Life Testing. When small quantities of the same stock number reach their expiration date, the Chief Inspector must determine if testing of this material is cost effective. Testing should not be done when the cost of the test is greater than the total dollar value of the outdated materiel, or when only one unit remains and the materiel will be consumed in testing. See DoD 4140.27-M, para 4.11 for specific policy guidance.

5.3.13.8. Shipping. Source of Supply activities should utilize the following criteria to ensure that shelf life items arrive at their destination with adequate serviceable shelf life remaining. Once the Type II materiel is received, it becomes the receiver's (i.e., retail, end user) responsibility to inspect the materiel and ensure that extension information is available or submit an SDR if information is not current and not available in the QSL. Subsequently, the receiver will ensure that extension markings are current and remark accordingly. Costly DLADS/hazardous waste disposal of Type II shelf-life items/materiel solely on the basis that the inspect/test date markings on the shipment container had lapsed when received would most likely be premature and is unauthorized

without conducting the appropriate research. Shipping expired shelf-life materiel to any customer is prohibited.

5.3.13.8.1. Continental United States (CONUS) Shipments.

5.3.13.8.1.1. Items with less than 90 days of shelf life remaining (condition code "C") may only be issued for immediate usage -- priority designator 01-08 requisitions.

5.3.13.8.1.2. Items with three to six months shelf-life remaining (condition code "B") may be shipped to CONUS contractors' facilities for use as government furnished property (GFP) or government furnished materiel (GFM) and to other CONUS requisitioner's for stock and reissue.

5.3.13.8.2. Overseas Shipments. All items for overseas shipment, including shipments under security assistance programs, will be selected from the newest stock (longest remaining shelf-life). The minimum requirements are outlined below. These three paragraphs are quoted from DoD 4140.27-M**.**

5.3.13.8.2.1. Items with an SLC of 24 months or greater, issued to satisfy either overseas or ILP requirements shall be in condition code A, with a minimum of 12 months shelf life remaining. Requisitioners may waive the 12-month minimum by submitting exception requisitions. Items with an SLC of less than 24 months are not subject to the 12-month minimum. However, they must be issued from condition code A assets, unless the customer specifies that other than condition code a materiel is acceptable. OCONUS requisitions may be identified by Document Identifier Codes (DIC) A01, A02, A03, A04, or A05 in record position 1-3 of the requisition. ILP requisitions are identified by the following Military Standard Requisitioning And Issue Procedures (MILSTRIP) service codes in record position 30: B (Army FMS), D (AF FMS), K (Marine Corps FMS), P (Navy FMS), or T (DLA FMS).

5.3.13.8.2.2. In addition to the above, ILP requisitions will be issued in accordance with Last-In, First-Out (LIFO) policy. LIFO issues of Type I shelf life items will be accomplished by issue of materiel with the most current date of expiration. Type II items will be issued by the most current date of manufacture, cured, assembly, or date packed (subsistence only), regardless of exceptions.

5.3.13.8.3. For AF managed items. Condition Code B materiel may be issued for priority 01-08 AF FMS requisitions.”

5.3.13.8.4. Requisitioners may specify the shipment of only the newest stock to meet strategic mission requirements by utilizing Military Standard Requisitioning and Issue Procedures (MILSTRIP) advice code "2G."

5.3.13.8.5. The IMMs have the capability to supplement the advice codes indicated in the customer's requisition or when instructing storage activities to deviate from the FIFO principle by the use of Military Standard Reporting and Accounting Procedure (MILSTRAP) management codes. These codes are to be used only to supplement information conveyed by the condition code on the materiel release order. The two

MILSTRAP management codes are defined as follows: Code "T" - Issue newest stock only. Code "U" - Issue stock having at least one-year shelf life remaining.

5.3.13.9. Excess, Disposal and Reutilization of Shelf Life Assets.

5.3.13.9.1. All AF units shall report all excess on-hand quantities to the Integrated Materiel Manager (IMM). All efforts will be made to redistribute potentially expiring shelf life assets.

5.3.13.9.2. Final disposal action should be the absolute last resort for shelf life items that have, for example: (1) expired or (2) will not be extended due to visual inspection/laboratory test failure and (3) are not Hazardous Material (hazmat)/Hazardous Waste (hw). Using discretion and common sense, in terms of Environment, Safety And Occupational Health (ESOH) considerations, there may be circumstances where use of these items may be diverted to completely non-critical or non-tactical applications as opposed to disposal. Alternative uses should be coordinated with ESOH authority and facilities maintenance.

5.3.13.9.3. Challenging a SLC Assignment. Challenges shall be written, coordinated within the challenging service/agency prior to routing to the AF activity with engineering authority that assigns the shelf life code, and coordinated with the remaining services/agencies prior to service implementation. Because shelf life assignments are based on optimum storage conditions and the exact rates of deterioration or degradation are unknowns, shelf life items must be closely monitored and visually inspected prior to use. If the items are still good even where stored under adverse conditions, the scenario presents an opportunity to challenge the shelf life code assignment.

5.3.13.9.4. Retail activities will dispose of expired items and redistribute/dispose of excess items as needed. When serviceable items become unserviceable due to expiration of a shelf life component, a determination will be made as to whether a firm or future stock level requirement still exists for the item. If so, the item will be tagged with a DD Form 1576 or DD Form 1576-1, *Test/Modification Label Materiel* and forwarded to maintenance for local repair or evacuation.

Section 5D—Equipment Management

5.4. Equipment Management.

5.4.1. Organizational Visits.

5.4.1.1. Purpose: To explain the procedural processes to conduct organizational visits. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.1.2. General Discussion: The EAE is responsible for ensuring proper accountability of in-use equipment, equipment items are marked with a Unique Item Identifier (UII), equipment custodians properly conduct their duties, and squadron commanders are provided feedback concerning equipment accountability. The EAE assists unit property custodians with equipment issues, perform base level equipment management functions and perform scheduled organizational visits. See MIL-STD-130 for IUID instructions.

Note: MAJCOMS are authorized to modify these instructions for wings with contracted or Most Efficient Organization (MEO) LRS's if organizational visits will significantly increase the cost of current contracts or MEO manpower until such contracts are due to be competed or renewed. The unit will provide their MAJCOM/A4R with a waiver request that includes reason(s) they cannot comply, their proposed alternative method to ensure equipment accountability and a projected get well date. MAJCOMs/wings will add associated EAE tasks to contracts as they are competed or renewed.

5.4.1.3. The following actions will be performed:

5.4.1.3.1. Schedule and conduct annual organizational visits to ensure custodians are performing their accountability responsibilities. Document the visit results and provide to the squadron commander or responsible officer with recommendations for corrective actions. The EAE will check the following areas:

5.4.1.3.1.1. Ensure accountable equipment items that are verified as directed below are marked with a Unique Item Identifier (IUID) and Unique Item Identifier (UII) label is serviceable, readable, and associated with the correct equipment data within AFEMS.

5.4.1.3.1.2. Verify accountability of all capital equipment assets and ensure documentation is available to support valuation.

5.4.1.3.1.3. Verify accountability of Nuclear Weapons Related Material (NWRM) equipment IAW AFI 20-110.

5.4.1.3.1.4. Verify accountability of COMSEC/CCI equipment . COMSEC/CCI equipment items are defined as equipment and components used to secure official communications. These items are identified with Serialized Report Code (SRC) "C".

5.4.1.3.1.5. Spot check a random 10% sample (per account) of the organization's remaining accountable in-use equipment to ensure it is on hand.

5.4.1.3.1.6. Verify the unit has a process to account for pilferable items purchased with the government purchase card. Units can account for pilferable assets (i.e., digital cameras, projection equipment) via the use of an Organizational Visibility List or locally developed product. Validate that equipment items that meet the criteria for accountability on Equipment Authorized In-Use Details (EAID) are not accounted for on the Organizational Visibility List or locally developed product.

5.4.1.3.2. Provide organizational commander or responsible officer with a written status report of the organizational visit signed by the LRS CC/AO. Include on this report, strengths, findings and observations.

5.4.1.3.3. Review and validate the responsible officer's replies to the report's findings and determines if the actions taken are sufficient to correct the deficiencies. If the discrepancies are not resolved within 30 calendar days, notify the LRS CC/AO, the responsible officer's group and wing commander, in writing.

5.4.1.3.4. Measure schedule effectiveness to ensure organizational visits are completed annually and reported to the LRS CC/AO monthly during how-goes-it or equivalent briefings.

5.4.2. **Allowance Standards (AS).**

5.4.2.1. Purpose: To explain AS and their use with Equipment Management. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS). AS's are available online in AFEMS. The following is guidance for the application of AS's:

5.4.2.2. AS's prescribe the master item in the Interchangeable and Substitute (I&S) subgroup.

5.4.2.3. ERRCD and AS.

5.4.2.3.1. Generally, only nonexpendable items (ERRCD Nxx) are listed in an AS. When expendable items are listed, it is for information purposes only. With the exception of WRM equipment items, Equipment Management Code (EMC) "1" items are excluded from EAID records and AFEMS reporting, unless the item is equal to or greater than $5000.00.

5.4.2.3.2. Using commands can substitute expendable items and quantities if desired. Exceptions include specialized tools, personal retention and survival items, components of bench set components, test measurement diagnostics equipment, and WRM.

5.4.2.4. End Items for Standby Use. Only in unusual circumstances will end item allowances be approved for standby (backup or maintenance attrition) equipment. If additional end items are required, coordinate with MAJCOM FAM and CEMO for approval.

5.4.2.4.1. Those requests, which are in direct support of weapon systems or other major equipment end item systems, must be validated by the applicable SPM, Product Group Manager (PGM), or Materiel Group Manager (MGM) before sending them to AFMC Allowance Standard Activity. Justification for this type of allowance/authorization must provide sufficient detail to define the need.

5.4.2.5. AS's will not include expendable spare parts required for the maintenance, assembly, or repair of end items. In certain circumstances, equipment items may be required as spare parts to be used in the repair of other major equipment end items. The items will be obtained using activity code "P" and the reparable equipment item will be turned in to supply.

5.4.2.6. The BOI in AS's represents the maximum allowable quantity of a nonexpendable item.

5.4.2.6.1. The AS BOI is authorized by the applicable approval authority when substantiated by adequate justification.

5.4.2.6.2. Allowances should be stated in flexible terms to allow for variables in equipment, personnel, and workloads.

5.4.2.6.3. Organization commanders may exceed the BOI in a non-weapon AS if the item is ERRC code NF, BC 9, and use code B (base funded/base support). This guidance excludes:

5.4.2.6.3.1. BC9 items listed in AS 009, 016 (Parts C, D, E, F, G, and H), 410, 501, 654, and 658.

5.4.2.6.3.2. Weapon system AS, depot support, controlled items, mobility, WRM, and any allowances requiring approval above wing/base level.

5.4.2.6.4. The equipment custodian will provide a single AETC Form 120/120A for each course. List items required in stock number sequence and indicate maximum authorizations. The AETC Form 120 must include a cover letter signed by the squadron commander or flight chief. The letter must indicate any items and quantities that supply must order. The letter and AETC Form 120/120A will be kept in the Equipment Master Jacket file and the Custodian Jacket file. A new AETC Form 120/120A must be provided whenever there is a change, add or delete. New AETC Forms 120/120A will replace old letters in both jacket files.

5.4.2.7. AS Support Categories. All AS's will indicate the end item application grouped into specific support categories according to the intended use of the equipment.

5.4.2.7.1. Category I, Miscellaneous Allowances. These are nonpublished Allowance Source Codes (ASC), such as; Special Allowance 041; Retention Authority 048, etc.

5.4.2.7.2. Category II, Special Support. Reflects equipment to support peculiar operations, missions or functions, including WRM support. AS's in this category may reflect both standard and nonstandard equipment. The user will review AS's in this category annually to validate the need to continue the requirement and advise the AM of the results of the review.

5.4.2.7.3. Category III, System Support. Reflects equipment to support specific aircraft or missile, and is tailored to specific operational and maintenance concepts.

5.4.2.7.4. Category IV, Facilities Support. Reflects equipment required to support normal base and satellite installation functions for such things as food service, chaplain, and civil engineers.

5.4.2.7.5. Category V, Personnel Support. Reflects equipment to support personnel in performance of their assigned duties based upon AFSC or job classification/description and related functions with respect to specific USAF missions.

5.4.2.7.6. Category VI, Mission Support. Reflects equipment required to support common application of organizational and field level maintenance for such things as machine, welding, and sheet metal shops.

5.4.2.7.7. AS Changes. Users may submit change requests when allowances are inadequate, excessive, or unsuitable for functions for which prescribed. Change requests can be submitted online through the AFEMS (TACR) or manually on AF Form 601. Detailed instructions for submitting change requests are contained in AF

Form 601 Preparation, AFH 23-123, Vol 2, Pt 1, Ch 5. Recommendations to change an AS preface (or format) must be submitted by letter.

5.4.2.7.7.1. **(DELETED)**

5.4.2.8. Proposing a new AS. Any activity may develop a new AS to perform a specific duty or function. Any level may approve, modify, or disapprove the proposed new AS prior to forwarding it to AFMC Allowance Standard Activity for final action.

5.4.2.8.1. Forward the requests through MAJCOM channels. Include statements of evaluation by ERAA with a proposed BOI on the approval.

5.4.2.8.2. Send one copy to AFMC Allowance Standard Activity for approval.

5.4.2.8.3. Include the recommended title, purpose, preface, and special information in sufficient detail to permit the evaluation of the stated equipment requirements.

5.4.2.8.4. Include a complete list consisting of the NSN, nomenclature, unit of issue, and BOI for each of the proposed items.

5.4.2.8.5. Explain pertinent data. Include such things as a functional chart, copies of directives assigning new or expanded functions, numbers and skills of personnel available or required for equipment operation and maintenance, level of maintenance to be performed, student load, peacetime and wartime workload.

5.4.2.9. AS updates. The AFEMS (C001) message board will used to notify all affected users of allowance changes/updates. In certain instances, the AFEMS (C001) will provide an automated base authorization update (DOC ID XSJ) which will permit the updating of the authorized/in-use detail record without human intervention. Non-AFEMS users will receive the changes quarterly through CD-ROM.

5.4.3. **Special Allowances.**

5.4.3.1. Purpose: Special Allowances (ASC 041) were established to permit necessary deviations for authorizations when a requirement develops for an item or quantity of equipment and normal allowance standard coverage is inappropriate or inadequate. Special ACRs are subject to the same approval/disapproval authority as AS changes. Submit requests for special allowance according to **Sec. 5D, Equipment Management**. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.3.2. In addition to applicable data specified in **Para 5.4.9**, cite the peculiar circumstances that preclude inclusion of the item in an AS.

5.4.3.3. The MAJCOM CEMO is the approval authority for base funded (BC 9) equipment items. This does not apply to controllable items requiring a higher level for approval.

5.4.3.4. MAJCOM approval allows a base to procure a BC 9 item while, at the same time, processing the request for a normal AS add.

5.4.3.5. All special requests for CP items will be forwarded through command channels to the AM for approval.

5.4.3.6. The provisions above do not apply to USAF medical activities.

5.4.3.7. The ASC(s) covering the above, and other specific situations, are identified in AFEMS. Requisition or retained items that are restricted for authorization, acquisition, or possession only need approval of the controlling agency prior to the ASC being approved for use. **Note:** Through the AF Portal, access the AFEMS webpage address is: **https://www.afems.wpafb.af.mil**

5.4.4. **Emergency Contingency Allowances.**

5.4.4.1. Purpose: Emergency Contingency Allowances are applicable in instances of an emergency contingency, combat operations, or emergency relief mission where an established base cannot provide support and normal allowance coverage is inadequate. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.4.2. The MAJCOM Commander having logistical support responsibility requests establishment of an FX account IAW AFI 24-230, *Maintaining Air Force DoD Activity Address Codes (DODAAC)*, and authorizes the use of emergency contingency (allowance identity ASC 058) to authorize and identify requirements. Advise AFMC Allowance Standard Activity each time the contingency allowance procedure is authorized and the anticipated scope and level of approval within the MAJCOM. Except for combat operations, use ASC 058 only in those instances where the referenced FX account is established. To support combat operations, cite ASC 058 for emergency equipment authorizations as a place holder for equipment that is transferred. Authorizations are driven by what is reflected in the LOGDET based on the UTC in the standard AS to meet the MISCAP. Send requests for ASC 058 authorizations for combat operations to the parent MAJCOM for approval. The MAJCOM periodically evaluates ASC 058 approved authorizations and initiates requests changes to applicable AS, when appropriate.

5.4.4.3. Upon completing the contingency requirement, request disposition instructions from the applicable IM.

5.4.5. **Mobility Equipment (ME) and WRM Allowances.**

5.4.5.1. Purpose: Mobility Equipment (ME) and WRM Allowances provide a means to allow equipment for the prescribed purposes of ME and WRM support. Determination of items and quantities of equipment to be authorized as ME will be made by the coordination with (FAM) and pilot unit based on applicable allowance documents and also the consideration of equipment which is to be prepositioned as WRM and/or available as joint-use at the deployment base. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.5.1.1. During the development stages of new Weapon Systems AS's (WSAS), items required to support the weapon system during mobility contingencies are identified and included in the WSAS. The FAM will identify general-purpose equipment required to support a mobility tasking and coordinate with CEMO to incorporate these requirements.

5.4.5.1.2. Changes to WSAS and non-WSAS will be coordinated through the MAJCOM, which has approval/disapproval authority.

5.4.5.1.3. Air Force policy dictates that active duty and reserve forces units tasked with the same Unit Type Code (UTC) requirements will be similarly equipped so that they can be used interchangeably. To achieve this goal, ME required to meet the wartime tasking of reserve forces must be identified by the gaining MAJCOM in coordination with ANG, AFRC, and AFMC Allowance Standard Activity.

5.4.5.1.4. When adequate authorization criteria is published or has otherwise been provided to the AO by CEMO to permit base level determinations of items and quantities of equipment to be authorized as ME, submission of AF Form 601, etc. for command level approval is not required.

5.4.5.1.5. All equipment to support a UTC will be on-hand, on-order, or contained in appropriate budget documents if not centrally procured. AF/A4LM must approve exceptions to this policy.

5.4.5.1.6. WSAS/non-WSAS is the only basis for the authorization and procurement of ME. In no case will equipment items be placed in Unit Type Code logistics detail (LOG-DET) without a WSAS/non-WSAS authorization.

5.4.5.2. War Reserve Materiel (WRM) Allowances.

5.4.5.2.1. WRM allowances and authorizations are based on formal wartime tasking in the USAF War and Mobilization Plan (WMP), Volume 3, as determined by agreement between AF/A5X and the appropriate MAJCOM operational OPR.

5.4.5.2.2. Detailed instructions regarding policy, allowances and accounting for WRM is contained in AFI 23-101, Sec. 5D, Equipment Management.

5.4.6. Deployment and Transfer of Equipment.

5.4.6.1. Purpose: To explain the procedures for the transfer and deployment of equipment. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.6.2. General Discussion: Transfer of accountability will be the primary method to move equipment. Movement of all equipment in support of contingency, humanitarian, or disaster relief operations will be accomplished using transfer procedures in the ILS-S or AFEMS. **Note:** The primary method to move equipment for ANG and AFRC will be to deploy not transfer. Transfer of ANG and AFRC equipment can only occur when the ANG/AFRC CEMOs have determined that it is excess to their needs. Excess ANG and AFRC equipment will follow transfer procedures. Transfer of ANG and AFRC equipment that is not excess can only be transferred if DoDI 1225.06, Para. 4e, Encl. 3, Para. 2, *Equipping the Reserve Forces*; AFI 10-402, *Mobilization Planning*; and AFH 10-416, *Personnel Readiness and Mobilization* are complied with first. Additionally, at least 45 days prior to initiating ANF/AFRC equipment transfers, gaining MAJCOMs will provide a replacement plan to AF/A4LE for staffing and subsequent approval with the SECDEF through the Asst. SECDEF for Reserve Affairs (ASD (RA)). AF/A4LE will forward the approved plan and proposal for withdrawal, diversion ,k or reduction for equipment to the ANG/AFRC CEMO's.

5.4.6.3. Perform the following actions:

5.4.6.3.1. The MAJCOM/DRU/FOA CEMO will:

5.4.6.3.1.1. Act as the liaison to AF/A4LE to resolve requests for waivers to policy for transfer actions.

5.4.6.3.1.2. Act as the liaison between the Functional Area Manager (FAM) and supporting AFMC SCM-R Equipment Activity.

5.4.6.3.1.3. Coordinate transfer of accountability between the FAM, CEMO, the gaining location, the losing location, and the AFMC SCM-R Equipment Activity.

5.4.6.3.1.4. Monitor loaned assets shipped via redistribution orders (RDOs) using transfer procedures until assets are returned.

5.4.6.3.1.5. Ensure Chief Financial Officer (CFO) data for assets shipped with a unit price equal to or over $100K, as a result of transfer/RDOs, are properly updated via AFEMS.

5.4.6.3.2. The Owning Unit Commander will:

5.4.6.3.2.1. Appoint primary and alternate deploying custodians for the equipment tasked to deploy.

5.4.6.3.2.2. Appoint a sufficient number of personnel to serve as equipment custodian/alternates on all unit deployments.

5.4.6.3.2.3. Ensure that newly appointed deploying custodians receive Deployed Custodian training. Document training records prior to deploying with assets.

5.4.6.3.2.4. Ensure the owning equipment custodian properly selected, deployed, or transferred accountability of assets to the deploying custodian.

5.4.6.3.2.5. Ensure owning custodians conduct periodic mobility equipment reviews with the Unit Deployment Manager (UDM)

5.4.6.3.2.6. Ensure the deploying custodian signs all applicable deploying equipment documentation prior to departure.

5.4.6.3.3. The Owning Equipment Custodian will:

5.4.6.3.3.1. Review mobility requirements with the Unit Deployment Manager (UDM). Compare the CA/CRL to LOGDET data to ensure tasked equipment is identified with the proper UTC in AFEMS and CA/CRL account data is current in LOGDET.

5.4.6.3.3.2. Notify EAE or AFMC SCM-R Equipment Activity of upcoming deployments.

5.4.6.3.3.3. Conduct an inventory with the deploying custodian prior to the movement of assets to identify assets to deploy or transfer.

5.4.6.3.3.4. Ensure all assets are in serviceable condition and have identification labels prior to deployment.

5.4.6.3.3.5. Either create a deployment/transfer package in AFEMS or forward a list of NSNs, details and quantities from the deploying account to EAE or AFMC SCM-R Equipment Activity for deployment/transfer processing. Process separate packages for each deploying function, i.e., civil engineering, security forces,

aircraft maintenance, etc.

5.4.6.3.3.6. Ensure deploying custodian signs all applicable documents, validating receipt of assets.

5.4.6.3.3.7. Maintain copies of all supporting documentation until the return of the equipment or the decision by MAJCOM is made to maintain the assets in support of stay-behind initiatives is agreed upon. Note: If the assets are moved BEFORE deployment/transfer transactions are processed through the ILS-S/C, the owning equipment custodian will, if AFEMS access is authorized, create a deployment/transfer package. If not, forward a list of NSNs, details and quantities from the affected accounts to be transferred to EAE or AFMC SCM-R Equipment Activity for processing.

5.4.6.3.3.8. Immediately initiate a report of Survey investigation for losses resulting from deployment as specified in AFMAN 23-220.

5.4.6.3.4. The Primary/Alternate Deploying Equipment Custodian will:

5.4.6.3.4.1. Prior to processing equipment for movement, conduct an inventory with the owning equipment custodian to identify assets to deploy/transfer.

5.4.6.3.4.2. Coordinate the selection of items to deploy with EAE.

5.4.6.3.4.3. Verify and sign applicable deployment equipment accountable documents/listings,.

5.4.6.3.4.4. Maintain two copies of the deployment listings/transfer documents.

5.4.6.3.4.5. While deployed, act as the single point of contact in the deploying organization on all matters relating to the deployed equipment.

5.4.6.3.4.6. Retain responsibility for deployed equipment until the equipment returns to the home base custodian or accountability transfers to the gaining base or forward location.

5.4.6.3.4.7. Maintain documentation for all equipment gains and losses that occur en route or while assigned to the deployed location on the Consolidated Deployed Equipment Listing or AF Form 126, *Custodian Request Log*. **Note:** If equipment gain/losses are processed during the deployment, the documentation MUST be returned with the Custody Receipt Transfer document upon redeployment and reported to the unit commander.

5.4.6.3.4.8. Upon notification of termination of deployment, notify ELRS/AFMC SCM-R Equipment Activity of assets to be returned.

5.4.6.3.4.9. Upon return to home station, perform a 100 percent inventory with the original owning equipment custodian.

5.4.6.3.4.10. If assets were not received/returned, notify EAE and take tracer action.

5.4.6.3.5. The EAE will:

5.4.6.3.5.1. Attend base deployment concept briefings to identify organizations

that are deploying or transferring equipment.

5.4.6.3.5.2. Within 120 days of departure:

5.4.6.3.5.2.1. Identify supported organizations (host & tenant) subject to deployment.

5.4.6.3.5.2.2. Schedule a pre-deployment planning meeting with the owning equipment custodian and ensure deploying equipment custodians are designated, in writing by the unit commander for the upcoming deployment. Retain a file copy of each deployment letter.

5.4.6.3.5.3. Within 90 days of actual departure.

5.4.6.3.5.3.1. Review the CA/CRL with the appropriate custodian, staff agencies, and logistics personnel together to determine what equipment will be transferred.

5.4.6.3.5.3.2. Obtain vehicle registration numbers if vehicles will transfer.

5.4.6.3.5.3.3. Provide hands on assistance with the deploying process as necessary , to include, assisting custodians with pre-deployment inventories, identification of assets to deploy, correction of CA/CRL data, and individual equipment training.

5.4.6.3.5.3.4. Request Equipment/WRM deployment Review Listings through the AFMC SCM-R Equipment Activity/Computer Operations Activity or use pre-built deployment packages through AFEMS . Maintain one copy for the custodian's jacket file and forward two copies to the owning custodian.

5.4.6.3.5.3.5. Annotate listing with items not required or authorized at the deployment base.

5.4.6.3.5.3.6. Assist with the identification of any shortages and take the necessary steps required to fill shortages as appropriate. Coordinate with CEMO and/or MAJCOM FAM as necessary.

5.4.6.3.5.4. Within 60 Days of Departure.

5.4.6.3.5.4.1. Conduct a follow up (face-to-face) conference to ensure the custodians understand the equipment process and assist with providing solutions to problems & questions that may arise.

5.4.6.3.5.4.2. Ensure that gaining location account information is available; if not, contact the AFMC SCM-R Activity to establish account information at the gaining location.

5.4.6.3.5.5. Within 30 days of departure.

5.4.6.3.5.5.1. Conduct a final (face-to-face) conference with the deploying custodian to ensure the custodian has the necessary administrative/mission-oriented tools to accomplish the mission.

5.4.6.3.5.5.2. Review the custodian's deployment folder, providing names/phone numbers of POCs at each level (LRS/Materiel Management

Activity, Expeditionary LRS (ELRS), and AFMC SCM-R Equipment Activity).

5.4.6.3.5.5.3. Provide information relating to establishing accounts and EAID accountability at the deployed location and that deploying equipment custodians understand any actions that they are required to take upon arrival at the deployed location.

5.4.6.3.5.5.4. Provide Information such as internet links to support systems and ensure access to support systems (passwords) etc. is accomplished prior to departure.

5.4.6.3.5.6. Within 15 days of departure.

5.4.6.3.5.6.1. Ensure that the shipping destination record for the ship-to-SRAN is loaded. If not, contact the AFMC SCM-R Records Maintenance Activity.

5.4.6.3.5.6.2. Prepare and process the transactions to deploy/transfer the equipment IAW AFH 23-123, Vol 2, Pt 1, Ch 5 for EAID Accountability Transfer (Inline) - 1ET; Equipment/WRM Deployment Select (FME) Input (Group Selection); and Equipment/WRM Receipt/Transfer Input (FED) transaction processing instructions. If the custodian has AFEMS access, assist with the creation of the deployment/transfer package.

5.4.6.3.5.6.2.1. If the transfer is from one base account to another on the same base, the transfer will result in an out-of-balance condition at the losing account. This will result in an automatic backfill. To rectify this situation, prior to transfer, process a replacement issue with transaction exception code “H” to suppress automatic requisition. Immediately upon return of asset from deployment, cancel the replacement issue (backorder). **Note:** Transfer vehicles BEFORE other items on the same custody account to prevent rejects. Use only valid Routing Identifiers (RIDs). Do not use RID “XXX”. The use of RID “CLS” (classified) is authorized and will be kept to an absolute minimum and only to identify true classified locations.

5.4.6.3.5.6.3. Ensure all listings/accountable documents are signed and in possession of the deploying custodian prior to departure. Instruct the custodian to hand-carry listings/documents to the gaining location.

5.4.6.3.5.6.4. Manage Overdue Return Notices. If deployed assets have not returned within 30 days of deployment termination date, EAE will coordinate with the equipment custodian to determine the status of the deployment and rectify existing details. May develop local scripts to identify assets 30 days overdue. **Note:** AFEMS only produces Overdue Return Notices when the accountability remains with the host LRS CC/AO.

5.4.6.3.5.6.5. Upon return of deployed property to home base, assist the custodian with conducting an inventory after processing all documentation.

5.4.6.3.5.6.6. Prepare the inputs necessary to remove the deployment indicator, subtract the appropriate quantities from the deployed quantities and

add it to the on-hand quantity. Assets deployed using the group selection option, should be returned from deployment using the same selection criteria. **Note:** Do not remove the deployed indicator until the deployed quantity is reduced to zero.

5.4.6.3.6. The Expeditionary Logistics Readiness Squadron (ELRS) will:

5.4.6.3.6.1. Assume responsibility of all equipment and transactions processed against the owning SRAN, to include all equipment and transactions from tenant units and/or satellite accounts.

5.4.6.3.6.2. EEAE will identify deployed equipment custodians at the time of their debarkation and obtain a copy of the deployment listing/shipping documentation. This is to ensure all assets are physically received at the gaining location.

5.4.6.3.6.3. Create jacket file/folders for all equipment accounts added to the owning SRAN.

5.4.6.3.6.4. Assist deployed custodians with identifying, inventorying, and assuming accountability for all equipment under their responsibility.

5.4.6.3.6.5. Contact AFMC SCM-R Equipment Activity to initiate accountability via Equipment Receipt Input (FED) transactions IAW AFH 23-123, Vol 2, Pt 1, Ch 5**.**

5.4.6.3.6.6. Upon notification of deployment termination, assist custodians with inventorying equipment and forward all pertinent shipping information to the home station owning custodian and EAE.

5.4.6.3.6.7. Contact AFMC SCM-R Equipment Activity to transfer accountability back to home station. Using EAID Accountability Transfer (1ET) procedures. See AFH 23-123, Vol 2, Pt 1, Ch 5.

5.4.6.3.6.8. Ensure all listings/accountable documents are signed and in the possession of the returning deployed custodian prior to departure.

5.4.6.3.7. The AFMC SCM-R Equipment Activity will:

5.4.6.3.7.1. When notified of deployment, process transfers, loans, or redistribution orders as directed by CEMO using EAID Accountability Transfer (1ET) IAW AFH 23-123, Vol 2, Pt 1, Ch 5.

5.4.6.3.7.1.1. Process AS(x) to load mode of shipment and date shipped on equipment transferred via 1ET processing.

5.4.6.3.7.2. Assist EAE/owning custodian with establishing or obtaining gaining account information to facilitate the transfer.

5.4.6.3.7.3. **(DELETED)**

5.4.6.3.7.4. Initiate tracking of shipment suspense details (99S) for equipment assets until accountability is established. Utilize a DISCOVERER script to identify delinquent 99Ss. Process a CTH inquiry on the NSN to determine if an FED was processed with an erroneous shipment document number. If processed

in error, delete the 99S.

5.4.6.3.7.5. Contact the gaining custodian if deletion of 99S does not occur to determine if the asset was received. If asset was received, the gaining custodian should submit the FED request through EAE resulting in establishment of accountability and deletion of 99S. If carrier cannot provide evidence of delivery, tracer actions must be generated by losing base.

5.4.6.3.7.6. National Emergency transfers. Transfers to support FEMA are processed upon notification and validation of a request for equipment by AF/A4LE:

5.4.6.3.7.6.1. Process transfer of equipment IAW transfer procedures.

5.4.6.3.7.6.2. Process replacement issues for transferred assets with the name of the emergency or national disaster listed in the 'mark for' field of the issue (e.g. katrinaZZZZZ).

5.4.6.3.7.6.3. Maintain a list of assets, to include quantities, losing organization, dollar amounts, account information or other pertinent information for higher level reporting. **Note:** The parent and host commands may decide to transfer property accountability to exercise transfer procedures, etc., even though a deployment is less than 120 days.

5.4.7. AF Equipment Management System (AFEMS) processing.

5.4.7.1. Purpose: To explain the AFEMS procedures process to update base level data. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFEMS and also AFH 23-123.

5.4.7.2. General Discussion: The EAE is responsible for ensuring base level AFEMS data, such as Chief Financial Officer Data, Organization Configuration Data and Equipment Custodian/Commander Profile Data are entered into AFEMS. The AFMC SCM-R Equipment Activity has the responsibility to ensure ILS-S and AFEMS databank accuracy to include any organization configuration data updates identified.

5.4.7.3. Perform the following actions:

5.4.7.3.1. The EAE will process the following transactions:

5.4.7.3.1.1. Process Equipment Identity Change requests. See **Sec. 5I, Inspection and Related Operations** of this manual and AFH 23-123, Vol 2, Pt 1, Ch 5 for EAID In-Use Identity Change (FER) input transaction.

5.4.7.3.1.2. Intercustody Receipts and Transfers (i.e. To record and document the transfer of equipment between custodians). See AFH 23-123, Vol 2, Pt 1, Ch 5 for Inter-custody Receipt/Transfer (FET) Input instructions.

5.4.7.3.1.3. Equipment Action Request (AF Form 601/TACR). EAE will process Equipment Action Request using the AFEMS Transaction Allowance Change Request (TACR) option. EAE will validate unit commander's approval. Note: Equipment custodians will retain authority to process TACR in AFEMS.

5.4.7.3.1.4. Ensure all information involving the movement of equipment, to

include MAJCOM approved Redistribution Orders (RDOs) shipments are forwarded to AFMC SCM-R Equipment Activity for processing.

5.4.7.3.1.5. Process Equipment Receipt Input (FED) transactions for all assets transferred or as directed by CEMO. See AFH 23-123, Vol 2, Pt 1, Ch 5 for processing instructions.

5.4.7.3.1.5.1. EAE will run serial number queries in ES-S and AFEMS to ensure serial numbers are not loaded at other bases or other in-use details.

5.4.7.3.2. The AFMC SCM-R Equipment Activity will:

5.4.7.3.2.1. Correct equipment out of balance conditions using the Equipment Out of Balance Listing.

5.4.7.3.2.2. Manage AFEMS rejects and variances (with the exception of vehicles).

5.4.7.3.2.3. Conduct Allowance Source Code listing reviews and notify EAE/custodian of corrective actions.

5.4.7.3.2.4. Process requests for initial issue and replacement equipment.

5.4.7.3.2.5. Process EAID Accountability transfers (1ET) and Equipment Receipts (FED/FET) IAW AFH 23-123, Vol 2, Pt 1, Ch 5. Note: Equipment receipts will be processed by LRS EAE.

5.4.7.3.2.6. Notify gaining EAE of incoming equipment to ensure proper receipt of assets.

5.4.7.3.2.7. Coordinate with losing and gaining EAEs to track all equipment deployments & transfers until received by the gaining base.

5.4.7.3.2.8. **(DELETED)**

5.4.8. **Allowance Updates.**

5.4.8.1. Purpose: To explain the AFEMS allowance change procedure process to update base equipment authorizations. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.8.2. General Discussion: AFEMS provides allowance update change notices and reports to the AFMC SCM-R Equipment Activity and equipment custodians to advise them of changes to allowances applicable to their base or organization.

5.4.8.3. Perform the following actions:

5.4.8.3.1. Review notices upon receipt to determine if the change affects a current authorization.

5.4.8.3.2. Change applicable equipment records to reflect the information in the allowance change notices.

5.4.9. Allowance Standard Change Requests.

5.4.9.1. Purpose: To explain the change request process when equipment allowances are inadequate, excessive or unsuitable for the required function. For policy specific

requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.9.2. General Discussion: A Data Transaction Sessions Allowance Change Request (TACR) is the preferred method of requesting allowance standard changes. The EAE will process Equipment Action Request using the TACR option in AFEMS. EAE will validate unit commander's approval.

5.4.9.3. Perform the following actions:

5.4.9.3.1. The EAE or Custodians will submit Allowance Change Requests either via an AF Form 601, or in the AFEMS via the TACR option. ACR's for Use Code "A" Mobility Support Equipment will have additional requirements addressed in **paragraph 5.4.9.3.2.9**.

5.4.9.3.2. When submitting a request for change, include any or all of the following that apply:

5.4.9.3.2.1. The appropriate allowance identification or end item, mission application, and mission exception.

5.4.9.3.2.2. Nomenclature, stock number, and cost of item(s) involved.

5.4.9.3.2.3. Recommended Basis of Issue (BOI) of the items.

5.4.9.3.2.4. Title and numerical unit designation of the requesting activity and base location.

5.4.9.3.2.5. Include technical order, command directives, operating orders, plans or any other directive concerning the equipment requirement. Include page, paragraph, figure, or index, as appropriate.

5.4.9.3.2.6. Detailed explanation justifying an allowance increase to include, information about the suitability of similar items in current allowances.

5.4.9.3.2.7. The applicability of the change request to other units.

5.4.9.3.2.8. Any other pertinent information, such as level of maintenance, turn-around requirements, volume of work, etc.

5.4.9.3.2.9. ACR's for support equipment tied to a Unit Type Code (UTC) will have a Use Code "A" designator identified within the TACR/AF Form 601. The UTC must be valid and registered in the Manpower and Equipment Force Package (MEFPAK).

5.4.9.3.2.9.1. TACR/AF Form 601 will require a statement justifying the need for the support equipment (SE) being added or deleted from the Allowance Standard.

5.4.9.3.2.9.2. An ACR for changes or deletions for SE on an established UTC can originate from any non-Pilot Unit but MUST be routed to the applicable Pilot Unit for their approval before going to the CEMO. CEMO will forward to the Allowance Manager.

5.4.9.3.2.9.3. The ACR Evaluators Comments screen will contain the

statement "Change and request for deviations were coordinated and approved by the applicable Pilot Unit (Pilot Unit Designation), gaining Command CEMO, and UTC Functional Manager."

5.4.9.3.3. Submit allowance change requests via an AF Form 601 only, do not input in AFEMS for the following:

5.4.9.3.3.1. Explosive ordnance disposal equipment (FSCs 1385 and 1386). MAJCOM evaluators will forward requests for Explosive Ordnance Disposal equipment to Detachment 63/CC (AFMC), Indian Head MD 20640-5099. Do not input these change requests into AFEMS.

5.4.9.3.3.2. Special Weapons. MAJCOM evaluators will forward all change requests for special weapons equipment in triplicate to the applicable ALC which manages that stock number. If the change request is not applicable to all units then indicate the special unit affected by the change. Do not input the change request into AFEMS.

5.4.9.3.3.3. Multiple item requests.

5.4.9.3.3.4. Requests with classified information.

5.4.9.3.4. **(DELETED)**

5.4.9.3.5. **(DELETED)**

5.4.9.3.6. When requesting a non-stock listed commercial item, include the part number (if available) in the allowance change request and ensure initiation of cataloging actions. If appropriate, also furnish any available military, federal, or adopted industrial specification standard for addition to the allowance standard. When specification standards are not applicable, give a composite description to include:

5.4.9.3.6.1. New item description with all available information.

5.4.9.3.6.2. Essential characteristics of the item such as material, electrical data (if any), dimensions, principles of operations, essential operating conditions, special features, restrictive or significant environmental conditions, manufacturer's name, address, part number, and brochure (include as a mail in attachment).

5.4.9.3.6.3. Intent of use, operation to perform, and equipment to use the item with. .

5.4.9.3.7. When CEMO directs a change to a specific unit's authorization, the EAE and AFMC SCM-R Equipment Activity will:

5.4.9.3.7.1. Process all necessary inputs to adjust the EAID records.

5.4.9.3.8. The EAE and AFMC SCM-R Equipment Activity or equipment custodian can obtain the latest allowance change request status by using the Data Transaction Sessions Allowance Document Status Query Screen (TDSI).

5.4.10. **Documentation of Organizational Equipment Authorizations.**

5.4.10.1. Purpose: All equipment items, except those as specified in AFI 23-101, Sec. 5D, Equipment Management, required to support organizational missions and functions will be authorized and accounted for on EAID records maintained by the AO. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.10.2. The EAID constitutes the authorization, accounting, and reporting record for the host, tenant units, and AFMC Air Logistics Complexes Programmed Depot Maintenance (PDM) facilities. Acquisition of base funded or AFMC centrally procured equipment will not be issued prior to authorization approval. Equipment authorizations will be documented as follows:

5.4.10.2.1. Current Authorizations. Consists of all equipment authorized in-use and/or in-place within an organization and maintained on EAID records.

5.4.10.2.2. Forecast Authorizations. Forecast authorizations are used to systematically plan, develop, and report projected equipment requirements for CP items (forecast records for base funded items will be at MAJCOM option). Requirements will be forecast as far in advance as possible. Detailed instructions concerning forecasting are contained in AFH 23-123, Vol 3, Ch 4, Development of Forecast Authorization Records.

5.4.10.2.3. Authorizations are coded in EAID records to indicate the type of authorization and/or intended utilization as follows:

5.4.10.2.3.1. Mobility Equipment (ME). Items and quantities of equipment required to be moved with a unit or special activity upon deployment to an emergency or wartime situation. Determination of ME will be made by the CEMO based upon applicable allowance standards.

5.4.10.2.3.2. Support Equipment (SE). All items and quantities of organizational equipment, in addition to the authorized ME, required for support of a unit's day to day operation.

5.4.10.2.3.3. Joint-Use (JU) Equipment. Items and quantities of equipment required by existing organizations, which can also be used in support of an emergency or wartime additive mission. JU equipment is determined by the AO equipment management function in conjunction with the base war reserve materiel (WRM) officer. Equipment which is coded JU (Use Code = "C") will not be classified as WRM.

5.4.10.2.3.4. War Reserve Materiel (WRM). Equipment, in addition to authorized "ME" and "JU" items, that is required to support forces, missions, and activities reflected in USAF war plans.

5.4.11. Equipment Review and Authorization (ERAA) for DLADS Withdrawals.

5.4.11.1. Purpose: To explain the process for withdrawing equipment from DLADS. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.11.2. General Discussion: Prior to withdrawing or requisitioning equipment from DLADS, the requesting organization must comply with procedures that outline equipment authorizations and have a valid equipment authorization established.

5.4.11.3. Preparatory Actions for DLADS Withdrawals:

5.4.11.3.1. When practicable, the EAE and AFMC SCM-R Equipment Activity shall obtain technical advice and recommendations from functional experts prior to approval/disapproval of any equipment authorization request for equipment being withdrawn from DLADS.

5.4.11.3.2. The EAE and AFMC SCM-R Equipment Activity can approve/disapprove changes within an allowance standard and disapprove changes that exceed the allowance standard. Approved recommended changes to an allowance standard will be input into the AFEMS using the TACR and include recommendations/evaluators comments. The TACR will be forwarded to the next evaluator. For supported tenant units of other commands, the AFEMS will forward the request to the parent command of the tenant unit.

5.4.11.3.3. Input into AFEMS all requests to change allowance standards or special allowance for HQ USAF controlled items. The AFEMS will forward the request to the parent MAJCOM for approval and submission to the appropriate allowance manager. **Note:** Submit special weapons allowance change requests to the Prime Item Manager.

5.4.11.4. DLADS Withdrawal Procedures for Equipment Items.

5.4.11.4.1. Before accountable equipment items can be withdrawn from DLADS, a valid allowance standard or authorization supporting the equipment must exist. This authorization requirement also includes unserviceable equipment items which will be repaired by the customer and used for their original purpose. Any vehicle equipment asset withdrawals must be coordinated with the MAJCOM Vehicle Management Staff IAW AFI 24-302.

5.4.11.4.1.1. If the authorization is not established, Equipment Management personnel process accountable items using equipment transfer (FED) transaction procedures.

5.4.11.4.1.2. If the authorization and customer due-out are already established in the ILS-S for the item, cancel the existing due-out and reestablish it with TEX H.

5.4.11.4.1.3. If equipment transfer (FED) procedures are used, Customer Support prepares a DD Form 1348-1A requisition (A0*) document using an offline requisition document number to withdraw the item from DLADS. Clearly mark the requisition (A0*) document “Do Not Post” and attach it to the FED document.

5.4.11.4.2. Non-accountable individual equipment items withdrawn from DLADS to fill a valid authorization for individual/organizational clothing (ASC 016), are processed through the retail materiel management Individual Equipment function, if this function is not contracted out.

5.4.11.4.3. Unserviceable equipment withdrawals. Equipment authorizations are not required for unserviceable equipment items withdrawn from DLADS which will not

be repaired, or used for their original purpose by the customer. In this case, the customer provides the LRS/Materiel Management Activity a signed statement by the organizational commander or designated representative. This statement certifies the unserviceable equipment item will not be repaired or used for its original purpose. Customer Support personnel review the signed statement to ensure necessary approval is obtained prior to processing the withdrawal. The customer should retain a copy of the approval as authority to retain the unserviceable equipment item without accountability. The statement may be submitted by letter or typed on the DD Form 1348-1A requisition (A0*) document by Customer Support and will read as follows, "I certify this item will not be repaired, is not to fill a valid authorization, and will not be used for its original, intended purpose."

5.4.11.4.4. Re-identification of equipment items. Equipment items obtained for purposes other than what they were intended must be re-identified for the LRS/Materiel Management Activity. A local L-serialized stock number will be assigned with the original stock number loaded in the nomenclature field. Additionally, these items will be assigned an ERRCD NF1 to these items and the unit price of one penny (.01) will be loaded. For example, a withdrawal of condemned flight suits to perform paint details.

5.4.12. Allowance Source Code (ASC) Listing.

5.4.12.1. Purpose: To explain the procedural process for review and validation of allowance source codes. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.12.2. General Discussion: AFMC SCM-R Equipment Activity and/or the EAE use the ASC listing to ensure that equipment authorizations are within required allowance standards, units are requesting minimum quantities of equipment and the Allowance Source Code (ASC) applies to the requestor.

5.4.12.3. Perform the following actions:

5.4.12.3.1. **(DELETED)**

5.4.12.3.2. Review authorizations to determine if they require an elevated level of approval authorization. If elevated level of approval is required, prepare TACR in AFEMS. **Note:** In instances where approval authority for items currently prescribed in allowance standards is later elevated, those authorizations which already exist do not require retroactive higher level approval unless action is directed by that authority through the allowance standard manager.

5.4.12.3.3. Review all ASCs at least annually and annotate the ASC Listing with changes/actions. During ASC reviews, as a minimum, examine the following:

5.4.12.3.3.1. Special allowances. Examples of special allowances include 048, 054, and 063. AFMC SCM-R Equipment Activity will ensure approved AFEMS TACR is on file. Note: AS 048 is not authorized for NWRM equipment.

5.4.12.3.3.2. Duplication of requirements. Research using organization citing same NSN, allowance standard (AS), part, section, subsection and column against multiple equipment records and validate total authorized quantity against the basis

of issue.

5.4.12.3.3.2.1. Review UTCVAR report of ASC being reviewed and clear variances. Variances are delinquent if not cleared within 15 calendar days of report date.

5.4.12.3.3.2.2. ASC listing with attached UTCVAR report will be kept on file, either electronically or in hard copy until next review.

5.4.12.3.3.3. Multiple components and interchangeable substitute (ISG) relationships. Verify that bench mock-ups and other multiple and component ISG relationship-s bare authorized within the allowance standard or technical order.

5.4.12.3.3.4. Compare mobility (A), base use (B), joint use (C) and war reserve material (D) use codes on Equipment Authorization Inventory Data/Document (EAID) records against authorizations in AFEMS .

5.4.12.3.3.5. Verify unsuitable and/or unsatisfactory substitutes with D043 relationships and/or AFEMS basis of issue narrative.

5.4.13. Equipment Authorization and On Hand Balance Reconciliation.

5.4.13.1. Purpose: To explain the procedural process for review and correction of equipment out of balance conditions, quantity errors, and Allowance Source Code 000 excess equipment. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.13.2. The Equipment Authorization and On Hand Balance Reconciliation compares the authorized quantity with the in-use and due-out quantity. Process the list quarterly and initiate corrective actions or provide justification for out-of-balance conditions.

5.4.13.3. Perform the following actions:

5.4.13.3.1. Excesses. Assign ASC 000 to excess equipment. . Once assigned ASC 000, units must return excess equipment within 30 calendar (90 calendar days for vehicles and non-centrally procured items). AFMC SCM-R Equipment Activity will notify custodians of excess at the time ASC 000 is assigned. Custodians will justify all delays & extensions in writing signed by the organizations responsible officer

5.4.13.3.1.1. LRS/Materiel Management Activity will not refuse returns of excess equipment due to lack of disposition instructions. Returns will be processed IAW applicable procedures to generate a report of excess.

5.4.13.3.1.2. Excess ASC 000 and due-outs exist. Take action to return the item for subsequent automatic due-out release to satisfy any existing due-out. See AFH 23-123, Vol 2, Pt 1, Ch 6 for return (TIN) processing.

5.4.13.3.1.3. If there are no existing requirements for the excess equipment and it is still required, then submit AF Form 601 justifying the need for the equipment.

5.4.13.3.2. Quantity errors. Take the following actions based on the condition for the error:

5.4.13.3.2.1. If the quantity in-use is less than the quantity authorized or the quantity in-use plus due-outs are less than the quantity authorized, then take

action to reduce the authorization or establish a due-out.

5.4.13.3.2.2. If the quantity in-use exceeds the authorized quantity, take action to increase the authorization or transfer excess quantity to ASC 000.

5.4.13.3.2.3. If the quantity in-use plus due-out exceeds the quantity authorized, increase the authorization or cancel the excess due-out, unless the due out is a replacement backorder reflected by demand code R. (The customer is retaining the old item until the replacement is received).

5.4.13.3.2.4. If the quantity authorized and the quantity in-use is unequal for items citing ASC 048 or 000A, then correct the authorizations to reflect the same quantity as the in-use quantity. If a due-out exists, validate the authorized and in-use quantities and if an asset is available and not required then transfer the asset to the requiring custodian IAW AFH 23-123, Vol 2, Pt 1, Ch 5, Inter-custody SPRAM Receipt Transfer Input (FET).

5.4.13.3.2.5. If the quantity authorized and in-use citing ASC 048 or 000A are equal and a due-out exists, then either cancel the due-out or increase the authorization.

5.4.13.3.2.6. If the quantity authorized and in-use equal zero and there isn't a due-out, then delete the detail.

5.4.13.3.3. Duplicate document number. If two or more prime records are loaded then delete one of the duplicate prime authorized/in-use detail records.

5.4.13.3.4. No authorized detail loaded for this document number. Process an inquiry to determine if a prime authorized in/use detail record is loaded and either establish an authorized/in-use detail record or transfer the item to another authorized/in-use detail record.

5.4.13.3.5. Equipment on loan has reached expiration date and a due-out exists. Take action to update the expiration date or transfer the item to satisfy the due-out.

5.4.13.3.6. EMEF equals Z; manual review required. Either delete this record or change the EMEF.

5.4.13.3.7. Multiple errors. Review to determine the multiple errors and make necessary corrections.

5.4.14. Configuration Data.

5.4.14.1. Purpose: To explain the procedures to perform an annual configuration data review. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.14.2. General Discussion: The CEMO/FAMs will perform a biennial configuration review to ensure changes to unit data sets in AFEMS are correctly answered. Configuration data will be forwarded to the applicable EAEs to ensure the proper updates are made in AFEMS. EAEs will retain a copy of answered dataset questions until next biennial review. Out of cycle changes must be approved by CEMO/FAMs and message will also be kept on file by EAE.

5.4.14.3. Perform the following actions:

5.4.14.3.1. Produce a data set from the AFEMS TORC screen for a specific unit's organization number.

5.4.14.3.1.1. Review each item on the custodian account by using the TINQ screen in AFEMS . Pull the data by allowance standard and NSN.

5.4.14.3.1.2. Highlight the configuration code showing on the TEIS screen on the previous data set produced from the TORC screen.

5.4.14.3.1.3. Forward two copies of the data set questions to the custodian for a review and update, with a suspense of 15 workdays.

5.4.14.3.1.4. The custodian must answer the data set questions and return the signed data set to the EAE.

5.4.14.3.1.5. Retain a copy of the custodian signed data set review in the Master CA/CRL jacket File in TAB C until the next annual review.

5.4.14.3.1.6. Notify EAE by letter or e-mail of any changes identified by the custodian or AFMC SCM-R Allowance Standard Activity occurring outside the annual validation. Attach the letter or email to the data set template filed in the custodian jacket file.

5.4.14.3.1.7. Once a new annual validation is complete, destroy the previous data set templates and attachments.

5.4.14.3.1.8. MAJCOM CEMOs have the option to utilize the AFEMS Adhoc Configuration Report. The report consolidates all configuration information. Reference **Figure 5.1** for a sample of the report output.

Figure 5.1. Sample Configuration Report.

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1********************                    UNCLASSIFIED                    ********************

X4ZG05B                    ********************                    19 SEPTEMBER , 2012

TORC REPORT SRAN ALL (TORC-REPORT-SRAN-ALL)   DOC   U  AUTH   LOW   HI  B  BOI  CONF  CONFIG  SRAN   NUMBER   STOCK NUMBER       NOUN      ORGANIZATION ORGANIZATION NM  MSNAPPL BC C  QTY  RNG  RNG  I  QTY  CODE
CONFIG QUESTION         QTY

------ ---------- ---------------- -------------------- ------------- ---------------- --------- -  - ------ ----- ----- - ----- ---- ---------------------------------------------------------------------- ------

FE6323 101FL0011 3655000434062RN TANK,STORAGE,LIQUID 0109MAI70000 MAINTENANCE    739BOOA  Y  B    1    0    0 F    7 AOQQ IS ITEM FOR AN ENVIRONMENTAL SYSTEM SHOP                    1

FE6323 101FL0015 1730015544187RN MAINTENANCE PLATFOR 0109MAI70000 MAINTENANCE    474CAOA  Y  A    4    1    0 C    2 BDDG NUMBER UTC HNH41 - MNT 04 C130H FW1                    2

FE6323 101FL0015 1730015544187RN MAINTENANCE PLATFOR 0109MAI70000 MAINTENANCE    474CAOA  Y  A    4    1    0 C    4 BNDJ NUMBER OF HNDJ4 - MNT C130J ISO/HVY FW4 TASKINGS                1

FE6323 101FL0016 1730015544187RN MAINTENANCE PLATFOR 0109MAI70000 MAINTENANCE    476AAOT  Y  A    2    1    0 C    4 BAAN NUMBER OF HNL4L MNT 04 LC130H LD TASKINGS                    1

FE6323 101FL0016 1730015544187RN MAINTENANCE PLATFOR 0109MAI70000 MAINTENANCE    476AAOT  Y  A    2    1    0 C    2 BAAR NUMBER OF HNL22 MNT O2 LC130H SKI FW2 YOU ARE TASKED            1

FE6323 101FL0021 1730013036941RN JACK,AIRCRAFT LANDI 0109MAI70000 MAINTENANCE    476AAOT  Y  A    1    1    0 C    1 BAAN NUMBER OF HNL4L MNT 04 LC130H LD TASKINGS                    1

FE6323 101FL0021 1730013036941RN JACK,AIRCRAFT LANDI 0109MAI70000 MAINTENANCE    476AAOT  Y  A    1    1    0 C    1 BDDG NUMBER UTC HNH41 - MNT 04 C130H FW1                    2

FE6323 101FL0042 6130014403477ID POWER SUPPLY       0109MAI70000 MAINTENANCE    737AOOA  Y  B    1    0    0 F    1 AVAY IS ITEM FOR AIRCRAFT ELECTRICAL SYSTEMS NOA                1

FE6323 101FL0046 4920013917041RN MAINTENANCE KIT,AIR 0109MAI70000 MAINTENANCE    476AAOT  Y  A    1    1    0 C    1 BAAN NUMBER OF HNL4L MNT 04 LC130H LD TASKINGS                    1

FE6323 101FL0046 4920013917041RN MAINTENANCE KIT,AIR 0109MAI70000 MAINTENANCE    476AAOT  Y  A    1    1    0 C    1 BDDG NUMBER UTC HNH41 - MNT 04 C130H FW1                    2

FE6323 102MG0001 4120015066202RN AIR CONDITIONER    0109MAI70000 MAINTENANCE    476CAAT  Y  A    1    1    0 C    1 BAAN NUMBER OF HNL4L MNT 04 LC130H LD TASKINGS                    1

FE6323 102MG0003 2330013004482QP TRAILER,TANK       0109MAI70000 MAINTENANCE    772AOOA  Y  B    1    0    0 F    1 AYXQ IS ITEM FOR GENERAL SUPPORT EQUIPMENT                    1

FE6323 102MG0005 6130011272857HY CHARGER,BATTERY    0109MAI70000 MAINTENANCE    737AOOA  Y  B    1    0    0 F    8 AVAY IS ITEM FOR AIRCRAFT ELECTRICAL SYSTEMS NOA                1

FE6323 102MG0006 6130012220475ID POWER SUPPLY       0109MAI70000 MAINTENANCE    763AAOA  Y  B    3    1    0 C    1 ARIU NBR OF 6115-01-561-7532ID                    3

FE6323 102MG0009 4330015875425RN PURIFIER,CENTRIFUGA 0109MAI70000 MAINTENANCE    772AOOA  Y  B    1    0    0 F    3 AYXQ IS ITEM FOR GENERAL SUPPORT EQUIPMENT                    1

FE6323 102MG0010 4310015927565   COMPRESSOR UNIT,ROT 0109MAI70000 MAINTENANCE    476BBOT  Y  A    1    1    0 C    1 BAAN NUMBER OF HNL4L MNT 04 LC130H LD TASKINGS                    1

FE6323 102MG0010 4310015927565   COMPRESSOR UNIT,ROT 0109MAI70000 MAINTENANCE    476BBOT  Y  A    1    1    0 C    1 BDDG NUMBER UTC HNH41 - MNT 04 C130H FW1                    2

FE6323 102MG0013 2835013901807QS POWER UNIT,GAS TURB 0109MAI70000 MAINTENANCE    476CAAT  A  A    1    1    0 C    1 BAAN NUMBER OF HNL4L MNT 04 LC130H LD TASKINGS                    1

FE6323 102MG0014 2835013901807QS POWER UNIT,GAS TURB 0109MAI70000 MAINTENANCE    476CAAT  A  A    1    1    0 C    1 BAAN NUMBER OF HNL4L MNT 04 LC130H LD TASKINGS                    1

FE6323 102MG0015 6130014403477ID POWER SUPPLY       0109MAI70000 MAINTENANCE    772AOOA  Y  B    1    0    0 F    1 AYXQ IS ITEM FOR GENERAL SUPPORT EQUIPMENT                    1
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5.4.15. **Signing Custody Receipts.**

5.4.15.1. Purpose: To explain equipment custodian custody receipt procedures. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.15.2. General Discussion: Equipment custodians have an inherent responsibility for the management of assigned property. AF policy states they may be held financially liable for the mismanagement of property under their control. Custodian Authorization/Custody Receipt Listings (CA/CRL) are used to manage AF accountable equipment.

5.4.15.3. Perform the following actions:

5.4.15.3.1. The EAE or AFMC SCM-R Equipment Activity will:

5.4.15.3.1.1. Provide designated equipment custodians two copies of an updated CA/CRL annually. .

5.4.15.3.1.2. Ensure the CA/CRL is signed by the appointed custodian and organizational commander and filed. The signed CA/CRL will not exceed 365 days from the date of last inventory. A CA/CRL produced for change of custodians or inventory purposes may be used to fulfill this annual validation

requirement.

5.4.15.3.1.3. Correct errors they find on the custody receipt listing.

5.4.15.3.1.4. **(DELETED)**

5.4.15.3.2. The Equipment Custodians will:

5.4.15.3.2.1. Verify items and quantities on the listing represent property he or she is responsible for and are accurate.

5.4.15.3.2.2. Sign this statement on the last page:

I certify that a physical floor-to-book/book-to-floor equipment inventory for account (111/XX) was conducted on _____ (Date). Any account discrepancies have been corrected.

Custodian Signature _____

Custodian typed/printed name _____

Date _____

I have reviewed my custodian's PCS eligibility and based upon existing information, this custodian must be replaced not later than _____ (Date) IAW AFI 23-101.

Commander Signature _____

Commander typed/printed name _____

Date _____

5.4.15.3.2.3. File a copy of the original CA/CRL in the Custodian Jacket file. Forward the original to the EAE. The original must be legible with a genuine signature. If electronically signed and forwarded via email, the CA/CRL must contain digital (CAC) signatures.

5.4.15.3.3. Relinquishing property responsibility.

5.4.15.3.3.1. The EAE will process a new CA/CRL when an outgoing custodian has a signed CA/CRL on file with EAE.

5.4.15.3.3.2. The Outgoing Equipment Custodian(s) will:

5.4.15.3.3.2.1. Concurrently with the Incoming Custodian perform a physical inventory IAW AFI 23-101 Chap 5 Sec 5G (Both custodians must be present and participate in this joint inventory together.) Identify all equipment over $5000 to confirm that items are on the CA/CRL. Inventories should not be used to add items to the CA/CRL, but to ensure accountability is established for all applicable equipment items in the work place. Once identified, the custodian should contact EAE to determine/establish accountability.

5.4.15.3.3.2.2. Account for lost, damaged, or destroyed property according to the provisions of AFMAN 23-220 and all other applicable guidelines and standards before the relinquishing custodian is relieved of custodial

responsibility.

5.4.15.3.4. Remote Prepositioned Satellite Materiel Management CA/CRL accounts. Personnel assigned to the prepositioned site are rotated at a frequency which may make normal CA/CRL procedures impractical**.** A satellite Equipment Management is usually established to manage satellite equipment; however, a single custodian may be used if there are not enough management actions to justify a separate function. Be aware that the single custodian concept cannot be used without AF/A4LE approval. In addition, if the single custodian concept is being used when an activity is given satellite status, AF/A4LE must give approval before conversion to a separate Equipment Management. **Note:** MAJCOM or theatre LRS/Materiel Management Activity's will also concur on the use of these procedures.

5.4.15.3.4.1. Change of custodian. Follow the procedures in **Para 5.4.15.3.2** for a change in Property Custodians. Exceptions to this must comply with **Para 5.4.15.3.4**

5.4.15.3.4.2. Maintain an inventory schedule which ensures 100 % of the account is inventoried over a twelve month period. **Note:** MAJCOM or theatre LRS/Materiel Management Activity must approve extensions to this frequency.

5.4.15.3.4.3. Deployments. Transfer assets deployed from the prepositioned satellite supply operation to a deployable CA/CRL.

5.4.15.3.4.3.1. Attain signature on deployed CA/CRL from the receiving custodian.

5.4.15.3.4.3.2. Perform a 100 % inventory of the deployed CA/CRL prior to transferring the assets back to the satellite supply operational account.

5.4.16. **Relief from Responsibility for Public Property Lost, Damaged or Destroyed by Causes Other Than Fair Wear and Tear.**

5.4.16.1. Purpose: To explain the procedures to relieve individual liability for public property lost, damaged or destroyed due to custodian negligence and during Disaster Relief or Combat Conditions. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.16.2. General Discussion: When the custodian is found responsible for the loss, damage, or destruction, relief from responsibility can be obtained by processing a Cash Collection Voucher, or Report of Survey. When accountable equipment item is lost, damaged or destroyed during Disaster Relief or Combat Conditions, relief from responsibility can be obtained using a certified DD Form 1150, Request for Issue/Transfer/Turn-In.

5.4.16.3. Caution: IAW AFMAN 23-220, a Report Of Survey must be processed for controlled items regardless of value. **Note:** All NWRM items are categorized as controlled/classified.

5.4.16.4. Perform the following actions for lost damaged or destroyed equipment due to custodian negligence:

5.4.16.4.1. For Assets under $500:

5.4.16.4.1.1. When the custodian is found responsible for the loss, damage, or destruction and damage to, market value of, or depreciated value of the article is under $500, relief from responsibility can be obtained by processing DD Form 1131, *Cash Collection Voucher*.

5.4.16.4.1.2. In accordance with AFMAN 23-220, Reports of Survey for Air Force Property, and base agreements, either the unit commander or the ROS program manager will initiate voluntary payment documents, DD Form 1131, for the loss, damage, or destruction of government property issued to their activities or to persons under the administrative control of the organization. The DD Form 1131 must contain the statement: USED INSTEAD OF REPORT OF SURVEY.

5.4.16.4.1.3. The liable custodian will personally deliver DD Form 1131 to Accounting and Finance for payment. **Note:** The assistant United States Property and Fiscal Officer (USPFO) or his or her designated representative may accept payment for Air National Guard activities. LRS/Materiel Management Activity personnel will not accept payments.

5.4.16.4.1.4. Accounting and Finance will annotate two copies of DD Form 1131 to verify payment and then return both copies to the liable custodian.

5.4.16.4.1.5. The custodian will give one copy of DD Form 1131 to the LRS/CC and keep the second copy for his or her records.

5.4.16.4.1.6. The LRS/CC will file DD Form 1131 in a suspense file until inputs to adjust accountable records have been processed. After accountable records have been adjusted, the LRS CC/AO will file DD Form 1131 with the M10 (Consolidated Inventory Adjustment Document Register).

5.4.16.4.2. For Article's Valued at $500 or more:

5.4.16.4.2.1. Commanders will take the following actions:

5.4.16.4.2.1.1. Appoint an initial investigating official to prepare the Report of Survey.

5.4.16.4.2.1.2. The commander must, if the investigation and Report of Survey is NOT initiated within 30 days after the loss or damage is discovered, explain the delay and estimate the date the report will be prepared.

5.4.16.4.3. The investigating official will determine then document the facts and circumstances pertinent to the loss, damage, or destruction of property. Process the Report of Survey IMMEDIATELY after the loss, damage, or destruction is discovered.

5.4.16.4.3.1. Prepare the Report of Survey on DD Form 200, *Financial Liability, Investigation of Property Loss*, (original and three copies), and forwarded to the Report of Survey Program Manager for assignment of a survey number. Once the survey number is assigned, the ROS program manager will be forward copy 3 to LRS/Materiel Management Activity for adjustment of accountable records pending receipt of copy 2 with final action. See AFMAN 23-220 for initiation, preparation, and responsibilities for Reports of Survey.

5.4.16.4.4. Use DD Form 200 to assess financial liability when A.F. property is lost, damaged, or destroyed. Relieve individuals from financial responsibility when there is no evidence of negligence, willful misconduct, or deliberate unauthorized use of property, authorize adjustment of property records, and document action taken to ensure against the recurrence of property loss, damage, or destruction:

5.4.16.4.4.1. When the custodian is found responsible for the loss, damage, or destruction, relief from responsibility can be obtained by processing DD Form 200 IAW AFMAN 23-220 .

5.4.16.4.4.2. When appropriate, take disciplinary action against the liable custodian despite relief from financial liability, IAW AFMAN 23-220.

5.4.16.4.5. Record Adjustment Procedures. LRS/Materiel Management Activity will take to following actions to adjust records for property lost, damaged, or destroyed:

5.4.16.4.5.1. Adjust by Inventory Adjustment Document (IAD) lost or destroyed items on authorized /in-use detail records. Attach the LRS CC/AO copy of the relief document to IAD as supporting documentation.

5.4.16.4.5.2. The custodian will:

5.4.16.4.5.2.1. Request replacements for lost, damaged, or destroyed EAID and non-EAID items. Use normal issue procedures.

5.4.16.4.6. Losses and damage sustained under Disaster Relief or Combat Conditions may be processed as follows:

5.4.16.4.6.1. Responsibility for any property lost, damaged, or destroyed during combat operations may be terminated upon accomplishment and approval by the commander of a DD Form 1150, describing the property and bearing the following certificate accomplished by the responsible officer or person:

Figure 5.2. Certification of Loss due to Combat Operations.

Item Description (NSN, Nomenclature, etc.) Loss or damage of above article is due to combat operations.
Signature of LRS CC/AO, or other designated responsible officer or individual Approved/Disapproved
Signature of Commander at next level of command or his/her designee

5.4.16.4.6.2. Use of this form for termination of property responsibility will be at the discretion of the USAF theater commander. (1ETX reference)

5.4.16.4.6.3. The custodian will:

5.4.16.4.6.4. Request replacements for lost, damaged, or destroyed EAID and non-EAID items. Use normal issue procedures.

5.4.17. **File Maintenance for Equipment Management (Jacket File).**

5.4.17.1. Purpose: To explain the procedures to maintain the Master and Custodian CA/CRL Jacket Files. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.17.2. General Discussion: The EAE maintains a Master CA/CRL Jacket File on each equipment account that exists at base level. The equipment custodian also maintain a CA/CRL Jacket File. There are mandatory items which the EAE and equipment custodian will maintain in each organizations jacket file. AFH 23-123 contains a checklist of mandatory items. The Jacket Files will not contain anything other than items contained in the checklist.

5.4.17.3. Perform the following actions:

5.4.17.3.1. Insert checklist at the beginning of each folder. The checklist available at end of this procedure (**Table 5.5**).

5.4.17.3.2. Tab A – Memorandums and Certificates.

5.4.17.3.2.1. Appointment letter.

5.4.17.3.2.2. All required training certificates, i.e. AFIT issued Block III Custodian training, AFIT issued COMSEC training, locally issued Refresher training.

5.4.17.3.2.3. Initial or annual AF/A4LE Supplemental Training Certificate.

5.4.17.3.2.4. AFEMS COMSEC training certificate or signed Memo for Record indicating date of completion.

5.4.17.3.3. Tab B – Custodian Authorization/Custody Receipt Listing.

5.4.17.3.3.1. Current signed CA/CRL with original or digital (CAC) signatures from either the Primary or Alternate custodian and the organization commander.

5.4.17.3.3.2. Memorandums from Organizational Commanders requesting for extensions to current annual CA/CRL inventory requirements.

5.4.17.3.4. Tab C - Information File.

5.4.17.3.4.1. Annual AFEMS configuration Dataset validation signed and dated by the equipment custodian.

5.4.17.3.4.2. Any host wing agreement letters if applicable.

5.4.17.3.4.3. AETC Form 120, *Training Equipment List* or AETC Form 120A, *Field Training Equipment List* for all AETC sponsored training organizations.

5.4.17.3.4.4. Serial number engraving documentation from the Cognizant/Chief Engineer

5.4.17.3.4.5. Other source documents mandated by higher HQ's.

5.4.17.3.4.6. **(DELETED)**

5.4.17.3.5. Tab D – Deployed Custodian Information File.

5.4.17.3.5.1. Deployed custodian appointment letter.

5.4.17.3.5.2. Proof of deployed equipment custodian training. All deployed equipment custodians will take the AFIT provided Deployed Equipment Custodian CBT which is located at **https://online.afit.edu/msg**.

5.4.17.3.5.3. All current marked 1RB581's showing existing deployments with DD Form 1348-1 (1ED) documents attached and filed in deployed date sequence. The following must be included on the 1RB581: Printed Name of Deploying Custodian; Organization Name/Office Symbol; Work telephone Number; Deployment Duration; Deployed Location; Signature & Date Block.

5.4.17.3.5.4. Deployment Accountability Documents.

5.4.17.3.6. Tab E Organizational Visits.

5.4.17.3.6.1. Written report of Annual Organization Visit (signed by the LRS CC/AO or designated representative).

5.4.17.3.6.2. Replies to written report (within 30 days of written report).

5.4.17.3.7. Equipment Master CA/CRL Jacket File Checklist

5.4.17.3.7.1. Use this checklist to ensure validity of Equipment Master CA/CRL Jacket File contents .

Table 5.5. Equipment Master CA/CRL Jacket File Checklist.

ORGANIZATION SHOP CODE:				**DATE:**	
TAB A	**Memorandums & Certificates**	**Y**	**N**	**Discrepancy Fixed (date/initials)**	**Date of Documents in File**
1	Custodian Appointment Letter (SSgt and above)				
2	Block III Training Certificates				
3	AF/A4LE Supplemental Training Certificate				
4	COMSEC Training Certificate				
TAB B	**CA/CRL**				

1	CA/CRL – Current R14 only (must be signed w/in 15 workdays from the date listed on the CA/CRL; 30 workdays for off-base organizations)				
TAB C	**Information File**				
1	Annual AFEMS Configuration Dataset Validation (signed w/in 15workdays of printing)				
2	Host wing agreement letter (if applicable)				
3	AETC 120-Field Training Equipment List (if applicable)				
4	Serial number engraving documentation				
5	Other documents mandated by higher HQ's				
TAB D	**Deployment Custodian Information File**				
1	Deployed Custodian Appointment Letter				
2	Deployed Custodian Training/Block IV Certificate				
3	Current 1RB581 Listing for Deployed Equipment (if applicable) Must have: Printed Name of Deployed Custodian, Organization Name/Office Symbol, Work Telephone, Deployment Location & Duration, Signature and Date Block and copies of the 1ED documents				
4	Current 1RB581 for Transferred Equipment (if applicable) Must have same info as above 581 list & copy of 1ET documents				
5	Deployment Accountability Documents (if applicable)				
TAB E	**Organizational Visits**				
1	Written Report of Annual Organization Visit (signed by LRS CC/AO or designated representative)				
2	Replies to written report (w/in 30 days of written report)				

TAB F	Miscellaneous Documentation, i.e. SF153, F119, FIAR or special inventory				

EAE REPRESENTATIVE NAME:

NEXT REVIEW DUE: _____

5.4.17.4. The following actions will be performed for the Custodian Jacket File:

5.4.17.4.1. Insert checklist at the beginning of each folder. The checklist available at end of this procedure (**Table 5.6**).

5.4.17.4.2. Tab A – Inventory Listings.

5.4.17.4.2.1. Copy of the current signed CA/CRL

5.4.17.4.2.2. Monthly inventory listings for individual units which encompass the last 24 inventories accomplished (total of 2 years). Semi-annual weapons inventory listings which encompass the last four inventories accomplished (total of 2 years).

5.4.17.4.3. Tab B - Information File, Regulations and Certificates.

5.4.17.4.3.1. A copy of this manual and all applicable supplements. When a custodian is responsible for more than one equipment account, only one set of directives is required. A memorandum showing the location of the manual and all applicable supplements if it is not maintained by the custodian can be used.

5.4.17.4.3.2. AF Form 1297, Temporary Issue Receipt.

5.4.17.4.3.3. AF Form 9, *Request for Purchase* (contract maintenance forms).

5.4.17.4.3.4. Warranty and guaranty documents.

5.4.17.4.3.5. Current custodian designation letter.

5.4.17.4.3.6. AFIT Block III CBT certificates issued after 1 July 2007 for the primary and alternate custodian.

5.4.17.4.3.7. Annual AFEMS Configuration Dataset validation signed and dated by equipment custodian.

5.4.17.4.3.8. Serial number engraving documentation from the Cognizant/Chief Engineer.

5.4.17.4.3.9. Capital Assets Documentation

5.4.17.4.3.10. AETC Form 120, Training Equipment List, or AETC Form 120A, FTD Training Equipment List, and cover letter for all AETC sponsored training organizations

5.4.17.4.4. Tab C - Suspense and Completed File.

5.4.17.4.4.1. Suspense File.

5.4.17.4.4.2. Completed File.

5.4.17.4.5. Tab D - Adjustment Documents. Documents on inventory action; that is, statement of charges, cash collection vouchers, reports of survey, etc.

5.4.17.4.6. Tab E - Register of Control Numbers.

5.4.17.4.6.1. AF Form 126.

5.4.17.4.6.2. Daily Document Register (D04) or a memorandum showing the location of the D04 file if not maintained by the custodian. (D04) will be closely monitored for transactions affecting the equipment account as LRS/MATERIEL MANAGEMENT ACTIVITY does not return paper work to customers after processing submitted customer requests.

5.4.17.4.7. Tab F - Deployment Custodian Information File.

5.4.17.4.7.1. Deployment Custodian appointment letter.

5.4.17.4.7.2. Deploying custodians will need to provide proof of deployed equipment custodian training. All deployed equipment custodian's will take the AFIT provided Deployed Equipment Custodian CBT which is located at **https://online.afit.edu/msg**.

5.4.17.4.7.3. All current marked 1RB581's showing existing deployments with DD Form 1384-1 (1ED) documents attached and filed in deployed date sequence. The following must be included on the 1RB581 Printed Name of Deploying Custodian; Organization Name/Office Symbol; Work Telephone Number; Deployment Duration; Deployed Location; Signature and Date Block.

5.4.17.4.7.4. All current marked 1RB581's showing existing transfers with DD Form 1384-1 (1ET) documents attached and filed in transfer date sequence. The following must be included on the 1RB581 Printed Name of Deploying Custodian; Organization Name/Office Symbol; Work Telephone Number; Deployment Duration; Deployed Location; Signature and Date Block.

5.4.17.4.7.5. Deployment Accountability Documents.

Table 5.6. Equipment Folder Checklist.

ORGANIZATION SHOP CODE:				**DATE:**	
TAB A	**Inventory Listings**	**YES**	**NO**	**Discrepancy Fixed (date/initials)**	**Date of Documents in File**
1	CA/CRL – R14 Annual Inventory				
2	Monthly or Semi Annual Weapons Inventory Listings				

TAB B	Information File, Regulations and Certificates				
1	Copy of Manual or location Memorandum				
2	AF Form 1297, *Temporary Issue Receipt*				
3	AF Form 9, *Request for Purchase*				
4	Warranty and Guaranty Documents				
5	Custodian Appointment Letter				
6	Block III Certificate				
7	Annual AFEMS Configuration Dataset				
8	Serial number engraving				
9	Capital Assets Documentation				
TAB C	**Suspense and Completed File**				
1	Suspense File				
2	Completed File				
TAB D	**Adjustment Documents**				
1	Report of Survey Documentation				
TAB E	**Register of Control Numbers**				
1	AF Form 126, *Custodian Request Log* or location of electronic equivalent				
2	D04 Daily Document Register Listings or location of electronic equivalent				
TAB F	**Deployment Custodian Information**				
1	Deployed Custodian Appointment Letter				
2	Block IV Certificates				
3	Marked 1RB581 showing existing deployment and/or transfers				
4	Deployment accountability documents				

CUSTODIAN NAME:

NEXT REVIEW DUE: _____

5.4.18. Establishment/Termination of EAID Accountability.

5.4.18.1. Purpose: To explain the procedures to establish or terminate accountability for EAID assets. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.18.2. General Discussion: This section explains when to use the transactions to establish and terminate equipment accountability. **Note**: Transactions to establish, transfer and terminate accountability for NWRM equipment are not authorized and must be coordinated through the Nuclear Transaction Control Center (NTCC).

5.4.18.3. Caution: Extreme care must be taken when you process termination inputs. Programs to perform a record reversal and correction of a termination input do NOT exist. If an error is made, you must take the following action: Prepare an input to establish authorized/in-use detail record using the original document number and the base SRAN. Correct and reprocess any rejected inputs. The same procedures apply when a transaction to establish EAID accountability is processed in error: Prepare input to terminate accountability using the original document number and the base SRAN. Correct and reprocess any rejected inputs. .

5.4.18.4. Perform the following actions:

5.4.18.4.1. Use Termination and EAID Establishment transaction procedures when financial records are NOT to be updated to accomplish the following tasks:

5.4.18.4.1.1. Establish EAID accountability:

5.4.18.4.1.2. Buying equipment being rented by USAF.

5.4.18.4.1.3. Items provided by a contractor as part of a facility project.

5.4.18.4.1.4. Initial load of a satellite.

5.4.18.4.1.5. Items withdrawn from DLADS.

5.4.18.4.1.6. Items previously dropped because of changes in Equipment Management Code (EMC) or Expendability, recoverability, reparability, cost, designator (ERRCD).

5.4.18.4.1.7. Equipment items previously reported by other than AFEMS inventory systems which are no longer exempt from AFEMS .

5.4.18.4.1.8. OGMVCs purchased locally will be picked up- on EAID records as a substitute against the prime NSNs in Allowance Standard 036.

5.4.18.4.1.9. COMSEC/CCI equipment purchased locally will be picked up on EAID records if supporting documentation can help determine where the item came from (i.e. SF 153, *COMSEC Material Report*, DD Form 1149, voucher etc.)

5.4.18.4.1.9.1. A ROS is not required if valid documentation is provided.

5.4.18.4.2. Terminate equipment accountability for equipment transferred to the local community during base closure.

5.4.18.4.3. Establish and Terminate accountability for:

5.4.18.4.3.1. Fixed ground communication-electronics equipment end items (ASC 654).

5.4.18.4.3.2. Rental Items.

5.4.18.4.3.3. Equipment on loan to USAF from other governmental agencies.

5.4.18.4.3.4. Bench mockup/sets.

5.4.18.4.3.5. Military Working Dogs (MWD). Terminate EAID accountability for MWD that are retired or deceased under proper authority.

5.4.18.4.3.6. Chemical Warfare Defense equipment. Terminate EAID accountability for assets no longer in serviceable condition that are being converted for Training Use Only.

5.4.18.4.3.7. Research and development project expenditures.

5.4.18.4.3.8. Aircraft or missile components sent to AFMC Aerospace Maintenance and Regeneration Activity for retirement/storage.

5.4.18.4.3.9. Federal Supply Class 6910 base L stock numbered vehicles withdrawn from DLADS and destroyed/mutilated in training.

5.4.18.4.4. Preparation and processing of transactions to establish and terminate accountability.

5.4.18.4.4.1. AFMC SCM-R Equipment Activity or EAE personnel will prepare establish/terminate (FED/1ETX) inputs according to AFH 23-123, Vol 2, Pt 1, Ch 5. **Note:** Using Establish/Terminate accountability procedures in this section is Exception processing.

5.4.18.4.4.2. AFMC SCM-R Equipment Activity or EAE must process the transactions (rather than other flights or elements such as Receiving or Pick-up and delivery) and has the following responsibilities:

5.4.18.4.4.2.1. Review equipment being processed to determine output documents, signatures required, etc. In many cases, this documentation may not require property to be moved.

5.4.18.4.4.2.2. Input Establish/Termination transactions through any input terminal.

5.4.18.4.4.2.3. Process the output.

5.4.18.4.4.2.4. AFMC SCM-R Equipment Activity will provide justification to the EAE who will write the justification on all termination output documents to explain why accountability ended (for example, return of rental items to vendor; return of asset loaned to USAF from other government agencies).

5.4.18.4.4.2.5. EAE will ensure documents are annotated, signed, and forwarded to Document Control within 5 working days.

5.4.18.4.4.2.5.1. The equipment custodian or the LRS Materiel Management Officer must sign all Establish/Terminate output documents. The LRS Materiel Management Officer may delegate authority to the Equipment Management Supervisor to sign the output documents during his/her absence.

5.4.19. Processing of Errors from AFEMS.

5.4.19.1. Purpose: To explain the procedures to process and correct errors, rejects, and variances. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.19.2. General Discussion: The AFEMS provides automated transactions which allow the ILS-S to update their database without human intervention in most cases. These transactions are intended to reduce variance and reject conditions by eliminating manual reviews and record updates. The AFMC SCM-R Equipment Activity will be notified of variances via email notices that are sent as errors are found..

5.4.19.3. Perform the following actions:

5.4.19.3.1. To determine mismatches and error notices, log into AFEMS and select email from the main menu.

5.4.19.3.1.1. Upon determining the corrective action for an error, delete the error suspense by logging on to the AFEMS, selecting data transactions from the Main Menu and retrieve the error record using an AFEMS online transaction.

5.4.19.3.2. Email notices sent to the AFMC SCM-R Equipment Activity require immediate action. AFEMS terminal users MUST log on daily to the AFEMS to see if email notices or output products are awaiting their action.

5.4.19.3.2.1. The following basic research points need to be emphasized when corrections are being made.

5.4.19.3.2.1.1. Check the ILS-S database records for completeness and accuracy.

5.4.19.3.2.1.2. Review the reject error report and email notices to determine the appropriate corrective action IAW AFH 23-123, Vol 2, Pt 1, Ch 5, Equipment Transaction Report Edits.

5.4.19.3.2.1.3. Determine whether incorrect entries caused the error.

5.4.19.3.2.1.4. Contact the AFMC SCM-R Information Technology Activity, Supply Control Center to determine whether a suspected ILS-S ADS programming problem could be causing a recurring reject.

5.4.20. **Fixed Ground Communications-Electronics (C-E) Equipment (AS 654).**

5.4.20.1. Purpose: To explain the procedures used to acquire and account for fixed ground communications-electronic (C-E) equipment in allowance standard 654. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.20.2. Fixed ground C-E equipment is non-tactical, which means it is not moved from a location for tactical deployment. C-E equipment includes all radio, wire, and any other means used for the electrical and visual transmission and reception of information or messages in the clear or by cryptographic means; radar and radiation aids to Air Traffic Control, navigation, enemy aircraft warning and interception; electronic weather equipment, electronic countermeasure devices, and related electronic systems and equipment.

5.4.20.3. Perform the following actions:

5.4.20.3.1. Submit AF Form 601 to EAE or AFMC SCM-R Equipment Activity after the equipment has been installed. Initial requirements are generally pushed to base level as part of a communications-computer systems (C-CS) installation project or procured through a contract. **Note:** AFMC SCM-R Equipment Activity will establish an equipment detail record and generate a requisition for initial requirements only when 1) the local CSRD is the approval authority, 2) the technical solution can be determined locally, and 3) the required item is a budget code 9 or Z item.

5.4.20.3.1.1. Normal equipment processing procedures apply for replacement of installed fixed ground C-E equipment.

5.4.20.3.1.2. Some fixed ground C-E end item equipment contains components which are NF/ND and are not carried on separate details. Issue replacements for these nonexpendable components by using activity code P.

5.4.20.3.2. Maintain on accountable EAID records all end items (ERRC NF/ND) specifically identified as major items in a project package. For example, an AN/GPN-22 installed as a fixed facility may be made up of individual radar scopes or radios that are ERRC NF/ND; however, only the highest stock number assembly is accounted for on an in-use detail.

5.4.20.3.3. Equipment not requiring EAID Accountability.

5.4.20.3.3.1. Nonexpendable components of a major end item.

5.4.20.3.3.2. Government-owned, contractor-operated C-E equipment when the terms of the contract do not require the contractor to report under AFEMS.

5.4.20.3.3.3. Real property C-E items in FSC 5410 and 5445. Accountability of these FSCs is with BCE. Some FSC 5410 and 5445 items are not real property and EME should check with BCE before coding as real property.

5.4.20.3.4. ASC 654 equipment will be custody receipted to the organization possessing the fixed ground equipment (the using/operating agency). Equipment installed at unmanned sites will be custody receipted to the AF organization tasked with maintenance responsibility.

5.4.20.3.5. Establish accountability for Fixed Ground C-E (AS 654) provided through a contract by submitting an AF Form 601 to the AFMC SCM-R Equipment Activity after the equipment is installed. Cite the approved IT/NSSRD or PMD number and the coordination of the base level communications-computer systems (C-CS) program manager in the justification and item description block. Attach a copy of the DD Form 250, *Material Acceptance and receiving Report*.

5.4.20.4. Leased or Rented Fixed Ground C-E Equipment require EAID accountability if the lease is for more than 12 months. See AFH 23-123, Vol 2, Pt 1, Ch 5, Equipment Receipt Input (FED) for additional processing instructions.

5.4.20.4.1. Establish accountability by initiating AF Form 601 and attach a copy of the lease/rental agreement (or refer to the agreement) as authority to enter items on

EAID records. Include the approved IT/NSSRD or PMD number and coordination of the base C-CS program manager in the justification and item description block.

5.4.20.4.2. Establish EAID records for leased/rented equipment based on the highest assembly or system that will identify the equipment being leased or rented.

5.4.20.4.3. Establish authorized in use detail records with equipment code “R” and accounting and finance code “RENT”.

5.4.20.5. If equipment is not stock listed assign a P number and submit for cataloguing action.

5.4.20.6. Establish accountability for fixed C-E equipment Found On Base (FOB) by submitting AF Form 601.

5.4.20.6.1. Enter the approved IT/NSSRD or PMD number in the justification and end item block.

5.4.20.6.2. If there is not an approved IT/NSSRD or PMD on file in the local communications unit, the AF Form 601 will have to be validated and approved by the Communications Squadron Commander.

5.4.20.6.3. Inventory adjustment procedures will be used to initiate accountability.

5.4.20.7. Special Instructions for Telephone Switches.

5.4.20.7.1. Digital switches (other than DMS 100 digital switches) will be accounted for by P numbers loaded as substitute/multiple components for the prime number.

5.4.20.7.2. Manual switches are accounted for by part number.

5.4.20.8. Changes to Fixed Ground C-E Equipment require the submission of an IT/NSSRD approved by the applicable authority (Base, MAJCOM, Air Staff, etc.). Once approved, input the TACR in to AFEMS.

5.4.20.9. Notify EAE immediately of any modifications have been made that change the identity of the fixed C-E equipment. Update the authorized/in-use details by submitting an AF Form 601 with a copy of applicable supporting documentation.

5.4.21. **Communications Security/Controlled Cryptographic Item (COMSEC/CCI) Equipment.**

5.4.21.1. Purpose: To explain the procedures on how to requisition and account for COMSEC/CCI equipment. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.21.2. There are three categories of COMSEC/CCI equipment: airborne, deployable, and fixed.

5.4.21.2.1. Airborne consists of tactical COMSEC/CCI devices which are designed to work primarily on airframes.

5.4.21.2.2. Deployable consists of COMSEC/CCI equipment which can be deployed.

5.4.21.2.3. Fixed COMSEC/CCI equipment items used in a fixed facility. Airborne and deployable COMSEC/CCI equipment items appear in the allowance standard that is applicable to each MAJCOM/weapon system for the end item the COMCEC/CCI

supports. Fixed COMSEC/CCI equipment items are in allowance standard 658. **Note:** All activities not supported by the ILS-S will have their COMSEC/CCI equipment accounted for in the COMSEC/CCI material Accounting System (CMCS) which is managed by the AFMC Cryptological System Activity, 230 Hall Blvd, Suite 103, San Antonio TX 78243-7056.

5.4.21.3. Perform the following actions:

5.4.21.3.1. The Equipment Custodian will:

5.4.21.3.1.1. Submit requests for COMSEC/CCI equipment items.

5.4.21.3.1.1.1. Submit requests for deployable and airborne COMSEC/CCI by AF Form 601/TACR.

5.4.21.3.1.1.2. Fixed COMSEC/CCI requirements are not submitted via AF Form 601, *Equipment Action Request*/TACR. Submit requirements for these assets IAW MPTO 00-33D-3003, *Methods and Procedures Managing the Cyberspace Infrastructure with the Cyberspace Infrastructure Planning System.*

5.4.21.3.1.2. Account for COMSEC/CCI items on CA/CRL authorized/in-use details.

5.4.21.3.1.3. Prepare and maintain SF 153 for COMSEC/CCI assets that were shipped using manual procedures. Provide the Item Manager a copy of the SF 153 each time a transfer action occurs.

5.4.21.3.1.4. KIV-42 COMSEC/CCI assets will be delivered by an agent courier to the custodian who will contact Receiving to process the receipt. The custodian will prepare AFTO Form 781L, *Record of Removal/Installation of Controlled Cryptographic Items (CCI)*, and forward it to Document Control. This is necessary because the KIV-42 is a two-person controlled device.

5.4.21.3.2. The LRS/Materiel Management Activity:

5.4.21.3.2.1. Ensure equipment ERRCD NF/ND items are accounted for on authorized/in-use detail records. SF 153 may be used to adjust EAID records for COMSEC/CCI items maintained in the ILS-S. The SF 153 may be used as justification to process an IAD when the gaining organization does not have a ship to stock record account number (SRAN). If a SRAN can be identified for the gaining organization, the SF 153 will be used to process a manual shipment. The SF 153 is prepared by the losing COMSEC/CCI custodian.

5.4.21.3.2.2. The EAE ensures the semi-annual COMSEC/CCI equipment reconciliation is performed.

5.4.21.3.2.3. Ordering of KI-111 COMSEC/CCI Assets. All due-outs for KI-111 will contain TEX Z and link to a valid due-in. These assets/devices are programmed at the depot and cannot be interchanges by units or activities.

5.4.21.3.3. Excess Equipment. Disposition of excess equipment should be requested from MAJCOM CEMO and AFMC Cryptological System Activity, on serviceable excess equipment. Unserviceable equipment (including reparable) should be shipped

to the AFMC Cryptological System Activity (routing identifier: FPD, DODAAC: FB2307). There is no requirement to contact the Item Manager for permission to ship the asset.

5.4.21.3.4. Telemetry Encryption Devices (e.g., KG66). Telemetry encryption devices will be dropped from accountable records when a certified letter/document is received from the operations officer that certify that the loss was due to OTE (operational testing & evaluation) or operational requirements. The letter/document will be certified by the senior operations officer and presented to the LRS CC/AO. The certified letter/document will be used as supporting documentation for processing IAD transaction to adjust COMSEC/CCI items. The certified letter/document will be cited as authority to terminate serial number tracking and filed with the M10 to substantiate the COMSEC/CCI adjustment. The individual that requested the termination of accountability is responsible for notifying the supported COMSEC/CCI account of the lost/destruction.

5.4.21.3.5. CEMO Responsibilities. The MAJCOM CEMO is the only agent authorized to submit allowance change requests to allowance standards for deployable and airborne COMSEC/CCI item allowances. Allowance change requests, must be input by the MAJCOM CEMO to the AFMC Allowance Standard Activity for approval.

5.4.22. **Portable Buildings.**

5.4.22.1. Purpose: To explain the procedures required to maintain and account for portable buildings. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.22.2. A portable building is defined as a small, shed-type structure with less than 300 square feet with no permanently installed Base Civil Engineer utility hookups. These buildings are not suitable for human habitation and do not satisfy requirements for permanent real property. They are designed to be moved from one place to another by means of a flat-bed trailer and, therefore are not considered vehicular (wheeled) equipment. Portable buildings are purchased with budget code 9, local purchase (JBB) funds.

5.4.22.3. Perform the following actions:

5.4.22.3.1. Submit requests for portable buildings on either an AF Form 2005 or by letter with unit commander approval.

5.4.22.3.1.1. Request must contain coordination of both Base Civil Engineer and Safety Office specifying fire, safety, and structural requirements will be met prior to purchase of building.

5.4.22.3.1.2. All requests must have a DD Form 1348-6, DoD Single Line Item Requisition System Document which states required specifications of the building to be purchased.

5.4.22.3.1.3. Assign a local “L” stock number, with Federal Stock Class (FSC) 5410 and assigned equipment management Code (EMC) 1.

5.4.22.3.1.4. Portable buildings are authorized in allowance standard 006 with a

BOI of "when approved by the unit commander". They are identified in the allowance standard under one generic local purchase non-AEID NSN.

5.4.22.3.2. Disposition of portable buildings.

5.4.22.3.2.1. Return portable buildings to LRS/Materiel Management Activity using the assigned "L" stock number.

5.4.22.3.2.2. When there is no other base organization portable building requirement, transfer to DLADS is authorized

5.4.22.3.2.3. Do not report portable building to the AFEMS Excess equipment Redistribution Program.

5.4.23. **Equipment Management of Computer Systems.**

5.4.23.1. Purpose: To explain the procedures required to maintain and account for Computer Systems. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.23.2. Accountability for most computer systems is maintained per AFI 33-112, *Information Technology Hardware Asset Management*. This includes personal computers, microcomputers, standard multi-user small computer requirements contract systems. This also includes computer systems provided as part of downward directed programs and locally purchased computer systems for administration purposes. Guidelines and accountability thresholds are in AFI 33-112.

5.4.23.3. Perform the following actions:

5.4.23.3.1. Computer System accountability in the ILS-S and in AFEMS Allowance Standards apply to the following:

5.4.23.3.1.1. Computer systems for mobility requirements and those that serve a technical or test equipment end use.

5.4.23.3.1.2. Centrally procured/managed computer systems

5.4.23.3.1.3. AF Intelligence, Surveillance, and Reconnaissance Agency (AF ISR Agency) unit mission computers, printers and associated hardware. Allowance Standard 709 is the authorization for this equipment.

5.4.23.3.1.4. Submit and process requirements IAW AFI 33-103, *Requirements Development and Processing*.

5.4.24. **General Small Arms/Light Weapons Management.**

5.4.24.1. Purpose: To explain the procedures required to requisition and account for weapons. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.24.2. General Discussion: Small Arms and Light Weapons (SA/LW) are defined as carbines, grenade launchers, machine guns, pistols, recoilless weapons, revolvers, rifles, shotguns, etc. The Individual Protective Equipment Element (IPE) provides secure storage for mobility SA/LW, except when using organizations (such as CES, SVS, RED HORSE, Combat COMM, etc.) agree to store SA/LW. SA/LW stored by the using

activity will be maintained on one CA/CRL managed by that unit. Reference AFI 31-117, *Arming and Use of Force by Air Force Personnel*. Only enter into a courtesy storage agreement if the SA/LW are intended for use by another MAJCOM (includes AFRC/ANG), armed services, etc., IAW Host Tenant Support Agreement. Maintain these SA/LW's on the tenant unit's account.

5.4.24.3. Perform the following actions:

5.4.24.3.1. For Daily Use Weapons (Use Code B):

5.4.24.3.1.1. Place weapons for daily use on the CA/CRL under the using organization.

5.4.24.3.1.2. Weapons required to be readily available for issue to base defense forces and training will be custody receipted for Central Storage to the activity responsible for the operation of the base defense and training program. The organization's designated equipment custodian is responsible for the storage and safe keeping of the weapon.

5.4.24.3.2. LRS/Materiel Management Activity Weapons Management:

5.4.24.3.2.1. The LRS CC/AO will store mobility SA/LW. Identify and account for all SA/LW on the owning organizations equipment account.

5.4.24.3.2.2. Do not assign more than 80 SA/LW per detail, this is a systems limitation. If more than 1 detail is required due to this limitation, the detail increment code will be numbered (e.g. MOBAG1, MOBAG2, 375SV1, 375CE1, etc.).

5.4.24.3.2.3. Control access to the SA/LW vault to authorized personnel only. The LRS/CC or Material Management Flight Chief is responsible for access control.

5.4.24.3.2.4. Designate in writing personnel authorized to perform duties associated with firearms protection and control.

5.4.24.3.2.4.1. This designation will be via the Personnel Authorized Unescorted Access/Personnel Authorized to Issue and Receive SA/LW Letter.

5.4.24.3.2.4.2. The letter will identify personnel authorized access to the LRS SA/LW vault and will include: individual' names, rank/grade, duty title, security clearance levels, and unit of assignment. The letter must be signed by the LRS/CC or equivalent.

5.4.24.3.2.4.3. Maintain a signed copy of the authorization letter posted on the inside of the SA/LW storage area and ensure a copy is on file.

5.4.24.3.2.4.4. Ensure that any organization using the SA/LW storage vault for courtesy storage provides a current listing of personnel authorized to remove SA/LW from the vault to the Individual Protective Element. The organization's list should state the conditions (i.e. maintenance, deployment, etc.) for removal of the SA/LW from the vault.

5.4.24.3.2.4.5. Personnel assigned to the IPE will control access to SA/LW

and be familiar with requirements IAW AFMAN 36-2227, Vol 1, *Combat Arms Training Program*; AFI 31-101 *Integrated Defense (FOUO);*AFI 31-207, AFI 36-2226 *Combat Arms Program*; AF CAT 21-209 *AF Munitions Facilities Standard Guide*; DoD 4500.9-R Part I, *Defense Transportation Regulation, Passenger Movement*; and DoDM 5100.76, and applicable technical orders.

5.4.24.3.3. Equipment Custodian Responsibilities:

5.4.24.3.3.1. Coordinate with Security Forces to inspect SA/LW at IAW AFI 36-2226, Ch 6.

5.4.24.3.3.2. Ensure the reconstitution of SA/LW from deploying units.

5.4.24.3.3.3. Maintain SA/LW support kits.

5.4.24.3.3.4. Ensure SA/LW are stored and shipped in the proper containers.

5.4.24.3.3.5. Ensure that sufficient holsters, SA/LW magazines, ammunition pouches, and slings are available for each weapon.

5.4.24.3.3.6. Ensure that weapons have a unique item Identifier (UII) label IAW MIL-STD-130.

5.4.24.3.3.7. Adjust out of cycle SA/LW authorizations to meet out of cycle mobility bag authorizations. **Note:** Annually, the Logistics Plans will determine the mobility SA/LW requirements in conjunction with mobility bag authorizations (NLT 1 January). Specific references for the Arming of Aircrew, Mobility and Overseas Personnel are described in AFPD 16-8 Arming *of Aircrew, Mobility, and Overseas Personnel* and AFI 31-207.

5.4.24.3.3.8. Equipment Custodians and/or Unit Deployment managers will assist the Logistics Plans Flight with determining mobility SA/LW requirements.

5.4.24.3.3.9. Make adjustments to the inventory using normal materiel management procedures, i.e., issue/return, etc.

5.4.24.3.4. Inventory of Small Arms. Refer to **Sec. 5G, Physical Inventory and Inventory Adjustments.**

5.4.24.3.5. Inspection of SA/LW:

5.4.24.3.5.1. The owning/using activity is responsible for actions related to maintenance, inspection, cleaning & packing regardless of who is the storing activity. **Note:** The only exception is SA/LW in storage for the AF Reserve.

5.4.24.3.5.2. Coordinate with Combat Arms to inspect SA/LW at prescribed intervals established in TO 33K-1-100 *Calibration Procedures*, AFI 36-2226, *Combat Arms Program*, and other applicable technical orders.

5.4.24.3.6. After any inspection, the unit's SA/LW custodian will:

5.4.24.3.6.1. Remove all corroded SA/LW from storage and takes them to a centralized cleaning facility or to the unit for cleaning.

5.4.24.3.6.2. After the SA/LW are cleaned, have the Combat Arms technician

inspect the SA/LW to ensure they have been properly cleaned and reassembled according to the applicable Technical Order. Annotate the inspection on an AFTO Form 105, *Inspection Maintenance Firing Data For Ground Weapons* for each weapon.

5.4.24.3.6.3. Take unserviceable SA/LW to the base Combat Arms for repair. Provide the Combat Arms technician with an AFTO Form 105 for each weapon requiring maintenance.

5.4.24.3.6.4. Coordinate with the local Packing & Crating facility to have packing and crating specialist pack and seal the SA/LW once cleaning and inspection are completed. Note: If packing and crating specialist are not available, owning unit personnel will pack their SA/LW IAW appropriate technical order.

5.4.24.3.6.4.1. Check and verify the SA/LW serial number and that an AFTO Form 105 is provided for each weapon before the SA/LW is sealed.

5.4.24.3.6.4.2. Place the SA/LW in containers and seal & band the containers after SA/LW is properly packaged and Combat Arms technicians have annotated the AFTO Form 105.

5.4.24.3.7. Maintenance of SA/LW:

5.4.24.3.7.1. Individual maintenance is limited to authorized disassembly, assembly, cleaning, lubricating, preserving, tightening screws, adjusting sights, and periodic inspections according to applicable technical orders. **Caution: Only Combat Arms Personnel Are Authorized To Interchange Or Cannibalize Weapon Parts.**

5.4.24.3.7.2. Item identification changes for SA/LW must be coordinated with Combat Arms to ensure proper inspection and identification.

5.4.24.3.8. Receipt of SA/LW:

5.4.24.3.8.1. Combat Arms personnel must inspect all SA/LW received.

5.4.24.3.8.2. Complete SF 364, Supply Discrepancy Report and SF 361, Transportation discrepancy for all unserviceable or damaged SA/LW received.

5.4.24.3.8.3. Prepare pre-embarkation Inspections as required for SA/LW being deployed from CONUS to overseas or potential combat zone. **Note:** SA/LW inspected and gauged within the last 90 days and/or packed in sealed barrier bags/containers with a pre-issue inspection to include gauging are exempt from pre-embarkation inspection.

5.4.24.3.9. Shipment of SA/LW:

5.4.24.3.9.1. Trans-shipment requirements. To ensure maximum control, the IM will instruct that SA/LWs be returned to the Anniston Army Depot (FY1346) AL for trans-shipment to another service/DLA when trans-shipment is appropriate.

5.4.24.3.9.2. Provide the SA/LW Item Manager with the NSN, QTY, and condition code of excess SA/LW and coordinate disposition for subsequent

processing of all shipment transactions IAW Item Manager disposition instructions. **Note:** AFMC SCM-R Stock Control Activity/AFMC SCM-R Equipment Management Activity or Base Level equivalent will provide this info to the Item Manager.

5.4.24.3.9.3. The Shipping Document Number will contain the SRAN/DODAAC of the losing base. If included in the disposition instructions, DODAAC "FY1346" will be used for the Supplementary Address and "FLS" for the Routing Identifier Code (FROM) with Signal Code M to indicate no billing action required. Do not ship assets to FD2060/FB2065, Robins AFB GA.

5.4.24.3.9.4. The owning organization and traffic management package SA/LW for shipment IAW applicable SPIs and TOs. Procedures for the physical movement of SA/LW are contained in AFI 10-401 *Air Force Operations Planning and Execution*; AFI 24-101 *Passenger Movement*; DoD 4500.9-R; DoDM 5100.76. **Note:** View SPI instructions on web site: **http://packweb.wpafb.af.mil**. For M9 SA/LW see SPI 00-317-2468 (remove the dashes when running a query). Instructions for M16 SA/LW can be located under SPI 00-856-6885 (it may be necessary to remove the dashes when running a query using web site above).

5.4.24.3.9.5. Restrictions.

5.4.24.3.9.5.1. SA/LW must NOT be transferred from one accountable activity to another within or outside the AF unless directed by the AFMC SA/LW Function.

5.4.24.3.9.5.2. SA/LW must NOT be transferred from one activity to another using repair and return (RAR) procedures.

5.4.24.3.9.5.3. Match grade SA/LWs presented to the LRS CC/AO for shipment to the USAF Marksmanship School for maintenance will be shipped and returned to the master shooter when received from the school on accountable documentation.

5.4.24.3.10. Demilitarization.

5.4.24.3.10.1. SA/LWs for Demilitarization or Destruction. SA/LWs must be demilitarized or destroyed according to the following procedures:

5.4.24.3.10.1.1. The IM must authorize the demilitarization or destruction of all SA/LW.

5.4.24.3.10.1.2. EAE must process a Non-Directed Transfer to DLADS to adjust accountable records, after authorization to demilitarize or destroy is granted.

5.4.24.3.10.1.3. A Weapon Control Report transaction to applicable materiel management system (SA Registry) with transaction code V will be generated under program control.

5.4.24.3.11. SA/LWs Using Code V. Demilitarized SA/LWs using code V and retained for training, ceremonial, or other purposes must be processed according to the following procedures:

5.4.24.3.12. SA/LWs must be re-identified to a different stock number (NSN), assigned a controlled item code N, safeguarded, and reported to the applicable materiel management system.

5.4.24.3.13. The applicable Materiel Management Activity is responsible for updating the DoD Central Registry.

5.4.24.3.14. SA/LWs Abandoned, Claimed, Found-On-Base, and Confiscated.

5.4.24.3.14.1.1. SA/LWs Abandoned, Claimed, Found-On-Base, and Confiscated should be reported according to the following guidelines:

5.4.24.3.14.1.1.1. Before abandoned, confiscated, etc., SA/LWs can be registered in applicable materiel management system , the AFMC SA/LW Function must check the AF and DoD-wide registry to see if the SA/LW is registered.

5.4.24.3.14.1.1.2. If the SA/LW is registered with the AF, then the small arm should be reported by normal reporting procedures.

5.4.24.3.14.1.1.3. If the SA/LW is not registered with the AF, then it will be registered immediately when the SA/LW comes under government control.

5.4.24.3.14.1.1.4. The document to establish accountability should contain the following two statements: condition under which the SA/LW was obtained, i.e., lost, found-on-base, confiscated; a notation will also be made to indicate the completion of DoD-wide registration and reutilization screening.

5.4.24.3.14.1.1.5. Refer to **Table 6.2** regarding Found-On-Base SA/LW.

5.4.24.3.14.2. Excess SA/LW, regardless of dollar value, must be reported.

5.4.24.3.14.2.1. Non-appropriated-funded SA/LW turned in to a DLADS and privately-owned SA/LWs classified as claims property will be registered immediately when they come under the control of DoD. SA that are claimed (private property whose title has passed to DoD as a result of a claim against the government due to its damage in connection with government activities, usually movement of household goods) or confiscated (private property whose title has passed to the DoD as a result of being confiscated by appropriate authority, usually as a result of being abandoned and/or unauthorized for personal possession) by DoD activities will be reported immediately to Component Registries, i.e., AF is the applicable materiel management system. Contact the AFMC SA/LW Function SA equipment specialist.

5.4.24.3.15. Captured SA/LW.

5.4.24.3.15.1. Special procedures for captured SA/LW.

5.4.24.3.15.2. Caution: Personnel involved with managing SA must be familiar

with AFI 31-101 before using information in this section. Also, AFJI 31-217, *Control and Registration of War Trophy and War Trophy Firearms*, outlines some of the joint service responsibilities regarding war trophies.

5.4.24.3.15.3. Special procedures apply for accountability of captured SA/LW.

5.4.24.3.15.3.1. All AF SA/LW that are currently on hand but not registered in the applicable LRS/materiel management system and all those captured in the future are subject to the following guidance:

5.4.24.3.15.3.1.1. Ensure all SA/LW are safeguarded IAW AFI 31-101.

5.4.24.3.15.3.1.2. Immediately enter information on captured weapons into the applicable materiel management system using stock number "1005PCAPTURE." The model number should be added to the end of the stock number to identify the weapon (e.g., 1005PCAPTUREM9, 1005PCAPTUREAK47), utilizing no more than four characters.

5.4.24.3.15.3.1.3. Identify in writing, to their parent MAJCOM, the type of SA/LW complete with description, quantity, serial number, and intended purpose.

5.4.24.3.15.3.1.4. MAJCOMs will provide disposition instructions. In the meantime, bases must retain these assets using ASC 054CAPT. Disposition will consist of 1 of 3 different scenarios:

5.4.24.3.15.3.1.5. If the SA/LW/small arm is intended for display purposes, it must be approved through the AF Historian IAW AFI 84-103, USAF Heritage Program, Ch 8.

5.4.24.3.15.3.1.6. If assets could be used to support mission requirements if approved by MAJCOM.

5.4.24.3.15.3.1.7. If captured the most probable fate will be disposal/demilitarization.

5.4.24.3.15.3.1.8. If not approved for display or to fill mission requirements, units and LRS/Materiel Management Activity must ensure that disposal of captured SA be IAW DoD 4160.21-M, *Defense Materiel Disposition Manual*, Ch 4.

5.4.24.3.15.3.1.9. SA/LW that survives DLADS screening will be destroyed. If the local DLADS has expanded demilitarization authority and there are less than 10 SA/LW, the DLADS will generally accomplish the demilitarization. Otherwise the DLADS will give instructions for shipping the SA/LW to a demilitarization facility. If the MAJCOM authorizes shipment of the SA/LW to another location for demilitarization, the losing unit will input the shipping transaction while the gaining unit input the proper demilitarization instructions into applicable materiel management system. **Note:** If the shipment is to the Anniston Army Depot, funding will be required to have the SA/LWs demilitarized.

5.4.24.3.15.3.1.10. ASC 054CAPT will be used for captured SA/LW

awaiting disposition from MAJCOM.

5.4.24.3.15.3.1.11. File Maintenance. All SA/LW controlled by serial number must be assigned a valid NSN or service stock number (NC/ND). Records Maintenance must submit AF Form 86, when required.

5.4.25. **Forecasting New Equipment Requirements.**

5.4.25.1. Purpose: To explain the procedures to forecast new equipment requirements. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.25.2. Forecasting is necessary to support future organizations changes, future fielding of new or modified weapon/support systems, Special Training Equipment Program (STEP) requirements, WRM changes, and ME changes.

5.4.25.3. The MAJCOM/FOA/DRU CEMO will perform the following:

5.4.25.3.1. Ensure the accurate and timely forecasting of future requirements are noted in the classified equipment requirements computation system.

5.4.25.3.2. Ensure forecast authorization equipment data only contains those items indicated as nonexpendable by assignment of expendability, recoverability, reparability category (ERRC) code of “S” or “U” in the applicable weapon/support system ASs. **Note:** Do not include expendable items, including those contained in the AS, in the forecasts submitted by the owning MAJCOM.

5.4.25.3.3. Submit forecast data as soon as possible after requirements are known (corresponding Organization Information Data is also necessary). **Note:** It must be stressed that forecasting affects only authorizations. It does not affect actual movement of assets, but causes reallocation of existing assets within the equipment item requirements computation affecting the AFMC budget/buy requirement position. The actual redistribution of SE assets, caused by movement of a system or subsystem, is subject to negotiations between the MAJCOMs, the SPM, and the IM.

5.4.25.3.4. The owning MAJCOM CEMO is responsible for developing, maintaining, and reporting forecast authorization equipment data, as required, to project equipment requirements in support of programmed and unprogrammed unit actions. **Note:** Failure to submit accurate forecasts in a timely manner will negatively impact the ability of the AFMC Air Logistics Complexes to support the projected change.

5.4.25.3.5. The owning MAJCOM will develop forecasts for base funded items and furnish them to the bases to ensure their budget projections are accurately projected. Reporting forecasts for base funded assets to AFMC is not required.

5.4.25.3.6. The owning MAJCOM will notify the host MAJCOM when a unit is to be activated, deactivated, moved, or when a mission change will occur within host MAJCOM area of control. Additionally, the owning MAJCOM will provide the host MAJCOM with all applicable unit forecast authorization equipment data, for centrally procured (CP) and base funded items.

5.4.25.3.7. The applicable CEMO will actively participate with the SPO and SPM in the mock-up inspections, development of engineering inspections, contractor technical compliance inspections, weapon system phasing group meetings, SE reviews, provisioning conferences and other related meetings pertinent to the weapon/support system program.

5.4.25.3.8. When forecasts are developed for programmed changes, the owning MAJCOM CEMO must ensure that ILS-S authorization records are not established prior to the actions identified in the following paragraphs. When both records (Current Authorizations/Forecast Authorizations) are established, the Air Force budget requirement is overstated. Additional information regarding forecasting authorizations for organization equipment, development of forecast authorization records, and forecasting for Precision Measurement Equipment Laboratories (PMEL) support equipment (SE)is contained in the following paragraphs.

5.4.25.4. Authorizations for Organization Equipment.

5.4.25.4.1. Equipment subject to EAID/Forecast authorization includes all nonexpendable items of equipment required for the support of AF organizations.

5.4.25.4.2. Forecast authorizations will be used to systematically plan, develop and report projected equipment requirements for centrally procured items to support future conditions.

5.4.25.4.3. Forecasts will be submitted for each organization requiring organizational equipment support programmed in the USAF Program Document “Units, Bases and Priorities” (PD) for activation, conversion or reorganization more than 270 days after the next scheduled requirements reporting date.

5.4.25.4.4. Forecasts will be submitted when changes occur in equipment authorizations (increase or decrease) due to conditions not reflected in the PD and scheduled more than 270 days after the next scheduled requirements PD reporting date.

5.4.25.4.5. Exceptions to the normal 270 days are those SE requirements for PMEL (360 days).

5.4.25.5. Development of Forecast Authorization Records.

5.4.25.5.1. The development and reporting of forecast authorizations is essential to ensure adequate budget/buy and timely supply support for future equipping requirements. Forecast records only reflect authorizations for requirements to support programmed or unprogrammed unit actions and must be maintained in a current status to accurately reflect future authorizations required to support programmed actions.

5.4.25.5.2. The owning MAJCOM is responsible for preparation, maintenance, and processing of forecast authorizations of the affected organization, with assistance (as necessary) from the appropriate AFMC allowance manager and SPM. When forecasts involve tenant units supported by a different command, full coordination between the two MAJCOMs and the affected AO is essential.

5.4.25.5.3. If new weapon or support systems are acquired or if unit strength is increased or decreased, a forecast or forecast change must be processed.

5.4.25.5.4. Forecasts are required when USAF PDs show:

5.4.25.5.4.1. A weapon or support system is scheduled for activation.

5.4.25.5.4.2. A unit is scheduled for re-designation.

5.4.25.5.4.3. A unit is scheduled to convert to a different weapon system or maintenance concept.

5.4.25.5.4.4. Changes are scheduled to occur in operational plans, which result in a change in equipment requirements.

5.4.25.5.4.5. A unit is scheduled for significant changes in personnel capabilities and functions.

5.4.25.5.4.6. A unit is scheduled to transfer between commands more than 270 days subsequent to the reporting date. The gaining command is responsible for submission of the forecast.

5.4.25.5.5. Forecasts will be submitted when non-programmed (non-USAF PD) changes affect (add, increase, delete or reduce) in-being organizational EAID authorizations more than 270 days beyond the AFEMS reporting date.

5.4.25.5.6. Forecasts are required to change requirements to meet:

5.4.25.5.6.1. Scheduled increased or decreased workloads. For example: Additional tenant units to be assigned to the base and will be supported by the host base shops.

5.4.25.5.6.2. Changes in the numbers or types of systems to be assigned to the base and will be supported by base shops.

5.4.25.5.6.3. Any other future condition scheduled to occur more than 270 days after the AFEMS reporting date, which will increase or decrease equipment requirements of an in-being base organization.

5.4.25.6. Forecasting for PMEL Support Equipment.

5.4.25.6.1. The activation, conversion, movement, or transfer of a weapon system or subsystem at a base may require augmentation of, or additional SE within PMEL. Care must be taken to ensure these requirements are correctly identified and forecasted as outlined in AFH 23-123, Vol 3.

5.4.25.6.1.1. If these requirements affect a unit supported under a host/tenant agreement as in AFI 25-201, Support Agreements Procedures, the MAJCOM of the tenant unit will identify these requirements to the host MAJCOM, to ensure they are aware of the mission change.

5.4.25.6.2. SE requirements for PMEL should be submitted 360 days prior to the scheduled event. Input or retention of forecast records within these designated time frames would inflate the AFMC buy/budget position. Failure to provide the item

manager with forecast data pending establishment of in-use details will normally result in nonsupport of the requirements.

5.4.26. **Organization Information Record.**

5.4.26.1. Purpose: Describe procedures for management of the organization information records. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.26.2. Organization Information Records identify all essential data and programmed actions associated with an organization. These actions are associated with additions to or deletions from assigned systems, activations of new weapon or support systems, transfers, moves, redesignations, or the capabilities of the organizations being reported. For example, when activating a new organization, you must create a new Organization Identity (Org ID) Number.

5.4.26.3. See AFH 23-123, Vol 3, Ch 4 for applicable ILS-S processes to manage Organization Information Records.

5.4.27. **Base Receipt/Issue/Distribution/and Redistribution.**

5.4.27.1. Purpose: Describe procedures for base receipt, issue, distribution and redistribution of equipment. The ILS-S is designed to respond to processed receipt and return actions based on previously established due-in, due-out, and equipment in-use detail records. The ILS-S will automatically accomplish required issue transactions and distribution of assets to authorizations loaded to the EAID record. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.27.1.1. Upon receipt of equipment, the AO will update established due-in/due-out and EAID records when an issue is made to a designated organization. If the need exists to fill a higher priority request, the AO may reassign the item.

5.4.27.1.2. When an organization reports excess equipment on hand, care will be taken to ensure that overages are actually in excess to authorizations, rather than belonging to another custody account. The AO will check due-in records to ascertain if a different organization has a shortage and, when possible (if the item is not USAF or CEMO controlled), reissue to that shortage.

5.4.27.1.3. If turned in assets cannot be reallocated to an existing base organization the AO will report the item to the applicable IM and await IM disposition instructions. Procedures for reporting excess equipment are contained in **Sec. 5D, Equipment Management**.

5.4.27.2. Current AO EAID records are reported online in the AFEMS/C001, and used for computation of requirements and establishing buy/budget positions. IMs screen output products for obvious errors and reconcile quantities prior to taking procurement, disposal, or redistribution actions.

5.4.27.2.1. Assets reported in excess of established authorizations and/or reflecting ASC “000” generate queries from the IM to record validity and availability of excess for redistribution.

5.4.27.2.2. The queries are forwarded to the reporting AO, who will verify the reported excess. Replies to IM queries are required as soon as possible, but not later than ten working days after receipt.

5.4.27.3. Decentralized Procurement Distribution/Redistribution. The distribution and redistribution of assets procured under the decentralized process will be at the direction of the MAJCOM that owns, or has funded for, the asset(s). MAJCOMs must coordinate these actions with the IMs to ensure the most urgent requirements are filled, when possible, and that critical assets are not prematurely disposed.

5.4.28. Equipment Disposition for Base Deactivation and Closure.

5.4.28.1. Purpose: Describe procedures for Equipment disposition for Base Deactivation and Closure. For policy specific requirements review AFI 23-101 and for IT specific guidance refer to AFH 23-123, Vol 2 (ILS-S) and Vol 3 (AFEMS).

5.4.28.2. LRS or Materiel Management Activities will contact AFMC SCM-R Allowance Activity and MAJCOM Equipment Management to coordinate the disposition of equipment in conjunction with base deactivation and closures.

5.4.28.2.1. Upon coordination in **Para 5.4.28.2**, LRS/Materiel Management Activities will assign Allowance Source Code 076 for bases undergoing deactivation. This code identifies excess related personal property reflected on the AO managed EAID holding account pending transfer to civil engineering and subsequent reporting to General Services Administration (GSA) on SF 118C, Related Personal Property Schedule C - Supplement to Report of Excess Real Property.

5.4.28.2.2. Assets will be transferred directly from the active in-use custodian account to the AO holding account to preclude stock fund capitalization action.

5.4.28.2.3. LRS/Materiel Management Activities will consult the AFMC SCM-R Allowance Activity and MAJCOM Equipment Management for guidance regarding any further required actions.

5.4.29. Loan of In-Use Equipment between AF Organizations.

5.4.29.1. Temporary Loan of In-Use Items. MAJCOMs may direct the temporary loan of in-use items to other Air Force units at different bases in the same or different commands, using the following procedures:

5.4.29.1.1. The lending command will direct the AFMC SCM-R Equipment Activity of the lending base to establish an authorized/in-use detail record. This record will include the following:

5.4.29.1.1.1. ASC 063

5.4.29.1.1.2. Allowance ID suffix (the SRAN of the borrowing base).

5.4.29.1.1.3. The number of assets lent as the authorized quantity.

5.4.29.1.1.4. Zero as the on-hand quantity.

5.4.29.1.1.5. The expiration date of the loan will be placed in the increment code field.

5.4.29.1.2. The lending command will direct the lending base to ship the items to the borrowing base. The lending command will also specify the length of the loan.

5.4.29.1.3. AFMC SCM-R Equipment Activity will use the appropriate 1ET transfer procedures to process the shipment. However, the review listings do not need to be processed. *NOTE:* 1ET, FME, and FED transactions are not authorized for NWRM equipment. Contact the 735 SCMG or AFSPC LSC for processing instructions.

5.4.29.1.4. The borrowing command will direct the AFMC SCM-R Equipment Activity for the borrowing base to process an FCI to establish an authorized/in-use detail record. This record will include the following:

5.4.29.1.4.1. ASC 064.

5.4.29.1.4.2. Allowance ID suffix (the SRAN of the lending base).

5.4.29.1.4.3. Zero as the authorized quantity.

5.4.29.1.4.4. The number of items on loan as the on-hand quantity.

5.4.29.1.4.5. The expiration date of the loan will be placed in the increment code field.

5.4.29.1.5. When the lent equipment is received, the gaining EAE will notify AFMC SCM-R Equipment Activity. The AFMC SCM-R Equipment Activity will use the manual FED procedures to process the equipment. Use the shipping document number from the 1ET processed by the lending base and the Accounting and Finance interface code EAID to properly account for the receipt of the lent equipment. However, the review listings do not need to be processed.

5.4.29.1.6. When the borrowing base returns the equipment to the lending base, the original loan will be the authorizing document for the return and the AFMC SCM-R Equipment Activity will use 1ET to ship the equipment and FED to reestablish EAID accountability.

5.4.29.2. Transfer of Accountability. When commands use these equipment loan procedures, EAID accountability and reporting are transferred to the borrowing base. Therefore, both the lending and the borrowing commands should appoint project managers to coordinate the above procedures with AFMC SCM-R Equipment Activity, especially since the lent equipment is often critical to support the mission. When the loan is terminated, the project managers should make sure that AFMC SCM-R Equipment Activity returns the lent equipment, and reestablishes accountability at the lending base. The project manager should make sure that this property accountability is transferred as quickly as possible, to reduce the in transit time (the period when accountability is not established at either the loaning or the borrowing base) to an absolute minimum.

5.4.29.3. When the MAJCOM CEMO directs the permanent retention of loaned equipment, the loaning base's AFMC SCM-R Equipment Activity will delete the EAID detail citing ASC 063, and the borrowing base's AFMC SCM-R Equipment Activity will change the EAID detail citing ASC 064 to the appropriate AS.

Section 5E—Document Control and Detail Records

5.5. Document Control and Detail Records.

5.5.1. Quality Control of Documents.

5.5.1.1. Purpose: To explain the quality control procedures for documents. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.5.1.2. General Procedures for Quality Control. LRS/Materiel Management Activities will follow the procedures outlined below concerning the quality control of documents.

5.5.1.2.1. Required Documents. Begin by comparing the information on the document control record (DCR) with the information on one of the following: the ILS-S document, or Document Control copy of the source document. When procedures state that a specific copy of a document is to be used as the Document Control copy, the most legible copy may be substituted when the document specified is marred or hard to read. Also, verify all accountable equipment documents are signed for by the applicable equipment custodian. Additionally, ensure only individuals officially appointed as inspectors verify condition of property. **Note:** Automated document control uses the DCR from the microcomputer database to make these comparisons (see **Para 5.5.3.4.2** of this document).

5.5.1.2.2. Filing DCR. DCRs are created by the applicable ILS-S during end-of-day processing.

5.5.1.2.3. Filing source documents. Generally, source documents are filed according to organization and ascending document number to match the document control record sequence.

5.5.1.2.4. Weapons Inventory Listing (CA/CRL R-14). Document Control will maintain a signed copy of the Weapons Inventory Listing IAW AFRDS. If discrepancies are discovered, a letter must be attached to the listing summarizing the results of the inventory, any differences, and the action taken to correct the differences. The Materiel Management Officer must sign the letter and the LRS CC/AO must approve it.

5.5.1.2.5. Matching. To match document control records with their documents, use the last 8 positions of the document number. **Exception**: For stock-funded, locally manufactured items the document control records will contain the organization and shop code of the manufacturing activity in positions 30-35. **Note:** The Document Control copy for these receipts will contain the base stock record account number in the document number field of the materiel management document.

5.5.1.2.6. Errors. If you find an error or an omission that you can correct, do so. Otherwise, return the document to the responsible activity for immediate corrections.

5.5.1.2.7. Disposition. After you have validated the document and performed the required quality control checks, either destroy it or place it in a valid document file. **Note:** Bases in wartime categories 1, 2, and 3 must validate only the signature on a document.

5.5.2. Shipment Suspense Processing.

5.5.2.1. Purpose: To explain the quality control procedures for Shipment Suspense Processing. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.5.2.2. General Procedures for Shipment Suspense Processing. LRS/Materiel Management Activities will follow the procedures outlined below concerning the management of Shipment Suspense Processing. This section describes the procedures that Document Control uses to manage the shipments both with and without the CMOS interface. Shipments without the CMOS interface are controlled by using the shipment suspense file and either a shipment suspense detail or shipped not credited detail. Shipments using the CMOS interface are controlled entirely by either a SSC or a SNC.

5.5.2.3. Shipment Suspense (SSC) Output. The ILS-S will provide an output of an SSC image under several conditions when not operating with the CMOS interface. These conditions are described below.

5.5.2.4. Bases operating with a CMOS interface.

5.5.2.4.1. Redistribution Order and Referral Order Inputs. With these inputs, the ILS-S will output an SSC and also create a shipment suspense detail when shipment action is initiated. For each different stock number, system designator, document number, and/or suffix code that is shipped, there will be one SSC output and one shipment suspense detail established.

5.5.2.4.2. Replies to Reports of Customer Excess. With these inputs, the ILS-S will output an SSC and create a SNC detail when credit return shipment action is initiated.

5.5.2.4.3. DLADS Transfer Inputs. These inputs will produce an SSC and build a shipment suspense detail. The SSC output will contain a T in position 7.

5.5.2.4.4. CMOS Interface Processing. When the CMOS interface is in operation, Document Control does not retain shipment documents and transfers to off-base DLADS and off-base organizations.

5.5.2.4.4.1. A SSC detail or a SNC detail is created and an electronic image is sent to the LRS/Materiel Management Activity. SSC images are not created because CMOS generates SSC inputs and automatically updates the shipment suspense/shipped not credited details with the in checker identification code, date inchecked, TCN, date shipped, and mode of shipment code.

5.5.2.4.4.2. There are exceptions when Document Control must manually update details. The Customer Support NCOIC assigns a three-digit numerical in checker code to each person in Document Control, and any other authorized outside activities when approved by the LRS CC/AO, to be used when processing manual updates. These codes must be controlled. Use the following procedures when processing these exceptions:

5.5.2.4.4.2.1. Downgraded Low Dollar Value Property. When low dollar value property is authorized to be downgraded to scrap and not sent to DLADS, the inspector sends a copy of the document to Document Control. Document Control personnel processes an SSC to update the applicable detail with the in checker code and date. A TCN is assigned in accordance with SSC

input format and Entry requirement in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.5.2.4.4.2.2. Non-CMOS Property Transfers. When property is moved from one account to another and not moved through the LRS/Materiel Management Activity, a transaction exception code will be used to bypass CMOS. A DCR will be established and a signed document will be returned, cleared, and filed under normal document control procedures.

5.5.2.4.4.3. Procedures for Degraded Operations Recovery. During these operations, the LRS/Materiel Management Activity enters data for each transaction manually. All SSCs for these transactions are stored in the ILS-S interface until recovery is complete. When the interface is activated, the SSC transactions are processed.

5.5.2.4.5. Transfer of Property to DLADS. When property is moved to the DLADS and delivered by the LRS/Materiel Management Activity and not through the LRS, a signed copy of the transfer document must be provided to Document Control. Shipment suspense details are created to use for DLADS confirmation and follow-up (see AFH 23-123, Vol 2, Pt 3, Ch 8 for more information on intransit control system transaction flow). A DCR is created and a signed document is returned to Document Control and cleared under normal document control procedures.

5.5.2.4.6. Deployed MRSP Details. When MRSPs are deployed, each detail is flagged to create off-base releases of property. Normally, these must pass through the LRS/Materiel Management Activity. However, when MRSPs are about to be returned and the MRSP personnel do not want to ship items to the deployed location, they should sign for the property and send a signed copy to Document Control. Document Control clears the document. These documents are then filed as normal.

5.5.2.4.7. Non-CMOS/Agile Logistics/Two-Level Maintenance (2LM) Shipments. When reparables are shipped to repair activities directly from the DSE bypassing the LRS/Materiel Management Activity, Document Control will update the SSC from the document control shipment copy. The Document Control copy of the materiel management document will be signed and forwarded to Document Control. These documents will be cleared and filed under normal Document Control procedures. It is mandatory that the SSC be updated within four hours from the time the property is picked up by the express carrier.

5.5.3. Automated Document Control.

5.5.3.1. Purpose: To explain the Procedures for Automated Document Control. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.5.3.2. General Procedures for Automated Document Control. The following actions pertain to the LRS/Materiel Management Activity utilizing an Automated Document Control. Procedures concerning document removal, document signatures, specific quality control checks, control checks for supporting documentation, document verification procedures for DLADS in-transit control program, degraded operations document processing, delinquent document requirements, and permanent document file requirements are explained in other sections concerning Document Control in this manual.

5.5.3.3. Any document can be printed from the Automated Document Control system (AIS) by Document Control.

5.5.3.4. Exceptions to Procedures. The following is a list of changes arising from automating document control.

5.5.3.4.1. Modified delinquent date. Normally, documents must be processed and cleared within five calendar days or they become delinquent. Documents that have a delinquency standard other than five calendar days, require that the document control record be annotated with the modified delinquent date. Document Control uses the Change Work File to enter the Julian date showing the modified delinquent date in the OPR field of the DCR.

5.5.3.4.2. Document Control Record (DCR). It is Document Control's responsibility to maintain the DCR data file. Document Control performs the quality control checks then updates the DCR database using the personal computer process. More information on DCRs can be found in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.5.3.4.3. DSD. Document Control creates and loads the DSD record on the database (see AFH 23-123, Vol 2, Pt 1, Ch 5 for procedures) and deletes the DSD when it is cleared.

5.5.3.5. DDL. Document Control provides a two-part Delinquent Document Listing--part one for Document Control and part two for all other functions. Each part is further broken into pre-delinquent and delinquent listings. See AFH 23-123, Vol 2, Pt 2, Ch 5 for more information.

5.5.3.6. CTH Inquiries. Document Control processes TIP/BATCH CTH inquiries from a terminal through screen inputs (see AFH 23-123, Vol 2, Pt 2, Ch 5 for CTH inquiry procedures).

5.5.3.7. Automated reversal. Document Control processes reversal inputs on CTH records. The automated program creates the reversal inputs and displays them for review before processing. The automated reversal procedures are in **Para 5.6.2**

5.5.3.8. Personal Computers. Procedures for the automated processing of document control records are in **Para 5.5.3**

5.5.4. Filing Documents.

5.5.4.1. Purpose: To explain the quality control procedures for filing documents. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.5.4.2. General Procedures for Filing Documents. LRS/Materiel Management activities will follow the procedures outlined below concerning the filing of documents.

5.5.4.3. Required Checks. Before filing documents, complete all required quality control checks. These are outlined in AFH 23-123, Vol 2, Pt 1, Ch 5 of this instruction. Once all checks for completeness are accomplished, the document(s) may be filed.

5.5.4.4. Document Filing.

5.5.4.4.1. Arrange documents in Julian date serial number sequence.

5.5.4.4.2. Remove the corresponding document control suspense record from the file.

5.5.4.4.3. Do a quality control check. If the document control suspense record and the source document do not match, correct the errors using the instructions in **Sec. 5F, Record Reversal and Correction**. If the DCR and the source document match, use the code in position 53 to tell you which of the following actions to take:

5.5.4.4.3.1. All materiel management activities will retain all source documents with TRICS ISU, TIN, REC, DOR, MSI, SHP, AXA, BSU, FCH, and FCU for 75 months (6 years and 3 months) regardless of what is in position 53. The materiel management accounts with an applicable materiel management automated tracking system do not need to maintain paper copies if the transaction was processed through this automated system. However, these transactions must be retained in this automated system for 75 months. All other transactions not processed through this automated tracking system will be maintained using the current Document Control Imaging System (DCIS). The materiel management accounts that have a DCIS or like system may continue to use the system instead of filing paper copies.

5.5.4.5. All other TRICs.

5.5.4.5.1. If an F appears in position 53, file the source document in the appropriate document file and destroy the document control record.

5.5.4.5.2. If a D appears in position 53, destroy both the source document and the document control record.

5.5.4.5.3. If an audit, inspection, or other reason requires Document Control to keep documents you usually destroy after a specific time, maintain the documents in a separate file. Do not mix them with documents normally filed by Document Control. Batch file them without regard to any filing sequence.

5.5.4.6. **(DELETED)**

5.5.5. Processing Degraded Operations Documents.

5.5.5.1. Purpose: To explain the procedures for processing degraded operations documents. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.5.5.2. General Procedures for Processing Degraded Operations Documents. LRS/Materiel Management activities will follow the procedures outlined below concerning the processing of degraded operations documents.

5.5.5.3. General Issues, Releases, and Shipments. Once the appropriate signature has been obtained, Document Control will receive copy 1 of all degraded operations documents .

5.5.5.3.1. Maintain these documents in a suspense file according to ascending Julian date serial number.

5.5.5.3.2. When the transaction appears on the Document Register, perform quality control IAW **Para 5.5.1** and AFH 23-123, Vol 2, Pt 2, Ch 5.

5.5.5.3.3. If the document is one that Document Control must keep, file the handwritten accountable materiel management document in the permanent document file.

5.5.5.4. Returns. Receiving or designated return point will send a copy of all returns to Document Control.

5.5.5.4.1. Maintain returns in a suspense file in document number order.

5.5.5.4.2. When the return appears on the Document Register, perform quality control checks outlined in **Para 5.5.1** and AFH 23-123, Vol 2, Pt 2, Ch 5. **Note:** Single returns with partial credit return require special processing. There will be two document control records (DCR) representing a separate transaction for these returns. You must consider the total action quantity shown when you perform the quality control check. If reversal action is required, you must process separate inputs for each transaction.

5.5.6. The Delinquent Document Listing.

5.5.6.1. Purpose: To explain the quality control procedures for managing the Delinquent Document Listing. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.5.6.2. General Procedures for the Delinquent Document Listing. LRS/Materiel Management Activities will follow the procedures outlined below concerning the management of the Delinquent Document Listing.

5.5.6.2.1. Obtain current Delinquent Document Listing.

5.5.6.2.2. Review Listing. Verify that the documents were not previously given to Document Control personnel. Contact applicable section delinquent document monitors to verify location/status of particular document(s). Hold delinquent document meetings as needed with LRS/Materiel Management Activities.

5.5.6.2.3. Distribute the Listing. Distribute copies of the delinquent listing to the applicable LRS flights and other Materiel Management activities as well as other agencies local management has chosen. Document Control keeps one copy of the listing.

5.5.6.2.4. Annotate listing. Annotate Document Control's copy of the delinquent listing to mark the documents still being processed and the flight responsible.

5.5.6.2.5. Destruction of the delinquent listing. You may destroy the Document Control copy of the delinquent listing after you have annotated the next day's run of the listing.

5.5.6.2.6. Further Actions for Delinquent Documents. Begin aggressive action to locate documents the first day they appear on the delinquent document listing and continue the research on the second day. If a document is still missing after it appears on three daily listings, you must obtain a duplicate or prepare a replacement. Your action will depend on the type of document you are looking for and at what stage in processing it is lost or missing. Remember, you must consider completing the transaction as well as properly documenting it.

5.5.6.2.6.1. Lost Documents. If the intended receiver has no record of and does not have the property, prepare a replacement document, initiate a mandatory special inventory, and complete issue or shipping action. If the special inventory shows that a shortage exists, Inventory will start proper action. The inventory results will support the complete inventory adjustment. If no shortage exists, file the completed replacement document. No record reversal action is necessary.

5.5.6.2.6.2. Lost document certification. If you cannot find a signed copy 1, 2, 3, or 4 from the original set or a reproduction of the signed copy 1, 2, 3, or 4 of the original set, then a replacement document will be created with a certificate of lost document stamped or typed on the Document Control copy. This certificate will state that a thorough search has been made. Include any other details important enough to mention. Forward to Document Control for filing. **Note:** A duplicate means copy 2, 3, or 4 of the original document. A replacement is a hand scribed or typed copy to look like the original.

5.5.6.2.6.3. Procedures for lost DLADS shipping documents: First, see if a duplicate copy of the lost shipping document exists. Contact the custodian/activity, local LRS/transportation activity, or the local DLADS that was to receive the property to see if copy 2, 3, or 4 of the shipping document is available. If a duplicate copy is available, it may be used without certification. If it is not, then prepare a replacement. The replacement will be signed by the intended custodian or activity, the local LRS/transportation activity, or the local DLADS. Send a copy of the certified document to the intended receiver.

5.5.6.2.7. Follow-up. Complete follow-up actions on delinquent documents each day until the document(s) is/are received.

5.5.6.2.8. Notify Leadership as necessary.

5.5.7. **Delinquent Shipment Listing.**

5.5.7.1. Purpose: To explain the procedures for management of the Delinquent Shipment Listing. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.5.7.2. General Procedures for Management of the Delinquent Shipment Listing. LRS/Materiel Management Activities will follow the procedures outlined below concerning the management of the Delinquent Shipment Listing. This listing provides Document Control with a list of all shipment transactions for which the SSC detail or SNC detail has not been updated with transportation data (TCN, in checker code, in checker date, mode of shipment, and date shipped) using the SSC input. Detailed instructions for the Delinquent Shipment Program are contained in AFH 23-123, Vol 2, Pt 2, Ch 6. Additionally, more information concerning Shipment Suspense detail records can be found in AFH 23-123, Vol 2, Pt 3, Ch 8.

5.5.7.3. Processing Frequency. Document Control requests that the delinquent shipment listing be processed every 2 weeks. If the base is using the automated applicable SBSS/CMOS interface, the listing should be processed each week. More information on the interface of the materiel management and transportation systems can be found in **Sec. 7C, Supply Chain Materiel Management System** and AFH 23-123, Vol 2, Pt 1, Ch 7.

5.5.7.4. Output. The delinquent shipment listing is produced in six parts:

5.5.7.4.1. Parts I and II contain delinquent SSC and SNC records which have not been updated with transportation data. Parts I and II are not produced when the base is using the automated SBSS/CMOS interface.

5.5.7.4.2. Part III contains both SSC and SNC detail records for which the LRS/transportation activity has provided only an estimated date the item was shipped and a transportation hold code was not provided. These details are identified by an asterisk (*) in position 1 of the TCN field. Part III is not produced when the base is using the automated SBSS/CMOS interface.

5.5.7.4.3. Part IV contains a separate list of delinquent shipment suspense detail records for all transfers to DLADS which were shipped through the base LRS/transportation activity channels but have not been updated with an SSC input. The delinquent shipment listing determines whether LRS/transportation activity or the LRS/Materiel Management Activity delivery was used for disposal documents by checking the "TMO-DRMO-DELIVERY-FLG" on the 516 record. If the flag is set to a T, the LRS/Materiel Management Activity delivers the shipment directly to DLADS. This part is not produced if DLADS shipments are delivered directly by the LRS/Materiel Management Activity or if the base is using the automated SBSS/CMOS interface.

5.5.7.4.4. Part V is produced only when the automated SBSS/CMOS interface is being used. The listing contains all SSC and SNC records for which the LRS/transportation activity has not provided an in checker code and in checker date.

5.5.7.4.5. Part VI is produced for those SSC and SNC records where the in checker code and date are present but the TCN and/or Mode of Shipment are/is blank.

5.5.7.4.6. Processing Parts I, II, and IV for Bases not using the SBSS/CMOS Interface.

5.5.7.5. Document Control Actions. To process parts I, II, and IV details, check 1) previous delinquent shipment listings provided by the LRS/transportation activity for transportation data, 2) any unprocessed transportation data provided by the LRS/transportation activity and 3) delinquent document files. Line off any entry on the listing found during the above checks so the LRS/transportation activity does not review these details. Enter any unprocessed transportation data found on an SSC input and process to the ILS-S. Forward the updated delinquent shipment listing (original and one copy with carbon, do not separate) to the LRS/transportation activity within 1calendar day after receiving the listing.

5.5.7.6. LRS/transportation activity processing actions. To process the delinquent shipment listing, the LRS/transportation activity will follow the steps below:

5.5.7.6.1. Review the delinquent shipment listing against appropriate materiel management documents.

5.5.7.6.2. Return copies of these documents with the listing if they have not previously been provided to the LRS/Materiel Management Activity.

5.5.7.6.3. If copies have been sent to the LRS/Materiel Management Activity, the LRS/transportation activity will enter the transportation data on the listing and return the annotated listing to Document Control for processing of an SSC input.

5.5.7.6.4. If the LRS/transportation activity cannot provide either hold data or TCN/GBL, but is sure the shipment was made on a specific Julian date, it will provide these data.

5.5.7.7. Document Control Actions.

5.5.7.7.1. When Document Control receives either copies of transportation documents or the annotated delinquent shipment listing, enter the TCN/GBL data in the SSCs and input them to the ILS-S to update the SSC detail.

5.5.7.7.2. When the LRS/transportation activity is sure a shipment was made on a specific Julian date but cannot provide hold data or TCN/GBL, Document Control will check to see that a completed shipment document signed by the LRS/transportation activity is on file. If a document is on file, then enter the following data on the SSC input: an asterisk (*) in position 62, and the Julian date of the shipment in positions 63-66. Next process the SSC image to update the SSC detail.

5.5.7.7.3. Part III Processing for Bases without CMOS Interface. Part III of the delinquent shipment listing contains SSC/SNC details for which the LRS/transportation activity has provided an estimated date shipped and a transportation hold code was not provided. The estimated date shipped, as provided by the LRS/ transportation activity, will appear in the date shipped field of the SSC/SNC detail. This part of the listing provides information about the number of shipments the LRS/transportation activity makes for which the ILS-S has been provided no TCN/GBL or hold code. If the LRS/transportation activity has the TCN/GBL for a shipment that appears in this part of the listing, it will send a copy of the materiel management document along with the listing. Document Control will then use the TCN/GBL to process the appropriate SSC input and update the SSC/SNC detail.

5.5.7.7.4. Part V Processing for Bases with CMOS Interface. Part V of the delinquent shipment listing will include those SSC/SNC details which have no in checker number or in checker date in the detail. This is an indication that the LRS/transportation activity has not received the property for shipment.

5.5.7.7.5. Document Control must check with the section shipping the materiel to ensure the property has been moved, and no delays in shipping have occurred. If delays have occurred, line through the items that have not been forwarded to the LRS/transportation activity for shipment. Forward the listing to the LRS/transportation activity. The LRS/transportation activity will use the listing to either provide transportation data or annotate the listing with no record of the shipment found. The listing will then be returned to Document Control.

5.5.7.7.6. For any item that the LRS/transportation activity has no record of the shipment, special inventory procedures will be followed.

5.5.7.7.6.1. If inventory results indicate an overage equal to (or greater than) the quantity on the shipment document exists then prepare a certified replacement document and complete the shipping action. No inventory adjustment for the shipment quantity or record reversal and correction action is necessary.

5.5.7.7.6.2. If inventory results do not indicate an overage equal to (or greater than) the quantity on the shipment document exists then further research may be necessary.

5.5.7.7.7. Part VI Processing for Bases with CMOS Interface. Part VI of the delinquent shipment listing will include those SSC/SNC details which have the in checker code and date in the detail but lack the TCN and Mode of Shipment. This is an indication that the LRS/transportation activity has received the property but not released it for shipment.

5.5.7.7.8. Part VI should be annotated and forwarded directly to the LRS/transportation activity for research. The LRS/transportation activity must provide the missing data and/or conduct research to verify receipt by the consignee of the shipment. The listing will then be returned to Document Control. **Note:** Manually processed SSCs must also include the date shipped. This date is used to Shipment Suspense Record deletion during follow-up.

5.5.8. Monitoring Authorizations to Receipt for Property.

5.5.8.1. Purpose: To explain the procedures for monitoring authorizations to receipt for property. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.5.8.2. General Procedures for Monitoring Authorizations to Receipt for Property. LRS/Materiel Management activities will follow the procedures outlined below concerning the monitoring authorizations to receipt for property.

5.5.8.3. Initiating Activity Responsibilities. The organization commander to include the LRS CC/AO must do the following:

5.5.8.3.1. Submit a letter to the Customer Support which identifies individuals authorized to receive classified and NWRM property. The letter will contain the data elements specified in AFH 23-123, Vol 2, Pt 1, Ch 5, Receipt Authorization Record for Classified/NWRM Property.

5.5.8.3.2. For munitions, the initiating activity will follow the specific requirements in AFI 21-201 and AFI 21-204, *Nuclear Accountability Procedures*.

5.5.8.3.3. For classified equipment, the initiating activity will submit all requests to appoint or change a custodian directly to the EAE. EAE maintains the custodian authorization receipt file according to Sec. 5D, Equipment Management. EAE will provide a copy of this request (letter) to Document Control, or Customer Support, and Vehicle Management so they can update the Authorization Receipt Listing and notify internal LRS/Materiel Management Activity agencies of the change/update.

5.5.8.3.4. Every June and December the initiating activity reviews the Authorization Receipt Listing provided by the LRS CC/AO, annotates required changes, signs and dates the listing, and returns it to the LRS CC/AO.

5.5.8.3.5. Retain the Classified and NWRM Authorization Receipt Listing from Document Control or Customer Support until it receives an updated listing.

5.5.8.4. Responsibility of the LRS CC/AO. The LRS CC/AO will provide a letter of receipt authorization to activities that can process classified and NWRM property. This letter will identify the LRS/Materiel Management Activity representatives authorized to receive classified and NWRM property.

5.5.8.5. Responsibilities of Document Control or Customer Support. For classified receipt authorizations for and NWRM property, Document Control or Customer Support will:

5.5.8.5.1. Prepare Classified and NWRM Authorization Receipt Listing from the receipt authorizations. Document Control will send a complete copy to each internal LRS/Materiel Management Activity. One copy will be used to provide supported activities with a list of individuals authorized to receive classified and NWRM property for their organization.

5.5.8.5.2. Record all changes to the current Classified and NWRM Authorization Receipt Listing. Beginning with 1, number each change to the listing. Notify internal LRS/Materiel Management Activity activities and the supported agencies either by letter or listing. **Note:** Changes to the current activity requesting the change, receipt listing do not require you to process a complete new listing.

5.5.8.5.3. Perform a semiannual revalidation of authorizations to receipt for classified and NWRM property each June and December. The validations are done by sending organizations a copy of their portion of the authorization listing which is prepared from the file maintained according to this paragraph. Necessary additions, changes, and deletions are annotated by the organizations and the listings are returned to Document Control or Customer Support. Document Control or Customer Support then updates the file and produces a new, updated listing for distribution according to this paragraph.

Section 5F—Record Reversal and Correction

5.6. Record Reversal and Correction.

5.6.1. Record Reversal and Correction Research.

5.6.1.1. Purpose: To explain the record reversal and correction research procedures process. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.6.1.2. General Discussion: Inadequate research and subject knowledge could result in rejects or erroneous inventory adjustments (i.e. Transaction Identification Codes (TRIC's), Type Transaction Phrase Codes (TTPC), and reversal sequence). Reversible TRIC's and TTPC's are located in AFH 23-123, Vol 2, Pt 1, Ch 5. The key is the word "reverse." The reversible transactions that appear on the CTH will be processed in reversal order according to TRIC's and TTPC's. Instructions on considerations for detail records i.e., Special Purpose Recoverable Asset Maintenance (SPRAM), War Reserve Materiel (WRM), Mission Support Kit (MSK), Readiness Spares Packages (RSP), In-

Place Readiness Spares Packages (IRSP) and Due In From Maintenance (DIFM) are located in AFH 23-123, Vol 2, Pt 1, Ch 5. Guidance on Material Support Division prices on the transaction history is located in AFH 23-123, Vol 2, Pt 1, Ch 5. Moving Average Costs required for Reversal Records are located in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.6.1.3. The following actions will be performed in order:

5.6.1.3.1. From your research: determine the TRICS, TTPC, and record reversal processing order utilizing appropriate IT systems

5.6.1.3.1.1. Process a stock number inquiry to obtain interchangeable items and substitutes in appropriate IT system

5.6.1.3.1.2. Process a consolidated transaction history record (CTH) on all related stock numbers in appropriate IT system

5.6.1.3.1.3. After determining that a record reversal correction is needed: assign freeze code "Q" to all affected item records utilizing the appropriate IT systems. Information addressing Freeze Code "Q" and its effects on record reversal and correction in the appropriate IT system is located in AFH 23-123, Vol 2, Pt 1, Ch 5, Item Record Preparation for Record Reversal**. Note:** AFMC SCM-R Activities will coordinate with the LRS/Materiel Management Activity prior to processing record reversal and correction transactions on shipments and RDOs to ensure property has not departed from the base.

5.6.1.3.1.4. Print a copy of the freeze code load notice and attach it to the reversal record source document.

5.6.1.3.1.5. Fill out reversal record source document for processing in appropriate TRIC/TTPC transaction sequence.

5.6.1.3.1.6. Forward the reversal record source document to LRS CC/AO designated personnel to process reversal inputs.5.6.1.4. Determine the proper sequence for record reversal. All personnel responsible for record reversals must determine the proper sequence of each transaction, i.e. due-out releases (DOR's) before receipts (REC's), etc.

5.6.1.4. Those processing the record reversal will coordinate with Asset Management to determine correct quantities, unit of issue or stock numbers when necessary to ensure accurate processing of the record reversal.

5.6.2. **Automated Record Reversal.**

5.6.2.1. Purpose: To explain the reversal inputs for Automated Record Reversal from the Consolidated Transaction History records that has been researched by the initiator. For policy specific requirements review, AFI-23-101 and for IT specific guidance use AFH 23-123, Vol 2, Pt 1, Ch 5.

5.6.2.2. General Discussion: Only one TRIC can be processed at a time when utilizing this program. Be sure to process the individual TRIC's in the reversal order you identify. All information and requirements for normal record reversal processing also applies to the automated record reversal. Inputs on the applicable IT systems require the TTPC,

date, and serial number of the transaction you want to reverse. This includes TTPC's from all stock numbers that are applicable to the transaction being reversed.

5.6.2.2.1. Review all prefilled areas on record reversal screen for accuracy before input.

5.6.2.2.2. Ensure the cursor is placed at the end of the last field on the screen before transmitting.

5.6.3. Steps of Document Distribution.

5.6.3.1. Purpose: To identify possible steps to ensure the capture of record reversal and correction documentation. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.6.3.2. This procedure will help with the quality assurance of the process of getting the reversal out of the system.

5.6.3.2.1. The initiator will forward the record reversal and correction request to his/her assigned supervisor.

5.6.3.2.2. Upon supervisor approval, the initiator will provide the request to the Materiel Management Flight Commander /Chief for approval.

5.6.3.2.3. After Materiel Management Flight leadership approval, the initiator will provide the request to the Record Reversal monitor for processing the reversal.

5.6.3.2.4. The initiator records the dates and transaction serial numbers on the record reversal and correction log. Sample log is located in Document Identifier Code (DIC)/Transaction Identifier Code (TRIC) Authorized Record Reversal, AFH 23-123, Vol 2, Pt 1, Ch 5. If the type of transaction was a receipt and multiple inputs were required, enter the date and 3333transaction serial numbers which were applicable to type transaction phrase codes (2T, 1Y, or 1W), since no output documents are created for these TTPCs.

5.6.3.2.5. Record Reversal and Correction Action monitor will forward the original output to Document Control for filing.

5.6.3.2.5.1. AFMC SCM-R Activities will process their own record reversal and correction actions. The AFMC SCM-R Quality Assurance Activity will retain record reversal and correction documentation for AFMC SCM-R Activities and will forward a copy to the base for document control purposes.

5.6.3.2.6. Additional copy of output provided to initiator for corrective action after reversal of transaction to ensure all reversal actions were completed.

5.6.3.2.7. After verification of completion of all reversal actions, additional copies of output documentation should be destroyed.

5.6.3.2.8. Notify stock control of all transactions affecting unserviceable details in order to report or to delete excess detail records.

5.6.4. Forced Record Alteration.

5.6.4.1. Purpose: Occasionally, there will be conditions created on a database that cannot be corrected by processing normal transactions. When these conditions exist the records must be altered or deleted. However, there are conditions where record alterations should never be used; this includes QLP with update, and DBE (Database Editor). It is mandatory that all errors should be corrected by processing a normal input or a series of inputs, such as file maintenance, reverse-post, or inventory adjustments in lieu of a Forced Record Alteration. AFH 23-123, Vol 2, Pt 3, Ch 3 contains more information on forced record alteration process, for other policy specific requirements review AFI 23-101.

5.6.4.2. Caution: Forced Record Alteration processing input images are not written to audit trail tape.

5.6.4.3. Forced Record Alteration processing. This program will permit alteration or deletion of records on the database. The execution of this program is restricted and should only be executed by personnel who are familiar with database management system commands and the structure of the database. All Forced Record Alteration requests will be reviewed and approved by the Materiel Management Flight Commander/Chief and the AFMC SCM-R Quality Assurance Activity. AFMC SCM-R and Contingency account Record Alteration Requests will be reviewed/approved by the AFMC SCM-R Quality Assurance Activity only."

5.6.4.3.1. After documentation has been reviewed and approved the LRS/Materiel Management Activity requesting activity will submit a Forced Record Alteration request using the AFMC SCM-R Computer Operations Activity website **https://private.amc.af.mil/635SCMG/CST/SCMGeFORCED** RECORD ALTERATION/ for processing. If the reason for the request was for system related errors include the Difficulty Report (DIREP) or Computer Systems Discrepancy (CSD) ticket number as part of the Forced Record Alteration documentation.

5.6.4.3.2. After processing, AFMC SCM-R Computer Operations Activity or Computer Operations will provide both the before and after image and annotate the output document with an explanation of why an alteration was made, as well as the date completed. The document must also indicate if A&F and satellites or other type stock record account records were affected. The Forced Record Alteration output will be signed by the AFMC SCM-R Quality Assurance Activity. For base level generated Forced Record Alterations AFMC SCM-R Computer Operations Activity personnel will provide the electronic copy to the requesting/owning account for filing through their website **https://private.amc.af.mil/635SCMG/CST/SCMGeFORCED** RECORD ALTERATION/.

5.6.4.3.3. The original copy of the document, all supporting documentation, and a signed Consolidated Inventory Adjustment Document (IAD) Register will be filed in the Document Control. Each document produced by a record being changed or deleted is assigned a serial number under program control. The serial number consists of a 4-digit Julian date and a 4-position serial number. The serial number portion of the control number is stored in the inventory adjustment record and is updated each time a document is produced. The latest serial number will be printed on the monthly

Consolidated Inventory Adjustment Document Register allowing Document Control to account for record alterations.

5.6.4.3.4. Once a month, verify the accuracy of the Forced Record Alterations file. Compare the number of documents in the file with the last serial number used for the month, printed on the monthly Consolidated IAD Register. If the Register Serial Number and the file do not agree, the following procedure is used to account for and correct the difference:

5.6.4.3.4.1. Conduct an extensive search to determine the reason for the disagreement. **Note:** The serial number for a Forced Record Alteration output document is stored on the Miscellaneous Transaction Summary Record. Do not confuse this serial number with the normal transaction serial number. Systems documents will start with serial number 0001 for primary gangs and 5001 for secondary gangs.

5.6.4.3.4.2. The section supervisor must submit a letter fully explaining the reason for the difference, complete with support documents (copies of RPS/main site console outputs, etc.). **Note:** It is important that Document Control have as much information as possible to explain the discrepancy.

5.6.4.3.4.3. The Force Record Alteration serial number will be reset when the end-of-year option of the Prep Inventory Accuracy Records Report is processed. The date in the document number will indicate the date the AF IT System processed the input.

5.6.4.3.4.4. If a complete record is lost and must be reconstructed on the database, use the applicable inputs to reestablish the record. For example, if an item record is lost, use a FIL input to reload the record; use an inventory adjustment input to establish the serviceable balance (if applicable) and execute the Force Record Alteration to enter applicable data in other fields that cannot be entered with normal inputs.

5.6.5. Query Language Processor (QLP) with Update.

5.6.5.1. Purpose: It is mandatory that all ERRORS should be corrected by processing a normal input or a series of inputs, such as file maintenance, reverse-post, or inventory adjustments, in lieu of QLP with Update. Occasionally however, there will be conditions created on a database that cannot be corrected by processing normal transactions and Query Language Processor (QLP) with Update will be required. For other policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.6.5.2. General Discussion: AFMC SCM-R Computer Operations Activity will provide the DISA OKC with a request letter of individuals authorized to process QLP with Update.

5.6.5.3. QLP with Update. All QLP w/update transactions will be coordinated/approved by the authorized AFMC SCM-R Quality Assurance Activity. The AFMC SCM-R Computer Operations Activity will maintain a control log of all QLPs with update. The log will contain the date; serial number; reasons for use, including database/areas affected; who authorized use; names of personnel using the program; and what was

changed. AFMC SCM-R Computer Operations Activity personnel will provide the electronic copy to the requesting/owning account for filing through their website https://private.amc.af.mil/635SCMG/CST/SCMGeFORCED RECORD ALTERATION/. The Materiel Management Activity will process the hard copy output resulting from use of QLP with update in the same manner as a Forced Record Alteration document, annotated with the information from the control log, and filed in Document Control.

5.6.5.4. AFMC SCM-R Computer Operations Activity will take all output from this process and follow the rules of documenting and filing output required for Forced Record Alterations. A write once/read only electronic media may be used in lieu of printed output. The documentation must state why Forced Record Alterations or other inputs could not be used to modify the records and approval official's name and rank. Document Control will file the output with the Consolidated Inventory Adjustment Document Register, M10/NGV836.

5.6.5.5. Wing and MAJCOM inspectors, along with AF Audit personnel, can request from DISA OKC personnel a list of user-IDs, dates, and times that QLP with Update was invoked (by researching audit trail tapes and spooled master console data), to provide a check of compliance with this instruction.

Section 5G—Physical Inventory and Inventory Adjustments

5.7. Physical Inventory and Inventory Adjustments.

5.7.1. Establish and Distribute an Inventory Schedule.

5.7.1.1. Purpose: To provide an inventory schedule by fiscal year to ensure all items assigned a warehouse location and/or on a detail record are inventoried at prescribed frequencies. For policy specific requirements and frequency review AFI 23-101, Sec. 5G, Physical Inventory and Inventory Adjustments. For other policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.7.1.2. The inventory schedule will ensure all commodities outlined in AFI 23-101 are schedule to not exceed required inventory frequency. Work with each warehouse/activity to create schedule which will be used to create the warehouse location validation.

5.7.1.3. The following actions will be performed to establish and distribute an Inventory Schedule:

5.7.1.3.1. To be efficient, plan inventories carefully. Determine the length of time and the number of items selected for inventory carefully so that normal LRS/Materiel Management Activity operations do not suffer.

5.7.1.3.2. Physical Inventory Control Section will establish an inventory schedule by fiscal year.

5.7.1.3.3. Prepare and publish an inventory count schedule using letter format.

5.7.1.3.4. Establish an inventory deadline as the date on which the inventory begins. The balance on the computer record as of the deadline date is the balance with which the inventory count input balance is compared.

5.7.1.3.5. Provide copies of the inventory schedule to all affected sections/elements or flights.

5.7.1.3.5.1. The LRS CC/AO will notify supported unit commanders of upcoming scheduled inventories.

5.7.1.3.5.2. EAE functions will notify the appropriate unit equipment/SPRAM custodians of the inventory schedule to allow proper time to generate necessary documents and/or listings, resolve discrepancies, etc. in preparation for the inventory.

5.7.2. Preparing the warehouse for Inventory Count.

5.7.2.1. Purpose: Provide guidance on preparing the warehouse for an inventory count. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.7.2.2. All actions applicable to the location scheduled for inventory must be processed at least 1 day before the inventory deadline date.

5.7.2.3. Warehouse personnel accomplish the following to prepare for an inventory count:

5.7.2.3.1. Validate the warehouse location within 10 workdays of the date the inventory is to begin. See **Sec. 5C, Physical Asset Management** of this manual for more information on procedures to conduct warehouse validations.

5.7.2.3.2. Isolate and identify the area scheduled for inventory by clearly marking the parameters of the area with ropes, signs, etc. Signs marking off the area must state the inventory deadline date so warehouse personnel can monitor transactions occurring before that date.

5.7.2.3.3. Limit movement of assets in the areas to be inventoried to emergency issues and to transactions occurring before the inventory deadline date.

5.7.2.3.3.1. If property is removed from an area under inventory on or after the inventory deadline date, record the transactions on a recap sheet. As a minimum, entries on the recap sheet must include stock number, system designator, quantity, document number, appropriate transaction identification code, and warehouse location.

5.7.2.3.3.2. Items received during inventory are held in the Receiving hold area if sufficient space is available. If not, the materiel, a copy of the receipt, and a copy of the applicable IT system notice indicating the stock number is frozen for inventory will be held in the warehouse storage hold area.

5.7.3. Complete Inventory Count Procedures.

5.7.3.1. Purpose: To provide instructions for performing complete inventory counts. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123 or the ES-S User's Manual

5.7.3.1.1. **(Added-CAF)** With exception of units without an Inventory section, F-35 inventory counts will be completed by inventory section only, not the storing activity.

Inventory personnel will follow ALIS specific instructions to conduct complete inventories/audits.

5.7.3.2. **CAUTION**: The identification of a potential inventory variance (gain or loss) on a classified item constitutes a potential compromise of classified information and will be reported immediately upon discovery in accordance with AFI 31-401. For NWRM, see AFI 20-110 for additional reporting requirements.

5.7.3.3. General Procedures for Conducting Complete Inventory Counts: Steps to prepare the warehouse for inventory must be completed before the inventory count deadline date.

5.7.3.3.1. Perform complete inventory counts using the closed warehouse-method of inventory. See AFI 23-101, Ch 5 for additional information on closed warehouse method.

5.7.3.3.2. The Inventory Management function in ILS-S will be used to record and submit inventory counts for ILS-S accounts. Inventory count listings (and count images) will be available in ILS-S Inventory Management function after the applicable inventory parameter is processed by the AFMC SCM-R Computer Operations Activity. See ES-S User's Manual: **https://cs3.eis.af.mil/sites/OO-LG-IL-ES/default.aspx** for instructions. **Note:** ILS-S system queries will not be used as the official tool to perform this function.

5.7.3.3.2.1. **(DELETED)**

5.7.3.3.2.2. Inventory count parameter requests for ILS-S accounts will be submitted to AFMC SCM-R Computer Operations Activity one day before the inventory count deadline date (See AFH 23-123, Vol 2, Pt 1, Ch 5 for inventory parameter request format).To ensure frequency requirements are met, inventory parameters will be processed once a month with the Date of Last Inventory (DOLI) option. For example, two separate Inventory Count File parameters will be processed for in-warehouse assets that will become overdue in the schedule month: one to identify item records that will not meet the 365-day/annual requirement (e.g., consumables and recoverables) and another for the 180-day/ semi-annual requirements (e.g., classified and COMSEC). Also, DOLI options will be processed to identify detail records that will become overdue in the scheduled month (i.e., Supply Point Listing, WCDO/WRM Munitions List, Airborne MRSP Listing, etc.)

5.7.3.3.2.2.1. **(Added-CAF)** Last Count Date will be reviewed once a month for all applicable F-35 assets to ensure inventory frequency requirements are met.

5.7.3.3.3. Retrieve the Inventory Count Listing from ILS-S Inventory Management function. Count listings may be printed or downloaded to a handheld terminal (HHT).

5.7.3.3.4. Physically count and record the warehoused/in-use quantity for each item listed on the Inventory Count Listing.

5.7.3.3.5. When the inventory count is completed, inventory personnel must submit the Physical Count Quantity on each Inventory Count Record through ILS-S Inventory Management function for processing in the ILS-S (See AFH 23-123, Vol 2, Pt 1, Ch 5 for Inventory Count format).

5.7.3.3.5.1. If the count quantity and the item record/detail quantity are equal the IT system will update the Date of Last Inventory and remove inventory freeze codes. No further action is required.

5.7.3.3.5.2. If the count quantity and the item record/detail quantity are unequal the following actions are accomplished:

5.7.3.3.5.2.1. The IT system updates the applicable inventory accuracy record, creates a transaction history, and produces an inventory recount image. (See AFH 23-123, Vol 2, Pt 1, Ch 5 for the inventory recount format).

5.7.3.3.5.2.2. Physically recount the inventory materiel in the location indicated on the inventory recount image and record the count balance.

5.7.3.3.5.2.3. Update inventory recount images with the recount quantity and input into the appropriate material management IT system (AFH 23-123, Vol 2, Pt 1, Ch 5 for the inventory recount format).

5.7.3.3.5.2.3.1. AF policy allows programmatic/automatic inventory adjustments for items meeting defined criteria (See AFH 23-123, Vol 2, Pt 1, Ch 5 for detailed automatic adjustment criteria).

5.7.3.3.5.2.3.2. When unequal physical inventory recounts do not qualify for programmatic/automatic adjustment, additional research must be conducted (See in **Para 5.7.5** of this section for complete research procedures and documentation requirements).

5.7.3.3.5.2.3.2.1. **(Added-CAF)** For classified, COMSEC, or EEL required items, additional research will be conducted and completed within 24 hours after re-count. If discrepancy remains un-resolved, an ROS will be conducted IAW AFMAN 23-220 prior to adjustment (validation).

5.7.3.3.5.2.3.2.2. **(Added-CAF)** Caution: The identification of a potential inventory variance (gain or loss) on a classified item constitutes a potential compromise of classified information and will be reported immediately upon discovery in accordance with AFI 31-401.

5.7.3.3.5.2.3.3. **(Added-CAF)** A report of all adjustments will supplement the M10 as an attachment and Inventory will brief the LRS CC/AO during the monthly M10 review.

5.7.3.3.6. Inventory count completion

5.7.3.3.6.1. Review Daily Document Registers and Transaction Histories to ensure all item movement recorded on recap sheets is processed immediately after count/recount processing. Recap sheets may be destroyed after verifying all transactions are recorded in the appropriate material management IT system.

5.7.3.3.6.2. Advise applicable elements/sections/flights the inventory count has been completed after all count/recount records and subsequent transactions have been processed. When the last inventory count transaction for an inventory is accepted, an Inventory Completion Notice will be recorded in the ILS-S Audit Trail. Inventory Completion Notices are viewable by querying Transaction Name "ICN" in ILS-S Audit Trail. Print output and file with monthly inventory adjustment listing.

5.7.3.3.7. Complete Inventory Counts of Supply Points

5.7.3.3.7.1. The general procedures for complete inventory recounts apply to supply point inventory recounts except as detailed below.

5.7.3.3.7.1.1. Process Supply Point Listing (AFH 23-123, Vol 2, Pt 2, Ch 5) to create the count record database file. Use ILS-S Inventory Management function to print a list of count images for supply point items in document number sequence or download the count images into a HHT. Inventory count personnel advise FSC personnel of applicable supply points undergoing inventory count to ensure emergency issues/shipments are recorded on recap sheets. **Note:** ILS-S queries will not be used as the official tool to perform this function.

5.7.3.3.7.1.2. Inventory count personnel perform the physical count of local supply point assets with the exception of CCI/COMSEC. LRS CC/AO personnel will not physically handle CCI/COMSEC assets, the physical inventory count will be conducted only by the CCI/COMSEC monitor. All other supply point custodians will assist Inventory Count Personnel as required.

5.7.3.3.7.1.3. Off-base inventory counts are conducted in the same way as local supply point inventory counts, except that Inventory Count Personnel send only the inventory count listing to the supervisor of the supply point. Inventory Count Personnel retains the remainder of the Supply Point Listing and appropriate Issues and Inquiries until the inventory count has been completed. The supply point supervisor is responsible for conducting the inventory count and for returning the listing to Inventory Count Personnel. For satellite accounts, the inputs are returned to satellite Inventory Count Personnel. **Note:** If the annual inventory count is to be conducted at the same time as the reconciliation, the Supply Point Listing will be distributed by the supply point monitor within the FSC.

5.7.3.3.7.1.4. Inventory Count Personnel processes inventory recount inputs for supply points through the ILS-S Inventory Management function. Satellite account supply point inventory recounts are input by satellite account Inventory Count Personnel

5.7.3.3.7.1.5. Inventory Count Personnel can reconstruct lost count or recount inputs by obtaining the required data from the count listing.

5.7.3.3.8. Complete Inventory Counts of MSK/MRSP Assets

5.7.3.3.8.1. The general procedures for complete inventory recounts apply to MSK/MRSP inventory recounts except as detailed below. **Note:** For recoverable and consumable MSK/MRSP items, the item records are not frozen during annual inventories

5.7.3.3.8.2. **(DELETED)**

5.7.3.3.8.3. For receipt of an MRSP transferred or loaned from another unit; conduct an inventory IAW AFI 23-101 Table 5.5.

5.7.3.3.9. Complete Inventory Counts of WCDO/IRSP Assets.

5.7.3.3.9.1. The general procedures for complete inventory recounts apply to WCDO/IRSP asset inventory recounts except as detailed below.

5.7.3.3.9.2. WCDO/IRSP items collocated with normal retail warehouse stock. If WCDO/IRSP spares are stored in the same bin location as normal retail stock and DO NOT have an RSP warehouse location assigned, conduct the inventory by doing the following:

5.7.3.3.9.2.1. Process Inventory Count Listing (see AFH 23-123, Vol 2, Pt 2, Ch 6) and use ILS-S Inventory Management function to print a list of count images or download the count images into a HHT.

5.7.3.3.9.3. Segregated WCDO/IRSP spares. If WCDO/IRSP spares are stored separately from normal retail stock, and a RSP warehouse location is assigned, conduct the inventory by doing the following:

5.7.3.3.9.3.1. Process WCDO list using the inventory select option (AFH 23-123, Vol 2, Pt 2, Ch 6).

5.7.3.3.9.3.2. Process IRSP using the inventory select option (see AFH 23-123, Vol 2, Pt 2, Ch 6).

5.7.3.3.9.3.3. Use ILS-S Inventory Management function to print a list of count images or download the count images into a HHT.

5.7.3.3.9.4. MAJCOMs authorized IRSP will ensure local inventory procedures are developed and coordinated with the storing activity when these assets are not stored in the LRS CC/AO storage facility. Inventory Count Personnel provides the storing activity with an annual inventory count schedule. The inventory count is jointly accomplished by personnel from Inventory Count Personnel and the storing activity.

5.7.3.3.10. Complete Inventory Counts of Sensitive, CCI/COMSEC on MRSP or Equipment Details.

5.7.3.3.10.1. The general procedures for complete inventory apply to CCI/COMSEC MRSP/CA-CRL inventory recounts except as detailed below.

5.7.3.3.10.2. Inventory Count Personnel schedule CCI/COMSEC inventories on a semi-annual basis in February and August. However, RSP personnel/equipment custodian will perform the required physical inventory count. Inventory Count Personnel WILL NOT physically handle CCI/COMSEC assets.

5.7.3.3.10.3. In addition to scheduling inventories, Inventory Count Personnel will submit the applicable inventory parameter to AFMC SCM-R Computer Operations Activity and take the following actions:

5.7.3.3.10.3.1. Advise the applicable custodian of the inventory count date so all transactions can be recorded on a recap sheet.

5.7.3.3.10.3.2. Obtain the required inventory count list from ILS-S Inventory Management function(. Send the MRSP custodian the inventory count list. **Note:** ILS-S queries will not be used as the official tool to perform this function.

5.7.3.3.10.4. RSP personnel/equipment custodians will perform a100% physical inventory count by serial number. Specifically, physically verify the serial number on the item to the serial number on inventory list; enter the quantity on hand on the inventory count list, and return to Inventory Count Personnel for immediate processing.

5.7.3.3.10.5. Overage/Shortage of CCI/COMSEC. If the physical inventory count does not agree with the supply system inventory balances, an inventory recount image is produced.

5.7.3.3.10.5.1. Inventory Count Personnel must notify the LRS CC/AO, the CCI/COMSEC custodian, and the organization commander of a possible overage/shortage of CCI/COMSEC.

5.7.3.3.10.5.2. Inventory Count Personnel will assist the RSP personnel/equipment custodian in performing the required research (see Para.5.7.5. for additional information on research). **Note:** For equipment items, coordinate with EAE for additional research and corrective actions.

5.7.3.3.10.5.3. If the cause of the overage/shortage cannot be determined, the LRS CC/AO and/or organization commander will notify the appropriate security manager to initiate an inquiry into the probable compromise. Process the probable compromise according to DoDM 5100.76, V3, AFI 31-401, and AFMAN 23-220. **Note:** The CCI/COMSEC custodian / equipment custodian is responsible for any additional reporting actions (see AFI 33-201, V1, *Communications Security (COMSEC),* and V5, *Controlled Cryptographic Items (CCI),* for additional information on CCI/COMSEC materiel).

5.7.3.3.11. Conduct complete inventory counts of BEAR Unit Type Codes (UTC upon return from a deployment.

5.7.3.3.12. When the annual inventory count schedule is completed, Inventory Count personnel will prepare an inventory parameter request using the DOLI option (See AFH 23-123, Vol 2, Pt 1, Ch 5 to detect and produce inventory count outputs for item records that contain a warehouse location or serviceable balance but have not been inventoried in the past 365 days or in the last 180 days for sensitive and classified items.

5.7.4. Special Inventory Count Procedures.

5.7.4.1. Purpose: To provide instructions for performing special inventory counts to reconcile out-of-balance conditions discovered during other than complete inventory counts. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123 or the ES-S User's Manual.

5.7.4.2. Caution: The identification of a potential inventory variance (gain or loss) on a classified constitutes a potential compromise of classified information and will be reported immediately upon discovery in accordance with AFI 31-401. For NWRM items, see AFI 20-110 for additional reporting instructions.

5.7.4.3. Conducting Special Inventory Counts: The following paragraphs explain generalized procedures for requesting and conducting special inventory counts. If an inventory functional section/element does not exist at satellite accounts, the host base performs the special inventory. Note: Special inventory counts do not satisfy the requirement for complete inventories.

5.7.4.3.1. Special Inventory Interrogations are required for:

5.7.4.3.1.1. Insufficient Balance. When an insufficient balance exists for a degraded ops transaction, item condition code changes, or identity changes, the appropriate Material Management IT System will programmatically freeze the item record. Inventory Count Personnel will receive the degraded ops transaction reject and the special inventory request.

5.7.4.3.1.2. Warehouse Refusal. For warehouse refusals, the warehouse/stockroom supervisor will process the special inventory request and forward the output notice to Inventory Count Personnel.

5.7.4.3.1.3. Other. Inventory Count Personnel will process the request for other special inventory requirements.

5.7.4.3.2. Process a Special Inventory Interrogation Input (see AFH 23-123, Vol 2, Pt 1, Ch 5 to freeze the item record and/or details with freeze code I and produce a Special Inventory Count Output Notice (see AFH 23-123, Vol 2, Pt 1, Ch 5) containing pertinent asset, detail, and history information. Transactions that do not affect the serviceable balance of a frozen item record will be allowed to process.

5.7.4.3.3. Inventory Count Personnel will manage a Special Inventory Suspense file.

5.7.4.3.3.1. Retain the suspense file copy of the Special Inventory Interrogation Inputs and/or reject notices. Automated files will be used in lieu of paper.

5.7.4.3.3.2. After the inventory count is complete, pull the suspense copy for distribution. Return a copy of the annotated Special Inventory Interrogation Input to the requesting activity. If an automated file is used, notify the requester and delete the record.

5.7.4.3.3.3. Destroy the suspense copy for policy-directed special inventories (ex: control item change or critical item code change).

5.7.4.3.4. Count the items in the bin location reflected on the Special Inventory Count Output Notice (See AFH 23-123, Vol 2, Pt 1, Ch 5).

5.7.4.3.5. If the item count is equal to the quantity indicated in the output notice, process a Special Inventory Input transaction using the format provided in AFH 23-123, Vol 2, Pt 1, Ch 5. **Note:** If a Transaction Exception Code is in the input, it appears on the M10 Consolidated Inventory Adjustment Document Register for the management review.

5.7.4.3.6. If the item count is not equal to the quantity indicated in the output notice, conduct research to determine the cause and appropriate actions to correct the out-of-balance condition. See **Para 5.7.5** of this section for details about how to conduct the research.

5.7.4.3.7. When the research is complete and corrective actions have been taken, process an inventory recount input using the format provided in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.7.4.4. Special Inventory Procedures for Selected Conditions. The following paragraphs detail additional special inventory count procedures as they apply to specific conditions.

5.7.4.4.1. Warehouse Refusals or Insufficient Balance Rejects.

5.7.4.4.1.1. If Inventory Count Personnel receive warehouse refusals without a Special Inventory Output Notice (see AFH 23-123, Vol 2, Pt 1, Ch 5) attached, they should prepare and process a Special Inventory Interrogation Input, Tex code "P" (see AFH 23-123, Vol 2, Pt 1, Ch 5) for the item(s).

5.7.4.4.1.1.1. Distribution of Warehouse Refusal Documents. The distribution of warehouse refusal documents depends upon the outcome of the special inventory count.

5.7.4.4.1.1.2. Assets Not Found. If Inventory Count Personnel cannot find the assets associated with the warehouse refusal, distribute the related documents as follows:

5.7.4.4.1.1.3. Issue Documents (to include Bench Stock Issues). Distribute issue documents as follows: copy 1 to Document Control; copy 2 to Input source; copy 3 to Organization; copy 4 to the FSC.

5.7.4.4.1.1.4. Shipping Documents. Distribute shipping documents as follows: copy 1 to Document Control; copy 2 to Input source; all other copies will be destroyed

5.7.4.4.1.1.5. Reverse-Post Document. Forward the copy of the reverse-post document (DD Form 1348-1A) to Bench Stock Support, so that the master bench stock format will be re-input.

5.7.4.4.1.1.6. Assets Found. If Inventory Count Personnel find asset(s) associated with the warehouse refusal, return the documentation to Storage personnel for action.

5.7.4.4.1.2. For insufficient rejects without a Special Inventor Output Notice, prepare and process a Special Inventory Interrogation Input (see AFH 23-123, Vol 2, Pt 1, Ch 5).

5.7.4.4.2. Controlled Item Code Changes. When a controlled item code is upgraded and the item record has a serviceable balance or a warehouse location, the item record will be frozen for a special inventory count. Special Inventory count images will be systematically created when controlled item code changes occur and detail records have an on-hand balance exist.

5.7.4.4.2.1. Inventory count images for DIFM details are created when the DIFM status flag equals zero and for unserviceable details when the first six positions of the document number equals R920RW.

5.7.4.4.2.2. Unserviceable Asset Special Inventory Counts. Use the Unserviceable Detail List section of the Repair Cycle Asset Management List to perform the inventory of unserviceable detail assets.

5.7.4.4.2.3. Notify Personnel. When counting out-of-warehouse assets (DIFM, supply point, etc.), Inventory Count personnel notify the personnel who are counting the materiel of the new controlled item code, so that adequate security measures are taken.

5.7.4.4.3. Unserviceable Asset Overage. Take the following actions if the special inventory count result indicates an unserviceable asset overage exists:

5.7.4.4.3.1. Unserviceable DIFM item:

5.7.4.4.3.1.1. Overage Found--Unserviceable Detail Already Loaded. If there is an overage and an unserviceable detail is loaded for the stock number, use Special Inventory Input (see AFH 23-123, Vol 2, Pt 1, Ch 5) to increase the detail balance.

5.7.4.4.3.1.2. Overage Found--Unserviceable Detail Not Loaded. Pick up supply items by processing an Special Inventory Input (see AFH 23-123, Vol 2, Pt 1, Ch 5) with TEX code L (found on base) followed by a condition code change (see AFH 23-123, Vol 2, Pt 1, Ch 5).

5.7.4.4.3.2. Unserviceable Equipment Items. Inventory works with EAE to determine if the previous user caused the overage by forwarding a return item to the unserviceable warehouse location without processing the TIN input. **Note:** when dealing with overage of a serialized control item, contact the applicable Item Manger with the actual serial number of the asset. The Item Manager will be able to tell you who the last owner of the asset was, by organization and shop code, and SRAN. **Never process an FOB TIN on a serialized control (CCI/COMSEC/weapon) asset.**

5.7.4.4.3.2.1. Previous User Known. If you can determine the previous using organization, process a P or E activity code return (whichever is appropriate) using their organization code. This records the unserviceable detail and updates the authorized/in-use detail record if appropriate.

5.7.4.4.3.2.2. Previous User Unknown. If you cannot trace the asset to a previous user, process a serviceable Special Inventory Input (see AFH 23-123, Vol 2, Pt 1, Ch 5) with TEX code L followed by a Condition Code Change (see AFH 23-123, Vol 2, Pt 1, Ch 5). This action establishes an unserviceable

detail record.

5.7.4.4.4. Unserviceable Shortages. If there is a shortage, process a Special Inventory Input (see AFH 23-123, Vol 2, Pt 1, Ch 5) to decrease and/or delete the unserviceable detail record. Notify FSC Personnel of all transactions affecting unserviceable detail records to ensure reporting, control, and shipment of unserviceable assets.

5.7.4.4.5. Identity Changes. If recorded assets or item records require identity changes, Inventory Count Personnel will work with Inspection and Storage personnel to provide the data necessary for proper validation and corrective action according to **Sec. 5I, Inspection and Related Operations**.

5.7.4.4.6. Problematic warehouse location changes.

5.7.4.4.6.1. Inventory Count Personnel screen the file maintenance transactions(activity code Y) on Daily Document Resisters to ensure newly assigned warehouse locations are valid. When new locations are not valid, Inventory Count Personnel must initiate special inventory count procedures to verify the locations and quantities on hand.

5.7.4.4.6.2. When the items are not located, inventory adjustments will be processed in accordance with this section.

5.7.4.4.6.3. When locations are determined to be valid, update the inventory schedule to ensure locations are included in normal inventory cycle.

5.7.4.4.7. Misidentified Serialized Control CCI/COMSEC Items. When special inventory procedures are used to re-identify serialized control CCI/COMSEC items ensure the following occurs:

5.7.4.4.7.1. Process a return to decrease the Authorized-In-Use-Detail record for the losing stock number.

5.7.4.4.7.1.1. Process a Special Inventory Interrogation Input (see AFH 23-123, Vol 2, Pt 1, Ch 5) to freeze the stock number on the losing in use detail record.

5.7.4.4.7.1.2. Process a COMSEC/CCI Serialized Control Input-Format Two. Use type phrase IADDTL.

5.7.4.4.7.1.3. Process a Special Inventory Input to decrease the in use quantity on the losing in use detail record.

5.7.4.4.7.2. Increase the Authorized In Use Detail record for the gaining stock number.

5.7.4.4.7.2.1. Process a Special Inventory Interrogation Input (see AFH 23-123, Vol 2, Pt 1, Ch 5) to freeze the stock number on the gaining in use detail record.

5.7.4.4.7.2.2. Process COMSEC/CCI Serialized Control Input-Format Two. Use the type phrase IADDTL.

5.7.4.4.7.2.3. Process a Special Inventory Input to increase the in use quantity

on the gaining in use detail record.

5.7.5. Researching Out-Of-Balance Inventory Conditions.

5.7.5.1. Purpose: Provide procedures for researching inventory out-of-balance conditions. For additional information on research requirements, accounting adjustments, and determining cause, see AFI 23-101, Sec. 5G, Physical Inventory and Inventory Adjustments, DoDR 7000.14-R, *DoD Financial Management Regulation*, Vol 12, Ch 7, and AFPD 65-1, *Management of Financial Services*. For other policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.7.5.2. Caution: The identification of a potential inventory variance (gain or loss) on a classified or NWRM constitutes a potential compromise of classified information and will be reported immediately upon discovery in accordance with AFI 31-401. For NWRM, see AFI 20-110 for additional reporting instructions.

5.7.5.3. General research requirements associated with specific inventory deficiencies. Research begins with the current date and continues back either one year, to the last inventory adjustment, or the previous DOLI. Research is not mandatory for automatic adjustments (see AFH 23-123, Vol 2, Pt 1, Ch 5 for Automatic Adjustment Criteria).

5.7.5.3.1. Research all variances, including DIFM balances, before input of the recount to determine cause and/or correct the following accountable processing errors:

5.7.5.3.1.1. Review the Consolidated Transaction History Inquiry Report to find erroneous transactions.

5.7.5.3.1.2. Account for transactions that may not have been posted. Review unprocessed backlog including warehouse recap sheets, the daily/cumulative reject listing, and the receiving line for assets that have not been forwarded to Central Storage.

5.7.5.3.1.3. Review Serviceable Balance with no Location function (see ES-S User's Manual) to determine if a different warehouse location was assigned. Correct warehouse location errors.

5.7.5.3.1.4. Review IT audit trail file to determine if a notice to stock is on file with a warehouse location.

5.7.5.3.1.5. Review emergency issues made during complete inventory count to ensure all physical movement of materiel in and out of the storage bin was properly recorded.

5.7.5.3.1.6. Do any additional research required to review locally established processes.

5.7.5.3.2. After research, correct the discrepancies via the following actions as appropriate:

5.7.5.3.2.1. Complete a Record Reversal to correct erroneous transactions detected during research for resolved discrepancies.

5.7.5.3.2.2. Advise Central Storage or the warehousing activity for other type

accounts and satellites to move the property to the correct location or to process a warehouse location change.

5.7.5.3.2.3. Process backlog transactions that include corrected/rejected documents by other applicable sections or flights for resolved discrepancies.

5.7.5.3.2.4. Adjust the count or recount quantity for unresolved discrepancies. Then reprocess the count or recount image.

5.7.5.4. Document research actions (including discrepancies and corrective action) and file this document in Document Control as a supporting document. MAJCOM determines the format and data required.

5.7.5.5. When initial research does not identify the probable cause(s) of inventory loss, further research may be required. See AFI 23-101, Sec. 5G, Physical Inventory and Inventory Adjustments and AFMAN 23-220 for additional guidance.

5.7.5.5.1. Further research is conducted by a person not supervised by the accountable or responsible officer.

5.7.5.5.2. The results of the investigation or ROS will be documented on DD Form 200.

5.7.5.6. Investigating Discrepant DLADS Shipments/Transfers. Intransit control procedures are an additional control for discrepant DLADS shipments or transfers. They do not affect inventory adjustment procedures and criteria. Use the inventory procedures below to investigate and process Disposal Follow-Up from DLADS .

5.7.5.6.1. When Document Control forwards a copy of the Disposal Follow-Up from DLADS to Inventory, perform a special inventory to determine why a quantity variance exists between the quantity shipped/transferred to the DLADS Location and the quantity reported to the DLADS. Complete the special inventory and return the Disposal Follow-Up from DLADS to Document Control within ten days.

5.7.5.6.2. Inventory Personnel will determine if the property was removed from the warehouse and delivered to the DLADS Location or if the property was transferred to Cargo Movement for shipment to the DLADS Location. If the property is located, Inventory ensures it is promptly delivered or transferred to the DLADS Location

5.7.5.6.3. If the property is not located and you suspect theft or fraud is the reason property is not in the warehouse or at DLADS Location, document these findings and present them to the Operations Officer. The Operations Officer reviews the findings and if warranted, initiates a request for criminal investigation according to AFI 90-301, *The Inspector General Complaints Resolution*. If the DLADS Location never received the shipment/transfer, enter an L in position 44 and enter zeros in pos. 25-29.

5.7.6. DIFM Inventory Procedures.

5.7.6.1. Purpose: To provide instructions for performing DIFM inventory counts. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123 or the ES-S User's Manual.

5.7.6.2. Caution: The identification of a potential inventory variance (gain or loss) on a classified or NWRM constitutes a potential compromise of classified information and

will be reported immediately upon discovery in accordance with AFI 31-401. For NWRM, see AFI 20-110 for additional reporting instructions.

5.7.6.3. Conducting DIFM Inventory Counts: DIFM Reconciliations satisfy the requirement to inventory out-of-warehouse recoverable items. When discrepancies are discovered between DIFM record balances and the physical count, FSC will request a special inventory by processing a Special Inventory Interrogation Input (see AFH 23-123, Vol 2, Pt 1, Ch 5).

5.7.6.3.1. Special Inventory Counts of DIFM Items. Conduct the following steps for resolving variances in DIFM inventory

5.7.6.3.1.1. Perform a physical count.

5.7.6.3.1.2. Conduct research for all special inventory counts as described in **Para. 5.7.5** of this section.

5.7.6.3.2. If research confirms adjustment or records reversal/correction is not required, do the following:

5.7.6.3.2.1. Process a Special Inventory Input (see AFH 23-123, Vol 2, Pt 1, Ch 5) with the item record serviceable balance or the detail balance in the inventory count to remove the freeze code.

5.7.6.3.2.2. If records reversal and correction is required to resolve the discrepancy, take the following action:

5.7.6.3.2.2.1. Prepare and process reverse-post and/or other transactions as required (see **Sec. 5E, Document Control and Detail Records** of this manual).

5.7.6.3.2.2.2. If applicable, forward warehouse refusal documents to Central Storage to release materiel for customer equipment.

5.7.6.3.2.2.3. Annotate the Special Inventory Interrogation Input notice with the action taken. Use this notice to clear the freeze code suspense file.

5.7.6.3.3. When adjustments are required, do the following:

5.7.6.3.3.1. Input Special Inventory Input (see AFH 23-123, Vol 2, Pt 1, Ch 5). Enter the stock number, system designator, count quantity (leading zeros are not required), and TEX code, if applicable. The document number and research date fields will be required if the suspense image is for a DIFM detail inventory count.

5.7.6.3.3.2. If required, prepare reverse-post transactions.

5.7.6.3.3.3. Annotate the Special Inventory Interrogation Input notice with the corrective action. Keep the notice in suspense until the adjustment appears on the document register. Use this notice to clear the freeze code suspense file.

5.7.6.3.4. The following special instructions apply for unserviceable assets found on base:

5.7.6.3.4.1. If an asset does not seem to belong to an existing detail,

5.7.6.3.4.1.1. Input Special Inventory Input (see AFH 23-123, Vol 2, Pt 1, Ch

5) TEX L to pick it up on the item record serviceable balance.

5.7.6.3.4.1.2. Process a condition change request to establish an unserviceable detail, and transfer the assets.

5.7.6.3.4.2. If the item is unserviceable and belongs to an existing detail, use normal processing. For serialized controlled items, create the serial number record (in AFH 23-123, Vol 2, Pt 1, Ch 10) with the phrase IADITM (inventory adjustment item).

5.7.7. **Equipment Inventory Counts.**

5.7.7.1. Purpose: Provide procedures for completing inventory counts of in-use/in place equipment. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.7.7.2. CAUTION: The identification of a potential inventory variance (gain or loss) on a classified or NWRM constitutes a potential compromise of classified information and will be reported immediately upon discovery in accordance with AFI 31-401. For NWRM, see AFI 20-110 for additional reporting instructions. The following actions will be performed by the LRS/Materiel Management Activity/unit equipment custodians:

5.7.7.3. General Procedures for performing inventory on In-Use/In-Place Equipment items. Equipment Custodians are responsible for performing a complete physical inventory of equipment recorded on unit's Custodian Authorization/ Custody Receipt Listing (CA/CRL). Organizational commanders/staff agency director can formally request inventory count assistance from the LRS CC/AO. Request must include full justification and identify discrepancies involved.

5.7.7.3.1. EAE will utilize the on-line AF Form 1991 or equivalent to submit an Inventory Parameter to AFMC SCM-R Computer Operations Activity (see AFH 23-123, Vol 2, Pt 1, Ch 5 for parameter request format). **Note:** Material Management IT system queries will not be used as the official tool to perform this function.

5.7.7.3.2. EAE will retrieve CA/CRL and Labels, if requested, no later than the beginning of the next workday. Forward to equipment custodian or to Inventory Count Personnel when requests for inventory count assistance are been granted by the LRS CC/AO.

5.7.7.3.3. Conduct physical inventory count and manually record count quantities on the CA/CRL.

5.7.7.3.4. Custodians must sign the CA/CRL to acknowledge responsibility for property.

5.7.7.3.4.1. Inventory Count Personnel will sign under the custodian's signature when providing inventory count assistance.

5.7.7.3.4.2. Custodians will prepare and sign an Inventory Overage Document for all overages found during inventory (see AF Form 2005, Inventory Overage Document (TRIC: IOD), AFH 23-123, Vol 2, Pt 1, Ch 5).

5.7.7.3.4.2.1. If an AF Form 601 is required, attach to the inventory overage document.

5.7.7.3.5. Custodians must research appropriate supporting documentation (hand receipts, affidavits, statements, certificates, etc.) and initiate Reports of Survey (ROS) as necessary.

5.7.7.3.6. Forward a copy of the CA/CRL and any supporting documentation for overages/shortages to EAE. Inventory Count Personnel must validate equipment overages/shortages before adjusting the in-use detail.

5.7.7.4. Conducting Special Inventory Counts of Equipment.

5.7.7.4.1. Inventory Count Personnel will use special inventory procedures (see **Para 5.7.4** of this section) for overages/shortages custodians report to EAE.

5.7.7.4.1.1. The following process must be performed if inventory recount and research show an equipment overage exists:

5.7.7.4.1.1.1. Obtain/prepare an Inventory Overage Document (AF Form 2005) with the custodian's signature.

5.7.7.4.1.1.2. Inventory Count personnel will coordinate with EAE and Records Maintenance to load the item record, and authorized/in-use detail record as required

5.7.7.4.1.1.3. Inventory Count Personnel will process inventory recount and inventory adjustment in the appropriate IT system. **Note:** Ensure ROS process (if required) is initiated prior to adjustment.

5.7.7.4.1.1.4. Attach the AF Form 2005, Inventory Overage Document, to the Consolidated Inventory Adjustment Document Register upon receipt. Forward to Document Control for filing.

5.7.7.4.1.1.5. Notify EAE to take action IAW **Sec. 5D, Equipment Management** of this document.

5.7.7.4.1.2. If the recount and research indicate an equipment shortage exists, Inventory Count Personnel will enter the quantity change on the CA/CRL and process recount images. Attach Inventory Adjustment Document to the Consolidated Inventory Adjustment Document Register upon receipt. Forward to Document Control for filing.

5.7.8. Small Arms and Light Weapons Inventory.

5.7.8.1. Purpose: Provide the procedure for the inventory of SA/LW. Inventory will comply with guidance in this chapter and DoD 4140.1-R. Additional arms facility inventory and documentation requirements can be found in AFI 31-101. For IT specific guidance, see AFH 23-123.

5.7.8.2. General Inventory Requirements. SA/LW require serial number inventories at prescribed intervals (excludes depot level activities). Equipment custodians are responsible for maintaining, accounting for, inventorying, and managing the use of SA/LW on authorized in-use details. CA/CRL Listing will be used to conduct SA/LW inventories (see Para.5.7.7. for additional information on equipment inventory procedures). Maintain inventory records in accordance with AFRIMS.

5.7.8.2.1. Unit level SA/LW are assigned to and maintained by an organization solely intended for that organization's use (e.g. CES, SVS, SFS, etc.). Unit level SA/LW will be inventoried monthly by serial number.

5.7.8.2.1.1. Owning organization equipment custodian will perform the monthly inventory by serial number.

5.7.8.2.2. Base level SA/LW are assigned to and maintained by LRS/Materiel Management Activity and intended for base use. LRS/Materiel Management Activity is responsible for storage, accountability and management of SA/LW for base requirements. Base level SA/LW will be inventoried semi-annually by serial number.

5.7.8.2.2.1. LRS/Materiel Management Activity equipment custodians perform 100% semiannual inventory by serial number using the CA/CRL.

5.7.8.2.2.2. Conduct semi-annual inventories 1-31 March and 1-30 September.

5.7.8.2.2.3. Coordinate at least one inventory cycle with the annual Combat Arms inspection.

5.7.8.2.3. For inventory purposes, permanently affix sequentially numbered anti-pilferage seals to containers.

5.7.8.2.4. Inventory the contents of each container by serial number and record on a locally developed spreadsheet. **Note:** This spreadsheet will include the following minimum information: account code (ORG/SHOP), detail number, NSN, nomenclature, serial number from the SA/LW, butt number (if applicable), number assigned to the container and serial numbers from the anti-pilferage seals.

5.7.8.2.4.1. Include a copy in the outside container packing list.

5.7.8.2.4.2. Forward copies of the spreadsheet to Document Control and EAE to ensure anti-pilferage seal integrity. The Document Control copy is the official record.

5.7.8.3. Conducting SA/LW Inventory. Use the following procedures for conducting SA/LW inventories:

5.7.8.3.1. EAE will provide custodians CA/CRLs on the first duty day of the month. Custodians will complete the SA/LW inventory and return the signed CA/CRL within 15 workdays (30 workdays for off base). The custodian and commander of the owning organization will sign the CA/CRL or SPRAM listing; I certify that a required equipment inventory for (ORG/SHOP CODE) was conducted on (Date) by (Custodian Name). All discrepancies have been identified on this CA/CRL and I have begun actions necessary to resolve the discrepancies. I have reviewed my custodian's PCS eligibility and based upon existing information, this custodian is/ is not scheduled to be PCS'd. If my custodian is scheduled for PCS, he/she will be replaced not later than (Date), IAW AFMAN 23-122, Section 5D, Para **5.7.8.3.1**.

5.7.8.3.2. EAE will process a Weapons Serialized Control Input (Format Two) as outlined in AFH 23-123, Vol 2, Pt 1, Ch 10 with type phrase “INVDTL” to update the serialized control detail record DOLI.

5.7.8.3.3. EAE will file the signed inventory CA/CRL in the master jacket file.

5.7.8.4. Use the following procedures for banded and crated SA/LW.

5.7.8.4.1. Banded and crated SA/LW will consist of a 100 percent count by serial number Custodians may use the spreadsheet on the outside of the container for the first and second inventory.

5.7.8.4.2. Custodians will open all SA/LW in sealed containers and perform a physical inventory by serial number every third inventory.

5.7.8.4.3. When there is any evidence of tampering or the anti-pilferage seal serial numbers do not match those recorded on the Document Control maintained spreadsheet, custodians will open containers and complete a 100% inventory by serial number.

5.7.8.5. Discrepancy Reporting. Complete the following actions within 24 hours of discovering the discrepancy. If the error is unresolved after 24 hours, follow installation procedures for lost/stolen SA/LW.

5.7.8.5.1. EAE and inventory count personnel will provide assistance to the equipment custodian to determine if the discrepancy is the result of supply transaction processing.

5.7.8.5.1.1. If research reveals a supply transaction error, inventory count personnel will correct the error.

5.7.8.5.2. Missing SA/LW. Conduct an immediate 100% floor-to-book serial number inventory of the SA/LW storage facility and a review/validation of hand receipts.

5.7.8.5.2.1. If the floor to book inventory does not resolve the error, EAE will process an AFEMS small arms serial number inquiry. Contact the CEMO if further assistance is required. If weapon cannot be found follow procedures for Lost or Stolen SA/LW

5.7.8.5.3. Lost or Stolen SA/LW. If a SA/LW is lost or suspected stolen, contact SFS immediately. Make other notifications as required in the installation's procedures for lost or stolen SA/LW IAW 31-101.

5.7.8.5.4. Found SA/LW. Immediately following the identification of a found SA/LW, contact EAE for inventory research assistance.

5.7.8.5.4.1. If EAE cannot establish SA/LW ownership, contact SFS to determine if the SA/LW was reported stolen.

5.7.8.5.4.2. If ownership remains undetermined, contact the CEMO for assistance.

5.7.8.6. Inventory Adjustments of SA/LW. If a verified overage/shortage exists, see Weapons Serialized Control Input (Format Two) as outlined in AFH 23-123, Vol 2, Pt 1, Ch 10 for serialized control processing that must accompany inventory adjustment procedures.

5.7.9. **NWRM Inventory Procedures.**

5.7.9.1. Purpose: To describe the general procedures associated with conducting Semi-annual NWRM Worldwide Inventory (WWI) and inventories required when the NWRM Accountable Officer (NWRMAO) changes. Additional information, including appointment/certification of NWRM inventory team, can be found in AFI 20-110. For other policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.7.9.2. A complete physical count of NWRM by serial number and/or Unique Item Identification (UII) will be conducted semiannually and/or upon change of NWRMAO to obtain agreement between the physical on-hand NWRM balances and the accountable record balance. NWRM inventories validate the existence and completeness of 100% of the NWRM. Existence indicates items selected from the Accountable Property Systems of Record (APSR) (i.e. SBSS, CAS, DSS, etc.) are physically inspected. Completeness indicates all assets are accounted for in the APSR.

5.7.9.2.1. The change of NWRMAOs requires a 100% inventory to support the effective date of transfer. For the accounting of all NWRM, the losing NWRMAO will direct a 100% inventory of NWRM. This inventory will be validated (reviewed with the inventory officer (IO), ref. **Para. 5.7.9.3.3.3** and AFI 20-110) by both the losing and gaining NWRMAOs to certify a joint 100% inventory as of the effective accountability transfer date. See **Sec. 1B, Organization Structure and Responsibilities** for Change of NWRMAO procedures. Note: Semiannual inventories can be used to suffice for the requirement for a change of NWRMAO provided both gaining and losing individuals approve the inventory and no transactions affecting stock record balances occur between the end date of the inventory and the effective date of the transfer of accountability.

5.7.9.2.2. AF activities will conduct the NWRM inventory during the same month of the installation's nuclear weapons Semiannual Inventory Report (SIR) IAW TP 100-3150, *Joint Reporting Structure; Nuclear Weapons Reports*.

5.7.9.2.3. AF activities that do not conduct a SIR, will conduct the NWRM semiannual inventory in the months of March and September.

5.7.9.2.4. NWRM will be inventoried according to the policies prescribed in AFI 20-110 and the procedures in this section.

5.7.9.2.5. CAS managed NWRM will use CAS procedures found in AFI 21-201, *Conventional Munitions Maintenance Management.* **Note:** Out-of-cycle inventory counts do not satisfy semiannual complete inventory requirements. The LRS CC/AO may elect to conduct an annual inventory count for any class or type of asset other than controlled assets, to include NWRM.

5.7.9.2.6. Due to information system constraints and to ensure schedules and deliveries are not impacted, it is up to the respective organization to determine if items need to be frozen within the repair cycle for proper count during the inventory period.

5.7.9.2.7. NWRM installed on-weapon systems (e.g. missiles, aircraft) will not be inventoried.

5.7.9.3. Roles and Responsibilities for Semiannual Inventory

5.7.9.3.1. HQ AFMC: Directs and manages the semiannual NWRM world-wide inventory on every NWRM with an on-hand balance in materiel management APSR to include all detail/custody balances.

5.7.9.3.1.1. Provides specific dates for the stop movement and freeze of NWRM. The inventory freeze will take place during a two week period in the months of March and September for executing the inventory (except AF activities with a SIR, who follow TP 100-3150). The inventory freeze will be lifted after all units have completed their physical count.

5.7.9.3.1.2. All materiel management ASPR NWRM items will be frozen for inventory. The AFMC NWRM Transaction Control Cell (NTCC) manages inventory freeze codes and updates the Date of Last Inventory (DOLI) after the inventory is complete.

5.7.9.3.1.3. Identifies a POC to provide NWRM information to the MAJCOMs and consolidates all NWRM inventory results forwarded to HQ AFMC thru MAJCOMs.

5.7.9.3.1.4. Provides each MAJCOM POC with an inventory spreadsheet containing NWRM items for their bases/units for use in accomplishing the inventory process.

5.7.9.3.1.5. Creates official world-wide inventory data pull listing and establishes the inventory data cut-off date as of the date of the data pull.

5.7.9.3.1.6. Provide discrepancies requiring inventory adjustment to AF/A4L NLT 1 Jan for the previous year's semi-annual inventories.

5.7.9.3.2. MAJCOM NWRM POCs (recommend 0-6 or GS-15):

5.7.9.3.2.1. Assigns an NWRM WWI POC and provides the POC information to AFMC inventory POC and affected bases.

5.7.9.3.2.2. Ensures distribution of NWRM WWI Semi-annual inventory timeline, any additional inventory instructions, and inventory spreadsheets to all units under their respective control. **Note:** The inventory spreadsheet is the official inventory record.

5.7.9.3.2.3. Performs quality check/review of unit submitted inventory documentation and consolidates and forwards all associated documentation/research for discrepancies requiring inventory adjustment IAW AFI 20-110, Ch 12 to the AFMC NWRM Inventory POC.

5.7.9.3.3. The NWRMAO will:

5.7.9.3.3.1. Review the inventory data spreadsheet provided by AFMC to validate locations, baseline quantities or volume to determine number of teams required to perform inventories in the allotted inventory period.

5.7.9.3.3.2. Assemble the inventory team(s) coordinating with appropriate organizations and assign inventory area of responsibility.

5.7.9.3.3.3. Appoint an IO in writing and select additional team members to assist with inventory as required.

5.7.9.3.3.4. The inventory team members must be identified no later than (NLT) seven days prior to the start of the inventory to allow time to arrange for access into the secured areas.

5.7.9.3.3.5. The Inventory Team will be comprised of the following individuals: an IO with materiel management experience and a verifying individual. The organizational equipment custodian will be required to support the inventory of assets on in-use details. The team may be further supported with additional personnel to facilitate the inventory (moving property, unpackaging and repackaging assets, etc.). Maintenance/munitions SMEs will assist in determining special asset handling requirements. (See AFI 20-110 for additional information on inventory teams).

5.7.9.3.3.6. Coordinate with the respective area being inventoried to provide special instructions for access, safety, electro-static discharge (ESD) prevention, and other required information.

5.7.9.3.3.7. Schedule the times and locations for the inventory teams (where to go and when).

5.7.9.3.3.8. Ensure all inventory team members are authorized to enter all locations where NWRM are stored.

5.7.9.3.3.9. Brief the inventory team on the details and procedures of conducting a 'blind inventory.'

5.7.9.3.3.10. Use the inventory spreadsheet and current APRS data to identify all locations where NWRM is stored. **Note:** The inventory spreadsheet(s) will not be used to perform the inventory; it will be used to reconcile the results after the inventory is complete.

5.7.9.3.3.11. Create blind inventory count cards for each NWRM NSN using the Excel template provided (for an example, see NWRM Inventory Count Card Template, AFH 23-123,Vol 2, Pt 1, Ch 5). Only the NSN and location/facility will be filled in.

5.7.9.3.3.11.1. NWRM Storage Facility (NSF) may use DSS-generated products.

5.7.9.3.3.12. Provide NWRM inventory count cards to the team verifying officer(s) Sample count cards are provided in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.7.9.3.3.13. Provide NWRM Smart-Book (if used, see 5.7.9.4.) for assigned inventory area.

5.7.9.3.3.14. In coordination with inventory team(s), reconcile the blind inventory count cards with the inventory spreadsheet after inventory counts are complete.

5.7.9.3.3.15. Conduct thorough and in-depth causative research for any and all variances or discrepancies.

5.7.9.3.3.16. Report discrepancies IAW this manual and AFI 20-110.

5.7.9.3.3.17. Perform additional trend analysis of the inventory and provide results to inventory OPR at the AFMC NTCC within 30 calendar days of inventory closeout.

5.7.9.3.4. Inventory Officer will:

5.7.9.3.4.1. Perform the physical count, annotate the NWRM inventory count card(s), and provide the information to the inventory team verifier at the end of each count.

5.7.9.3.4.2. Keep track of the NWRM inventory count cards given to the inventory team.

5.7.9.3.4.3. Validate the count and direct recounts when the physical count does not match the accountable balance on the inventory spreadsheet.

5.7.9.3.4.4. Initiate causative research for all inventory discrepancies.

5.7.9.3.5. The verifying individual will:

5.7.9.3.5.1. Accomplish an audit of account in conjunction with the NWRM inventory. See AFI 20-110 for audit of account procedures.

5.7.9.4. NWRM Smart-Book (if utilized).

5.7.9.4.1. The use of a Smart-Book is a local option although not required, its use is highly encouraged. If utilized, care must be taken to ensure the information contained in the Smart-Book does not contain or become "classified" in nature. Each organization with NWRM may generate an NWRM Smart-Book to help familiarize the inventory team with their organization's NWRM. If utilized, at a minimum the Smart-Book shall contain:

5.7.9.4.2. Official NWRM NSN list with all NWRM NSNs highlighted which the organization does and/or could possess.

5.7.9.4.3. Consolidated list of potential NWRM with list of locations within the organization where the item could be found (known as the NWRM footprint).

5.7.9.4.4. Each NWRM item listing will consist of the following:

5.7.9.4.5. NSN.

5.7.9.4.6. Part Number(s).

5.7.9.4.7. Applicable Resource Control Center (RCC)/Production Section Scheduling Designator (PSSD).

5.7.9.4.8. Delivery location(s).

5.7.9.4.9. Storage location(s), including the AWP area.

5.7.9.4.10. Maintenance location(s), where work is performed on the item.

5.7.9.4.11. Month/Year of last time the organization had one or more of these items.

5.7.9.4.12. A picture or drawing of each NWRM, including information on the location of the data plate.

5.7.9.5. The following actions are general procedures for NWRM Semi-annual Inventories:

5.7.9.5.1. In order to validate the existence of NWRM, the inventory will be a blind inventory, meaning the inventory officers will be provided a count card with an NSN and location but will not be given the serial number or the number of assets on record.

5.7.9.5.2. A complete physical inventory of NWRM, by S/N, will be conducted on every NWRM with an on-hand balance in the accountable materiel management systems to include all detail balances, assets tracked by spreadsheets, or any assets that are not on an accountable materiel management system (e.g. trainers, mockups, simulators, test stands, displays).

5.7.9.5.2.1. The inventory team will be taken to the respective area by escorts from the organization where the inventory is to take place to physically inventory all NWRM they find in the area.

5.7.9.5.2.2. These inventory locations will be searched for NWRM that may have been misplaced to include those areas where NWRM has recently been stored or maintained. The objective is to perform a general sweep of these locations, not a "wall-to-wall" search, to find all NWRM.

5.7.9.5.3. All NWRM will be visually verified (except when properly packaged and marked per AFI 20-110) and counted by serial number. The blind inventory count card will be filled out using asset information from the asset itself or the exterior packaging/tag if the asset is banded, crated, and/or sealed. The objective is to ensure 100% accountability of all NWRM.

5.7.9.5.4. The IO and verifying individual will both visually inspect the items identification information for each asset or container. The maintenance/munitions SME will ensure the correct serial number is identified for assets that contain sub-components (e.g. Aft Section). The IO will record the required information on the blind inventory count card and the verifying individual will verify the information to ensure 100% accuracy. It is essential that serial numbers are accurately transcribed (to include any preceding zeros) to the blind inventory count cards during the inventory. **Note:** Care must be taken to ensure the information recorded on the blind inventory count card is legible.

5.7.9.5.5. If the data plate does not have all of the information needed to identify the asset (e.g. data plate is missing the NSN), or the item is contained in a sealed box, use the accompanying documentation (e.g. Work Control Document (WCD), DD Form 1577 or DD Form 1348-1A, Issue Release/Receipt Document) to get the required information for the count card. If the documentation conflicts, then note all variations of numbers on the count card using subsequent lines with '#' column set the same for any one item pending research after the completion of the inventory.

5.7.9.5.5.1. When unable to determine the identity of an asset, contact the NTCC for assistance.

5.7.9.5.6. Inventory of installed assets on accountable records.

5.7.9.5.6.1. NWRM will not be disassembled for the sole purpose of serial number (SN) verification.

5.7.9.5.6.2. These assets will be inventoried by records check. The NWRMAO will create a new blind inventory count card for each NSN for NWRM that are inventoried via a records check.

5.7.9.5.6.3. The IO and verifying individual will complete the blind inventory count card using data from the accountable system and will annotate, inventoried by records check, in the remarks section of the count card.

5.7.9.5.6.4. When transcribing the blind inventory count card data to the inventory spreadsheet, annotate in the comments section the next higher assembly (NHA) the asset is installed in (e.g. Trainer, Mockup, Simulator, test stand).

5.7.9.5.7. After the inventory is complete, perform inventory reconciliation IAW the process in this manual.

5.7.9.6. Inventory Count Cards

5.7.9.6.1. The IO will document each NWRM inventoried on their inventory count cards. Each line on the count card will only contain one item (i.e. Qty is 1). Special care will be taken to ensure all leading zeros are included in SNs.

5.7.9.6.2. If corrections are made, line out incorrect information and initial next to the line out.

5.7.9.6.3. When all assets have been inventoried and the count card has remaining lines, draw a diagonal line through all unused rows and write “No Further Entries” on the line.

5.7.9.6.4. Additional detailed instructions for filling out the count card (NWRM Inventory Count Card) form are provided with the official form.

5.7.9.6.5. Once the inventory is complete, close the inventory by assigning page numbers (1 of 8, etc.) to the blind inventory count cards. Blind inventory count cards used during the inventory must be signed and dated by both the IO and verifying individual.

5.7.9.6.6. NWRMAO will collect all materiel given to the inventory teams.

5.7.9.7. Movement of assets during semiannual inventory.

5.7.9.7.1. Movement of assets must be curtailed prior to the inventory to clear the transportation channels and ensure that most, if not all, assets are accounted for in a system of record. To facilitate this effort, outbound shipments will be stopped two weeks prior to the start of the inventory. Internal base-level or depot-level asset movements (receipts, issues, due-out releases, returns) will continue through the day prior to the data pull for the inventory (ensure returns are processed to unserviceable details).

5.7.9.7.2. The Cargo Movement will also stop all outbound shipments two weeks prior to the start of the inventory. They will make every effort to ensure all assets

processed for shipment are shipped prior to this deadline. After the data pull, asset movements are restricted at all locations, with the exceptions noted below, until inventory actions are completed across the AF and NTCC has lifted the inventory freeze and normal activity can resume.

5.7.9.7.3. Exceptions to asset movement restrictions:

5.7.9.7.3.1. MICAPs: MICAP requirements for assets with available stock on hand will be satisfied using manual degraded operations issue procedures (Asset Management will not be used). MICAP requirements for assets with no stock on-hand will be requisitioned off-line and receipted/due-out released using manual degraded operations procedures (Asset Management will not be used). All transactions will be recorded on recap sheets for subsequent processing when the freeze is lifted. The NWRMAO is responsible for ensuring all degraded operations transactions are processed correctly and record balances, serial numbers, etc. match assets on-hand.

5.7.9.7.3.2. Internal base-level asset movements (REC, ISU, MSI, DOR, TIN) will continue through the day prior to the data pull for the inventory

5.7.9.7.3.3. Inventory requirements for record balance gains (receipts, returns) resulting from the above transactions: Assets will be inventoried using procedures above (general procedures for NWRM Semi-annual Inventories) and the following additional guidance. A new blind inventory count card will be created by the NWRMAO and completed by the inventory team. Enter explanation of record balance gain in the remarks field of the blind inventory count card (i.e. MICAP REC, Doc # FBXXXX91969001). These additional assets will not be counted when processing Inventory Recount (IRCs) transaction to complete ILS-S inventory processing. Asset information from the blind inventory count cards will be transferred to the appropriate columns of the inventory spreadsheet using the first blank line at the bottom of the inventory spreadsheet. Enter specific explanation for addition in the remarks column (i.e. MGS receipt, Doc # FBXXXX91960001).

5.7.9.7.3.4. Inventory requirements for record balance losses (issues, due-out releases, shipments) resulting from the above transactions: Enter explanation for movement of asset in the remarks column of inventory spreadsheet for each specific serial number involved (i.e. MICAP MSI, Doc # S0050191960001). These assets will be counted when processing IRCs to complete ILS-S inventory processing, since they were on record at the beginning of the inventory period.

5.7.9.8. Inventory Procedures for Assets in Cargo Movement.

5.7.9.8.1. Assets that have been processed for shipment but were not physically shipped by the Cargo Movement prior to the shipping deadline will be inventoried per guidance above. The NWRMAO will identify NWRM assets in the Cargo Movement and create a new blind inventory count card for each NSN. The IO will complete the blind inventory count card and enter In-transit Cargo Movement and the shipment document number in the remarks column. These additional assets will not be counted when processing IRCs to complete ILS-S inventory processing. Asset information

from the blind inventory count cards will be transferred to the appropriate columns of the inventory spreadsheet using the first blank line at the bottom of the spreadsheet. Enter In-transit Cargo Movement and the shipment document number in the comments column.

5.7.9.9. Inventory of Assets in Base Level Maintenance. Installed NWRM not on the Accountable Property System of Record (APSR) are not subject to NWRM inventory. Reference AFI 20-110, Ch 8. **Note:** If NWRM items are already disassembled, they will not be counted, but the SN/part number (PN) should be captured. The remarks section of the inventory count card should clearly identify these items as sub-assemblies of the end item they are a part of. Ensure local procedures are developed to identify NWRM assets disassembled for on-going maintenance actions to prevent duplication of count by inventory teams.

5.7.9.9.1. Upon completion of the physical inventory, enter the inventory count total for each item/location (warehouse, supply point, in-use, etc.) in the blind inventory count cards and return to NTCC. When all inventory counts have been processed and matched to corresponding records, the NTCC will update process an NWRM DOLI Update.

5.7.9.10. Planning and Performing Inventories in AF NWRM Storage Facilities. These procedures outline the process to accomplish the world-wide inventory of NWRM in Distribution Standard System (DSS) accounts.

5.7.9.10.1. The Acceptable Performance Level (APL) for physical inventories of NWRM is 100 percent. This means that there will be zero difference between the physical count and record balances.

5.7.9.10.2. Unique Item Identification (UII) numbers must be verified manually during the physical count process as DSS does not inventory by UII. A DSS Query Management Facility (QMF) generated spreadsheet should be utilized in the verification process of the UII numbers for each physical inventory. (See **Figure 5.3** for the spreadsheet example, and **Figure 5.4** for QMF query.)

5.7.9.10.3. All inventories of NWRM are completed by physically counting the stock. A paper count (recording the on-hand balance from the Quantity By Location record) IS NOT an acceptable practice.

5.7.9.10.4. Physical counts will be performed by a two person (IO and verifying individual) dual count verification process.

5.7.9.10.4.1. If a second or third count of a location is required, different individuals will perform the count. Example: Persons conducting the first count should not conduct the second or third count. (Second count is generated as a result of a first count variance. Third count is the result of a variance between the first and second counts.)

5.7.9.10.4.2. A bare item inspection is not required for banded, crated, and/or sealed items that show no sign of tampering. Otherwise, conduct a bare item inspection to verify the NSN, UII, Condition Code, Unit of Issue and quantity. (If opening the container will compromise the condition of the materiel, **do not**

perform the inspection.)

5.7.9.10.5. Procedures must be established to ensure the NWRM inventory includes or meets the following:

5.7.9.10.5.1. Schedule inventories.

5.7.9.10.5.2. Monitor scheduling to ensure effective management of work.

5.7.9.10.5.3. Complete NWRM inventories within two weeks of workload release.

5.7.9.10.5.4. Provide NTCC with verification that all NWRM NSNs at the site have been inventoried.

5.7.9.10.5.5. Track and report performance to the NSF NWRMAO.

5.7.9.10.5.6. Report problems completing any of the Type Physical Inventory Codes (TPIC) G inventories to the NWRMAO.

5.7.9.10.5.7. Coordinate the availability of an Equipment Specialist (ES) as required in performance of a bare item inspection/physical count.

5.7.9.10.5.8. Notify the NWRMAO within one hour after discovery of potential inventory loss or gain of NWRM.

5.7.9.10.5.9. Have all potential adjustments reviewed by the NWRMAO. Causative research for all adjustments requires approval at the Flag Officer/Senior Executive Service level.

5.7.9.10.5.10. Conduct rapid assessment research for all potential gains and losses and report findings to the NWRMAO.

5.7.9.10.5.11. TPIC. NWRM item inventories will be assigned a TPIC of G through the Complete Inventory Group Program in DSS.

5.7.9.10.5.12. Report inventories of any NSN not completed, in writing, to the NWRMAO. The report should contain an explanation of the reason the inventory is incomplete.

5.7.9.10.5.12.1. Catalog data changes and condition code changes automatically cancel the TPIC G inventory in DSS. If this occurs, reschedule the cancelled inventory and complete within the original two-week period. (DSS CA Dispatch report PE4X (ADD INVENTORY CANCELLATION) will be generated daily and may be reviewed to identify cancelled inventories due to cataloging or condition code changes.)

5.7.9.10.5.12.2. If a rescheduled inventory cannot be completed within the original two-week period, permission to extend the completion date must be obtained from AFMC Cataloging Activity.

5.7.9.10.6. NWRM Inventory Scheduling Procedures in DSS

5.7.9.10.6.1. Use the PS03 (LOCAL STRATA INPUT/REVIEW) screen to add an inventory request. Type Physical Inventory Code “G”, Warehouse Area, and Narrative (title for inventory) must be entered.

5.7.9.10.6.1.1. After adding inventory request, confirm release of the inventory (PS031 screen, LOCAL STRATA SELECTIONS).

5.7.9.10.6.1.2. The complete inventory program will run behind the scenes and populate the stratum. The inventory must be reviewed and accepted before it will release into production.

5.7.9.10.6.2. Access the PS11 (BROWSE OPEN SAMPLE INVENTORIES) screen to locate and browse (or delete) the inventory that was created. DSS will display the PS16 (COMPLETE INVENTORY REVIEW/ACCEPT) screen, where the inventory may be accepted or deleted. The applicable Inventory Cut-Off Date (ICOD) must be entered prior to accepting the inventory.

5.7.9.10.6.2.1. The inventories will load into the workload bank and subsequently release into the workload when end-of-day wrap-up runs on the assigned ICOD.

5.7.9.10.6.3. Verify the group inventory was accepted by browsing the applicable group ID number on the blank PS11 (BROWSE OPEN SAMPLE INVENTORIES) screen. DSS will display the PS13 (DISPLAY IN-PROCESS RESULTS) screen showing the inventories were loaded into the workload bank.

5.7.9.10.7. Physical Counting in the NWRM Storage Facility (NSF)

5.7.9.10.7.1. For assets stored in the NSF, the IO and verifying individual will proceed location-by-location to stored material, find that material on the DSS-generated data sheets, “both” verify the information contained on the DD Form 1500-Series tag against the DSS data, and enter the “Physical Quantity” for each location and the “Count Quantity” for each UII on the respective documents.

5.7.9.10.7.2. Utilizing a Blind Count Card or DSS-generated product, annotate the following:

5.7.9.10.7.2.1. National Stock Number (NSN)

5.7.9.10.7.2.2. Date Asset Inventoried

5.7.9.10.7.2.3. Location/Facility

5.7.9.10.7.2.4. Serial Number/UII (Synonymous)

5.7.9.10.7.2.5. Part Number (for Blind Count Cards only)

5.7.9.10.7.2.6. Condition Code

5.7.9.10.7.2.7. Document Number (If an asset is in-transit or is not on the data pull)

5.7.9.10.7.2.8. Use the Remarks block to annotate any discrepancies or other notes of interest.

5.7.9.10.7.2.9. IO prints name, organization, phone number, and signs in the Inventory block. verifying individual does the same in the Verifying Officer block.

5.7.9.10.7.2.10. For DSS documents, enter the quantities where required.

5.7.9.10.7.2.11. Print, sign, date, provide office organization, and phone number at the bottom of each sheet. **Note:** SRAN and UII need not be filled out on the Blind Count Cards

5.7.9.10.7.3. After the inventory documents are annotated, the IO and verifying individual will turn them over to the NWRMAO who will verify the counts against a DSS QMF-generated list. (See **Figure 5.2**)

5.7.9.10.7.3.1. If the counts reconcile, the counts will be input into DSS (PE3H screen, ENTER INVENTORY COUNTS) by a qualified NSF DSS user.

5.7.9.10.7.3.2. If the counts do not reconcile, a different inventory team will be dispatched to the location where the discrepancy exists to perform a second count. If that second count reconciles, the count will be input into DSS (PE3H screen).

5.7.9.10.7.3.3. If the second count does not reconcile, the NWRMAO will accompany the inventory team to the location and determine the cause of the discrepancy and resolution.

5.7.9.10.7.3.3.1. Counts that cannot be reconciled will be processed IAW AFI 20-110 procedures for causative research and potential inventory adjustment.

5.7.9.11. Inventories in Depot Organic Maintenance.

5.7.9.11.1. These procedures outline the process to accomplish the world-wide inventory of NWRM items in depot organic maintenance.

5.7.9.11.2. Maintenance Wing (MXW) personnel will inventory NWRM within their respective wing.

5.7.9.11.3. The AFMC Aerospace Maintenance and Regeneration Activity does not have any NWRM in repair and these procedures do not address any NWRM assets on an aircraft/end-item currently in storage at AFMC Aerospace Maintenance and Regeneration Activity.

5.7.9.11.4. For locations using multiple inventory teams, ensure local procedures are developed to identify NWRM disassembled for on-going maintenance actions in order to prevent duplication of count by inventory teams. Teams are highly encouraged to coordinate the performance of inventories to avoid duplication in counts.

5.7.9.11.5. NWRM that have been removed from a NHA as part of an on-going maintenance action are subject to inventory. These items will be captured on a new inventory count card and the remarks section of the count card will clearly identify these items as sub-assemblies of their associated NHA.

5.7.9.11.5.1. Research will be conducted to determine the status of these items e.g. to be reinstalled in the NHA or it is no longer required and will be turned in, demilitarized, etc. These assets will be added to the inventory spreadsheet following the last entry under a heading “Part of Ongoing Maintenance Action.” The status of these assets (e.g. reinstalled in NHA, turned in) will be clearly identified in the comments section of the inventory spreadsheet for that item. These are not considered overages.

5.7.9.11.6. NWRM that are issued to a work order for repair of an NWRM NHA. These assets will be documented on a new inventory count card and the remarks section of the count card will clearly identify these items as sub-assemblies of the NHA they are a part of to include the work order number. These items will be added to the inventory spreadsheet with a comment stating these items will be installed in a NHA to include the work order number.

5.7.9.11.7. All maintenance holding areas (courtesy stores) will be inventoried, NHA only.

5.7.9.11.8. Items in the maintenance repair organization (MRO) will not be frozen for this inventory.

5.7.9.11.9. Inventory data will consist of physical location, SOS, manager designator code (MDC), NSN, Condition Code, Serial Number, and an on-hand accountable balance.

5.7.9.11.10. Researching an out-of-balance scenario. Each situation may be unique, but there are common circumstances that could cause an out-of-balance scenario.

5.7.9.11.10.1. Verify/validate, conduct research in the following areas for any discrepancies noted.

5.7.9.11.10.1.1. Check the RINA screen in D035K for condition code Z in-transits, check the scheduling workbooks to verify all returns have been processed, etc. See process for more avenues that could cause an out-of-balance scenario. If the verifying individual does not have D035K access, the NSF RIM will check D035K information.

5.7.9.11.10.1.2. Transaction history in D035K.

5.7.9.11.10.1.3. Due-In for Overhaul (DIOH) Returns (document identifier D6M, condition code Z in-transits)

5.7.9.11.10.1.4. Due-In for Overhaul (DIOH) Issues (document identifier D7M, condition code Y in-transits)

5.7.9.11.10.1.5. Wash-post transactions

5.7.9.11.10.1.6. The missing item may be located in awaiting parts storage (AWP) area, which should be checked accordingly.

5.7.9.11.10.1.7. Review scheduling workbooks (AFMC Form 105) for process routes (paint shop, etc.) and match SN against the WCD.

5.7.9.11.10.1.8. Look for exceptions in G042A, G004L and D035K.

5.7.9.11.10.1.9. Look for found on base (FOB) receipts.

5.7.9.11.11. If discrepancy cannot be reconciled, D/VO will complete an AFMC Form 37, *Inventory Research Register*. An inventory adjustment will not be taken by inventory team.

5.7.9.11.12. Forward AFMC Form 37 to Wing NWRMAO for further research and/or action.

5.7.9.11.13. The NWRMAO will continue causative research, if required, and forward AFMC Form 37 to the IM for adjustment action.

5.7.9.11.14. Inventory adjustments and ROS will be passed to the IM for processing.

5.7.9.11.15. The IM will coordinate with AFMC SCM-R Weapon System Support Activity Item Manger (RIM) to process any adjustments.

5.7.9.12. Planning and Performing Inventories in Contractor Facilities.

5.7.9.12.1. Close and early coordination between the NWRMAO, AFNWC Program Offices, IM, Production Management Specialist (PMS), ALC Contracting (PK), the Defense Contract Management Agency (DCMA) and the AFMC SCM-R Activity NTCC is essential to ensure full understanding and cooperation from all involved parties to include the contractors possessing Government owned NWRM at their facilities.

5.7.9.12.2. NWRMAO will:

5.7.9.12.2.1. Assign an IO that has a basic understanding of the items to be inventoried.

5.7.9.12.2.2. Provide the IO blind inventory count cards that contain the NSN and location of NWRM as well as an inventory spreadsheet sealed in an envelope that is to be used during the reconciliation.

5.7.9.12.2.3. Coordinate with the contracting officer (CO) at least 30 days prior to the inventory, to notify the contractor that the inventory will be taking place.

5.7.9.12.2.4. Instruct contractors to stop movement of assets and freeze assets as well as reduce transaction processing to mission essential transactions to align with the inventory freeze dates provided by AFMC. The contractor will provide the inventory team documentation of all transactions processed after the data pull upon arrival at the contractor's facility.

5.7.9.12.3. PMS (AFNWC) will: Work with the IM to ensure the inventory team has all the necessary information/data to facilitate a successful inventory.

5.7.9.12.4. CO will:

5.7.9.12.4.1. Act as a liaison to the contractor to ensure full understanding and compliance with the inventory requirements.

5.7.9.12.4.2. Ascertain if special access/security clearances are required for access to contractor facilities.

5.7.9.12.4.3. Coordinate specific dates for the inventory and forward a formal written notification to the contractor.

5.7.9.12.4.4. Contact DCMA for inventory support as necessary.

5.7.9.12.5. The IO will plan for the inventory, conduct the inventory, perform the inventory reconciliation and conduct any causative research at the contractor facilities where the inventory took place, and report inventory results as prescribed by AFMC in this document.

5.7.9.12.5.1. Ask the contractor if they are aware of other AF owned NWRM at their facilities. These assets will be inventoried IAW AFI 20-110 and this manual.

5.7.9.12.6. The V/DO will perform the inventory along with the IO.

5.7.9.12.6.1. Be familiar with AF inventory procedures.

5.7.9.12.7. Program Manager will: coordinate with the CO to ensure all contracts include the necessary contract language outlining the requirements for semi-annual 100% NWRM inventories.

5.7.9.12.8. DCMA will: At larger contractor locations where a DCMA representative is assigned, DCMA may act as a liaison between the contractor and the inventory team to verify the contractor's stated location of previously un-located items. At contractor facilities where no DCMA representative is assigned, the regional DCMA office will act in an advisory capacity providing assistance where practical.

5.7.9.13. Reconciling Inventories.

5.7.9.13.1. Serial number validation. Since NWRM are serialized, it is essential that serial numbers from the blind inventory count cards are verified against the accountable record to ensure 100% accountability. Asset identification info (NSN, serial number, condition code) from the blind inventory count cards will be validated against both the AFMC provided inventory spreadsheet and the system accountable record to ensure all data matches. If there is a discrepancy, research must be conducted to resolve the error.

5.7.9.13.2. Completion of the inventory spreadsheet. Blind inventory count card data for assets on record will be transferred (electronically) to the inventory spreadsheet in the appropriate columns to the right of the pre-existing data. Blind inventory count card data for assets gained (receipts, returns) or in the Cargo Movement will be added in the first blank line at the bottom of the inventory spreadsheet. Ensure explanations for record balance loss asset movements are recorded in the comments column for each specific serial number.

5.7.9.13.3. If physical count does not match accountable records and inventory spreadsheet, research must be performed IAW researching inventory discrepancy procedures in this section and full supporting documentation provided (in accordance with AFI 20-110, Ch 11).

5.7.9.14. Researching Inventory Discrepancies.

5.7.9.14.1. The NWRMAO must research, identify, and correct, or initiate action to resolve, the cause of all inventory discrepancies. If the input inventory count does not match the accountable records balance, a physical recount is required to validate the initial count. The inventory team will recount the item using the procedures in this document and record the results on new inventory count card(s). The NWRMAO will then use the NWRM inventory count card(s) and inventory spreadsheet to reconcile the inventory to the accountable record.

5.7.9.14.2. If the recount does not resolve the discrepancy, pre-adjustment research is required. Pre-adjustment research is performed to verify that the system balance is

correct. The NWRMAO will perform a complete review of all transactions to include supporting documents and catalog changes, shipping discrepancies and un-posted/rejected documentation since the last inventory in order to validate the system balance and determine if a discrepancy between that balance and the count exists. If a potential loss cannot be resolved within 24 hours, a Report of Survey will be initiated and provided to the IM. Pre-adjustment research is complete when the system balance is verified to be correct or the adjustment quantity is determined.

5.7.9.14.3. If upon completion of pre-adjustment research, an inventory adjustment is required, the IM, the NTCC, and MAJCOM A4R must be notified within 24 hours and provide inventory adjustment documentation for IM approval. The inventory adjustment documentation must be certified by the NWRMAO and approved by his/her appointing official (Wing/CC) per in AFI 20-110. IMs must obtain approval from the first Flag Officer/Senior Executive Service level in their chain of command prior to performing or authorizing the inventory adjustment transaction. The adjustment that results will change the system balance to match the final definitive count.

5.7.9.14.4. Causative research must be performed on all discrepancies, resolved and unresolved, identified as a result of the inventory. The purpose of causative research is to identify the root cause of any inventory discrepancy. The NWRMAO has 30 days to complete causative research and provide the results to the IM, the NTCC, and MAJCOM A4R.

5.7.9.14.4.1. A resolved discrepancy is any discrepancy that is correctable by (re)processing a transaction to correct the system balance (thus bringing count in line with balance). An unresolved discrepancy is any discrepancy that cannot be corrected by (re)processing a transaction to correct the system balance.

5.7.9.15. Analyzing and Reporting Inventories.

5.7.9.15.1. All units will return an inventory spreadsheet and Certificate of Inventory to complete the inventory. The spreadsheet should be properly annotated (electronically) with the final verified results and returned directly to the MAJCOM designated POC. Units should request a read receipt to ensure the product is received by MAJCOM designated POC.

5.7.9.15.2. MAJCOM POCs will quality check/review unit submitted inventory documentation. Consolidate information and submit an inventory documentation package to NTCC.

5.7.9.15.2.1. Inventory documentation package will include the following:

5.7.9.15.2.1.1. Completed Inventory Spreadsheet (in Excel format).

5.7.9.15.2.1.2. A ".pdf" version of MAJCOM A4R and A4M (or equivalent) signatures on inventory spreadsheet, acknowledging inventory results.

5.7.9.15.2.1.3. Signed Certificate of Inventory.

5.7.9.15.2.1.4. Signed inventory spreadsheets will be forwarded to AFMC designated POC.

5.7.9.15.2.1.5. Upon completion of World Wide Inventory and if balances were accurate, the NTCC will process the NWRM DOLI Update. See AFH 23-123, Vol 2, Pt 1, Ch 5.

5.7.9.15.2.1.6. If out of balance condition was discovered during inventory, the NTCC will to remove the 'N' freeze code via NWRM Freeze Code Load or Delete (see AFH 23-123, Vol 2, Pt 1, Ch 5) and submit a Special Inventory Interrogation (see AFH 23-123, Vol 2, Pt 1, Ch 5). The DOLI will be updated when the Inventory Recount is cleared.

5.7.9.15.3. NTCC Inventory POC AFMC/A4 will provide discrepancies requiring inventory adjustment to AF/A4L NLT 1 Jan for the previous year's semi-annual inventories.

5.7.9.15.4. NTCC will provide discrepancies requiring inventory adjustment to AF/A4L NLT 1 Jan for the previous year semi-annual inventories.

Figure 5.3. QMF Generated Spreadsheet Example.

FAC_NM	NIIN	UII	WRHS_LOC	COND_CD	UII_DISCREPANCIES
OGDEN, UT	000037274	A4V0639	C22F0800101A	A	
OGDEN, UT	000037274	A4V0980	C22F0800101A	A	
OGDEN, UT	000037274	A4V1173	C22F0800101A	A	
OGDEN, UT	000037274	A4V0499	C22F0800601A	F	
OGDEN, UT	000037274	A4V0806	C22F0800601A	F	
OGDEN, UT	000037274	A4V0811	C22F0800601A	F	
OGDEN, UT	000037274	A4V0990	C22F0800601A	F	
OGDEN, UT	000037274	A4V1009	C22F0800601A	F	
OGDEN, UT	000037274	A4V1112	C22F0800601A	F	
OGDEN, UT	000037274	A4V1169	C22F0800601A	F	
OGDEN, UT	000037274	A4V0555	C22F0800501A	Q	
OGDEN, UT	000121729	0006142	C22F1900401A1	F	
OGDEN, UT	000121729	0006149	C22F1900401A1	F	
OGDEN, UT	000121729	0006156	C22F1900401A1	F	
OGDEN, UT	000121729	0006179	C22F1900401A1	F	
OGDEN, UT	000121729	0006273	C22F1900401A1	F	
OGDEN, UT	000121729	0006286	C22F1900401A1	F	
OGDEN, UT	000121729	0006375	C22F1900401A1	F	
OGDEN, UT	000121729	0006386	C22F1900401A1	F	
OGDEN, UT	000121729	0006446	C22F1900401A1	F	
OGDEN, UT	000121729	0006565	C22F1900401A1	F	
OGDEN, UT	000121729	0006646	C22F1900401A1	F	
OGDEN, UT	000121729	0006670	C22F1900401A1	F	
OGDEN, UT	000121729	0006685	C22F1900401A1	F	
OGDEN, UT	000121729	0006883	C22F1900401A1	F	
OGDEN, UT	000121729	0006889	C22F1900401A1	F	
OGDEN, UT	000121729	0006949	C22F1900401A1	F	
OGDEN, UT	000121729	0007092	C22F1900401A1	F	
OGDEN, UT	000121729	0007131	C22F1900401A1	F	
OGDEN, UT	000121729	0007140	C22F1900401A1	F	
OGDEN, UT	000121729	0007202	C22F1900401A1	F	
OGDEN, UT	000121729	0007448	C22F1900401A1	F	
OGDEN, UT	000121729	0007523	C22F1900401A1	F	
OGDEN, UT	000688700	PDM0089	C22F0300504B1	A	
OGDEN, UT	000688700	PDM0096	C22F0300504B1	A	
OGDEN, UT	000688700	PDM0124	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1029	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1060	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1103	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1116	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1118	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1186	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1212	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1235	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1240	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1244	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1252	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1277	C22F0300504B1	A	
OGDEN, UT	000688700	PDM1324	C22F0300504B1	A	

Figure 5.4. Query Management Facility (QMF).

```
NWRM Third Count Notification QMF:
SELECT DISTINCT A.FSC, A.NIIN, A.COND_CD, A.VISIT_OCCURANCE, A.TPIC,
A.MGR_RIC, C.UI,
   C.CIIC, A.STA_DT, B.WRHS_LOC
FROM DDHUENVR.INH A INNER JOIN DDHUENVR.IND B ON B.NIIN = A.NIIN INNER
JOIN
   DDHUENVR.QBG C ON C.NIIN = A.NIIN AND B.NIIN = C.NIIN INNER JOIN
DDHUENVR.DIN D
ON D.NIIN = A.NIIN
WHERE (A.VISIT_OCCURANCE = '3')
   AND (A.VISIT_STA = ' ')
   AND (A.RESEARCH_STATUS = 'P')
   AND (B.VISIT_OCCURANCE = '2')
ORDER BY 5 ASC, 9 ASC
WITH UR
NWRM UII Verification QMF:
SELECT DISTINCT D.FAC_NM, C.FSC, B.NIIN, B.UII, B.WRHS_LOC,
C.COND_CD, ' ' AS UII_DISCREPANCIES
FROM DDHUENVR.DIN A, DDHUENVR.UMR B, DDHUENVR.QBD C,
DDHUENVR.FAC D, DDHUENVR.QBG E
WHERE  B.NIIN = A.NIIN
AND B.NIIN = C.NIIN
AND B.WRHS_LOC = C.WRHS_LOC
AND B.COND_CD = C.COND_CD
AND B.SITE_ID = D.SITE_ID
AND B.NIIN = E.NIIN
AND (B.UII_STTS_CD IN ('AA', 'AV', 'PA', 'PV', 'WA', 'WV','RA'))
ORDER BY 5, 4
WITH UR
```

5.7.10. **Adjustment Procedures.**

5.7.10.1. Purpose: To provide instructions to adjust the accountable balance for unresolved discrepancies when there is a difference between the quantity of assets on hand and the quantity shown in the accountable balance. For IT specific guidance use AFH 23-123 or the ES-S User's Manual.

5.7.10.2. Caution: The identification of a potential inventory variance (gain or loss) on a classified item constitutes a potential compromise of classified information and will be reported immediately upon discovery in accordance with AFI 31-401. See AFI 20-110 for additional reporting requirements for NWRM.

5.7.10.3. Inventory variances are discovered during Complete or Special inventories or upon the processing of a Special Inventory Input (see AFH 23-123, Vol 2, Pt 1, Ch 5).

5.7.10.4. Processing a Special Inventory Input may create both a decrease and an increase inventory adjustment record. These adjustments appear as separate entities on the Consolidated Inventory Adjustment Document Register

5.7.10.5. Adjustment Documentation

5.7.10.5.1. Inventory Adjustment Voucher (IAV). The document used to provide relief from property accountability and justification for the adjustment of the physical inventory and accounting records. An IAV will be used for the following circumstances:

5.7.10.5.1.1. Unresolved discrepancies that do not meet the criteria for performing an investigation, where cause or probable cause was identified during pre-adjustment and causative research.

5.7.10.5.1.2. Unresolved discrepancies meeting the criteria for performing an investigation, where no personal responsibility was found during the course of the investigation.

5.7.10.5.1.2.1. The following documents may be used as IAVs:

5.7.10.5.1.2.1.1. AFMC Depot machine products generated by the Financial Inventory Accounting and Billing System.

5.7.10.5.1.2.1.2. DD Form 1348-1, used within the ILS-S.

5.7.10.5.1.2.1.3. AF Form 85, *Inventory Adjustment Voucher*, used in manual supply systems.

5.7.10.5.2. Reference AFMAN 23-220 to provide relief from property accountability and justification for the physical inventory and accounting records. This reference may be used for unresolved discrepancies that do meet the criteria for an investigation where cause or probable cause cannot be identified during pre-adjustment and causative research.

5.7.10.5.3. The DD Form 200 is the document used to substantiate inventory loss adjustments for the following:

5.7.10.5.3.1. Unresolved discrepancies meeting the criteria for investigations where personal liability is determined.

5.7.10.5.3.2. When authorized by appointment, the reviewing authority may approve physical inventory adjustments equal to or less than $50,000, when negligence or abuse is not evident or suspected. When negligence or abuse is evident or suspected, the reviewing authority initiates and forwards the DD Form 200 to the appointing authority for action. The DD Form 200 shall be used to substantiate adjusting the stock record, and providing relief from property accountability.

5.7.10.5.3.3. If the loss was due to theft by an unknown person(s), the government may not recoup funds even if an ROS was processed. Therefore, the

only purpose of the ROS would be to provide documentation for use in adjusting property records. In such cases, a memorandum for record or similar document (i.e., Security Forces report) will satisfy the AO's desire for documentation to support relieving accountability for the stolen item(s).

5.7.10.6. Supporting Documentation for Inventory Adjustment Vouchers (IAVs).

5.7.10.6.1. IAVs must be supported by one or more of the following documents prior to submission for approval:

5.7.10.6.1.1. AFMC Form 37, *Inventory Research Worksheet*.

5.7.10.6.1.2. DD Form 200, *Financial Liability Investigation of Property Loss.*

5.7.10.6.1.3. DD Form 362, *Statement of Charges/Cash Collection Voucher*.

5.7.10.6.1.4. SF Form 361, *Transportation Discrepancy Report*.

5.7.10.6.1.5. DD Form 1131.

5.7.10.6.1.6. SF 364, *Report of Discrepancy*.

5.7.10.6.1.7. DD Form 114, *Military Pay Order*.

5.7.10.6.1.8. Other substantial documentation related to the research performed to support the inventory adjustment.

5.7.10.7. Authentication of Inventory Adjustment Vouchers (IAV). Authentication of IAVs requires the signature of the certifying and approval officials (see Authentication of Inventory Adjustments and Identity Changes, AFH 23-123, Vol 2, Pt 1, Ch 5). The certification official signature certifies the following:

5.7.10.7.1.1. There is no evidence of neglect, theft or property, or fraud.

5.7.10.7.1.2. Research has been performed and differences are attributable to normal supply activity.

5.7.10.7.1.3. Property responsibility and general principles prescribed by AFI 23-111, have not been violated.

5.7.10.7.2. Approving official signifies that the signer is aware of the discrepancies reflected by the IAV, that they reflect adversely on the system involved. It will also reflect that positive action is being taken to correct existing discrepancies in order to hold IAV processing to a minimum. If any or all of the line item entries on an IAV are not acceptable, it will be returned to the initiator indicating the unacceptable adjustments with instructions that additional research be accomplished. If the additional research does not provide a satisfactory explanation of the discrepancy, a DD Form 200 will be initiated in accordance with AFMAN 23-220 of this manual.

5.7.10.8. Inventory Adjustment of AF Property Bearing a Security Classification.

5.7.10.8.1. Any classified item, including publications, may be listed on the IAV regardless of the security classification of the item.

5.7.10.8.2. The following procedures apply when a potential variance on a classified item is identified:

5.7.10.8.3. A potential variance (gain or loss) on a classified item constitutes a potential compromise of classified information and will be reported immediately upon discovery in accordance with AFI 31-401. Within the context of the inventory program, the identification of a potential inventory variance by the D008 constitutes discovery.

5.7.10.9. A preliminary inquiry will be conducted within 10 days upon discovery of the potential variance in accordance with AFI 31-401.

Section 5H—Special Purpose Recoverables Authorized Maintenance

5.8. Special Purpose Recoverables Authorized Maintenance.

5.8.1. **Adding/Deleting SPRAM Authorizations**.

5.8.1.1. Purpose: To explain the procedures for Adding/Deleting SPRAM Authorizations. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.8.1.2. Recommendations to add or delete SPRAM authorizations are submitted by the requesting organization via letter to the EAE. Additions or increases require justification such as TO references, maintenance directives, correspondence, etc.

5.8.1.2.1. Computation method. The method for computing the additional SPRAM authorized quantity should be included in the justification. Example: If a maintenance directive states that a quantity of two SPRAM assets is required per aircraft and 24 aircraft are assigned to the base, then the SPRAM quantity authorized under this justification would be 48.

5.8.1.2.2. Approval. Each request for changes to SPRAM authorizations will be approved by the respective group commander and forwarded to MAJCOM headquarters for submission to the SPM. The Group Commander (or equivalent) may delegate SPRAM approval authority to squadron commanders. The Operations Group and Maintenance Group Commanders (or equivalent) may delegate SPRAM approval authority to the squadron commanders or senior Maintenance officer within squadrons. Delegation below that level is not authorized. ***Note:*** NWRM SPRAM approval authority will not be delegated.

5.8.1.2.3. Documentation. A copy of each letter requesting changes to SPRAM authorizations must be maintained by the EAE in a folder along with the current SPRAM listing and the custodian appointment letter. The letters requesting SPRAM changes may be discarded once a new SPRAM listing signed by the SPRAM custodian is received.

5.8.1.2.4. Review. All SPRAM authorizations should be reviewed annually and certified as valid. Certification may occur during the annual SPRAM inventory and may be noted on the approved SPRAM listing.

5.8.2. **Maintain SPRAM Custodian File.**

5.8.2.1. Purpose: To explain the procedures for maintaining the SPRAM Custodian File. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.8.2.2. The EAE maintains SPRAM Custodian File on each account where SPRAM accountability approval has been given. The file is made up of the following mandatory items which EAE will maintain for each organization Master SPRAM Jacket File. The same mandatory items will also be maintained by the SPRAM custodian to maintain the status of the SPRAM account. Files will not include anything other than what is listed in each tab unless approved by MAJCOM CEMO. The SPRAM jacket will be maintained separate from the Master CA/CRL Jacket File.

5.8.2.2.1. Tab A – Memorandums and Certificates.

5.8.2.2.1.1. Original appointment letter; a copy is permitted as long as it is a direct photocopy of the original no fax copy is allowed for permanent use. A fax copy may be permitted if only used as a suspense copy when an off-base organization will be mailing either an original or photocopy to the EAE or AFMC SCM-R Equipment Activity.

5.8.2.2.1.2. SPRAM request change letters, i.e., letter requesting for a change to existing authorized quantities, etc.

5.8.2.2.1.3. SPRAM training certificate(s). Training certificates issued from each respective EAE or AFMC SCM-R Activity EME is acceptable. EAE or AFMC SCM-R Equipment Activity will utilize the SPRAM Training Handout provided by each MAJCOM CEMO for training certification.

5.8.2.2.2. Tab B – Current File.

5.8.2.2.2.1. Current signed SPRAM Report List – with original or digital (CAC) signatures from either the primary or alternate custodian.

5.8.2.2.2.2. Any current transfer or deployment documentation relating to SPRAM assets.

5.8.2.2.2.3. AETC Form 120, *Training Equipment List*, or AETC Form 120A, *FTD Training Equipment List*, and cover letter for all AETC sponsored training organizations.

5.8.2.2.3. Tab C – Information File.

5.8.2.2.3.1. Memorandums from organization commanders requesting an extension to current Annual SPRAM Inventory requirements.

5.8.3. **Load, Change, Delete SPRAM Detail Records.**

5.8.3.1. Purpose: To explain the procedures to load, change and delete SPRAM detail records. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.8.3.2. EAE personnel load, change, and delete special purpose asset detail records using the Load, Change, Delete SPRAM Detail Record input (see AFH 23-123, Vol 2, Pt 1, Ch 5 for the input format).

5.8.3.2.1. Load. The following is applicable:

5.8.3.2.1.1. Use any terminal for the load, change and delete SPRAM detail record input. However, any input through a satellite terminal function must be for that specific satellite system designator.

5.8.3.2.1.2. Load the item record for the applicable system designator, if required.

5.8.3.2.1.3. Enter an I in position 64 of the load, change and delete SPRAM detail record input to call the issue program. Assets will either be issued from the item record serviceable balance or due-outs will be established.

5.8.3.2.2. Change. Change the special purpose asset detail as follows by processing load, change and delete SPRAM detail record input with a C in position 80.

5.8.3.2.2.1. Authorized quantity. Do not decrease the authorized quantity below the total quantity on hand for the prime and all substitute detail records.

5.8.3.2.2.2. Item code. To realign the prime/substitute relationship in a group, change the existing substitute record to the prime record or add a new prime authorization. If you make this realignment, the existing prime is changed to a substitute if an on-hand quantity exists. If the on-hand quantity is zero, the program deletes the detail substitute.

5.8.3.2.2.3. Type SPRAM flag. Input the type SPRAM flag on the prime authorization. This input changes all detail records with the same document number and system designator.

5.8.3.2.2.4. SRD. A valid SRD must be entered on the prime detail record. This input will update the prime and sub detail of the SPRAM asset.

5.8.3.2.3. Delete. Delete a special purpose asset detail record when all on hand balances are 0 by processing the load, change and delete input with a D in position 80 if the on-hand balance equals zero. You cannot delete a SPRAM detail record if either the prime (item code P) or substitute detail records are not zero.

5.8.3.2.4. Inquiry. Inquire a special purpose detail record by processing a load, change and delete SPRAM detail record input with an I in position 80. The only data elements required to inquire a SPRAM detail is TRIC, action code, stock number, system designator and document number.

5.8.4. **Manage/maintain SPRAM Management Products.**

5.8.4.1. Purpose: To explain the procedures for managing/maintaining the SPRAM management products. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.8.4.2.

5.8.4.2.1. The SPRAM Report List does the following (see AFH 23-123, Vol 2, Pt 2, Ch 6 for SPRAM Report List processing procedures):

5.8.4.2.1.1. Provides a listing of all items authorized, on hand, and due-out for those organizations authorized SPRAM assets.

5.8.4.2.1.2. Serves as a custody receipt and authorization certification document and is signed by the custodian or alternate custodian.

5.8.4.2.1.3. Provides equipment inventory count inputs for the inventory of SPRAM assets.

5.8.4.2.2. Daily Document Register. The Daily Document Register provides the SPRAM custodian with a daily recap of all transactions affecting the SPRAM account in document number sequence. Maintain the Daily Document Registers until receipt of an updated and signed SPRAM Report List listings are received.

5.8.4.2.3. Consolidated Inventory Adjustment Document Register. Certification and approval sort codes for SPRAM adjustments are as follows. (See AFH 23-123, Vol 2, Pt 2, Ch 5 Consolidated Inventory Adjustment Document Register processing procedures.)

5.8.4.2.3.1. Certifying Sort Code H.

5.8.4.2.3.2. Approval Sort Code 1-5, which is the same as other inventory adjustments.

5.8.4.2.4. Priority Monitor Report and Due Out Validation Listings. Maintain current copies of the Priority Monitor Report and Due out Validation Listings until superseded.

5.8.4.2.5. Custodian Request Log. Maintain a copy of an AF Form 126 with suspense and completed documentation submitted to LRS. Completed documentation may be destroyed upon receipt and approval of a new SPRAM Report List listing.

5.8.4.2.6. Supporting Documentation. Maintain all supporting documentation for (all) SPRAM assets authorized on the account. Authorized document codes are as follows:

5.8.4.2.6.1. First digit:

5.8.4.2.6.1.1. M=Manual

5.8.4.2.6.1.2. R=Regulation

5.8.4.2.6.1.3. T=TO

5.8.4.2.6.1.4. L=Letter

5.8.4.2.6.1.5. C=Message

5.8.4.2.6.1.6. O=Other

5.8.4.2.6.2. Second Digit

5.8.4.2.6.2.1. U=Headquarter USAF

5.8.4.2.6.2.2. M=MAJCOM

5.8.4.2.6.2.3. A=AFMC

5.8.4.2.6.2.4. L=Local

Note: Justification documentation will be validated annually and maintained on file until the SPRAM authorization is deleted. All copies of hand receipts, logs, letters, etc., used to identify assets stored or used outside the custodian's work center.

5.8.4.2.7. Records of Assets Off-Base. Maintain all records of SPRAM assets that accompany end-items (that is, aircraft, test stations, etc.) off-station for other than deployments. Maintain a copy of the correspondence directing the movement of the assets with applicable model and serial numbers. If end-items return without the SPRAM assets, the depot or using location will be tasked to return the assets, provide a replacement, or accept accountability. Coordinate with the EAE to process returns and shipments to the gaining location, if required. Maintain copies of returns and shipment documentation until an updated SPRAM Report List is approved and filed.

5.8.4.2.8. Relief of Accountability Documentation. Maintain all copies of documentation requesting relief of accountability for assets lost, damaged, or destroyed until updated SPRAM Report List listing reflects all actions have been completed and the SPRAM Report List is signed and filed.

5.8.5. Deploy/Transfer SPRAM Assets.

5.8.5.1. Purpose: To explain the deployment/transfer of SPRAM procedures. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.8.5.2. A deployment is the temporary movement of assets from the home base to another location or base with accountability remaining at the home station. A transfer is the movement of assets and accountability to another location or base. When it is necessary to deploy or transfer SPRAM assets, the SPRAM custodian must provide the EAE a listing of all items to be transferred or deployed indicating the duration, location, and any special actions required. The custodian determines if any requirements on order at the time of transfer action should remain on-order or be cancelled.

5.8.5.2.1. Authority to Deploy or Transfer. The organization commander possessing the SPRAM assets has the authority to deploy or transfer SPRAM assets. However, for management purposes, MAJCOMs retain the authority to identify specific SPRAM assets that require MAJCOM approval before they are deployed or transferred.

5.8.5.2.2. Losing EAE. When directed by the MAJCOM to deploy or transfer SPRAM assets, the SPRAM custodian identifies the assets to the EAE. The losing EAE does the following:

5.8.5.2.2.1. List of assets. After receiving the deployment or transfer listing from the custodian, logistics plans, and appropriate staff agencies, finalize the lists of assets to be deployed or transferred.

5.8.5.2.2.2. Prepare the inputs necessary to deploy, return, or transfer the selected items (Equipment Deployment/Return Transaction/EAID Accountability Transfer/EAID Accountability Termination).

5.8.5.2.2.2.1. Use the Equipment/SPRAM Single Item Deployment/Return Input to deploy or return single items (see AFH 23-123, Vol 2, Pt 1, Ch 5 for the input format).

5.8.5.2.2.2.2. Use Equipment/SPRAM Accountability Transfer inputs to transfer single items (see AFH 23-123, Vol 2, Pt 1, Ch 5) for the input format). **Note:** EAID Accountability Transfer, EAID Accountability Termination and Accountability Transfer transactions are not authorized for NWRM equipment. Contact the NWRM Transaction Control Cell for processing instructions.

5.8.5.2.2.2.3. Use EAID Accountability Termination inputs for group selection of assets for deployment, return, or transfer. (See AFH 23-123, Vol 2, Pt 1, Ch 5 for the input format.)

5.8.5.2.2.3. Shipping destination record. Ask Customer Support to load a shipping destination record for the ship-to SRAN. This provides a complete mailing address when shipping documents are output.

5.8.5.2.2.4. Multi-item custody receipt transfer. When the items selected for transfer will be moved as a complete unit to another Supply Equipment account, prepare the input to show that the transfer is made as a multi-item custody receipt transfer. This option is only available with group processing of assets for deployment, return, or transfer.

5.8.5.2.2.5. Single-item custody receipt documents. When the items selected for transfer will be shipped, transported, and received as individual items, use materiel management shipping documents. Transfers to non-Supply Equipment accounts are always made on materiel management shipping documents. Equipment Deployment/Return and EAID Accountability Transfer inputs will only produce materiel management output documents.

5.8.5.2.2.6. Cover letter. Prepare a cover letter to the gaining LRS CC/AO and attach the following:

5.8.5.2.2.6.1. Shipping documents.

5.8.5.2.2.6.2. Item Record load/Load, Change, Delete SPRAM Asset Detail Records/ Accountability Transfer inputs (when produced by EAID Accountability Termination).

5.8.5.2.2.6.3. DD Forms 1348-6 related to L and P numbered items transferred.

5.8.5.2.2.7. Assets and quantities transferred. Forward to the gaining LRS CC/AO MAJCOM a listing of the assets and quantities transferred.

5.8.5.2.2.8. Names of custodians. Obtain and keep the names of the custodians who will accompany the deployed or transferred assets and hand-carry the materiel management documentation.

5.8.5.2.2.9. Due-ins and due-outs. Determine if the losing EAE should cancel due-ins and due-outs or keep them in the ILS-S database. Before canceling due-ins and due-outs, consider such factors as urgency of need by the unit before and after transfer, avoiding excessive shipping costs, and the availability of the item from base sources.

5.8.5.2.3. Gaining EAE. When the deployed or transferred unit arrives at the new location, the gaining unit property custodian receives it and signs the resulting SPRAM Report List.

5.8.5.2.4. EAID Accountability Termination Input Options. Before processing EAID Accountability Termination input, EAE personnel must understand that the EAID Accountability Termination input has several options. For example, Item Record Load, Load, Change, Delete SPRAM Asset Detail Records, and Accountability Transfer inputs can be produced to load item records, establish special purpose assets detail records, and receive property. If a substitute item is deployed, manually prepare a Load, Change, Delete SPRAM Asset Detail Records to load a prime detail to the ILS-S database.

5.8.5.2.5. End Item Transfer. The following procedures apply when an end item(s) (aircraft/missile) is transferred to the AFMC Aerospace Maintenance and Regeneration Activity. Upon notification of an end item transfer, the AFMC SCM-R Equipment Activity will terminate accountability for all installed and support equipment, SPRAM assets, and -21 technical order assets. These procedures will minimize the number of AFEMS (C001) reporting errors for FB/E2373 and the losing bases.

5.8.5.2.5.1. Assets Transferred On-Board with the Aircraft/Missile. EAID Accountability Termination documents will not be processed to FB/E2373 for aircraft/missile installed equipment when the aircraft/missiles are transferred to AFMC Aerospace Maintenance and Regeneration Activity for retirement/storage. AFMC SCM-R Equipment Activity will process the EAID Accountability Termination/EAID Accountability Transfer documents using the losing base SRAN. Accountability Transfer documents will not be generated for installed equipment assets located on board the aircraft or missile. The reason why accountability ended (aircraft transferred to AFMC Aerospace Maintenance and Regeneration Activity for retirement/storage, aircraft tail number) will be annotated on the EAID Accountability Termination EAID Accountability Transfer output documents. Copies of the EAID Accountability Termination / EAID Accountability Transfer terminations will be provided to the equipment custodian. Copy one is filed in Document Control. The losing AFMC SCM-R Equipment Activity is responsible for clearing all in transit delinquent shipments identified by the AFEMS (C001) as a result of erroneously processing EAID Accountability Termination / EAID Accountability Transfer documents. **Note:** EAID Accountability Transfer, EAID Accountability Termination and Accountability Transfer transactions are not authorized for NWRM equipment. Contact the NWRM Transaction Control Cell for processing instructions. Instead of processing EAID Accountability Transfer, refer to **Sec. 5G, Physical Inventory and Inventory Adjustments** for processing of the inventory adjustment with proper supporting documentation.

5.8.5.2.5.2. Assets which are shipped through transportation channels. Use non-direct shipments (not EAID Accountability Termination) according to procedures contained in **Sec. 5C, Asset Management** of this manual to ship in-use spare assets not transferred onboard the aircraft/missile to AFMC Aerospace

Maintenance and Regeneration Activity for storage. Assets will be shipped to FB/E2373, mark for AFMC Aerospace Maintenance and Regeneration Activity, Bldg. 7401, Davis Monthan AFB, AZ. Shipment suspense details should not be generated. See AFH 23-123, Vol 2, Pt 2, Ch 8 for shipping destination record transaction (FRD) format

5.8.5.2.6. Receive or transfer SPRAM. Use the Accountability Transfer input to process an issue to a special purpose asset detail record. It may be produced by EAID accountability termination processing or by manually preparing individual inputs for the input format (see AFH 23-123, Vol 2, Pt 1, Ch 5 for the format).

Section 5I—Inspection and Related Operations

5.9. Inspection and Related Operations.

5.9.1. General Requirements for Inspection and Related Operations.

5.9.1.1. Purpose: To explain standard AF methods and procedures for inspection and related operations which include verifying identity, condition (as certified by maintenance inspectors or obvious physical damage) and status marking, tagging, and labeling of property at U.S. AF activities. The contents of this chapter also include special storage and handling to include condition and identity changes of materiel and are applicable to all activities unless prescribed otherwise in the individual section. For policy requirements review AFI 23-101, Sec. 5I, Inspection and Related Operations. For other policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.9.1.2. Caution. Under no circumstances will logistics personnel sign DD Form 1574-1 certifying an asset as a serviceable condition item.

5.9.1.3. Reference MIL-STD-129 and MIL-STD-130, prescribes identification marking requirements to be followed by contractors and AF activities. Serviceable items being received, stored, issued, or shipped must be identified either through original containers or subsequent containers. Example: 100 bolts are received into your account in one clearly identified package. A shipment for 10 bolts is requested from your account. The materiel management technician would place the 10 bolts into another container (i.e., Baggie) then annotate the identification (NSN, Noun, Contract and Lot Numbers) and the quantity contents legibly on the new container prior to shipment, accompanied by the shipment s DD Form 1348-1/1A. DD Form 1574-1 can be used to identify property if the remark field contains the following statement: ID PURPOSES ONLY.

5.9.1.4. The following actions will be performed:

5.9.1.4.1. Requirements for XD (Reparable) items:

5.9.1.4.1.1. Incoming Shipments:

5.9.1.4.1.1.1. Verify identification on the outside container matches DD Form 1348-1 or DD Form 1348-1/1A. If the outside container does not match the DD 1348-1/1A, the container must be opened to properly identify the item. If the actual property does not match the DD Form 1348-1/1A, submit a Supply Discrepancy Report (SDR)/Reports of Discrepancy (ROD) as outlined in AFI

23-101, Sec. 5I, Inspection and Related Operations.

5.9.1.4.1.1.2. Ensure condition paper work is located on the outside of the container. If condition paperwork is not located on the outside of the container but the item identification is matched according to **Para 5.9.1.4.1.1.1** and there is no suspected damage, the DD Form 1348-1/1A will suffice as condition paperwork. The DD Form 1348-1/1A must be affixed to the outside container for originator tracing purposes. No further labeling/tagging or opening containers are required. Exception: Items of sufficient size to make stenciling more appropriate due to outside storage and exposure to weather, or when stenciling is preferred by AF activities. When stenciling is accomplished in lieu of tagging, the minimum information will be the data contained on DD Forms 1574/1574-1 (inspector's name/signature or the inspector's stamp certifying the condition of the asset on the outside of the container).

5.9.1.4.1.1.3. If serviceability or condition of property cannot be identified or is in question, an SDR must be processed prior to acceptance into the ILS-S outlined in AFI 23-101, Sec. 5I, Inspection and Related Operations.

5.9.1.4.1.2. Incoming Returns:

5.9.1.4.1.2.1. Ensure DD Form 1574 series tag is completely filled out and contains a legible signature from a certified maintenance inspector stating the identification of the asset and the condition is placed on the outside of the container. If DD Form 1574 series tag is placed on the outside of the container no further labeling/tagging or opening of containers are required. Exception: Items of sufficient size to make stenciling more appropriate due to outside storage and exposure to weather, or when stenciling is preferred by AF activities. When stenciling is accomplished in lieu of tagging, the minimum information will be the data contained on DD Forms 1574 series tag (inspector's name/signature or the inspector's stamp certifying the condition of the asset on the outside of the container).

5.9.1.4.2. Not Used.

5.9.1.4.3. General requirements for both reparable and expendable items:

5.9.1.4.3.1. Open packages with single items of supply received in vendor-sealed containers for additional inspections or tagging as to the condition and or identification when subjected to one or more of the following actions:

5.9.1.4.3.1.1. Property has been used; been rendered incomplete; suffered obvious or suspected damage, deterioration, corrosion; or had latent defects disclosed.

5.9.1.4.3.1.2. Condition or status of the property has been changed by direction of higher authority.

5.9.1.4.3.1.3. Identification of the property has been lost, defaced, or obliterated.

5.9.1.4.3.1.4. The container shows evidence of possible damage to the

materiel, or the item history dictates inspection action is required regardless of pack.

5.9.1.4.3.1.5. When the maximum operating time of the item is limited and partial service life has been accrued but the item is returned to serviceable stock after minor repair under the provisions of TO 00-20-3, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System*.

5.9.1.4.3.2. For bare items utilize the item identity plate if available.

5.9.1.4.3.3. To validate identity of an asset cross reference the assets part number with catalog records utilizing Master Item Identification System (MIICS) and/or Federal Logistics Data

5.9.1.4.4. Original Containers affected by conversion to national stock numbers (NSNs) or superseded by new codes or NSNs:

5.9.1.4.4.1. Do not open solely for application of new Stock List Change data (SLC) while in storage.

5.9.1.4.4.2. Identify proper SLC data except in those instances when it is not economically feasible to remark each container in storage, due to quantity involved. In such instances, a sufficient quantity will be identified and re-tagged to facilitate issue and inventory.

5.9.1.4.4.2.1. Mark the location adequately with the use of a bin card to indicate that some items have not been retagged. When issues or shipments are made, all items and /or unit packs, as well as outside or intermediate containers, will be marked with the current SLC data (MIL-STD-129).

5.9.1.4.5. Use the correct DD Form 1570 series tag IAW TO 00-20-3 to prepare all authorized DD Form 1570 series tags/labels to include DD Form 1574, DD Forms 1575, *Suspended Tag-Materiel*, DD Forms 1576, *Test/Modification Tag-Materiel*, and/or DD Form 1577, *Unserviceable (Condemned) Tag-Materiel.*

5.9.1.4.5.1. Prepare by imprinting or by mechanical equipment if equipment is available and installation is authorized.

5.9.1.4.5.2. Prepare tags and labels manually by use of lead pencil, rubber stamp or non-smear ball-point pen when small quantities are involved or mechanical equipment is not available.

5.9.1.4.5.2.1. In instances where condition tags or labels would be subjected to conditions that would cause the ball-point pen ink to run or become illegible, the use of ball-point pen will not be utilized.

5.9.1.4.6. Use MIL-STD-129 and/or MIL-STD-130 for marking and identification.

5.9.1.4.6.1. MIL-STD-129 provides the minimum requirements for uniform military marking for shipment and storage. Marking is the application of numbers, letters, labels, tags, symbols, or colors on containers or packaging to provide identification and expedite handling during shipment and storage.

5.9.1.4.6.2. MIL-STD-130 provides the guideline that requires product

identification nameplates, product identification labels, and product identification tags be designed in a specific way.

5.9.1.4.7. Metal tags specification MIL-P-4745, *Aerospace Identification Tags Metal*, (USAF):

5.9.1.4.7.1. May be utilized to identify the contents of containers having only one line item and which are stored outside or being shipped overseas.

5.9.1.4.8.1. Metal embossing plates:

5.9.1.4.8.1.1. May be utilized for applying item description and other data to forms, tags, labels, listings, etc., at AF installations where equipment is authorized and available.

5.9.1.4.9. Activity Supply Inspector:

5.9.1.4.9.1. Will ensure that all materiel received, stored, issued, or shipped is properly identified, and the legibility and permanence of the information contained on tags, labels, and other markings are maintained.

5.9.1.5. Condition and Item Management Data Changes. Changing the condition, identity, or item management data of assets may be needed under certain circumstances. The document flow for Document Flow for Condition/Identity Change (FCC or FCH) is described in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.9.1.5.1. Condition Changes. Processing Condition Changes (FCC) is described in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.9.1.6. Suspect Materiel. AFMC SCM-R Quality Assurance will coordinate stock screening action requests received from the Air Force Discrepant Materiel Program Office (AFDMPO) DLA, GSA, Depot item managers, Air Staff, etc.

5.9.1.6.1. AFMC SCM-R Quality Assurance Activity will suspense supported LRS/Materiel Management Activities to perform stock screening actions and will maintain all stock screening notifications and screening results received from the bases until suspect flags or exception control data is removed.

5.9.1.6.2. Supported LRS/Materiel Management Activities must also maintain documentation on suspect items loaded at their location.

5.9.2. **Processing Identity Changes.**

5.9.2.1. Purpose: To explain the procedures for processing identity changes. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

5.9.2.2. Use the identity change processing to re-identify a specific item or quantity of supplies from one stock number to another when it is recorded on the item record, EAID, or a SPRAM detail record. **Note:** Identity changes are not allowed for vehicles and WRM while on EAID. Process a return to stock before the identity change input is processed. The item can may be issued back to the appropriate EAID under the new NSN.

5.9.2.2.1. Identity Changes. Identity changes may be used to correct the identification of serviceable items in storage, but they should be very rare. When possible, reverse-

post processing will be used to correct the identification of items on detail records. The identity change of a Weapon or CCI/ COMSEC asset will not be allowed. Processing Identity Changes are described in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.9.2.2.2. Item Management Data Changes. Some item management data changes (e.g., controlled item code changes) will automatically cause the generation of warehouse change documents. Warehouse personnel must process warehouse change documents as quickly as possible. Warehouse Change Documents are described in AFH 23-123, Vol 2, Pt 1, Ch 5.

5.9.2.3. Whoever identifies that there is a discrepancy between the item/detail record's stock number assignment in the ILS-S and what the asset's actual stock number is physically (also known as misidentified) will notify a qualified inspector (as deemed by AFI 23-101, Sec. 5I, Inspection and Related Operations). **Note:** Normally, the qualified inspector for assets on equipment and SPRAM details is aligned under EAE. Whereas, the qualified inspector for all other assets is from the Inspection Element.

5.9.2.4. The qualified inspector will:

5.9.2.4.1. Inspect the asset to confirm it is misidentified. Exception: The LRS CC/AO may, at his/her discretion, determine that an asset does not have to be physically inspected by an LRS/Materiel Management Activity inspector if sufficient information is provided by E-mail, fax, or other means.

5.9.2.4.2. If the asset is misidentified, research the ILS-S to ensure the discrepancy cannot be resolved by other means (i.e., record reversal, return, etc.). Extreme care should be taken when processing an identity change since it creates both a decrease and an increase inventory adjustment record.

5.9.2.4.3. Re-tag/label the property.

5.9.2.4.4. Ensure the identity change meets the criteria specified in Processing Identity Changes, AFH 23-123, V2, Pt 1, Ch 5 prior to initiating any transaction processing.

5.9.2.4.5. Coordinate with EAE to ensure changes are made to equipment and SPRAM details as necessary IAW **Sec. 5D**. **Note:** Items that are deployed cannot be re-identified, but the remaining on-hand quantities can be re-identified.

5.9.2.4.6. Process the identity change transaction in the ILS-S. See AFH 23-123, Vol 2, Pt 1, Ch 5 for SPRAM Identity Change, Identity Change Input, and EAID/In-Use Identity Change Input and output formats.

5.9.2.4.7. Take corrective action(s) as prescribed by AFH 23-123, Vol 2, Pt 2, Ch 7 if the transaction rejects.

5.9.2.4.8. Create a suspense file and forward the identity change document to warehouse storage or EAE personnel, as applicable. Ensure asset is relocated; new location is assigned; and location is entered on DD Form 1348-1A, as appropriate.

5.9.2.4.9. Upon receipt of returned document, annotate the reason for change in blocks 26-27 of DD Form 1348-1A (continue on reverse side of form if needed. For suspect materiel, AFMC SCM-R Quality Assurance will coordinate stock screening

action requests received from the Air Force Discrepant Materiel Program Office (AFDMPO) DLA, GSA, Depot item managers, Air Staff, etc. sign identity change document (i.e., DD Form 1348-1A) as prescribed AFH 23-123, Vol 2, Pt 1, Ch 5, Quick Reference Guide For DD 1348-1A Quality Control Edits.

5.9.2.4.10. Obtain the appropriate official's certification and approval as prescribed by AFH 23-123, Vol 2, Pt 1, Ch 5, Authentication of Inventory Adjustments and Identity Changes, if applicable.

5.9.2.4.11. Forward completed documentation as follows:

5.9.2.4.11.1. Copy 1 to Document Control for filing IAW **Sec. 5E, Docment Control and Detail Records** of this manual.

5.9.2.4.11.2. Copy 2 to custodian (for equipment and SPRAM identity change inputs).

5.9.2.4.11.3. Copy 3 to EAE jacket file (for equipment and SPRAM identity change inputs).

5.9.3. **Processing Assets for Maintenance Functional Check.**

5.9.3.1. Purpose: To explain the procedures for processing maintenance functional checks. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123. The types of assets requiring function checks fall into two categories:

5.9.3.1.1. Assets (other than buildup items) requiring extensive functional checks before installation.

5.9.3.1.2. Serviceability of an asset is in question. Assets that appear to have been mishandled while in stock, dropped, etc. or assets received in a suspect condition.

5.9.3.2. Responsibilities.

5.9.3.2.1. Supply Inspectors normally manage the functional check program for the LRS CC/AO. At the option of the LRS CC/AO or the MAJCOM, the functional check program for readiness spares packages may be managed separately.

5.9.3.2.2. The LRS CC/AO and the Chief of Maintenance will jointly agree on an individual to act as the Maintenance contact point.

5.9.3.3. Identification of items requiring functional checks before installation. The Maintenance contact point for functional checks will prepare a listing of all items requiring extensive functional checks before installation and forward a copy of this list to supply Inspection. This listing is usually in the form of a signed letter. All listings, letters, etc., submitted by Maintenance point of contact will be kept on file in Inspection until the superseded or items no longer require functional checks.

5.9.3.3.1. Inspection of items requiring functional check. Upon receipt of the listing, Inspection personnel do the following:

5.9.3.3.1.1. Process an inquiry to determine the location of all assets on the listing, including interchangeable assets.

5.9.3.3.1.2. Physically inspect all assets on the inquiry to determine if the local

maintenance activity has already performed the functional check. The appearance of a base maintenance inspector's stamp/signature is adequate proof of the function check. If Inspection personnel find any assets requiring a functional check, they process them in accordance with **paragraph 5.9.3.4**.

5.9.3.3.1.3. Process FCD inputs to load or delete the functional check flag for those items identified on this listing. (See Stock Control Data – Load/Change/Delete Input (FCD), AFH 23-123, Vol 2, Pt 1, Ch 2 for FCD format.) The FCD input changes all master and interchangeable items in the group having the same system designator.

5.9.3.3.1.4. At the option of a MAJCOM, DD Form 1576 or 1576-1 may be used for items that require in-stock functional checks; otherwise, annotations will be made on either the DD Form 1574 or 1574-1 to indicate in-stock functional checks are required.

5.9.3.3.1.5. Remove the distinctive markings from the bin labels for those items requiring deletion.

5.9.3.3.2. Processing Items Requiring Functional Checks. When Inspection personnel find an item for which the local maintenance inspector has not indicated the condition of serviceability by stamping or signing the DD Form 1574, they contact the maintenance contact point or Production Control to determine when the asset(s) can be scheduled for a functional check.

5.9.3.3.2.1. Receive time and place of delivery. Maintenance contact point tells Inspection personnel what maintenance shop will perform the functional check and when the functional check can be conducted.

5.9.3.3.2.2. Issue to Maintenance. Process an ISU or MSI using activity code C and the organization and shop code furnished by Maintenance point of contact. **Note:** Process MSI for assets accounted for on MRSP, MSK, WRM, or supply point detail records. See Issue From Detail Record (MSI) Processing Instructions, AFH 23-123, Vol 2, Pt 1, Ch 5 for MSI format.

5.9.3.3.2.3. Deliver items. Deliver the items to the appropriate shop where they will be controlled under normal DIFM procedures until returned to Supply. If these items need repair, the required bits and pieces will be charged to the repairing shop.

5.9.3.3.2.4. Return from Maintenance. When maintenance returns the item to supply, process a turn-in (TIN) based on the condition of the item and the action taken code. See Recoverable Item Turn-In Request (TIN), AFH 23-123, Vol 2, Pt 1, Ch 6 for the TIN format.

5.9.3.4. Processing Assets of Questionable Serviceability. When the serviceability of any asset is in doubt, the supply Inspectors will place the item in a suspect condition and process the item to maintenance using the functional check process.

5.9.3.4.1. Issue to Maintenance. Issue the suspect item to maintenance using MSI with activity code C and the organization and shop code furnished by maintenance point of contact. The issue to maintenance results in no financial updates to the

organization's O&M funds because of the suspect condition code and the C activity code.

5.9.3.4.2. Return from Maintenance. Credit will be allowed based on the serviceability of the item and the action taken code as indicated below:

5.9.3.4.2.1. Serviceable with Action Taken Code B. When maintenance determines the item is serviceable (condition code A) and performs no repair (action taken code B) process the turn-in (TIN) with a suspect condition code and then change the condition of the asset from suspect to serviceable process using a Condition Code Change input (FCC). This process prevents crediting the maintenance organization for repairs it did not perform. See Processing Condition Changes, AFH 23-123, Vol 2, Pt 1, Ch 5 for the FCC format.

5.9.3.4.2.2. Serviceable with Action Taken Code Other than B. When maintenance determines the item was unserviceable and repairs the item (action taken code indicating repair, other than B) process the TIN as serviceable to allow the maintenance organization to receive credit for the repair performed.

5.9.3.4.2.3. Unserviceable. When maintenance determines the item is unserviceable and performs no repair, process the TIN as unserviceable. Maintenance will not receive any credit for the return of the unserviceable item.

5.9.3.5. Functional Checks Listing. Program NGV401 with the functional check listing option (or an equivalent local program) will be processed as required, but at least semiannually. A copy of the output will be forwarded to both the Maintenance point of contact and Inspection. Upon receipt of the listing, Inspection personnel do the following:

5.9.3.5.1. Check this listing against the previous listing and with letters submitted by Maintenance point of contact.

5.9.3.5.1.1. Thoroughly research items added to or deleted from the previous listing.

5.9.3.5.1.2. If no requests from Maintenance point of contact are on file, ask the Maintenance point of contact to verify the additions or deletions.

5.9.3.5.2. Update the present listing manually or request a new listing when new additions or deletions are requested. The number of changes required should determine whether to manually update the listing or request a new one.

5.9.3.5.3. Provide a copy of the Functional Check Listing to Receiving for use during degraded operations.

Section 5J—Management of Discrepant, Counterfeit and Suspect Counterfeit Materiel

5.10. Management of Discrepant, Counterfeit and Suspect Counterfeit Materiel.

5.10.1. **Discrepant, Counterfeit and Suspect Counterfeit Materiel Procedural Reference.** Purpose: To provide reference to AF policy guidance and procedures regarding the management of discrepant, counterfeit and suspect counterfeit materiel. For policy specific requirements and other authoritative sources for discrepant materiel, review AFI 23-

101; this guidance identifies requirements for non-conforming or malicious materiel reporting, investigating, and resolution processes and procedures.

5.10.2. **(DELETED)**

Section 5K—Stock Positioning.

5.11. Stock Positioning.

5.11.1. **Asset Redistribution.**

5.11.1.1. Purpose: Describe the processing actions for Stock Control or designated personnel to manage RDO/Referral suspense detail records.

5.11.1.2. RDO/Referral suspense details will appear on the Base Supply Surveillance Report (D20), part 13 and the RDO Metrics Report (M22) **(**Reference Surveillance Report (D20/NGV821) and Redistribution Order (RDO Metrics) (M22/NGV885) in AFH 23-123, Vol 2, Pt 2, Ch 5). These listings provide management with the capability to manage and track all incoming RDO/Referral orders when they are in a suspended status. Interrogation of the RDO/Referral suspense details can also be accomplished by processing a 16 ALL inquiry or an inquiry with retrieval code "T."

5.11.1.3. The management of RDO functionality within ES-S is designed to operate with little to no manual intervention. Users can view the ES-S Audit Trail Component (ATC) entries to determine the disposition of each RDO transaction. User can create a list of all RDO suspense details from any base account (based on AFSCDB data), list rejected RDOs, determine if RDO rejects were cleared without reprocessing (assuming the clear was processed through ES-S), and also determine if a record reversal and correction on the shipment was performed. The following action should be performed:

5.11.1.4. When a wholesale-directed redistribution transaction (A2*/A4*) is processed in the ILS-S, the system checks for serviceable base assets. If serviceable base assets exist, then the RDO/referral order is subjected to a series of rules, based upon the priority of the redistribution transaction, to determine what base assets may be released for shipment. Basically the rules ensure base assets will only be redistributed to bases with higher priority needs. Those asset release rules are detailed in Redistribution Order (RDO) Asset Release Rules in AFH 23-123, Vol 2, Pt 1, Ch 2.

5.11.1.4.1. If base assets are available to satisfy the RDO/referral, but some or all of the required assets are "inaccessible" for immediate shipment, the ILS-S creates an RDO/referral suspense detail (220) detail. There are numerous reasons why serviceable assets may be suspended. For instance, RDO/referral suspensions can occur due to ongoing physical inventory actions, out of warehouse storage locations, because the serviceable assets are deployed in an MSK, and when an external management decision is required. The RDO/referral suspense detail is maintained in the ILS-S until the redistribution action is either honored or denied.

5.11.1.4.2. When an A2*/A4* is suspended, either an I136 or I023 management notice is produced and forwarded to Stock Control. See Common RDO (A2*), Referral Order (A4*), And Excess Disposition Shipment (FTR) Rejects and Corrective Actions in AFH 23-123, Vol 2, Pt 1, Ch 2 for common RDO rejects.

5.11.1.4.3. Process a query to determine if the 220-RDO-QTY can be satisfied from other assets or substitute NSNs.

5.11.1.4.4. Personnel should check the numeric source coded item in D043 to determine what the source code was before it was locally tailored. If the source code is preferable to the source code on the input stock number (including consideration of the item jump-to-code) then the item can be shipped to satisfy the RDO. If research indicates the asset cannot be shipped, then take action to deny the RDO. Numeric source codes indicate that the interchangeable and substitute group (I&SG) has been locally tailored, and the item may or may not be in a subgroup that is usable in lieu of the requested stock number.

5.11.1.4.5. Re-input RDO (A2*/A4*) transactions to either honor or deny suspended redistribution/referral orders. See Redistribution/Referral Order (A2*/A4*) Input in AFH 23-123, Vol 2, Pt 1, Ch 2.

5.11.1.4.5.1. Re-input RDOs with TEX code asterisk (*) to ship a substitute NSN or to honor RDOs with off-base supply point or deployed MSK assets. However, before using TEX "*," personnel should ensure that the A2*/A4* satisfies the asset release rules detailed in Redistribution Order (RDO) Asset Release Rules AFH 23-123, Vol 2, Pt 1, Ch 2. Note TEX "*" is note authorized for RSP details. Failure to re-input suspended RDOs with the "*" could cause duplicate RDO/Referral suspense details. When using TEX code "*," re-input the original A2*/A4*, with the following changes:

5.11.1.4.5.2. If shipping from an MSK or supply point detail, use the NSN and the quantity that will be released from the detail. Use the suffix code from the RDO/Referral suspense detail. If MSK or supply point assets are available, then Stock Control can ship (A2*/A4*) the asset directly off the appropriate detail or the assets can be turned in and shipped off the item record by re-inputting the A2*/A4*. Stock Control should normally ship directly off the detail in lieu of the return/ship process.

5.11.1.4.5.3. If shipping a substitute item, use the substitute NSN and the quantity of the substitute NSN that will be released for the RDO. Use the suffix code from the RDO/Referral suspense detail.

5.11.1.4.6. Re-input the applicable denial code into the TEX code field of the A2*/A4*. The TEX code field is a dual purpose field and must reflect the appropriate denial code. See authorized denial codes in Redistribution Order Denial (B7*) Transaction Format in AFH 23-123, Vol 2, Pt 1, Ch 2.

5.11.1.4.7. If a referral order (A4*) is partially or completely denied either programmatically or manually, the ILS-S outputs a supply status (AE*) transaction with "CB" status.

5.11.1.4.8. When ICPs that initiated RDOs and referral orders have not received status from the shipping bases, the ICPs follow-up to the shipping bases for updated status.

5.11.1.4.8.1. When AFMC or contractor ICPs has not received status from a

shipping base indicating when (or whether) an RDO has been honored, the ICP sends a redistribution order follow-up (BF7) transaction to the shipping base. The redistribution order follow-up transaction format is provided in ILS-S Responses to RDO and Referral Order Follow-ups in AFH 23-123, Vol 2, Pt 1, Ch 2. The ILS-S response to these wholesale redistribution order follow-up transactions depends upon whether the base has received the RDO, and if so, whether the RDO has been honored. The ILS-S responses to ICP RDO follow-ups are provided in ILS-S Responses to RDO and Referral Order Follow-ups, AFH 23-123, Vol 2, Pt 1, Ch 2.

5.11.1.4.8.2. Referral order follow-ups. ICPs who initiate referral orders can follow-up to shipping bases via MILSTRIP follow-up (AF*) transactions. Refer to Reply To Redistributable Order Follow Up Shipment Status (BL7) in AFH 23-123, Vol 2, Pt 1, Ch 5 for a reference to MILSTRIP follow-up output (AF*) transactions. See ILS-S Responses to RDO and Referral Order Follow-ups, AFH 23-123, Vol 2, Pt 1, Ch 2 for details regarding the ILS-S responses to referral order follow-ups.

5.11.1.4.9. Initiators of RDOs and referral orders communicate cancellation requests via AC* transactions. See Requisition Cancellation Request (AC1/AK1) Output Transaction in AFH 23-123, Vol 2, Pt 1, Ch 5 for the format for AC* transactions. When RDO or referral order cancellation request transactions are input, the ILS-S attempts to locate a shipment suspense or SNC detail with an equal document number and suffix code; or an RDO/referral suspense detail. The action taken by the retail system depends upon what details are found. See ILS-S Responses to RDO and Referral Order Follow-ups, AFH 23-123, Vol 2, Pt 1, Ch 2 for a complete explanation of the ILS-S responses to RDO/referral order cancellation requests.

Chapter 6

MATERIEL RETURNS

Section 6A—Overview

6.1. Overview. This chapter outlines AF guidance for performing supply chain materiel management processes associated with materiel returns and disposal of materiel. These activities include Returns and Disposal. DoD 4100.39-M, *Federal Logistics Information System (FLIS) Procedures Manual*, DoD 4140.1-R, DoD 4160.21-M, and DoD 4160.28-M-V2, *Defense Demilitarization Manual, Demilitarization Coding* serve as primary DoD reference sources.

Section 6B—Returns

6.2. Returns.

6.2.1. **Material Returns to the Retail Supply Activity.**

6.2.1.1. Purpose: To explain return procedures. For policy specific requirements review, AFI 23-101 and for IT specific guidance use AFH 23-123. Caution: Classified items will be handled IAW AFI 31-401.

6.2.1.2. Return requests will be processed without delay.

6.2.1.3. The following actions will be performed for all returns:

6.2.1.3.1. Perform physical bare item inspection of property (identaplate, engraving, decal, or label) to ensure proper identification of asset IAW MIL-STD-130. Ensure materiel received matches supporting documentation and ILS-S records.

6.2.1.3.1.1. If property identification does not match information in the ILS-S, review interchangeable/substitute data within the system or research in the D043B Interchangeable and Substitute (I&S) maintenance system.

6.2.1.3.1.2. If I&S data is not compatible, action may dictate use of Interchangeability Code I for return processing.

6.2.1.3.2. Interchangeability Code I. Use extreme discretion in processing Due-in From Maintenance (DIFM) returns with Interchangeability Code I. Improper processing will lead to incorrect inventory control.

6.2.1.3.2.1. The submitting organization will create a memorandum certifying the item returned is acceptable to clear existing DIFM records; this memorandum will include supporting documentation such as TO's or service manuals.

6.2.1.3.2.2. The FSC will use this information to verify the item returned is acceptable for the item issued and should not be or is not linked in the applicable Interchangeable Substitute Group. All supporting documentation will be filed with a copy of the D20, Base Supply Surveillance Report for a period of two years.

6.2.1.3.3. Property Preservation. Ensure all returns are protected with packaging identified in Special Packaging Instruction (SPI) information, DD Form 1348-1A and AFMAN 24-206_IP, *Packaging of Materiel*.

6.2.1.3.4. Sign and date customer copy of the original DD Form 1348-1A, Issue Release/Receipt Document or AF Form 2520, *Repair Cycle Control Log* upon receipt and completion of bare item inspection.

6.2.1.3.5. Review the AFTO Form 350. Review the AFTO Form 350 accompanying repairable returns for completeness and compatibility IAW TO 00-20-2. Coordinate with the applicable Maintenance Reparable Processing Center for clarification or correction of any questionable or incomplete entries.

6.2.1.3.5.1. Block 16 must contain the original issue request or due-out release document number listed on the DD Form 1348-1A or equivalent.

6.2.1.3.5.2. Block 17 must contain the nomenclature of the item.

6.2.1.3.5.3. Block 18 must contain the Part Number.

6.2.1.3.5.4. Block 18a, must contain the WUC when the item is declared NRTS or condemned (Action Taken Codes 0 through 9).

6.2.1.3.5.5. Block 19 must contain the National Stock Number.

6.2.1.3.5.6. Block 20 must contain an Action Taken Code compatible with property condition. See AFH 23-123, Vol 2, Pt 1, Ch 6 for a list of Action Taken codes.

6.2.1.3.5.7. Block 21 must contain the Quantity.

6.2.1.3.6. AFTO Form 350 Disposition. Leave Part 1 of the AFTO Form 350 tag attached to the item. Part II of the AFTO Form 350 will be used for return processing actions.

6.2.1.3.7. Condition tags. Verify the accuracy of condition tags affixed to the repair cycle asset IAW TO 00-20-3.

6.2.1.3.8. Removal of Tags and Labels. Remove all documentation not pertaining to current transaction (i.e., previous shipping labels, issue documents, MICAP, NMCS, 999, etc.). Tags and labels must be obliterated or removed from the item's container prior to the item being shipped, reissued or returned to warehouse stock.

6.2.1.3.9. AF Form 2005 and processing instructions. If return is not processed in an automated tracking system, prepare an AF Form 2005. The procedure for preparing the AF Form 2005 depends on the type of item being turned in, as outlined in other sections of this chapter. The format and processing instructions for consumable (XB3) item return requests are provided at AFH 23-123, Vol 2, Pt 1, Ch 6, Processing Turn-In of Consumable Items. The format and processing instructions for recoverable (XD2) and equipment (NF/ND) items are provided at in AFH 23-123, Vol 2, Pt 1, Ch 6, Recoverable Item Turn-In Request (TIN). Ensure the AF Form 2005 contains all required entries, including the DOCUMENT CONTROL, Classified, or NWRM stamp; after processing, forward it immediately to Document Control.

Table 6.1. General AF Form 2005 requirements.

Block	Title
A	Enter Last Name of In checker and Julian Date
B	Enter Last Name of Inspector and Julian Date
J	Nomenclature (note 12)

6.2.1.3.9.1. Return Processing Delays. When an item is physically returned and processing is delayed for more than 1 duty day, enter a P in Repair Cycle Flag position 53. Record the last three positions of the Julian date (actual return date) in Tote Box/Hold Bay positions 4-6 of the Return input.

6.2.1.3.10. Handling Post Return Processing. After completing return processing, move material with correct automated tracking labels and applicable documentation to locally designated hold areas or applicable warehouse stockrooms.

6.2.2. Special Return Procedures.

6.2.2.1. Purpose: These procedures cover returns that require special action. For policy specific requirements review, AFI 23-101 and for IT specific guidance use AFH 23-123.

6.2.2.2. Materiel Deficiency Returns. Process Materiel Deficiency Returns IAW TO 00-35D-54.

6.2.2.2.1. Maintenance personnel (originator) will deliver the deficient exhibit to the LRS/Materiel Management Activity IAW TO 00-35D-54, specifically:

6.2.2.2.1.1. A copy of the initial deficiency report (DR) submittal paperwork.

6.2.2.2.1.2. Provide documentation for DR to include latent defects found after initial exhibit reporting

6.2.2.2.1.3. Two completed copies of the DD Form 1575, Suspended Tag – Materiel

6.2.2.2.1.4. Two copies of the DD Form 2332, *Product Quality Deficiency Report Exhibit* properly completed IAW TO 00-35D-54 with the deficient property at the time of return.

6.2.2.2.2. The LRS/Materiel Management Activity will verify maintenance has provided required documentation and unserviceable (ERRCD X**) item returns are identified with supply condition code Q and action taken code C.

6.2.2.2.3. Upon completion of return processing, the appropriate ILS-S produces management notice I012 (Stock Awaiting Disposition) reflecting the unserviceable detail document number. The LRS/Materiel Management Activity will attach a copy of the I012 management notice to the property and write the Report Control Number (RCN) on the I012 so the exhibit can be readily identified.

6.2.2.2.4. Move the exhibit to the deficiency report storage location.

6.2.2.2.5. Assign location to R920 detail.

6.2.2.3. Warranty Item Returns. Include all warranty paperwork when an items is returned.

6.2.2.4. Items Undergoing Physical Inventory. Inventory freeze codes (C for Cycle inventory and I for Special inventory) will not affect processing of unserviceable returns. However, inventory freeze codes will have the following effects on serviceable return processing:

6.2.2.4.1. If TEX code 7 or G is used to force shipment, the system will process the return and shipment of the property.

6.2.2.4.2. If the entire quantity can be due-out released, the system will process the return and release the due-out.

6.2.2.4.3. If neither of these conditions exist, reject 469 will be printed. Take the following actions:

6.2.2.4.3.1. Hold copy 1 of the 469 reject in suspense and re-input the return after freeze code is removed.

6.2.2.4.3.2. Forward copy 2 of the 469 reject to the holding area, where it will be attached to the property.

6.2.2.5. Found on Base (FOB) Item Returns. Assets in the possession of base customers not accounted for on supply system due-in from maintenance or in-use equipment detail records are commonly referred to as found on base (FOB).

6.2.2.5.1. Determine ownership. The following research actions will be performed for all FOB returns to determine ownership: Verify all warehouse locations and detail balances; review transaction history for previous adjustments to validate if FOB is related; and check Degraded Operations log sheets to verify all transactions have been processed. After research, if ownership of FOB property can be determined, return the property to the owning organization.

6.2.2.5.2. **Specific FOB Actions**. The FSC will ensure all research actions are documented and filed with a copy of the D20 when an item is found on base. Follow actions in **Para 6.2.3** and process the return with TEX code "+". Serialized control assets (i.e. NWRM, CCI/COMSEC, Weapons) or classified assets need to follow actions identified under **Table 6.2**. All research actions and/or maintenance documentation will be filed with a copy of the D20 (BASE SUPPLY SURVEILLANCE REPORT) in accordance with AFI 23-101 (5.5.7.11). Use **table 6.2** for additional actions.

6.2.2.5.3. **Overages**. Overages resulting from maintenance turn-ins due to scheduled weapon system deactivations and modifications shall be considered resolved discrepancies when maintenance activities provide documentation directing the deactivations and or modifications as justification for resolution. The supply activity will add the items to the item record via a turn-in/receipt transaction, and documentation will be filed with Document Control in accordance with AFI 23-101 (5.5.7.11). For NWRM assets, notify the NTCC (**635SCOW.NTCC@us.af.mil**) prior to processing for accountability and disposition instructions. If documentation cannot be provided, the overages will be considered unresolved and the requirements prescribed in **Table 6.2** will be followed.

6.2.2.5.4. FSC 8150 Intermodal (ISO) Containers. Contact the Air Force ISO Container Program Manager at HQ AFMC/A4RT to request disposition instructions for ISO containers declared FOB on AF installations. See Defense Transportation Regulation (DTR) 4500.9-R, Part VI, Management and Control of Intermodal Containers and System 463L Equipment, Chapter 602, Intermodal Container Procedures for ISOs found on installation."

Table 6.2. Exceptions to TEX code "+" Returns.

Type Item	Actions
Serialized control assets (i.e. NWRM, CCI/COMSEC and Weapons) or Classified	These assets will not be turned-in with a TEX + (plus). Use Special Inventory procedures and customers will follow Report of Survey guidance in AFMAN 23-220. For NWRM, immediately contact the NTCC to determine proper accountability/disposition actions. Also see AFI 20-110, Ch 11 for discrepancy reporting requirements.
Equipment (ERRC NF*/ND*).	If ownership can be determined, see chapter 5D for equipment processing procedures.

6.2.2.6. Readiness Spares and Supply Point Item Returns. These assets are "returned" to retail supply stocks, and the materiel return procedures are the same as those used for customer materiel returns. Use the activity code, Organization Code, Shop Code and serial number of the Readiness Spares or Supply Point detail for processing the return.

6.2.2.7. Controlled Item and Nuclear Weapons Related Materiel (NWRM) Returns

6.2.2.7.1. Write or stamp CLASSIFIED ITEM in red ink on all copies of classified item source documents. For NWRM equipment, stamp the AF Form 2005 with CLASSIFIED NWRM Item in red ink.

6.2.2.7.2. LRS/Materiel Management activities will research and verify the serial number and part number/stock number conversions for all controlled materiel turned-in without the serial number or national stock number physically identified on the item.

6.2.2.7.3. Serialized Control Returns. When processing a return that affects the total on-hand or detail quantity, follow normal processing procedures. However, if processing a transaction for a partial quantity, specific serial numbers must be identified before the in-line transaction is processed. Use TRIC XHB or DSR detailed in COMSEC Serialized Control Input (XHB) and Small Arms Reconciliation Report For AFMC (DSR) respectively in AFH 23-123, Vol 2, Pt 1, Ch 10.

6.2.2.7.4. NWRM Returns. In addition to instructions in **Para 6.2.1**, NWRM returns will be processed using the following procedures:

6.2.2.7.4.1. The FSC will ensure only personnel authorized by the NWRMAO process NWRM return transactions.

6.2.2.7.4.2. FSC/return processing activities will notify NTCC of processing actions when an NWRM is being returned.

6.2.2.7.4.3. The FSC will provide the NTCC the NSN, the part number, document number, quantity, unit of issue, and applicable serial number(s).

6.2.2.7.4.4. The NTCC will lift freeze code N via Freeze Code Update (FFC) processing, and notify the requesting FSC the freeze code has been removed. FSC will process the TIN. After successful processing, NTCC will inform IM/repair facility of pending shipment and reload the freeze code N.

6.2.2.7.4.5. Do NOT process returns for NWRM with a TEX 7 and Supplementary Address. This will prevent automatic bypass of the freeze code.

6.2.2.7.4.6. If return processing releases to a backorder, FSC will provide final destination detail (SPRAM, Equipment, Supply Point, etc.) of the asset(s). All excess POS assets will be redistributed based on direction from the Item Manager (IM).

6.2.2.7.4.7. If return processing released to an unserviceable hold detail, contact the NTCC to process a Shipment (SHP) or Wholesale Activity Redistribution Order /Referral Order (A2x/A4x) to the correct address.

6.2.2.7.4.8. NTCC will update webpage In the future, Positive Inventory Control (PIC) Fusion Center will have visibility of transactions automatically.

6.2.2.8. Parachute Returns. In addition to instructions in **Para 6.2.1.2** and **6.2.1.3**, parachute returns will be processed using equipment returns detailed in **Para 6.2.5** and the following procedures.

6.2.2.8.1. Parachute components found to be unserviceable as a result of inspection performed in accordance with applicable technical orders will be processed as follows:

6.2.2.8.2. Reparable and serviceable parachutes and components of the following stock numbers, which are excess to AF requirements, will be converted to training aids:

6.2.2.8.2.1. Stock number 1670-00-940-0787.

6.2.2.8.2.2. Stock number 1670-00-543-3819.

6.2.2.8.2.3. Stock number 1670-00-376-8779.

6.2.2.8.2.4. Stock number 1670-00-517-9539.

6.2.2.8.2.5. Stock number 1670-00-554-6413.

6.2.2.8.2.6. Stock number 1670-00-622-4462.

6.2.2.8.2.7. Stock number 1670-00-680-9025.

6.2.2.8.2.8. Stock number 1670-00-112-9861.

6.2.2.8.2.9. Stock number 1670-00-892-4218.

6.2.2.8.2.10. Stock number 1670-00-373-9094.

6.2.2.8.2.11. Stock number 1670-01-236-3822.

6.2.2.8.3. Serviceable components will be turned in to LRS/Materiel Management Activity for stock or excess reporting to the IM for disposition instructions, to include year/date of manufacture and condition, when applicable. Where the IMS provides excess transaction status codes authorizing local disposition in accordance with current instructions, **Para 6.2.2.8.4** will apply, with the exception that requirements for local combat survival training exercises will be retained.

6.2.2.8.4. AFMC SCM-R Stock Control Activity will assign excess exception code (EEX) "6" and a locally determined shipment exception (SEX) code, with exception notice code (ENC) of "R" for reject, with the SEX exception phrase reading: Online ship to FB4620 (RIC DL7), MF USAF Ground Survival School. "Do Not Post" shipments are prohibited.

6.2.2.8.5. Prior to shipment, materiel management personnel will ensure the parachute assemblies are conspicuously stenciled in indelible ink: "NOT FOR FLIGHT - GROUND TRAINING ONLY." Unserviceable components may be stenciled during the technical order inspection performed by maintenance.

6.2.2.8.6. Disassembled Parachutes. If disassembling parachutes, the EAE, responsible custodian, and owning activity must work together to ensure the parachute is properly taken apart, identified and accounted for on separate DIFM details before taking it to the FSC.

6.2.2.8.7. EAE will determine what parts make up the assembled parachute and then prepare the documents listed below. Process these documents in the exact order listed. Note: Although these documents are basically "paperwork" transactions, output DD Form 1348-1A will be distributed in the normal manner.

6.2.2.8.7.1. Activity Code E Return (Assembled Parachute). This return transfers the parachute from the in-use detail to the item record. EAE will prepare and process the return with the following information: Supply condition code A; transaction exception code (TEX) 8; and PARCHUTDSAMBLY in positions 67-80. If necessary, prepare an FCI to adjust authorizations.

6.2.2.8.7.2. Activity Code P Issue (Assembled Parachute). This issue removes the parachute from the item record balance. EAE will prepare and process the issue with the following information: Activity code P; organization code 004; shop code AD; and PARCHUTDSAMBLY in positions 67-80.

6.2.2.8.7.3. Activity Code P Return (Parachute Component). For each parachute component, EAE will prepare and process the return using following data: Activity code P; organization code 004; shop code AD; condition code A; and TEX code 8.

6.2.2.8.7.4. Activity Code C Issue (Parachute Component). For every activity code P return prepared for a component, EAE will prepare and process an activity code C issue. In positions 67-80, enter the in-use document number of

the parachute. Use the disassembling activity's organization and shop code to establish DIFM control on component items. **Note:** The activity disassembling the parachute must sign each activity code C issue. Other issues or returns will be signed by EAE.

6.2.2.8.8. Return and Disposition of Parachute Components. After parachute components have been associated to a unique DIFM detail, the disassembling activity will return any serviceable, reparable, or condemned parachute components to the FSC.

6.2.2.9. Return of Bench Mockups or Sets. The equipment custodian must state disassembly is complete when returning a bench mockup or set. Follow equipment return procedures using activity code E, for returns of each component of the mockup or set.

6.2.2.10. Special Purpose Recoverables Authorized Maintenance (SPRAM). Returns for SPRAM items must contain demand code I (when reducing or deleting authorized detail) or demand code R (when requesting replacement item).

6.2.2.11. Safe and Filing Cabinet Returns. Return documents for safes and filing cabinets with combination locks will include combination settings. When locksmith services are available, the combination settings will be changed to 50-25-50 prior to return. If a locksmith is unavailable, returns may be accomplished without changing combination settings. If so, in addition to writing the settings on the return document, also notate the combination on the tag or label attached to the safe or cabinet.

6.2.2.12. Multiple DIFM Indicator. When using a multiple DIFM indicator, there is only one DIFM document number. Additional processing will be required if returning partial quantities or using separate conditions. Example: DIFM quantity is 10. If returning five each with an action taken code 9, and the other five with an action taken code B, it will be necessary to process separate returns with the same document number.

6.2.2.13. Non-accountable equipment. Non-accountable equipment GPC purchased items must be processed through the ILS-S to ensure the assets are not on any accountable records. Process returns for non-EAID equipment items that do not affect in-use detail records. The requester provides the org/shop code. Materiel Management personnel will process the return using:

6.2.2.13.1. Activity code “P” document numbers.

6.2.2.13.2. Activity code “K” from retail outlets.

6.2.2.13.3. Credit code “N”. **Note:** Credit code “Y” is assigned when credit is allowed, the Funds manager must approve the use of credit code “Y” before processing

6.2.2.13.4. Contact EAE for items on EAID details

6.2.3. **Recoverable, Consumable, or Equipment Return Procedures.**

6.2.3.1. Purpose: To provide procedures on the return of recoverable, consumable, or equipment items. For policy specific requirements review, AFI 23-101 and for IT specific guidance use AFH 23-123.

6.2.3.2. In addition to guidance in see **Para's 6.2.1.2** and **6.2.1.3)**, follow instructions in subsequent paragraphs for recoverable (ERRCD XD2 or XF3), consumable (ERRCD XB*/NF1), or equipment (ERRCD N**) returns to the ILS-S.

6.2.3.3. Recoverable Item Returns. Return recoverable items after completing the base repair cycle process IAW TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items.* In addition, all recoverable returns will follow procedures in Para's 6.2.1.2 and 6.2.1.3 and recoverable return transaction processing outlined in AFH 23-123, Vol 2, Pt 1, Ch 6.

6.2.3.4. Consumable Item Return Procedures. In addition to **Para's 6.2.1.2 and 6.2.1.3** and consumable return processing outlined in Processing Turn-In of Consumable Items AFH 23-123, Vol 2, Pt 1, Ch 6 perform the following actions for all consumable item returns:

6.2.3.4.1. AFI 23-101 and DoD 4160.21-M mandates all government materiel must be fully used and reused whenever it can be effectively, economically, and safely utilized. Although activities or work centers may no longer need consumable assets for current needs, they are not authorized to automatically throw away these items because they may be needed in the future. The following general guidelines will help determine item usefulness and applies to both on and off-base organizations.

6.2.3.4.2. Throw Away Items. Customers may only throw away items that are in such a deteriorated condition they cannot be sold through DLADS, thus making them useless for any future application. Examples are used gaskets, seals, broken plastic items, etc.

6.2.3.4.3. Useful materiel. Customers will collect, retain, and return to the LRS/Materiel Management Activity all consumable items, serviceable or unserviceable, having potential use or resale value. The LRS/Materiel Management Activity will reissue and redistribute these for repair and reuse, or transfer to DLADS as scrap.

6.2.3.4.4. The return activity will prepare and sign DD Form 1574. The return activity will write appropriate organization and shop code on the DD Form 1574 or the property container. The DD Form 1574 is not required on a consumable item if the item is in its original sealed container, and the national stock number has not been removed or obliterated.

6.2.3.4.5. LRS/Materiel Management Activity will not accept serviceable property less than a full Unit of Issue (UI). If returned serviceable property contains less than a full UI (i.e., 57 EA and the UI is HD), the organization will keep the items as work order residue or add them to existing bench stock.

6.2.4. **Specific Consumable Processing Procedures.**

6.2.4.1. Purpose: To provide procedures on certain consumable returns. For policy specific requirements review, AFI 23-101 and for IT specific guidance use AFH 23-123.

6.2.4.2. IAW AFI 24-203, Cargo Movement personnel will check each collection/pickup point on base, according to the schedule set by the LRS/Materiel Management Activity. They will deliver recovered consumable materiel to FSC for processing.

6.2.4.3. Use the organization and shop code identified on the DD Form 1574 or container to make sure funds credit is provided when authorized. Property suspected to be unserviceable or misidentified will be verified by a certified inspector. Process unserviceable returns as condition code "H." If items are considered scrap, process IAW **Sec. 6C, Disposal and Demilitarization** of this manual. After processing, move materiel to applicable hold location.

6.2.5. **Equipment Return Procedures.**

6.2.5.1. Purpose: To provide procedures on the return of recoverable, consumable, or equipment items. For policy specific requirements review, AFI 23-101 and for IT specific guidance use AFH 23-123.

6.2.5.2. In addition to **Para's 6.2.1.2 and 6.2.1.3** and equipment return processing outlined in Processing Turn-In of Equipment Items To ILS-S, AFH 23-123, Vol 2, Pt 1, Ch 6 the following actions will be performed for all equipment returns:

6.2.5.3. The organization equipment custodian will contact EAE to request return of accountable equipment items. Additionally, the custodian will prepare two copies of AF Form 2005 for return processing.

6.2.5.4. The EAE:

6.2.5.4.1. Reviews the equipment custodian's AF Form 2005 for accuracy.

6.2.5.4.2. Queries the ILS-S to identify unfilled base authorizations for the item.

6.2.5.4.2.1. If unfilled base authorizations exist:

6.2.5.4.2.1.1. If a due-out exists, EAE will contact the customer to verify the item returned will be acceptable to their requirements. If so, ensure the correct document number is annotated on AF Form 2005 used for return with TEX 2.

6.2.5.4.2.1.2. If no due-out exists, EAE will transfer the serviceable item to the existing base authorization.

6.2.5.4.2.1.3. If there are no unfilled base requirements, EAE will obtain disposition instructions from the Item Manager. When disposition instructions are provided, EAE will ensure the correct DODAAC is annotated on the AF Form 2005.

6.2.5.5. Documented Cargo Operations will pick up the property from custodian. Custodians will ensure that items contain proper documentation prior to pick up. Proper documentation includes: AFTO Form 350, Reparable Item Processing Tag (if applicable), and condition tag. If an item is missing required packaging, an AF Form 451, Request for Packing Service, will be included with the property. Documented Cargo will sign the AF Form 2005 and leave a copy with the custodian. Documented Cargo personnel are not responsible for the inspection or completion of documentation. They will deliver the property and remaining AF Form 2005 copies to FSC for Return transaction processing IAW **Para's 6.2.1.2 and 6.2.1.3**. **(T-2)**

Section 6C—Disposal and Demilitarization

6.3. Disposal and Demilitarization.

6.3.1. Disposal.

6.3.1.1. Purpose: To explain disposal procedures process required to transfer materiel (TRM) to DLADS for managing excess and surplus material transfers. Materiel transfers from AF retail materiel management activities to DLA can be either directed by wholesale inventory control point (ICP) item managers, or can be initiated based upon disposal decisions by local managers. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

6.3.1.2. Overarching disposal guidance is contained in DoD 4160.21M.

6.3.1.3. General Disposal Procedures. Locally-directed materiel transfers to DLADS are processed in the ILS-S when items are no longer required (excess), all disposal authority criteria has been met, and the item does not support an active AF weapon system or end item. The following action will be performed for all items being transferring to DLADS through LRS/Materiel Management Activity channels.

6.3.1.3.1. Identify the type of property for disposal by checking NSN and/or Part Number. Reference AFH 23-123, Vol 2, Pt 1, Ch 6 for clarification.

6.3.1.3.2. Ensure all the paperwork if applicable, is complete (e.g. hazardous forms, disposition instructions, and condition tags with property).

6.3.1.3.3. Input of a locally-directed materiel transfer, the ILS-S applies transfer disposal authority criteria to ensure the materiel qualifies for transfer. The transaction format and processing instructions for transferring items are provided at AFH 23-123, Vol 2, Pt 1, Ch 6.

6.3.1.3.4. Successful processing of the transfer transaction produces a DD Form 1348-1A output A5J transfer document, reference Preparation of DD 1348-1A, (ISU/MSI/DUO/DOR/A2x/SHP/A5J Documents) in AFH 23-123, Vol 2, Pt 1, Ch 6, Transfer Document.

6.3.1.3.5. Attach document to the property. **Note:** DLADS is sometimes located off-base and the transferred materiel must be transported. Go to **http://www.dispositionservices.dla.mil**/ to request an appointment to bring scrap or usable property to nearby DLADS.

6.3.1.3.6. If document contains demilitarization codes F, G or P forward to Inspection for processing and coordination materiel movement with LGRD

6.3.1.3.7. For Wholesale-Directed Transfers to DLADS Transactions reference Processing Procedures For ICP-Directed Transfers to DLADS, AFH 23-123, Vol 2, Pt 1, Ch 6.

6.3.1.4. For Critical Safety Items (CSI) materiel which lacks required supporting documentation will be mutilated prior to being transferred. The term “AFTO Form 95 Required” will be printed on all output shipments or transfer documents requiring supporting historical maintenance data. LRS/Materiel Management Activity inspector should contact maintenance when this phrase is printed on serialized reparable items and no maintenance documentation is available.

6.3.1.4.1. A criticality code of "E" or "F" identifies an item as CSI, in IAW DoD 4100.39 M, Vol 10, **http://www.dtic.mil/whs/directives/corres/pdf/410039m/410039m_vol10.pdf**

6.3.1.4.2. DLADS will mutilate CSIs not accompanied by an AFTO Form 95 or other historical maintenance record, and if the items have not already been mutilated.

6.3.1.4.3. When disposing such aviation CSIs into DLA, ensure that the documents clearly annotate that the part is "defective," "non-reparable," or "time-expired" and that mutilation is required. Note: If the materiel is new/unused and still packaged in the original manufacturer's container that reflects all of the identification and contracting data, the item shall be issued or turned-in to DLA without applying the mutilation requirement.

6.3.1.4.4. CSIs that contain military offensive or defensive capabilities shall be demilitarized in accordance with DoD 4160.28-M.

6.3.1.5. Disposal of Special Access Program parts will comply with AFI 16-701, *Special Access Programs*.

6.3.2. **Disposal Return Document (DTID).**

6.3.2.1. Purpose: To explain Disposal Return Document/materiel transfer procedures used by base organizations to process directly to DLADS. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

6.3.2.2. These procedures are primarily used to transfer scrap to DLA by authorized base organizations. Since organizational transfers of materiel to DLADS are not processed through the ILS-S, the initiating organizations are responsible for hand scribed or typed DD Form 1348-1A documenting the transfer. There are two methods available for producing the documentation. Organizations will use DLA's Electronic Turn-in Document (ETID) system or manually produce the transfer shipment documentation if IT is limited.

6.3.2.3. General Disposal Procedures. Property shall be turned in to the DLADS Site IAW DLM 4000.25-1-M, and DoD 4160.21-M, Ch 3 all returns will be on DD Form 1348-1A.

6.3.2.3.1. Segregate scrap materiel to minimize DLA handling costs and to ensure maximum returns from the sale of disposed materiel. Segregation of scrap materiel shall be accomplished by the base organizations initiating materiel for all transfers.

6.3.2.3.2. If purchased items using Government Purchase Card (GPC), organization will contact LRS/Materiel Management Activity to ensure the assets are not on any accountable records. For "Scrap Materiel," organization will make every effort possible to return the items directly to DLADS.

6.3.2.3.3. Property shall be turned in using the DLADS Site at **https://www.dispositionservices.dla.mil**/.

6.3.2.3.4. For password access see additional information link.

6.3.2.3.5. The requesting organization must coordinate with DLADS to schedule property drop off/pick-up

6.3.2.3.6. When an ETID is prepared by an IM to process excesses at more than one storage location, separate forms will be prepared for each location. Each form will contain indicative information for the property held only at that location. Ensure quantity to be transferred and retention quantity entries are complete.

6.3.3. **Batch Lot Processing.**

6.3.3.1. Purpose: To explain the batch lot procedures. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

6.3.3.2. In some cases, bases are authorized to transfer useable low dollar value materiel to DLADS in "batch lots" instead of individual stock number (item) transfers. **Note:** Batch lotted property documents are not in Web Docs and will be mailed back. Reference DoD 4160.21-M, Ch 3 above for more information.

6.3.3.3. General batch lot procedures. Property shall be collected in a standard tri-wall container or other suitable container but must not exceed the dimension of a standard box pallet. Place containers in a convenient location within each warehouse and when the container is full or the warehouse supervisor considers it desirable, an ETID will be prepared and the container forwarded to the DLADS. The following types of property do not qualify for batch lot processing:

6.3.3.3.1. Munitions List and Strategic List Items IAW DoD 4160.28-M, V2, *Defense Demilitarization Manual*, June 2011.

6.3.3.3.2. Property that needs special handling as determined in DoD 4160.21-M.

6.3.3.3.3. Items designated as critical by the wholesale inventory manager.

6.3.3.3.4. Items determined to be pilferable or sensitive.

6.3.3.3.5. Hazardous property.

6.3.3.4. The following procedures will be performed:

6.3.3.4.1. Generating activities transferring property to a DLADS site will prepare an ETID to accompany the property.

6.3.3.4.2. Click on link and submit the request. **https://www.dispositionservices.dla.mil**/.

6.3.4. Demilitarization Procedures.

6.3.4.1. Purpose: To explain demilitarization for selected items. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

6.3.4.2. Demilitarization of selected items must be performed by the disposing activity prior to transfer to preclude the unauthorized use of military items; destroy the military advantages inherent in certain types of property; render dangerous property harmless; protect the national interest; and preclude the compromise of security requirements IAW DoD 4160.28M, V2.

6.3.4.3. General DEMIL Procedures: The following actions will be performed:

6.3.4.3.1. LRS/Materiel Management Activity inspection personnel will contact IM personnel to obtain guidance when DEMIL codes on DD Form 1348-1As appear to

be incorrect or cannot be determined. If an IM cannot be identified, contact DLADs in accordance with DoD 4160.21-M.

6.3.4.3.1.1. When inspection personnel detect incorrect demilitarization codes, they forward documents showing the changed demilitarization requirement to Records Maintenance, who will resolve the coding conflict.

6.3.4.3.2. For items assigned DEMIL code F, Inspection is responsible for initiating correspondence to obtain demilitarization instructions from the IM/ICP.

6.3.4.3.2.1. Inspection personnel ask Central Storage to segregate and/or mark property destined for shipment pending response from the IM/ICP.

6.3.4.3.3. For items assigned DEMIL code G before they can be transferred: Inspection is responsible for monitoring demilitarization, subsequent transfer, and related documentation.

6.3.4.3.3.1. Inspection personnel ask the following activities to establish a point of contact for carrying out demilitarization:

6.3.4.3.3.1.1. Munitions Maintenance and/or Armament Maintenance, for ammunition and explosives.

6.3.4.3.3.1.2. HAZMAT Pharmacy/BES or Civil Engineer, for radiological, biological, and toxicological materiel.

6.3.4.3.3.1.3. Aircraft Maintenance for aircraft related items.

6.3.4.3.3.1.4. Other activities as required.

6.3.4.3.4. Upon receipt of a shipping document, the inspector contacts the applicable function and arranges for the required demilitarization. Note: DoD 4160.28-M, V2 establishes the criteria for determining the most appropriate means of demilitarization.

6.3.4.3.4.1. The inspector stamps or types the following certificate on the shipping document before the property is moved to the disposing activity:

Figure 6.1. Inspector Certification.

I certify that demilitarization has been accomplished as prescribed in chap,_____para.____ there is/is no residual materiel of salable quality. Residual materiel is/is not downgraded to scrap/ waste/destroyed. Signature: Organization: Base:

6.3.4.3.5. The function carrying out the demilitarization accepts temporary accountability for the property by signing and returning copy 8 of the shipping document to the Inspection section. Inspection personnel hold this copy in suspense until the demilitarized property and/or related documentation have been returned. They then destroy copy 8.

6.3.4.3.6. The activity demilitarizing the item completes the certification as follows:

6.3.4.3.6.1. If, after demilitarization, the property retains its original identity (only key points have been demilitarized), the certifying agent specifies 1) that the item has been demilitarized, 2) that there is residual materiel, and 3) that such materiel has not been downgraded to scrap. The certifying agent then returns the residual property and related documentation to the LRS, who then ships it to the DLADS.

6.3.4.3.6.2. If, after demilitarization, the property does not retain its original identity (it has been crushed or destroyed), the certifying agent specifies 1) that the item has been demilitarized, 2) that there is or is not residual materiel of salable quality, and 3) that such materiel has been downgraded to scrap or waste.

6.3.4.3.6.2.1. If the residual materiel is of salable quality, the certifying agent circles the stock number in print positions 8-22 of the DD Form 1348-1A, enters the word SCRAP, and returns the residual materiel and related documentation to Supply for later shipment to the DLADS.

6.3.4.3.6.2.2. If the residual materiel is not of salable quality, the agent circles the stock number in print positions 8-22 of the DD Form 1348-1A, enters the word WASTE, and returns ONLY the documentation to LRS.

6.3.4.3.6.3. If, after demilitarization, there is no residual materiel (as in explosives), the agent certifies 1) that the item has been demilitarized, 2) that there is no residual materiel of salable quality, and 3) that the residual materiel has been downgraded or destroyed. The agent then circles the stock number in print positions 8-22 of the DD Form 1348-1A, enters the word DESTROYED, and returns the documentation to LRS.

6.3.4.3.7. Inspection personnel forward shipping documents containing a demilitarization certificate and the word WASTE or DESTROYED in print positions 8-22 to Document Control. **Note:** No DLADS signature is required. Inspection personnel process shipping documents containing a demilitarization certificate and the word SCRAP in print positions 8-22 for delivery to the DLADS.

6.3.4.4. Demilitarization Funding.

6.3.4.4.1. Responsibilities for Funding Air Force Demilitarization Efforts. **Table 6.3** identifies the demilitarization / disposal requirements funds owner, decision authority and type of funds associated with given demilitarization /disposal events.

Table 6.3. Demilitarization / Disposal Requirements.

	Event	**Requirements (Funds Owner)**	**Decision Authority**	**Type of Funds**
Induction of Weapon Systems into AFMC Aerospace Maintenance And Regeneration Activity				
1	Active Duty Owned Weapon Systems, Tooling,	Program Manager	Program Manager	Depot Purchased Equipment Maintenance

	Engines and Other Items			(DPEM - CAM)
2	Active Duty Owned Test Weapon Systems, Tooling, Engines and Other Items	Program Manager	Program Manager	Owning MAJCOM 3600
3	ANG/AFRC Owned Weapon Systems, Tooling, Engines and Other Items	Program Manager	Program Manager	ANG / AFRC
Demilitarization/Disposal				
4	At AFMC Aerospace Maintenance And Regeneration Activity	AFMC Aerospace Maintenance and Regeneration Activity/Program Manager	Program Manager	DPEM (CAM)
5	In place	Owning Command	Program Manager	O & M (if organic capability is not available)
6	Of Crash/Battle Damaged Weapon System	Owning Command	Program Manager	O & M Owning Command
Stock Funded Items (Wholesale) Not Associated with Drawdown of Weapon Systems (Includes Excess or Failure) Not Installs/Items IM is accountable for (SPARES)				
7	AF-Managed to DLA Disposition Services (not demil codes P (classified) or G (AEDA), e.g., Pipeline Spares)	Item Manager	Item Manager	Service Level billing
8	Depot Level Classified (CSAG-M Demil done by Depot Maintenance)	Item Manager	Item Manager	Budget Code of Item drives funding source
9	Depot Level Classified (Demil done by Contractor)	Item Manager	Item Manager	Budget Code of Item drives funding source
10	Organizational-Level Classified (Demil done by AF	Item Manager	Item Manager	No funds required

	Personnel, SBSS-driven)			
Ammunition Explosive and Dangerous Articles (AEDA)				
11	Safing/Demil	Item Manager	Item Manager	Service Level Billing, Army Joint Munitions Command
Hazardous Materiel to DLA Disposition Services				
12	Depot Level	Item Manager	Item Manager	Service Level billing; except hazardous bill is paid by activity turning in item
13	Organizational-Level	Item Manager	Item Manager	Service Level billing; CE pays for hazardous
Non-Stock Funded Items				
14	In an Accountable System	Program Manager	Program Manager	DLA Disposition Services - Service Level billing
15	Not in an Accountable System, No Longer Cataloged	Program Manager	Acquisition Center that managed the program, or AFMC if no AQ Center	O & M (Not CAM) Out of cycle funding
Demilitarization due to Deactivation or Drawdown of Weapon System				
16	Items in stock tied to drawdown (common and unique items) IM SPARES	Program Manager	Item Manager	DPEM (CAM)
17	Installs and associated Support Equipment (NOT SPARES in IM account)	Program Manager	Program Manager	DPEM (CAM)
18	Management Support Division Spares that were previously decapitalized (not	Program Manager	Program Manager	DPEM (CAM)

	on accountable record)			
Museum Transfers				
19	USAF Museum	Losing ORG. uses organic capability to deactivate, if requirement exceeds organic capabilities museum funds	USAF Museum	Museum O & M Funds if required
20	Civilian Museum	Program Manager will pay for demil / safing of W/S; Gaining ORG. in accordance with AF Museum Policy (transport, upkeep, etc…)	USAF Museum	O & M Funds
Plant Clearance				
21	Open Contract	Contract Program Office	Item Manager/ Equipment Specialist	Funds on the contract
22	Closed Contract	Contract Program Office or Activity that would have that responsibility today	Item Manager/ Equipment Specialist if identifiable (if not contract program office)	O & M
Other				
23	Contractor Logistics Support (CLS) Weapon Systems	Program Manager	Item Manager/ Equipment Specialist	CLS (CAM) / Depends on Contract Funding
24	Nuclear Weapon Related Material (NWRM)	Program Manager	Item Manager	Same as non NWRM (see scenarios above)
25	Weapon Systems not on an	AFMC/A3	AFMC/A3	O & M (Not CAM) Out of

	accountable system			cycle funding

Chapter 7

SUPPORTING TECHNOLOGIES

Section 7A—Overview

7.1. Overview. This chapter outlines AF guidance to complete supply chain materiel management procedures associated with supporting technologies. These technologies include Automatic Identification Technology (AIT), Mechanized Material Handling Systems (MMHS), other technological capabilities; Supply Chain Materiel Management Systems and the capability requirements of the Readiness Driver Program. DoDI 3110.05, *Readiness-based Materiel Condition Reporting for Mission-Essential Systems and Equipment,* DoD 4140.1-R, and DoDI 8320.04, *Item Unique Identification Standards for Tangible Personal Property* serve as primary DoD reference sources.

Section 7B—Automatic Identification Technology, MMHS, and Other Capabilities

7.2. Automatic Identification Technology, MMHS, and Other Capabilities.

7.2.1. **Requesting Mechanized Material Handling Systems and Storage Aid Systems (MMHS/SAS).**

7.2.1.1. Purpose: To explain the general procedures associated with the preparation of mechanized material handling system (MMHS) and storage aid system (SAS) requests at base level. For policy specific requirements review AFI 23-101, Sec. 7B, Automatic Identification Technology (AIT) & Mechanized Material Handling Systems (MMHS) and Other Capabilities and for economic analysis (EA) specific guidance use AFI 65-501, *Economic Analysis*. For other policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

7.2.1.2. General Request Procedures. The following actions will be performed for all base level MMHS/SAS requests:

7.2.1.3. Requirements Call. Annually, third quarter of the fiscal year, AFMC performs a requirements call requesting final validation of all upcoming fiscal year projects and submission of new projects. MAJCOM Program Managers receive the requirements call data. New and updated concept papers are required for each project identified during the requirements call.

7.2.1.3.1. Concept Paper. New MMHS/SAS projects require a concept paper. Projects will not be budgeted without a current concept paper. The concept paper is a one page summary of deficiencies and requested improvements. It contains specific background information, requested improvements, present system(s), anticipated benefits/impact and base point of contact. All concept papers will be developed and submitted electronically. A Sample Concept Paper can be found in AFH 23-123, Vol 2, Pt 1, Ch 7. Once the concept paper is complete, submit to MAJCOM Program Manager for validation and prioritization.

7.2.1.3.2. Cost to the User. For all programmed projects, base level users are responsible for funding the roundtrip airline ticket for one engineer for each TDY

necessary to accomplish the development and execution of the project. There are typically three TDYs per project. Funding of the entire TDY trip is encouraged.

7.2.1.3.3. MAJCOM Program Manager. Submit all concept papers, prioritized by fiscal year, to the Mechanized Materials Handling Engineering Office. Out of Cycle concept papers are submitted upon receipt.

Section 7C—Supply Chain Materiel Management System

7.3. Supply Chain Materiel Management System. The Supply Chain Materiel Management System Section covers system interfaces and reject management.

7.3.1. **Cargo Movement Operations System (CMOS) Interface.**

7.3.1.1. Purpose: This section provides the procedures and identifies the processes required for the ILS-S and the CMOS interface. Following a brief explanation of the SBSS and CMOS interface, the specific procedures and processes are identified.

7.3.1.1.1. SBSS/CMOS Interface. The SBSS/CMOS interface establishes an electronic interface between the SBSS and base transportation activities. The interface provides base transportation organizations with timely data to effectively plan and schedule shipments into the transportation pipeline, to control shipment limits to maximize the use of transportation resources, and to reduce transportation costs. In addition, it allows transportation to preplan shipment consolidation and select the mode of shipment based on priority. CMOS provides electronic record images to the SBSS when transportation receives outbound cargo, and it continues to provide shipment status information to the SBSS until the cargo is released for shipment. The SBLC ICI is the primary mechanism used to pass messages and transactions between the ADS.

7.3.1.2. General Procedures.

7.3.1.2.1. Responsibilities.

7.3.1.2.1.1. AFMC SCM-R Records Maintenance Activity. The AFMC SCM-R Records Maintenance Activity is responsible for ensuring an ADS-Interface Record is loaded, see ADS-Interface Record, AFH 23-123, Vol 2, Pt 3, Ch 6 for transaction format.

7.3.1.2.1.2. Satellite Accounts. Satellite accounts are responsible for coordinating the load of the CMOS indicator with AFMC SCM-R Records Maintenance Activity to establish the SBSS/CMOS interface.

7.3.1.2.2. Material Management IT system processes.

7.3.1.2.2.1. Acknowledgment of Receipt. The SBSS/CMOS interface eliminates the requirement for a signature on the shipment documents processed from the SBSS to base transportation. Base transportation acknowledges receipt of a shipment to the SBSS with an electronic image of a shipment suspense record from the CMOS which updates the shipped not credited detail (SNC). It also updates the shipment suspense detail (SSC) with an inchecker code and inchecked date. **Note:** When the CMOS flag is loaded, document control cards (DCC) are

not produced for shipment documents except for classified items. See **Sec. 5E, Document Control and Detail Records** of this manual for more information on document control procedures for shipments both with and without CMOS interface.

7.3.1.2.2.2. Directed and Nondirected Shipments. The SBSS provides CMOS with an electronic image of a shipment interface record for all outbound shipments. This record contains the shipping information printed on the DD Form 1348-1A which provides the CMOS with all the transportation data required to incheck materiel and process outbound cargo (see SBSS-to-CMOS Shipment Interface Records, AFH 23-123, Vol 2, Pt 1, Ch 7). **Note:** When the collocated activity option is used, a shipment interface record is not provided to CMOS. A document control card (DCC) is produced.

7.3.1.2.2.3. Transfer to DLADS. When transportation channels are used to transport property transfers to DLADS, the SBSS provides CMOS with an electronic image of a shipment interface record, see SBSS-TO-CMOS Shipment Interface Records, AFH 23-123, Vol 2, Pt 1, Ch 7. However, when the LRS/Materiel Management Activity makes the delivery to DLADS, a shipment interface record is not provided to CMOS. See SBSS-TO-CMOS Shipment Interface Records, AFH 23-123, Vol 2, Pt 1, Ch 7 for loading a DRMO-TMO delivery flag to the OCCR. (**Note:** Delivery flag still uses old office symbol identifiers, i.e. not DLADs or Cargo Movement)

7.3.1.2.2.4. Off-Base Issues. When materiel is routed to an off-base organization through the base transportation office, the SBSS provides an electronic image of the shipment interface record to the CMOS for issues and due-out releases (TRICs ISU, BSU, MSI, and DOR).

7.3.1.2.2.5. Reverse-Post Processing. When a directed or nondirected shipment, transfer to DLADS, or off-base issue is processed through the base transportation office and is reverse-posted, the SBSS provides an electronic image of a Record Reversal Record to the CMOS (see Record Reversal Record, AFH 23-123, Vol 2, Pt 1, Ch 7).

7.3.1.2.2.6. Follow-up Processing. An electronic image of a Follow-up Action Record (see Follow-up Action Record, AFH 23-123, Vol 2, Pt 1, Ch 7) is provided to CMOS when a receipt of acknowledgment, inchecker code and inchecker date for an off-base shipment, transfer to DLADS, or off-base issue is not received by the SBSS in a timely manner. The first follow-up occurs when the inchecker code and inchecker date in the SSC or SNC detail is blank and the date of last transaction is older than 5 days. When a response is not received from CMOS, a second follow-up occurs when the date of last transaction is older than 10 days.

7.3.1.2.2.7. Delinquent Shipment Listing, Part 5 lists SSC/SNC details with a blank inchecker code/inchecked date when the date of last transaction is greater than 14 (Delinquent Shipment Listing (R40/NGV810), AFH 23-123, Vol 2, Pt 1, Ch 6**)** for more information on the Delinquent Shipment Listing). This report provides management with a list of off-base shipments, transfers to DLADS, and

off-base issues processed to the Base Transportation Office when a receipt of acknowledgment, inchecker number, and inchecker date have not been received from CMOS.

7.3.2. **Integrated Maintenance Data System Central Database (IMDS CDB/G054) and Core Automated Maintenance System For Mobility (CAMS-FM/G081) Interface.**

7.3.2.1. Purpose: To provide the procedures and identify the processes required for the Material Management IT system interface with IMDS CDB and CAMS-FM/G081.

7.3.2.2. Implementation of these processes does not change the current organizational structure.

7.3.2.3. Only selected transactions are permitted to be processed from a maintenance work center terminal. In IMDS CDB/CAMS-FM, maintenance personnel have the capability to order parts, cancel their own requirements, retrieve current status, and review canceled requirements through remote terminals located in the work center area.

7.3.2.4. Manual operations will be used if the interface is suspended for long periods of time.

7.3.2.5. Software. The SBLC ICI is the primary mechanism used to pass messages and transactions between the ADS.

7.3.2.6. IMDS CDB/CAMS-FM Implementation. Ensure the following actions are accomplished prior to IMDS CDB/CAMS-FM activation:

7.3.2.6.1. Validate and update those SRDs that the IMDS CDB/CAMS-FM unit will use to ensure they are loaded in the SBSS SRD table (008 record). See SRD Inquiry, AFH 23-123, Vol 2, Pt 2, Ch 6 for the input/output format of SRD Inquiry.

7.3.2.6.2. Validate and update the IMDS CDB/CAMS-FM organization record to ensure the IMDS CDB-GANG-NBR (the gang number they will be using for their inputs) and the 518-Maint-Unit-Ident-Code are loaded. See OCCR, Load, Change, or Delete, AFH 23-123, Vol 2, Pt 2, Ch 8 for the Organization Cost Center Record Load/Change/Delete/Inquiry format and entry requirements.

7.3.2.6.3. Use The ADS Interface Record handler to establish the SBSS/ IMDS CDB/CAMS-FM interface. The information required for this screen consists of IMDS CDB/CAMS-FM gang number, their host system ID, and of course, the SBSS information as well. See ADS-Interface Record, AFH 23-123, Vol 2, Pt 1, Ch 7 for the format.

7.3.2.7. IMDS CDB/CAMS-FM Activation/Deactivation.

7.3.2.7.1. To activate IMDS CDB/CAMS-FM contact the ICI Monitor at the DMC to ensure that the ICI authorization file can accommodate proper SBSS/IMDS CDB/CAMS-FM gang number correlation and that the SBSS host-ID and IMDS CDB/CAMS-FM host-ID are correct.

7.3.2.7.2. To deactivate IMDS CDB/CAMS-FM interface, process ADS Interface Record to delete IMDS CDB/CAMS-FM interface record. See ADS-Interface Record, AFH 23-123, Vol 2, Pt 1, Ch 7 for the format.

7.3.2.8. IMDS CDB/CAMS-FM to SBSS Processes.

7.3.2.8.1. IMDS CDB/CAMS-FM Transaction Identification Codes (TRICs). IMDS CDB input terminals are restricted to the following TRICs:

7.3.2.8.1.1. Issues. Activity code J is assigned to issue requests for IMDS CDB/CAMS-FM support units.

Table 7.1. Activity code J serial number assignment.

Assigned to	Serial Number	For
IMDS CDB	0001-1999	Maintenance in-line transactions
CAMS-FM	4000-6999	Maintenance in-line transactions
LRS	8000-8999	Off-line transactions for IMDS CDB units
LRS	9000-9999	Off-line transactions for CAMS-FM units

7.3.2.8.1.2. Demand code I (initial issue) is not authorized for use by IMDS CDB/CAMS-FM.

7.3.2.8.2. Due-out release. IMDS CDB/CAMS-FM is restricted to force release (TEX code 3) TCTO items only.

7.3.2.8.3. Due-out cancellation.

7.3.2.8.4. Maintenance Turn Around

7.3.2.8.5. MICAP Notifications to correct indicative data or to report cannibalization actions taken, to preclude, satisfy, or transfer (from one end-item to another) MICAP conditions.

7.3.2.8.6. Changes to DIFM and Unserviceable Details (DFM).

7.3.2.8.7. Bench Stock Issue Requests.

7.3.2.8.8. Due-In/Due-Out Update. Maintenance is authorized to change only the following data elements: delivery destination, due-out document number, and mark-for.

7.3.2.9. SBSS to IMDS CDB/CAMS-FM Outputs. The outputs from SBSS to IMDS CDB/CAMS-FM are in the form of due-out status notifications, management notices, and reject notices.

7.3.2.9.1. Due-Out Status Notifications. The SBSS uses this transaction to notify IMDS CDB/CAMS-FM of a change in status for a due-out asset requested by maintenance. IMDS CDB/CAMS-FM uses the data contained in the notification to update the status fields in IMDS CDB/CAMS-FM systems. (See Due-Out Status Notification (1SH) Transaction Format, AFH 23-123, Vol 2, Pt 1, Ch 5 for the 1SH format and an explanation of the different status codes.)

7.3.2.9.2. Management Notices. For each issue transaction submitted (whether it is through IMDS CDB/CAMS-FM or the SBSS input terminal), the SBSS returns an I004 to update the status fields in the supply data record maintained on the IMDS CDB/CAMS-FM system (except manual TEX ‘6’ issues or issues from a supply

point). Other management notices sent to IMDS CDB/CAMS-FM include the I005, I006, I023, and I122, see AFH 23-123, Vol 2, Pt 2, Ch 7**)**. Management notices sent to IMDS CDB/CAMS-FM are displayed on the input terminal. IMDS CDB/CAMS-FM determines possible routing to other specified output terminals

7.3.2.9.3. Reject Notices. When SBSS software detects an error in a transaction image sent by IMDS CDB/CAMS-FM, the image is returned to the IMDS CDB/CAMS-FM input terminal along with the applicable reject notice. IMDS CDB/CAMS-FM then determines possible routing to other output terminals. **Note:** Reject notices for IMDS CDB/CAMS-FM J activity code are not cumulative and do not adhere to normal materiel management procedures governing delinquency.

7.3.2.10. Interface Failure Contingencies. Use the following procedures when one or more of the following interface components is inactive.

7.3.2.10.1. IMDS CDB/CAMS-FM Active - ICI Active - SBSS Inactive.

7.3.2.10.1.1. ISU Transactions. IMDS CDB/CAMS-FM will reject all ISU transactions entered by Maintenance for transmission to the SBSS for processing. The transaction image input and a message will be returned to the IMDS CDB/CAMS-FM terminal that input the transaction. The message will indicate that the SBSS is unavailable for processing, and off-line processing procedures must be used until the SBSS again becomes active.

7.3.2.10.1.2. IMDS CDB/CAMS-FM to SBSS Transactions. All IMDS CDB/CAMS-FM to SBSS transactions, except issues, will be placed in an ICI hold file pending later processing. It is conceivable, though not probable, that the ICI file could fill to capacity. Should that occur, all subsequent IMDS CDB/CAMS-FM to SBSS transactions will reject back to the input IMDS CDB/CAMS-FM terminal with an explanation message.

7.3.2.10.2. IMDS CDB/CAMS-FM Active - ICI Inactive - SBSS Active or Inactive. IMDS CDB/CAMS-FM will reject all transactions entered by maintenance for transmission to the SBSS. The transaction image and a message will be returned to the IMDS CDB/CAMS-FM terminal that input the transaction. The message will indicate that ICI is unavailable for processing and off-line processing procedures must be used until the electronic interface is reactivated. Contact AFMC SCM-R Computer Operations Activity to determine if ICI can be activated.

7.3.2.10.3. IMDS CDB/CAMS-FM Inactive - ICI Active or Inactive - SBSS Active or Inactive. The maintenance facility will use off-line procedures until the IMDS CDB/CAMS-FM becomes active and the electronic interface is reactivated.

7.3.2.10.4. Off-line Procedures for Critically Needed Assets.

7.3.2.10.4.1. Maintenance sends the required information to process the issue transaction to the LRS/Materiel Management Activity. This information must include the ID code of the requesting IMDS CDB/CAMS-FM unit and the entire 12-position job control number. The LRS/Materiel Management Activity creates a document number for the requested asset using the normal J document numbers and starting with a daily serial number of 8000-8999 for IMDS CDB and 9000-

9999 for CAMS-FM.

7.3.2.10.4.2. The LRS/Materiel Management Activity processes the issue, if the SBSS is active.

7.3.2.10.4.2.1. The SBSS will either issue or kill the request. LRS/Materiel Management Activity then notifies Maintenance of the action taken and requests verification when a kill action occurs. Supply and Maintenance will use the information on the I023 management notice to determine how the request will be satisfied.

7.3.2.10.4.3. If the SBSS is not active, supply will initiate current manual procedures to issue the required asset. When the SBSS is reactivated, the LRS/Materiel Management Activity will process the issues using degraded operations procedures.

7.3.3. **Reject Management.**

7.3.3.1. Purpose: Describe the general procedures associated with managing rejects associated with materiel management transactions. For policy specific requirements review AFI 23-101; for roles and responsibilities of reject management see AFH 23-123, Vol 2, Pt 2, Ch 7, and for ES-S specific guidance refer to the ES-S User's Manual, Ch 24.

7.3.3.1.1. ES-S Reject Management is the preferred method for managing materiel management rejects. ES-S provides a capability to manage all suspended rejects (not just those processed through ES-S). This capability is designed to replace the reject management processor that requires users to sign-on into the SBSS in the Demand mode. Rejects in ES-S may be managed for a single base or across the enterprise. See the ES-S user's manual for use of ES-S Reject Management.

7.3.3.1.1.1. Cumulative Reject Processor may be used as a secondary tool when ES-S is not available or until access to the ES-S Reject Management function is established. See AFH 23-123, Vol 2, Pt 2, Ch 7**.**

Section 7D—LRS / Materiel Management Activity ADP Personnel Requirements

7.4. Overview. This section outlines the procedures for selecting, training, and maintaining proficiency of AFMC SCM-R Information Technology Activity -II and DMC satellite operators**.**

7.5. Training.

7.5.1. The continuing availability of trained, qualified AFMC SCM-R Information Technology Activity and DMC satellite operators depends upon the care and attention given to the training of those selected and the maintenance of proficiency. The criteria used are discussed in the paragraphs that follow:

7.5.2. Except as explained in paragraphs below, it is mandatory that airmen basics, civilian employees and retrainees selected as AFMC SCM-R Information Technology Activity operators successfully complete the formal Supply Systems Specialist Course prior to operating the standard AFMC SCM-R Information Technology Activity -II and satellite DMC terminal functions. A formal request for a quota to the training course will be submitted immediately upon selection of the individual for operator duty. On the Job

Training (OJT) will begin upon assignment to Computer Operations. The training will consist of all tasks outlined in JTS 2S032, except those involving AFMC SCM-R Information Technology Activity operator duties.

7.5.3. The following training conditions apply unless restricted by the MAJCOM:

7.5.3.1. Personnel selected as AFMC SCM-R Information Technology Activity operators and scheduled to attend the Supply Systems Specialist Course may operate the AFMC SCM-R Information Technology Activity and/or satellite DMC input/output functions under carefully supervised conditions before completion of the mandatory course.

7.5.3.2. SBSS input/output functions are currently utilized for two general applications: (1) as communications equipment for satellites of the Standard Base Supply System, and (2) as terminal functions in Receiving, Demand Processing, etc., at larger bases instead of terminals. Therefore, the amount of training required for each application is different.

7.5.3.2.1. For SBSS input/output functions used to support satellites of the SBSS, operators may be trained by OJT and may possess a 2S071 AFSC. Parent commands should ensure that at least two personnel are assigned that have been provided familiarization training on this ADPE. OJT training provided to 2S071 AFSC personnel will suffice for familiarization training.

7.5.3.2.2. For SBSS input/output functions used as terminal functions within the LRS CC/AO organization, operators may be trained by OJT and may have a 2S071 AFSC. Bases must ensure that at least two 2S072 personnel are assigned in Computer Operations with specified training.

7.5.3.2.3. To ensure continuation of proficiency, participation is a minimum of 1 work week to include a complete normal end-of-month. Hands on AFMC SCM-R Information Technology Activity operation is required semiannually for personnel in the grade of E-6 (TSgt) and below, not performing the duty.

Chapter 8

LOGISTICS PROGRAMS AND SYSTEMS

Section 8A—Overview

8.1. Overview. This chapter outlines AF guidance for performing tasks associated with logistics programs and systems regarding Cataloging and Records Maintenance; Uniform Materiel Movement and Issue Priority System (UMMIPS); AF Uniform Clothing Policy; Price Challenge and Verification Program; Disposition of Critical Safety Items (CSI); and the AF Reports of Survey Program. DoD 4100.39-M, and, DoD 4140.1-R serve as primary DoD reference sources.

Section 8B—Cataloging and Records Maintenance

8.2. Cataloging and Records Maintenance. Cataloging and Records Maintenance describes the general procedures associated with cataloging and records maintenance. For policy specific requirements review AFI 23-101, Sec. 8B, Cataloging and Records Maintenance and for IT specific guidance use AFH 23-123, Vol 2, Pt 2, Ch 8**.**

8.2.1. **Loading and Changing Item and Part Number Records.**

8.2.1.1. Purpose: Describe the procedures required for loading and changing item and part number records.

8.2.1.2. The AFMC SCM-R Records Maintenance Activity and Customer Support functions process and update records for all items managed in the ILS-S. The LRS or AFMC SCM-R Records Maintenance Activity can load item records however, Customer Support will load item records when base customers are unable to process their own item record loads.

8.2.1.3. The AFMC SCM-R Records Maintenance Activity and LRS Research and Records Maintenance functions are responsible for the accuracy of the transactions they process.

8.2.1.4. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes for loading item records and for loading, changing, and deleting part number detail records.

8.2.2. **Research and Processing Actions Required to Assign Stock Numbers to Non-Cataloged Items.**

8.2.2.1. Purpose: Describe the procedures Research must follow to assign a stock number to a non-cataloged item. Also describes the requirements for completing DD Form 1348-6, Non-NSN requisition (manual) and actions for processing non-cataloged transactions.

8.2.2.2. Non-cataloged items consist of part number items, non-NSN items, and non-stock listed (NSL) items.

8.2.2.3. Verify that the source document (DD Form 1348-6, etc.) contains all necessary data elements to complete the research action (that is, if a TO reference is given, the figure and index must be included). If a TO reference gives a non-procurable source

code, Maintenance must provide AFTO Form 22, *Technical Manual Change Recommendation and Reply*. If a sole source or brand name is specified, the customer must provide a letter of justification.

8.2.2.4. If the data are insufficient, return the document to the requester.

8.2.2.5. If there are sufficient data, proceed with specific research actions outlined in AFH 23-123, Vol 2, Pt 2, Ch 8 for part number items, non-NSN items, and NSL items.

8.2.3. **Indicative Data Codes.**

8.2.3.1. Purpose: Describe procedures required to manage application codes, precious metals indicator codes, automated data processing equipment codes and AFTO Form 95, *Significant Historical Data* codes.

8.2.3.2. The AFMC SCM-R Records Maintenance Activity is primarily responsible for processing all required actions for managing these codes, however, the LRS/Materiel Management Activity will process required inputs for all local stock numbered items. See Indicative Data Codes, AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on loading, changing, or deleting these codes.

8.2.3.3. Purpose of Application Codes. Application codes relate items to specific systems, subsystems, end items, etc. Application codes can be used to assist in tracking usage and cost analysis for a given weapon system. Application codes are locally assigned, except as stated in this section. The major commands and AFMC SCM-R Records Maintenance Activity can also assign codes for use by its bases.

8.2.4. **Maintenance of Internal Records.**

8.2.4.1. Purpose: Describe actions required to maintain the internal records of the ILS-S.

8.2.4.2. Numerous inputs are required to maintain internal records and update various indicative data. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes Records Maintenance routinely uses to update and maintain the internal records.

8.2.4.3. Indicative data. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes to change indicative data on the item record.

8.2.4.4. Miscellaneous data. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes to load or change miscellaneous data on the item record.

8.2.4.5. Unit price, unit of issue, and unit pack quantity. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes to change unit price, unit of issue, and unit pack quantity on internal records.

8.2.4.6. The AFMC SCM-R Records Maintenance Activity only processes price changes during reconciliation, at End-of-Year, and when problems arise. The LRS/Materiel Management Activity processes price changes for L and P numbered items and make corrections as necessary for stock numbered items.

8.2.4.7. Customer Support personnel adjust the unit price of non-cataloged items (except local purchase) as they are received from contractors by reviewing advanced copies of contract and receipt documents.

8.2.4.8. Deleting item records. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes to delete item records.

8.2.5. The Stock Number User Directory (SNUD).

8.2.5.1. Purpose: Describe how each base, once registered as a SNUD user, will process AFMC output, request data or report inaccurate data, and verify (annually) its ILS-S database with the SNUD file. Also discussed is the Defense Inactive Item Program (DIIP) and how it meets its objective with the help of the item manager, Distribution, and Stock Control. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes.

8.2.5.2. SNUD, D071 System, is an AFMC operated data system. SNUD distributes stock control data such as stock-lists to the recorded users of the stock numbers.

8.2.5.3. SNUD provides automatic distribution of stock number management data to bases that are recorded users of the stock number. Distribution based on established user interest reduces the need for users to manually research reference documents such as stock-lists, stock-list change notices, General Services Administration (GSA) catalogs, etc.

8.2.6. **Interchangeable and Substitute Group (ISG) Data.**

8.2.6.1. Purpose: Describe actions required to maintain the ISG records in the ILS-S. The ISG provides bases with information about items that may be used interchangeably for local use. By using this information, each base may select suitable substitute items from a wide range of relationships and adapt these items for local use. Maximum use of these interchangeable and suitable substitutes will reduce waste throughout the AF.

8.2.6.2. ISGs consist of items that are similar physically and functionally. In other words, ISG items may be substituted for one another and used to do comparable work. After performing these similar tasks, ISG items must consistently provide the same quality of performance. Each group is also designed to contain items that have management data compatibility.

8.2.6.3. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes for managing ISG data. The AFMC SCM-R Records Maintenance Activity manages ISG actions.

8.2.7. **Assignment and Management of Freeze Codes.**

8.2.7.1. Purpose: Describe procedures for the management and assignment of freeze codes, as well as the management of associated output notices and rejects.

8.2.7.2. Organizational freeze codes freeze the Organization Cost Center Record (OCCR). Freeze code R will be loaded on the OCCR when two conditions are present: 1) when the organization is being deactivated, consolidated, or transferred; and 2) when an external decision has been made to restrict some financial transactions against the organization, while allowing the processing of returns and reverse-post transactions to clear detail records. Freeze code D will be loaded when no further transactions are to be processed.

8.2.7.2.1. AFMC SCM-R Records Maintenance Activity and LRS/Materiel Management Activity personnel assign freeze codes to item records in order to identify the reason for freezing the item record and the responsible activity. See

Freeze Code Load or Delete (FFC), AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on loading and deleting freeze codes.

8.2.7.2.2. Customer Support will monitor the use of these codes. **Note:** Materiel Management personnel at a satellite can assign freeze codes only to records of that satellite system designator.

8.2.7.3. Assignment of Freeze Codes.

8.2.7.3.1. Only one freeze code may be assigned to an item record. When an item record is already frozen, the appropriate material management IT system will reject a second code assignment.

8.2.7.3.2. The activity responsible for assigning the freeze codes will maintain a suspense file for each frozen item record.

8.2.7.3.3. Freeze Code Usage and responsibility:

8.2.7.3.3.1. Code A. AFMC SCM-R Records Maintenance Activity or Customer Support is Office of Primary Responsibility (OPR) for freeze code A and maintains the suspense notice file. Use this code when no other freeze code applies. Freeze code A is assigned when a Freeze Code Load is processed (see AFMAN 23-123, Vol 2, Pt 2, Ch 8).

8.2.7.3.3.2. Code C and I. Freeze code C and I designates items under inventory. Physical Inventory Control Section is responsible for the use and control of these freeze codes and maintains the suspense notice file.

8.2.7.3.3.2.1. Freeze code C identifies items under a complete (typically scheduled) inventory. Freeze Code C is automatically assigned as the result of Inventory Recount File processing (See **Sec. 5G, Physical Inventory and Inventory Adjustments** of this manual for additional information on assigning freeze code C).

8.2.7.3.3.2.2. Forward all rejects resulting from the existence of freeze code C to Physical Inventory Control for action.

8.2.7.3.3.2.3. Rejects for Freeze Codes I and C. Physical Inventory Control personnel will maintain a reject notices in a suspense file in stock number sequence. If it is necessary for adequate control, Inventory Count personnel may retain separate suspense files by freeze code.

8.2.7.3.3.2.3.1. Rejected Inputs. File inputs that are rejected because the item record is frozen (freeze codes C and I) with the inventory suspense notice.

8.2.7.3.3.2.3.2. Releasing Frozen Records. Physical Inventory Control personnel are responsible for properly releasing frozen records for freeze codes C and I.

8.2.7.3.3.2.3.3. Removing Rejected Documents. When the freeze code has been deleted, Physical Inventory Control personnel will remove rejected documents from the suspense file and immediately notify the appropriate office that the freeze code has been lifted from the item record. The rejected

document can then be re-input.

8.2.7.3.3.3. Code E. Equipment Management assigns this code and is also responsible for maintaining the suspense notices file.

8.2.7.3.3.4. Code I. Inventory and the Central Storage Element, assign this code for special inventory. Inline programs also assign this code when insufficient balances require a special inventory or when a corrected input is required. **Note:** A Freeze Code Load/Delete input cannot load or delete this freeze code. Inventory is responsible for maintaining the suspense notices file (see **8.2.7.3.3.2.3**. for additional information on managing suspense files for Code I).

8.2.7.3.3.5. Code L. AFMC SCM-R Computer Operations Activity or LRS Functional Systems Management activity assigns this code when either a database key or set error is detected. The activity responsible for assigning the freeze code will maintain a suspense file.

8.2.7.3.3.6. Code N. The NTCC assigns this code on all NWRM by processing a NWRM Freeze Code Load or Delete. **Note**: Coordinate with NTCC to complete NWRM Equipment related transactions processed thru AFEMS.

8.2.7.3.3.7. Code P. Program Control loads and deletes this code. It cannot be loaded or deleted with Freeze Code or Delete inputs.

8.2.7.3.3.7.1. Program Control assigns this code when a unit of price change is processed for an item with an IEX 3 or 6. Programs delete this code when a Bulk Issue Reconciliation input is processed with a D in position 52.

8.2.7.3.3.7.2. Program Control also assign a P freeze code to the item record for budget code 8 items which are locally assigned. Process a Price List Change Input to remove freeze code P.

8.2.7.3.3.8. Code Q. This code is assigned to items requiring reverse-post action. Document Control is responsible for maintaining the suspense notice file.

8.2.7.3.3.9. Code R. AFMC SCM-R Records Maintenance Activities and Customer Support Sections use this code to freeze item records that may require correction or deletion of indicative data and extended research or checking is required. The activity responsible for assigning the freeze code will maintain a suspense file.

8.2.7.3.3.10. Code S. The AFMC SCM-R Stock Control Activity assigns this code and is responsible for maintaining the suspense notices file.

8.2.7.4. Management of Notices. The activity responsible for assigning the freeze code will maintain one copy of each load output suspense notice or frozen record notice in a suspense file in stock number sequence. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes for management notices and rejects.

8.2.7.4.1. Inputs rejected because the item record is frozen (except freeze codes C and I) will be placed behind the load output suspense notice/frozen record notice in the suspense file.

8.2.7.4.2. The activity assigned the freeze code is responsible for prompt clearance of freeze codes. If item records are frozen more than three working days, a justified reason for the delay must be written on the suspense notice.

8.2.7.4.3. Freeze codes will be monitored daily using a locally designed query. The activity assigned the freeze code in **Para 8.2.7.3** is responsible for the prompt clearance of their respective freeze codes. Item records frozen for more than three working days require a justified reason for the delay and must be annotated on the locally designed query.

8.2.7.4.4. When an output suspense delete notice is received, the matching suspense load notice/frozen record notice and any rejected documents will be removed from the suspense file and reinput. The area responsible for assigning the freeze code to complete processing for suspended transactions.

8.2.8. **Management of Controlled Item Codes (CIC).**

8.2.8.1. Purpose: Describe procedures required to manage controlled item codes.

8.2.8.2. Controlled items require different kinds of handling for security purposes. The controlled item code is a one-position alpha/numeric code used to indicate the degree of security handling needed for a given item. See DoD 4100.39-M for a complete list and Controlled Inventory Item Code definitions.

8.2.8.3. Research assigns the controlled item code when the item record is first loaded. Records Maintenance or Inspection is responsible for all subsequent actions. It is the responsibility of Records Maintenance to ensure that all controlled item phrase codes are loaded.

8.2.8.4. When you suspect that a coding is incorrect, you should assign the code requiring a higher degree of security handling. If the item is included in SNUD, you can submit an inquiry to SNUD. SNUD will submit current stock control data via SNUD input. If you are still unsure of the coding, the personnel responsible for cataloging the item should be contacted. SNUD inquiries are always submitted under the FB account of the computer support base.

8.2.8.5. Local managers, at their discretion, can upgrade items coded through SNUD as unclassified, nonsensitive, or nonpilferable to pilferable status. Such items will be assigned controlled item code asterisk (*). An (*) can be assigned only to item records having an existing code of U and will not be changed through SNUD interface. See Controlled Item Code Change and Upgrade, AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable materiel mgt. system processes on changing and upgrading the CIC, as well as system output and rejects.

8.2.8.6. **(Added-CAF)** Storing activities will produce a monthly listing of all classified and COMSEC items and conduct review to ensure proper storage segregation.

8.2.9. **Transportation Data.**

8.2.9.1. Purpose: Describe procedures required to manage Special Packing Instructions (SPI) data.

8.2.9.2. SPI and the foam-in-place code are provided to help the LRS/Transportation activity personnel prepare items for movement. Although in general, these numbers and codes apply to recoverable items, they may be assigned to some expendable items. The information represented by these codes is stored on the item record and will be printed on all DD Form 1348-1A shipping, issue, and due-out release documents. In addition, the phrase REUSABLE CONTAINER will be printed on all DD Form 1348-1A shipping, issue, and due-out release documents when an SPI applies. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on loading, changing, and deleting of transportation data.

8.2.9.3. The AFMC SCM-R Records Maintenance Activity loads and maintains transportation data.

8.2.10. **Standard Reporting Designator (SRD).**

8.2.10.1. Purpose: Describe procedures required to manage SRDs.

8.2.10.2. The SRD record is a computer-generated record that identifies the aircraft, end items, or systems assigned to the base and/or satellite accounts. This record consolidates the elements of mission design series (MDS) and maintenance equipment classification designator (MECD).

8.2.10.3. AFMC SCM-R Records Maintenance Activity researches and prepares inputs to load, change and delete SRDs and performs annual SRD validations. The LRS/Materiel Management Activity will load SRD records if required for establishment of MICAP due-out details. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on loading, changing, or deleting SRDs.

8.2.11. **Federal Supply Class (FSC) and Materiel Management Aggregation Codes (MMAC).**

8.2.11.1. Purpose: Describe procedures required to manage FSC and MMAC records.

8.2.11.2. These records are used to route reports and shipments to the correct item manager (IM).

8.2.11.3. AFMC SCM-R Records Maintenance Activity is responsible for maintaining, monitoring, researching and preparing inputs to load, change, or delete FSC and MMAC records. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on loading, changing, or deleting FSCs and MMACs.

8.2.12. **Shipping Destination Records.**

8.2.12.1. Purpose: Describe procedures for maintaining Shipping Destination Records.

8.2.12.2. The shipping program uses shipping destination records to print addresses for shipments on DD Form 1348-1A. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on the maintenance of these records, including shell records, and procedures for changing and deleting shipping destination records. The AFMC SCM-R Records Maintenance Activity loads and maintains shipping destination records.

8.2.12.3. When unserviceable ERRCD XD2 items are shipped to destinations other than the FSC or FSC/MMAC unserviceable storage site, a shipping destination record is

maintained for each destination. AFMC uses SNUD to selectively disseminate data for controlling the movement of reparable items.

8.2.12.4. Shipments Requiring Shipping Destination Records. Records Maintenance will load and maintain a shipping destination record for each shipment to any of the following: AFMC IM, AFMC unserviceable storage site, DLA storage sites, General Services Administration (GSA), and Army storage points. Shipping destination records may also be established when redistribution orders and lateral support requests give rise to frequent shipments (serviceable and unserviceable) to any authorized stock record account number.

8.2.12.5. Ship-to Account Field of the shipping destination record. When the input ship-to account code is EZ or EY in the first two positions, the system will allow loading of a RIC on the shipping destination record.

8.2.12.6. References. Shipping addresses, routing identifier codes, and ZIP codes are found in the following references:

8.2.12.6.1. Shipping address information and routing identifier codes are listed in DoD 4000.25-1, MILSTRIP Routing Identifier and Distribution Codes.

8.2.12.6.2. ZIP codes are listed in the postal ZIP code manual.

8.2.13. **Organization Cost Center Records (OCCR).**

8.2.13.1. Purpose: Describe the purpose of and procedures for maintaining OCCRs.

8.2.13.2. The organization code identifies organizations and detachments receiving logistical support from the LRS/Materiel Management Activity. The organization code also identifies the internal functions of the LRS/Materiel Management Activity. Many financial and ILS-S internal program decisions are made based on organization codes.

8.2.13.3. LRS/Materiel Management Activities are responsible for loading, changing, and deleting OCCRs for all on-base organizations, satellite accounts and geographically separated units. The AFMC SCM-R Records Maintenance Activity is responsible for loading, changing and deleting OCCRs for deployed units at contingency sites. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on the actions required to establish, change, or delete OCCRs.

8.2.14. **Exception Phrase Records and Type Cargo Phrase Records.**

8.2.14.1. Purpose: Describe the purpose of and procedures for maintaining exception phrase and type cargo phrase records.

8.2.14.2. These are records that use narrative phrases rather than alpha-numeric code that is loaded in the ILS-S. These phrase records are used for narrative processing.

8.2.14.3. Exception phrase records are used to control and to identify items that are not subject to normal excess, issue, requisitioning, and shipping procedures. Records Maintenance is responsible for loading, changing, or deleting exception phrase records. Locally Assigned Exception Codes. All requests to load local exception codes, modifiers and phrase records will be submitted to the AFMC SCM-R Quality Assurance Activity. Disapproved requests will be returned to the LRS/Materiel Management Activity with reason for disapproval.

8.2.14.4. Type cargo phrase records are required to provide the plain language phrase for printing on DoD single line item release/receipt document, DD Form 1348-1A. Records Maintenance is responsible for loading, changing, or deleting type cargo phrase records.

8.2.14.5. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on the actions required to establish, change, or delete these records.

8.2.14.6. The AFMC SCM-R Records Maintenance Activity will review and take action on exception phrase records on an as required basis. "As required" is determined by "notifications", e.g., computer transaction, customer requirement, automated releveling processes, etc. Recurring validations are discontinued. Exception phrase records will be deleted when no longer required.

8.2.15. **Routing Identifier Records.**

8.2.15.1. Purpose: Describe the purpose of and procedures for maintaining routing identifier records.

8.2.15.2. Routing identifier records are used by the ILS-S to accumulate the data required to compute order and shipping time (O&ST). These records also contain management data that help local managers determine if given supply sources are quickly and efficiently processing their requisitions.

8.2.15.3. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on how routing identifier records are loaded, changed, deleted and updated, as well as how to monitor exception status codes.

8.2.16. **Requests for Stocklist Data.**

8.2.16.1. Purpose: Describe procedures for managing stocklist data requests.

8.2.16.2. Use the AF Form 86 to request assignment of a NSN for items not yet in the Federal Cataloging System, and to request cataloging data actions on existing NSNs. Items registered in the Federal Cataloging System offer some or all of the following benefits: multiple sources of supply, competitive prices, increased standardization, and increased supply availability for other using activities. All AF personnel will use the AF Form 86. The AF Form 86 is for internal AF use only and will not be forwarded to any other service or agency.

8.2.16.3. AFMC SCM-R Records Maintenance Activity is responsible for controlling, processing and following up on AF Form 86 requests they submit. Other activities are responsible for the AF Forms 86 they submit. Personnel who do not forward the initial request through AFMC SCM-R Records Maintenance Activity are responsible for all follow-up actions. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on requesting stocklist data.

8.2.17. **The Reparable Item Movement Control System (RIMCS).**

8.2.17.1. Purpose: Describe procedures for managing RIMCS data.

8.2.17.2. RIMCS is designed to ensure that items in need of repair are sent to the nearest appropriate repair activity. It allows for documentation of all AF repair activities, including items requiring special handling (exception phrase records) and the shipping program, and used for documentation of destinations for items needing repair.

8.2.17.3. The AFMC SCM-R Records Maintenance Activity loads RIMCS data. See AFH 23-123, Vol 2, Pt 2, Ch 8 for ILS-S processes on RIMCS.

8.2.18. **Repair Cycle Record.**

8.2.18.1. Purpose: Describe procedures for managing repair cycle record data.

8.2.18.2. The repair cycle record is a record of repair and maintenance actions taken. It contains an organization and shop code for designated repair activities. This field identifies the on-base activity that is responsible for repairing each repair cycle asset.

8.2.18.3. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes to load, change, delete, or inquiry indicative and quantitative data on the repair cycle record.

8.2.19. **Conversion of Routing Identifier Code (RIC) to Dept. of Defense Address Activity Code (DODAAC).**

8.2.19.1. Purpose: Describe procedures for the conversion of RIC to DODAAC records.

8.2.19.2. This record is used to automate the manual cross-reference RIC to DODAAC file. The uniform methods outlined here are used to convert the RIC to the appropriate DODAAC, that is, the one used during tracer actions of the Military Standard Transportation and Movement Procedures (MILSTAMP). These procedures apply to all DoD components and participating federal agencies.

8.2.19.3. The AFMC SCM-R Records Maintenance Activity is responsible for processing all DODAAC and RID transaction processing. See AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes on RIC to DODAAC conversions.

8.2.20. **Delivery Destination Record.**

8.2.20.1. Purpose: Describe procedures for the management of delivery destination records.

8.2.20.2. This record contains stored information which will reflect in the ship-to block of the DD Form 1348-1A. Loading this record identifies the specific location for property delivery. Delivery destination records should be loaded for all organizations and shop codes.

8.2.20.3. The LRS/Materiel Management Activity is responsible for managing delivery destination records. See Actions Necessary to Load an Organization Cost Center Record, AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes to load, change, delete the delivery destination record.

8.2.21. **Exception Code Management.**

8.2.21.1. Purpose: Describe procedures for the management of exception code records.

8.2.21.2. Exception codes are assigned to item records and indicate exception processing is necessary when the following actions are taken: disposing of excess property, requisitioning, shipment, and issues.

8.2.21.3. See Exception Phrase And Type Cargo Phrase Records: Load, Change, Or Delete (FXR/CPH), AFH 23-123, Vol 2, Pt 2, Ch 8 for applicable ILS-S processes to manage exception codes.

8.2.21.4. The AFMC SCM-R Stock Control Activity will review and take action on stock numbers assigned exception codes on an as required basis. "As required" is determined by "notifications", e.g., computer transaction, customer requirement, automated releveling processes, etc. Recurring validations are discontinued. However, AFMC SCM-R Stock Control Activity will annually audit IEX "D"s and REX "4"s ensuring there is complete processing data in the nomenclature field. Exception codes will be deleted when no longer required.

Chapter 9

SPECIAL REQUIREMENTS

Section 9A—Overview

9.1. Overview. This chapter outlines processes with special requirements for AF materiel management. These requirements include Special Logistics Support and USAF Heritage Program. DoD 4100.39-M, DoD 4140.1-R, DoD 4160.21-M, and AFI 84-103, serve as primary DoD reference sources.

Section 9B—Special Logistics Support

9.2. Special Logistics Support.

9.2.1. **Project Alaska Remote Resupply Barge.**

9.2.1.1. Purpose: To explain the general procedures to prepare and process annual requisitions to resupply remote stations in Alaska, to include, the forward operating sites (King Salmon and Eareckson) and the Long Range Radar Sites (LRRS) contractors. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123.

9.2.1.2. The following actions will be performed in this order by the 611 ASUS/LR (11 AF) RESUPPLY BARGE Manager:

9.2.1.2.1. Chair an annual meeting to convene approximately 15 August to discuss the upcoming requirements schedule. As a minimum, a representative from Joint Base Elmendorf-Richardson (JBER) 673 Customer Support Element, the LRRS contractor, site personnel, Program Management, and the Military Surface Deployment and Distribution Command (SDDC), Seattle, WA should attend the meeting.

9.2.1.2.2. Develop and publish a schedule of events for the upcoming RESUPPLY BARGE season and send a letter to users advising of established cut-off dates.

9.2.1.2.3. Ensure the annual RESUPPLY BARGE requirements lists or other medium is processed by 15 August. The RESUPPLY BARGE manager will provide processing instructions with the listing. Four copies of the list will be available to the sites and LRRS. The RESUPPLY BARGE manager will retain one copy, and one copy will be retained by 673 Customer Support Element.

9.2.1.2.4. Coordinate with SDDC personnel, site contractors, and the LRS/Materiel Management Activity to divert shipments of large supply items from airlift channels to RESUPPLY BARGE channels if appropriate.

9.2.1.2.5. Coordinate with Sources of Supplies (SOS) in October of each year to establish a POC and phone number for resolution of RESUPPLY BARGE problems.

9.2.1.2.6. Verify funds availability for price increases on RESUPPLY BARGE local purchase requisitions.

9.2.1.3. The following actions will be performed by the 673 Customer Support Element:

9.2.1.3.1. Disseminate guidance and procedures on RESUPPLY BARGE operations.

9.2.1.3.2. Update and monitor internal supply computer records pertaining to RESUPPLY BARGE Joint Chief of Staff (JCS) Project Code 175 requirements.

9.2.1.3.3. Ensure all RESUPPLY BARGE item records are assigned Excess Exception (EEX) Code 4, Requisition Exception (REX) Code 7, during the stock number load process. The combination of these two codes will not be assigned to the 01 account. The AFMC SCM-R Stock Control Activity will validate EEX 4 and REX 7 assigned to national stock numbers (NSN) identified in the RESUPPLY BARGE meeting in August and any other NSNs identified by 611 ASUS/LR. Only one Exception Control Code (ECC) image will be maintained for this project. ECC image will read: "The REX Code 7 and Project Code (175) combination is authorized for use once per year during the annual RESUPPLY BARGE requisitioning cycle." Items authorized on RESUPPLY BARGE, which are requisitioned out of cycle, will not contain JCS Project Code 175 if ordered to satisfy priority requirements.

9.2.1.3.4. Ensure the priority is appropriate to affect delivery to the SDDC by the Required Delivery Date (RDD).

9.2.1.3.5. Review the requirements list returned from all site and LRRS contractors. Using the Demand Level X 12 (months) formula, determine accuracy of quantity ordered. Contact personnel at site regarding any discrepancies.

9.2.1.3.6. Ensure all national and local stock numbers are properly loaded. Locally assigned stock numbers must also be loaded in the Contracting system if local purchase is authorized and under the $3K minimum threshold. See **Para 8.2.1** for specific guidance on processing a stock number load.

9.2.1.3.7. Will compile a list of order quantities from the requirements list submitted by each customer. All requirements must be listed by 1 November. To ensure validity of RESUPPLY BARGE issue (ISU) inputs, prior to loading in the computer, the 673 Customer Support Liaison Element will transfer requirements to a disk file or other local product and edit each transaction from the list for the following data fields:

9.2.1.3.8. NSN (must be loaded).

9.2.1.3.9. Unit of Issue (must be equal to item record).

9.2.1.3.10. JCS Project Code (must be 175).

9.2.1.3.11. Quantity (must be equal to quantity requested).

9.2.1.3.12. Transaction Identification Code (must be ISU or SPR). All local purchase (JBB) requisitions are to be processed to Base Contracting within one workday after loading in the Supply system.

9.2.1.3.13. Transaction Exception Code (must be 7).

9.2.1.3.14. Order and ship time of 300 days must be met by assigning appropriate RDD.

9.2.1.3.15. Ensure appropriate Advice Code is assigned to allow quantity ordered to bypass all computer edits.

9.2.1.3.16. Process requirements in-line by 7 November in order to identify requirements, inputs will be processed in one duty day. All rejects from requirements processing must be researched and cleared immediately. See **Para 5.2.5** for specific guidance on processing requisitions.

9.2.1.4. The following actions will be performed by the AFMC SCM-R Stock Control Activity:

9.2.1.4.1. Process all requisitions with Special Requirements Indicator R. See **Para 5.2.5** for specific guidance on processing special requisitions.

9.2.1.4.2. Process requisitioning status/follow-up on all transactions in support of the RESUPPLY BARGE requirements. Review and work the applicable orders via the Priority Requirements Action List on a weekly basis.

9.2.1.5. The following actions will be performed by the 673 LRS:

9.2.1.5.1. Collect RESUPPLY BARGE receipt documentation from the site directly following delivery and in-checking of materiel at the site. The contractor will be responsible for validation of quantity received.

9.2.1.5.2. Use DD Form 1348-1A as the receiving document.

9.2.1.5.3. Use DD Form 1155 or the vendor's invoice, coupled with the computer listing (furnished by the Water Port in Seattle) as the receiving document for local purchase receipts. A copy of the DD Form 1155 will be maintained in the receipt due-in files pending delivery of the property to the sites. Additional copies will be made locally to satisfy in-processing requirements.

9.2.1.5.4. Perform normal receiving and due-out release action upon receipt of documentation from the sites. See AFI 24-203 for specific guidance on receipt transaction processing.

9.2.1.5.5. Annotate discrepant receipts, to include overages and shortages on the receipt documentation prior to forwarding to the RESUPPLY BARGE monitor. Process these receipts in accordance with AFI 24-203.

9.2.1.5.6. Process those RESUPPLY BARGE requirements which do not make the barge but are later airlifted as receipts to include providing copies of receiving reports as outlined above.

9.2.1.6. The following actions will be performed by sites throughout the RESUPPLY BARGE support arena:

9.2.1.6.1. Submit annual RESUPPLY BARGE requirements in accordance with the schedule of events published by the RESUPPLY BARGE manager.

9.2.1.6.2. Perform normal inventory procedures, as described in **Para 5.7.3**

9.2.1.6.3. Forecast annual RESUPPLY BARGE requirements using the preliminary requirements listing. The RESUPPLY BARGE manager will make distribution of the requirements list at the annual meeting in August. This listing reflects authorized

RESUPPLY BARGE item records loaded at each satellite account. Each contractor is responsible for determining required items within their account or accounts. Each item on the listing must be reviewed and the actual quantity required will be annotated on the listing. At a minimum, the requirements listing will be reviewed with managers from Civil Engineering and Transportation to determine if suggested order quantities are adequate based on future projects. A statement of review signed by the contractor will be annotated on the requirements list. The review statement will indicate the quantities are valid to support stated requirements.

9.2.1.6.4. Initiate DD Forms 1348-6, Non-NSN Requisition Request, as required, for non-NSN/local purchase requirements. See DD Form 1348-6 Preparation for Non-NSN Items, AFH 23-123, Vol 2, Pt 2, Ch 8 for specific guidance on filling out this form.

9.2.1.6.5. Initiate initial requirements for E-36 Deicer for Runways, NSN 6850 01 341 9856, and submit to the RESUPPLY BARGE manager for Eareckson and King Salmon sites by 15 October of each year to allow the item manager to establish a requirements-type contract with the vendor. Submit additional quantities of E-36 Deicer to the RESUPPLY BARGE manager by 14 November of each year. Additionally, ordering E-36 Deicer during this time period ensures contract award and shipment of E-36 Deicer by the contractor to the SDDC in time to meet barge sailing dates.

9.2.1.6.6. Forward request with any DD Form 1348-6s to 673 Customer Support Element no later than 15 October upon completion of the review and annotation of the preliminary requirements.

9.2.1.6.7. Will not requisition out of cycle items without a memo due out established to support the requirement. The 673 Customer Support Element will ensure requisitioning action is taken for all validated RESUPPLY BARGE requirements on a daily basis.

9.2.1.6.8. The following actions will be performed by RESUPPLY BARGE sites when receipting for items:

9.2.1.6.8.1. Use DD Form 1348-1A or other acceptable vendor shipping document as the receiving document.

9.2.1.6.8.2. Annotate discrepant receipts, including overages and shortages, on the receipt document and process in accordance with AFI 24-203.

9.2.1.6.8.3. Utilize Degraded Operations issue procedures, as contained in **Para 2.5.1.6.2** as applicable to the issue of RESUPPLY BARGE assets.

9.2.1.6.8.4. Forward receiving documentation to 673 Customer Support Element within 5 working days following delivery and in-checking of materiel at the site for final receipt/due-out release processing.

9.2.1.6.8.5. Issue all RESUPPLY BARGE assets to the LRS/Materiel Management Activity or site contractor by due-out release immediately upon receipt processing.

9.2.1.6.8.6. In-process those RESUPPLY BARGE requirements, which do not

make the barge but are later airlifted, using the receiving procedures outlined above.

9.2.1.7. The following actions will be performed by the receiving sites when controlling and accounting for empty RESUPPLY BARGE gas cylinders FSC 8120:

9.2.1.7.1. Will ensure all site remote locations store and maintain accountability prior to shipment to local vendor for refill or DLADS for disposal actions. The AF no longer has a dedicated barge to handle retrograde. Only those cylinders, which do not have stocks available at the host supply account, will be shipped via air to local vendors for subsequent refill actions.

9.2.1.7.2. Will report to the RESUPPLY BARGE manager any empty cylinders requiring disposal. The RESUPPLY BARGE manager will then direct appropriate disposal actions. At no time will empty cylinders be shipped to JBER without prior approval. This will ensure disposal can be completed expeditiously and that stocks are not maintained in the host supply account.

9.2.1.7.3. Will ensure that prior to shipment via barge or air and surface, cylinders are properly palletized in accordance with AFMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials*. Shipping documentation must also clearly indicate that empty cylinders are required for RESUPPLY BARGE and the year required.

9.2.1.7.4. The 673 LRS Asset Management Section is no longer responsible for storing empty RESUPPLY BARGE cylinders. Individual remote locations will store and requisition those cylinders that are required to meet the upcoming re-supply efforts. Cylinders required to fulfill annual RESUPPLY BARGE requirements, that missed barge sailing dates, must be shipped via air to JBER marked for subsequent consolidated shipment, as directed by 611th ASUS/LR.

9.2.1.7.5. The following information will be identified by remote locations when identifying RESUPPLY BARGE cylinder requirements:

9.2.1.7.5.1. NSN of the cylinder, type and capacity of cylinder (EXAMPLES**:** Acetylene 225CF, CO2 50 Pounds).

9.2.1.7.5.2. Quantity on hand, and total number of cylinders by size and type, needed to fill current year RESUPPLY BARGE requirements.

9.2.1.7.6. Gas cylinders shipped via barge or air and surface will be clearly marked for remote operating locations. Each remote location must maintain a separate AF Form 2009-1, *Manual Supply Accounting Record*, on each type (NSN) cylinder maintained in stock. The contractor must report those cylinders that are excess to site operational requirements to the SOS, as required, and request disposition instructions. No cylinders will be shipped to the host supply account at JBER for disposal or as serviceable excess. Those cylinders that are authorized for disposal must be properly prepared for shipment via barge/air and an AF Form 332 prepared by the using contractor prior to shipment to the host base for disposal action by the local disposal activity. The responsible contractor at remote locations must ensure demilitarization is scheduled to be accomplished, ensuring expeditious transfer to DLADS facilities.

9.2.1.8. Any excess and scrap materiel identified for retrograde by RESUPPLY BARGE must be reported to the RESUPPLY BARGE manager no later than 1 March each year. This early reporting is necessary in order to pre-plan barge loads to accommodate retrograde from all sites and LRSs. A final retrograde report must be submitted to the 611th ASUS/LR/LRT RESUPPLY BARGE manager by 1 May. Reports must include the stock number, unit of issue, nomenclature, quantity, approximate weight and cube of each item, and one copy of the return/shipping document.

9.2.1.9. Hazardous Material/Waste must be processed to the designated Hazardous Storage Facility at DLADS, JBER, AK.

9.2.1.10. Once the Hazardous Material/Waste is processed, forward two advance copies of the DD Form 1348-1 (shipping document) to RESUPPLY BARGE manager.

9.2.1.11. The following actions will be performed when retrograding condemned accountable equipment items (EAID) and non-hazardous scrap material.

9.2.1.11.1. Site personnel must obtain disposition instructions from 673 Customer Support Element prior to shipment of EAID and non-hazardous scrap material.

9.2.1.11.2. Coordinate all EAID assets through the 673 EAE and Vehicle Management as applicable to ensure all equipment return actions are captured. Prepare manual shipping document (DD Form 1348-1A) for retrograde of all condemned Non-EAID (NF1 or XB3) budget code 9 assets and non-hazardous scrap material destined for DLADS activity IAW **Para 6.2.1**

9.2.1.11.3. King Salmon and Eareckson will prepare and forward documents terminating supply/equipment accountability (AF Form 601/DD Form 1348-1A) to 673 EAE . See **Para 5.4.5.3** for specific procedures on preparing these documents. All sites will provide the signed copy two of the shipping document to RESUPPLY BARGE manager.

9.2.1.12. Normally, serviceable materials (excess supplies) will be used in-theater and not retrograded to the Seattle SDDC. Site personnel will report serviceable excesses to 673 LRS Customer Support Element for disposition instructions.

9.2.2. **Donation Procedures to the USAF Heritage Program.**

9.2.2.1. Purpose: To provide guidance and procedures for the donation of and loan of USAF historical property.

9.2.2.2. Refer to AFI 84-103, for policy, guidance, and procedures for the donation and loan of USAF historical property to non-USAF organizations and to non-federal entities.

Chapter 10

INTENSIVELY MANAGED AND TRACKED ITEMS

Section 10A—Overview

10.1. Overview. This chapter outlines procedures affecting AF intensively managed and tracked items. These include management of controlled material to include NWRM and other controlled or sensitive items. As listed in Attachment 1A, various DOD and AF publications are reference sources for this publication. For this chapter, DOD 4140.1-R, and AFI 20-110 are the primary DOD and AF references.

Section 10B—Management of Controlled Materiel

10.2. Management of Controlled Materiel.

10.2.1. **Serialized Control and Reporting Small Arms/Light Weapons (SA/LW).**

10.2.1.1. Purpose: Describe the general procedures associated with the management of SA/LW. This section specifically covers procedures for serialized coding, reporting and reconciliation, serial number detail information and serial number control processing. For policy specific requirements review AFI 23-101, Sec. 10B, Management of Controlled Materiel and for IT specific guidance use AFH 23-123, Vol 2, Pt 1, Ch 10 or the ES-S User's Manual**.**

10.2.1.2. Caution: Do not process controlled material as found on base. See **Sec. 6B**, **Returns** of this manual for exceptions to FOB processing.

10.2.1.3. General Procedure for SA/LW.

10.2.1.3.1. When SA/LWs are received or shipped, unpack the SA/LWs to positively identify the serial number on the bare equipment.

10.2.1.3.2. Coordinate off-base shipments through transportation channels prior to processing. Shipping arrangements will be obtained from Deployment and Distribution.

10.2.1.3.3. All source documents for SA/LW will be processed and sent to Document Control within 3 workdays from the ILS-S processed date or the date processed in degraded operations.

10.2.1.3.3.1. The serial numbers for each transaction will be listed on the management notice in conjunction with the output (source) document.

10.2.1.3.3.2. Document Control will file a copy of the management notice along with the source document.

10.2.1.3.3.3. Degraded Operations and hand scribed documents will be held for processing until the ILS-S becomes available and recovery transactions are processed. Make sure the correct serial numbers are transcribed on the documents.

10.2.1.3.4. SA/LW requiring serialized control and reporting are identified on the item record by a serialized report code (SRC) of A. The SRC is assigned by, the

AFMC SA/LW Serialized Control Activity and is pushed to bases by the Stock Number User Directory (SNUD) using Stock List Change transactions. Controlled item codes (CIC) N, 2, 3, 4, 5, 6 or 8 are also assigned to these items. Serialized reporting does not apply to barrels, firing mechanisms, etc. However, these items are assigned a CIC N to indicate they require special control/warehousing to prevent pilferage. Only items with a SRC A are reported to the AFEMS system.

10.2.1.3.5. If a transaction at base level increases or decreases the base asset position, a daily change report is generated under program control If the transaction pertains to a type account E, ERRCD NF2/ND2 item, the daily change report is forwarded to AFEMS (C001) via Daily Equipment Transaction Report files. **Note:** IEX B is not required for items assigned SRC A.

10.2.1.3.6. The actual serial numbers for each item coded with SRC A are maintained on either a 249 serialized control detail or a 250 in-use serialized control detail. A Weapons Serialized Control input is used to load, change or delete these details. (See Weapons Serialized Control Input (DSR), AFH 23-123, Vol 2, Pt 1, Ch 10 for transaction format) Up to ten (10) eleven digit serial numbers may be input with one Weapons Serialized Control Input-Format Two transaction. Serial numbers for items in serviceable stock or on an unserviceable detail, regardless of ERRCD, are maintained on a 249 serialized control detail. Upon issue these details will convert to a 250 in-use serialized control detail. Example: There are 100 weapons in serviceable stock, with 100 serialized control (249) details loaded. SrA Smith has a requirement for 50 of these weapons, and her equipment account is authorized 50 of these weapons. After loading the authorized in-use detail, EAE will process a Weapons Serialized Control Input-Format Two with type phrase ISU/DOR and the program prepares those 50 details selected for issue to SrA Smith's equipment account. When the issue request is processed, those 50 serialized control (249) details selected will be deleted, and program control will create 50 in-use serialized control (250) details with the authorized in-use detail document number. The remaining 249 serialized control details stay on the item record, and the serviceable balance will reflect 50 EA. The same theory applies to items issued to other types of details, i.e., RSP, MSK, SPRAM, WRM and supply point from serviceable stock.

10.2.1.3.7. The LRS CC/AO will not track type account B SRC A assets (i.e., aircraft weapons coded as XD, XF, XB) once they are issued to the using organization.

10.2.1.3.8. Serial Number Entry. Enter all serial numbers left justified. The SA/LW serial number must not be prefixed by zeros unless the zero is part of the serial number. Examples: If the serial number is 123, it will be entered as '123'. If the serial number is 0123, it will be entered as '0123.'

10.2.1.4. SA/LW Reidentification. When it is necessary to reidentify SA/LWs (for example, M-16 modification), use the Weapon Modification program (see Weapon (M-16) Modification (NGV441), AFH 23-123, Vol 2, Pt 2, Ch 6). Both stock numbers must have a serialized report code of "A" assigned. The Federal Supply Class (FSC) of both stock numbers must be 1005, 1010, 1015, or 1095. If any one item under a selected detail is deployed, that detail will not be modified and a statement will be printed on the output listing notifying requester there is external review required for that detail. If the

total numbers of 250 in-use serialized control details do not equal the on-hand quantity of the authorized in-use detail, the program will only modify the number of existing 250 in-use serialized control details, not to exceed the authorized quantity. The program will print a statement on the output listing notifying the requester of the total number of details modified, number of details not modified, and if external review is required. A Small Arms Multi-field Correction report is produced and forwarded via SIFS to AFEMS (See AFH 23-123, Vol 2, Pt 1, Ch 10 for additional information on this report).

10.2.1.5. Serialized Report Code (SRC) Changes.

10.2.1.5.1. Verification. When the SRC changes from an "A" to blank or from blank to an "A," an F118 Management Notice is generated by program control. The F118 will print the Catalog Management Data Change Record input image with a clear text statement indicating the change "to" and "from" SRC. Customer Support must verify the change with the AFMC SA/LW Serialized Control Activity.

10.2.1.5.2. Procedures for Valid Changes. If the SRC change is valid, process a Serialized Control Input-Format Two to add or delete the applicable 249 serialized control/250 in-use serialized control detail(s). See AFH 23-123, Vol 2, Pt 1, Ch 10 for transaction formats. **Note:** SRC cannot be deleted if serialized control/in use serialized control details are loaded.

10.2.1.5.3. Procedures for Invalid Changes. For invalid changes, reprocess the Catalog Management Data Change Record to input the correct SRC.

10.2.1.6. Weapon Reconciliation.

10.2.1.6.1. Reconciliation Actions. Prior to 30 April process the edit option of the Weapon Reconciliation Report with a (-) dash in position 64. This option compares the on-hand balance and detail balance to 249 serialized control/250 in-use serialized control detail records.

10.2.1.6.1.1. An error listing is produced for records that do not pass edits. Take action to correct errors and out-of-balance conditions.

10.2.1.6.1.2. When all reporting errors are corrected and all out-of-balance conditions have been resolved, process the Weapon Reconciliation Report with 'W' in position 66 of the program select card to create the outbound SIFS files. The SIFS files are automatically transmitted to the appropriate receiving system. External review is not necessary. **Note:** Do not process the SIFS option earlier than 30 April unless directed by the AFMC SA/LW Serialized Control Activity or the applicable Major Command.

10.2.1.6.2. Overages and shortages identified during reconciliation with the AFMC SA/LW Serialized Control Activity must be thoroughly researched, inventoried, and/or appropriate investigative actions initiated.

10.2.1.6.3. Invalid Reconciliation Reject Notice. The LRS CC/AO will not maintain visibility of type account B (ERRCD XD, XF, XB) weapons once they are issued to the using organization so they will not be included in the annual reconciliation. It is the responsibility of the LRS/Materiel Management Activity SA/LW POC to

research these notices, and ensure these items have in fact been issued to a using organization. No response is required for these reject notices.

10.2.1.7. Error Notices. When an error is detected by the AFEMS system, a Small Arms Reject/Follow-up with an error notification code in positions 23-24 is transmitted to the reporting SRAN. (Error notification codes are defined in COMSEC Error Notification Codes, AFH 23-123, Vol 2, Pt 1, Ch 10.). When the Small Arms Reject/Follow-up is processed, an F122 Management Notice is generated under program control.

10.2.1.7.1. Research. Bases will research the error notice and take action to correct the discrepancy.

10.2.1.7.2. Serial numbers for type account B assets are not stored on serialized control records after issue, so any inquiries/error notifications must be verified with the owning organization. The LRS/Materiel Management Activity SA/LW POC must research the transaction history to determine what organization was issued the asset and contact the organization to verify if they have the serial number.

10.2.1.7.3. After thorough research is completed, process a Small Arms Correction Report (See AFH 23-123, Vol 2, Pt 1, Ch 10 for format and entry requirements). Transmission to AFEMS will be the same as used for daily change reports.

10.2.1.8. Serial Number Modifications.

10.2.1.8.1. Forced Record Alteration program is no longer required to change a serialized control serial number.

10.2.1.8.2. Only Chief Inspectors are authorized to process a Serialized Control Input (XS1) transaction for NWRM and must notify the NTCC of serial number changes before processing.

10.2.1.8.3. Use a Serialized Control Input (XS1) to load serialized control details that have been erroneously deleted, to delete serialized control details that were incorrectly loaded, or to change the serial number on serialized control detail. See Serialized Control Input (XS1), AFH 23-123, Vol 2, Pt 1, Ch 10 for format and entry requirements.

10.2.1.9. SA/LW Serial Number Transaction Processing.

10.2.1.9.1. When processing transactions that affect the total on-hand or detail quantity, normal processing procedures apply. However, when processing a transaction for a partial quantity, you must identify affected serial numbers before you process the transaction.

10.2.1.9.1.1. An F117 Management Notice listing the serial number(s) will be printed in conjunction with output documents created as a result of completed transactions.

10.2.1.9.1.2. All SRC A items must have a 249 serialized control detail or 250 in-use serialized control loaded or the transactions will reject.

10.2.1.9.1.3. Because of the likelihood of receiving an error condition, limit the quantity to 80 on related transactions (issues, receipts, etc.) involving serialized control details. If more than 80 serial numbers are involved, break up the

transaction for multiple inputs.

10.2.1.9.2. Issues.

10.2.1.9.2.1. Issue of total on-hand quantity to a detail. If the total on-hand quantity is being issued to a detail (i.e. RSP, MSK, SPRAM, WRM, supply point) normal issue procedures apply; and Weapons Serialized Control Input-Format Two processing is not necessary. The applicable 249 serialized control detail will be deleted and a 250 in-use serialized control will be established by program control. The newly created 250 in-use serialized control will reflect the same document number as the 'parent' detail. **Note:** The number of serialized control details must equal the item record serviceable balance to process a total on-hand balance.

10.2.1.9.2.2. Issue of partial on-hand quantity to a detail. If less than the total on-hand quantity is being issued to a detail, you must identify which serial number(s) to issue. Process a Weapons Serialized Control-Format Two input with type phrase 'ISU/DOR.' This will load an 'I' in the RECEIPT-CODE field of the 249 serialized control detail to prepare the detail for subsequent issue or due-out release. Upon completion of issue processing, the applicable 249 serialized control detail(s) will be deleted and a 250 in-use serialized control detail(s) will be created. The newly created 250 in-use serialized control will reflect the same document number as the 'parent' detail. **Note:** Prior to processing transactions from serialized control details, it may be necessary to coordinate with warehouse personnel to determine which serial numbers to identify.

10.2.1.9.2.3. Issues to an organization. Serial number accountability for type account B items (ERRCD XD/XF/XB) becomes the responsibility of the using organization at the time of issue.

10.2.1.9.2.4. Issue of total quantity from a detail. If the total detail quantity is being issued, normal issue procedures apply. All 250 in-use serialized control details identified will be deleted.

10.2.1.9.2.5. Issue of partial quantity from a detail. If less than the total detail quantity is being issued you must identify the serial number(s) to issue. Process a Weapons Serialized Control Input-Format Two with "MSI" in the first three positions of the type phrase field to load an "M" to the in-use serialized control detail. After the record(s) is/are flagged, normal MSI procedures apply. The 250 in-use serialized control details identified will be deleted. New 250 In-use serialized control details will be established for type account E items under the organization and shop of the using organization, not to exceed the authorized quantity.

10.2.1.9.2.5.1. When items are issued from a detail, the issue programs will try to replenish the detail unless an "F" is in position 54 of the issue request input. If the on-hand balance is greater than the replenishment quantity the replenishment transaction will reject unless the applicable 249 serialized control detail is identified for issue. To avoid rejects, it's recommended all issues for serialized control items from a detail are processed with an F in

position 54 of the issue request input. If replenishment is desired after the transaction is processed, refer to issue processing in **Para 10.2.1.9.2** above.

10.2.1.9.2.5.2. You cannot process an issue from one detail to another. A return from the "issuing" detail must be processed to the item record then another issue processed to the gaining detail.

10.2.1.9.3. Returns.

10.2.1.9.3.1. Return of total detail quantity. If the total detail quantity is being returned, normal return procedures apply. The in-use serialized control detail (250 record) will be deleted and a 249 serialized control detail established under program control.

10.2.1.9.3.2. Return of partial quantity from a detail. If less than the total detail quantity is being returned you must identify the serial numbers for return. Process a Weapons Serialized Control Input-Format Two with the phrase "TURN-IN" to load a "T" to the 250 in-use serialized control detail. After the records are flagged, normal return procedures apply. The flagged in-use serialized control details will be deleted and 249 serialized control details established.

10.2.1.9.3.3. Return of items not on a detail. Process a Weapons Serialized Control Input-Format Two with "TURN-IN" to load a serialized control detail (249 record). After the serialized control detail is established, normal return procedures apply.

10.2.1.9.4. Shipments. Shipments from details are not allowed. Items on in-use serialized control details must be returned to stock before shipment processing. **Note**: Transfer is authorized for RSP, MSK, SPRAM, Authorized In-Use and WRM details (see **Para 10.2.1.9.8** below for transfer procedures).

10.2.1.9.4.1. For shipments of entire on-hand warehouse balance, normal shipment procedures apply.

10.2.1.9.4.2. Shipment of partial on-hand quantity. If less than the total detail quantity is being shipped you must identify the serial number(s) to ship. Process a Weapons Serialized Control Input-Format Two with the type phrase 'ISU/DOR' to prepare the serialized control detail for shipment. **Note:** Redistribution Orders/Referrals from MSK and Supply Point Details may be processed. Warner Robins (WR-ALC) is no longer the storage site for weapons. Weapons are stored at the Anniston Army Depot, AL. Weapons being returned to Depot must be shipped to the Anniston Army Depot (FY1346).

10.2.1.9.5. Receipts. When weapons are shipped from the depot, the AFEMS system forwards a Weapons Serialized Control Input-Format Two with an asterisk in position 7 and type phrase 'SHIPPED' to the receiving base to identify which stock number, document number and serial numbers are being shipped. The Weapons Serialized Control Input-Format Two will be sent through SIFS and processed through pseudo, and a serialized control detail will be loaded for each serial numbered item being shipped. When the items are received, the serialized control detail should be ready

for receipt processing. After successful receipt processing an F117 Management Notice is output reflecting all serial numbers processed.

10.2.1.9.5.1. If a 615 reject is received, the serialized control detail is not loaded. If weapons are received and there is not a serialized control detail loaded, process Weapons Serialized Control Input-Format Two with type phrase 'SHIPPED' to load a the detail. Refer to Weapons Serialized Control Input (DSR) - Format Two, AFH 23-123, Vol 2, Pt 1, Ch 10 for transaction format and type phrase codes that will change the receipt codes. If the Due In is not loaded, process a Prepositioned Materiel Receipt to load the due in (see Prepositioned Materiel Receipts - Input/Output (99S) AFH 23-123, Vol 2, Pt 1, Ch 2 for instructions and format).

10.2.1.9.5.2. If a 616 reject is received, there is either not enough or too many serialized control details loaded for the input document number.

10.2.1.9.5.3. If a 619 reject is received, the Item Record does not have a SRC.

10.2.1.9.5.4. If a 620 reject is received, the serialized control detail serial number you are trying to load is already loaded. Process a stock number inquiry, with type record retrieval code 'Z' and '249' for the selected detail document number. This will show you all the serialized control details loaded for this stock number.

10.2.1.9.5.5. Receiving must inspect and verify serial numbers when small arms are received. Errors between serial numbers shipped and received must be identified to the AFMC SA/LW Serialized Control Activity. LRS/Materiel Management Activity SA/LW POC will notify AFMC SA/LW Serialized Control Activity by priority message or email with an information copy to the shipper and MAJCOM of both shipping and receiving activities. The receipt reporting should be delayed until resolution by the AFMC SA/LW Serialized Control Activity.

10.2.1.9.6. Record reversal and correction transactions. Prior to these transactions process a Weapons Serialized Control Input-Format Two to create/delete the applicable serialized control detail/in-use serialized control detail. Ensure the correct type phrase is used (see AFH 23-123, Vol 2, Pt 1, Ch 10 for additional information on type phrase).

10.2.1.9.7. Deployment Procedures.

10.2.1.9.7.1. Deployment Of Total Detail Quantity. If you deploy the total on-hand quantity of the detail (RSP, MSK, SPRAM, WRM or authorized in-use) normal deployment processing procedures apply. The deployed routing identifier will be stored on the applicable in-use serialized control detail records.

10.2.1.9.7.2. Deployment Of Less Than Total Detail Quantity. If you deploy less than the total on-hand detail quantity process a Weapons Serialized Control Input-Format Two with type phrase "DEPLOY" to load a "D" in the ACTION-CODE field of the in-use serialized control detail record. After the records are flagged, normal deployment processing procedures apply. Program control deletes the "D" from the ACTION CODE field of the in-use serialized control detail and loads the deployed routing identifier to the DEPLOYED-RID field of the in-use

serialized control detail

10.2.1.9.7.3. Total Quantity Returned From Deployment. If you return the total deployed quantity, normal return deployment processing procedures apply. The deployed routing identifier will be deleted from the applicable in-use serialized control detail (250 record).

10.2.1.9.7.4. Partial Quantity Returned From Deployment. If you return less than the total quantity deployed process a Weapons Serialized Control Input-Format Two with type phrase "RETURN" to load an "R" in the ACTION-CODE field of the in-use serialized control detail. After the records are flagged, normal return deployment processing procedures apply. 10.2.1.9.8. Transfer Procedures.

10.2.1.9.8.1. Transfer of Total Detail Quantity. If you transfer the total on-hand quantity of the detail (RSP, MSK, SPRAM, WRM, or authorized in-use) normal transfer processing procedures apply. Daily Change Reports are generated under program control to update AFEMS (C001) . In addition, Weapons Serialized Control Input images are created for forwarding to the gaining base to establish serialized control details.

10.2.1.9.8.2. Transfer of Less Than Total Detail Quantity. If you transfer less than the total on-hand detail quantity process a Weapons Serialized Control Input-Format Two with type phrase "TRANFER" (Note the spelling of this phrase) to load a "T" in the ACTION-CODE field. After the records are flagged, normal transfer processing procedures apply. Daily Change Reports are generated under program control to update AFEMS (C001). In addition, Weapons Serialized Control Input images are created for forwarding to the gaining base to establish serialized control detail.

10.2.2. **Serialized Control and Reporting of COMSEC/CCI Items.**

10.2.2.1. Purpose: Describe the general procedures associated with the management of controlled materiel. This section specifically covers the serialized control and reporting procedures for COMSEC items.

10.2.2.2. Caution: Observe the following cautions when handling COMSEC/CCI.

10.2.2.2.1. Do not process COMSEC/CCI assets as found on base. If the COMSEC asset was received from the National Security Agency or its suppliers, or has a documented history of accountability, e.g. SF 153, then utilize equipment receipt. Otherwise, contact the appropriate Item Manager to determine ownership and/or proper disposition.

10.2.2.2.2. Foreign nationals are authorized to store, inspect, deliver, and handle controlled cryptographic item (CCI) assets as long as there is a U.S. citizen present.

10.2.2.3. General Procedure for COMSEC

10.2.2.3.1. AFMC Cryptological System Activity monitors the central file of all COMSEC assets by serial number via AFEMS.

10.2.2.3.2. Coordinate off-base shipment through transportation channels prior to processing. Shipping arrangements should be obtained from LRS Cargo Movement.

10.2.2.3.3. All source documents for COMSEC items will be processed and sent to Document Control within 3 workdays from the applicable ILS-S processed date or the Degraded Operations date.

10.2.2.3.3.1. The serial numbers for each transaction will be listed on the management notice in conjunction with the output (source) document. All serial numbers are left justified. The COMSEC serial numbers will not be prefixed by zeros unless the zero is part of the COMSEC serial number.

10.2.2.3.3.2. Document Control will file a copy of the management notice along with the source document.

10.2.2.3.3.3. Degraded Operations procedures and hand scribed documents will be held for processing until the ILS-S becomes available and recovery transactions are processed. Ensure correct serial numbers are transcribed on the documents.

10.2.2.3.4. COMSEC/CCI items are identified with Serialized Report Code (SRC) "C" or "R" for COMSEC/CCI stock numbers that are also NWRM, and are coded with MMAC CA, CK, CO, or CY.

10.2.2.3.5. If a transaction at base level increases or decreases the base asset position, a Daily Change Report is generated under program control. If the ERRCD is NF2/ND2 type account E, the daily change report is forwarded to AFEMS (C001). (These change report images are placed in the same file as the images which go to AFEMS (C001) for Daily Equipment Transaction reporting). AFEMS (C001) updates the AFEMS database and forward the images to AFEMS (ACOM screen) to update the central file. Daily Change Reports for ERRCD XB/XF/XD type account B items are sent directly to AFEMS (ACOM screen).

10.2.2.3.6. The actual serial numbers for each item coded with SRC C is maintained on either a 249 Serialized Control Detail Record or a 250 In-Use Serialized Control Detail Record.

10.2.2.3.6.1. Serial numbers for items in serviceable stock or on an unserviceable detail, regardless of ERRCD, are maintained on 249 Serialized Control Detail records.

10.2.2.3.6.2. Serial numbers for items coded as equipment will transfer to 250 In-Use Serialized Control Detail records when issued to the customer. (For example: If you are authorized three COMSEC assets on an in-use detail and have three on-hand there will be three 250 in-use serialized control records linked to that in-use detail.) Serial numbers for items maintained on a detail (i.e., MRSP, MSK, SPRAM, WRM, and supply point) are also accounted for on 250 In-Use Serialized Control records.

10.2.2.3.7. The LRS CC/AO will not track type account B COMSEC assets (ERRCD XB/XF/XD) once they are issued to the using organization.

10.2.2.4. COMSEC Reconciliation. All COMSEC assets on detail records or on hand in supply will be reconciled semiannually with AFEMS (C001) for type account code B and E assets. AFEMS (C001) will process the type E COMSEC assets reconciliation data

received into the AFEMS database and then forward those images to AFEMS (ACOM screen) for processing of the reconciliation. AFEMS (ACOM screen) will process the data received from AFEMS (C001) and the type account B COMSEC assets data received straight from the bases.

10.2.2.4.1. Reconciliation actions. Prior to 15 March and 15 September process the edit option of the Weapon/COMSEC Reconciliation program (position 64 equals a dash(-) see AFH 23-123, Vol 2, Pt 2, Ch 6 of additional processing instructions). This option will compare the on-hand balance and detail balance to serialized control records. An error listing is produced for records that do not pass edits. When all reporting errors are corrected and any out-of-balance conditions have been resolved, process the Weapon/COMSEC Reconciliation program again (with C in position 66 of the program select card) to create the outbound SIFS file.

10.2.2.4.2. Non-receipt. AFEMS (ACOM screen) sends a COMSEC Control Reject Report with ERROR MESSAGE: "The required semiannual reconciliation report was not received" to any base which fails to process the reconciliation as required. Take action to have the reconciliation report processed with C in position 66 of the report parameter (see AFH 23-123, Vol 2, Pt 2, Ch 6 for additional assistance with processing the Weapon/COMSEC Reconciliation program.

10.2.2.4.3. The LRS CC/AO does not maintain visibility of type account B COMSEC/CCI (ERRC XD/XF/XB) assets once they are issued to the using organization, therefore; they are not included in the reconciliation. However, the ILS-S will report serial numbers for these items when they are shipped.

10.2.2.4.4. Out-of-Cycle Reconciliation. AFMC Cryptological System Activity may direct out-of-cycle reconciliations reports with MAJCOM approval. Out-of-cycle reconciliations and transmission of data will follow the same schedule/actions as scheduled reconciliations.

10.2.2.5. COMSEC Control Error Notification.

10.2.2.5.1. AFEMS Processing. AFEMS processes COMSEC serialized control reports from bases daily. When an error is detected by the AFEMS, a COMSEC Control Reject Record is transmitted to the reporting SRAN according to COMSEC Control Reject Report (XHB) in AFH 23-123, Vol 2, Pt 1, Ch 10. Error notification codes and possible corrective actions for these rejects are defined in COMSEC Error Notification Codes in AFH 23-123, Vol 2, Pt 1, Ch 10.

10.2.2.5.2. Base Corrective Action. Bases will correct the errors, change the transaction ID in positions 1-3 to a COMSEC Control Report and the RIC in positions 4-6 to FNL for type accounts B and E COMSEC assets. Then transmit within 5 calendar days of receipt of error notification. Transmission will be the same as used for daily transaction. Bases which have problems correcting COMSEC error notification code rejects should contact AFMC Cryptological System Activity prior to resubmission.

10.2.2.6. SRC Changes.

10.2.2.6.1. Verification. When the SRC changes from a "C" or "R" to blank or blank to "C" or "R" a F118 Management Notice is generated by program control. The F118 Mgmt Notice will print the Catalog Management Data Change Record input image with a clear text statement indicating the change "to" and "from" SRC. Customer Support must verify the change with AFMC Cryptological System Activity. See AFH 23-123, Vol 2, Pt 1, Ch 10 for Weapons Serialized Control-Format Two format and entry requirements

10.2.2.6.2. Procedures for Valid Changes. If the SRC change is valid, take action to add or delete the applicable 249/250 serialized control detail record(s). **Note:** The Catalog Management Data Change Record input will not allow the serialized report code to be deleted if 249/250 serialized control details are loaded.

10.2.2.6.3. Procedures for Invalid Changes. For invalid changes, reprocess the Catalog Management Data Change Record to input the correct SRC. See AFH 23-123, Vol 2, Pt 1, Ch 8 for additional instructions on transaction processing.

10.2.2.7. COMSEC Serial Number Transaction Processing.

10.2.2.7.1. When processing transactions that affect the total on hand or detail quantity normal processing procedures will apply. However, if you process a transaction for a partial quantity you must identify specific serial numbers before the in-line transaction is processed.

10.2.2.7.1.1. An F117 Management Notice listing the serial number(s) will be printed in conjunction with output documents created as a result of a completed transaction.

10.2.2.7.1.2. All SRC C and R items must have a corresponding 249 or 250 serialized control record loaded or transactions will reject.

10.2.2.7.1.3. Use Serialized Control Inputs (XS1) to load, change, or deleted serialized control details. A Forced Record Alteration is no longer required to change serialized control serial numbers. See AFH 23-123, Vol 2, Pt 1, Ch 10 for additional instructions.

10.2.2.7.1.3.1. The Chief Inspector is the only person authorized to process a Serialized Control Input to change the serial number on serialized control details for NWRM (SRC R items). Notify the NTCC of the serial number change.

10.2.2.7.1.4. Because of the likelihood of receiving an error condition, limit the quantity to 80 on related transactions (issues, receipts, etc.) involving serialized control details. If more than 80 serial numbers are involved, break up the transaction for multiple inputs.

10.2.2.7.2. Issues.

10.2.2.7.2.1. Issue of total on-hand quantity to a detail. If the total on-hand quantity is being issued to a detail (i.e., MRSP, MSK, SPRAM, WRM, Supply Point) normal issue procedures apply. The applicable 249 serialized control record(s) is deleted and 250 an in-use serialized control record(s) established by program control. The new 250 in-use serialized control record(s) will reflect the

last four positions of the detail document number.

10.2.2.7.2.2. Issue of partial on-hand quantity to a detail. If less than the total on-hand quantity is being issued to a detail, you must identify the serial number(s) you want to issue.

10.2.2.7.2.2.1. When processing serial numbers from serialized control records coordinate with warehouse personnel to determine which serial numbers to identify.

10.2.2.7.2.2.2. Process a COMSEC Serialized Control Input-Format Two with the phrase "ISU/DOR" in the type phrase field to load an "I" in the receipt code field of the 249 serialized control detail record. After the record(s) are flagged, normal issue procedures apply. The applicable 249 serialized control record(s) is deleted and a new 250 in-use serialized control record(s) established. The 250 in-use serialized control record(s) reflects the last four positions of the detail document number.

10.2.2.7.2.3. Issue to an organization.

10.2.2.7.2.3.1. Serial number accountability for type account B items (ERRC XD/XF/XB) becomes the responsibility of the using organization at the time of issue.

10.2.2.7.2.3.2. If the total on-hand quantity is being issued normal issue procedures apply. For type account E items, the 249 serialized control record(s) is deleted and a new 250 in-use serialized control record(s) is established reflecting the last four positions of the in-use document number.

10.2.2.7.2.3.3. Issue of partial on-hand quantity to an organization. If less than the total on-hand quantity is being issued you must identify the serial number(s) you want to issue. Process a COMSEC Serialized Control Input-Format Two with the phrase "ISU/DOR" to load an "I" in the receipt code field of the 249 serialized control detail record. After the records are flagged, normal issue procedures apply. For type account E items, the 249 serialized control detail record(s) is deleted and a 250 in-use serialized control record(s) is established reflecting the last four positions of the in-use document number. Serial number accountability for type account B items (ERRC XD/XF/XB) becomes the responsibility of the using organization at the time of issue.

10.2.2.7.2.4. Issue of total quantity from a detail. If the total detail quantity is being issued normal issue procedures apply. The 250 in-use serialized control detail record(s) is deleted and 250 in-use serialized control detail record(s) is established for type account E items, reflecting the last four positions of the in-use document number.

10.2.2.7.2.5. Issue of partial on-hand quantity from a detail. If less than the total detail quantity is being issued you must identify the serial number(s) you want to issue. Process a COMSEC Serialized Control Input-Format Two with "MSI" in the first three positions of the type phrase field to load an "M" to the 250 in-use serialized control record. After the records are flagged, normal Issue from Detail

procedures apply. The 250 in-use serialized control records identified are deleted and a new 250 in-use serialized control record(s) is established for type account E items reflecting the last four positions of the in-use document number.

10.2.2.7.2.5.1. When an issue from a detail record is processed, the issue programs will try to replenish the detail unless an "F" is in position 54 of the issue from detail record input. If the on-hand balance is greater than the replenishment quantity the replenishment issue will reject unless the applicable 249 serialized control records are identified for issue. Process all Issues (from a detail) for serialized control items with an F in position 54 to avoid rejects.

10.2.2.7.2.5.2. You cannot process an issue from one detail to another detail. Process a return from the "issuing" detail to the item record then process an issue to the "gaining" detail.

10.2.2.7.3. Returns.

10.2.2.7.3.1. Total detail quantity being returned. If the total detail quantity is being returned normal return procedures apply. The 250 in-use serialized control detail record(s) is deleted and a 249 serialized control detail record(s) is established.

10.2.2.7.3.2. Return of partial quantity from a detail. If less than the total detail quantity is being returned you must identify the serial numbers being returned. Process a COMSEC Serialized Control Input-Format Two with the phrase "TURN-IN" in the type phrase field to load a "T" to the 250 in-use serialized control detail record. After the records are flagged, normal return procedures apply. The 250 in-use serialized control detail record(s) will be deleted and 249 serialized control record(s) established.

10.2.2.7.3.3. Return of items not on a detail. Process a COMSEC Serialized Control Input-Format Two with "TURN-IN" in the type phrase field to load a 249 serialized control detail record. After the serialized control record is established normal return procedures apply. **Caution**: COMSEC/CCI found on base may constitute a potential compromise of classified information and will be reported immediately upon discovery in accordance with AFI 31-401. For NWRM items, see AFI 20-110 for additional reporting instructions.

10.2.2.7.4. Shipments. Shipments from details are not allowed. Items on in-use serialized control details must be returned to stock before shipment processing. **Note**: Transfer is authorized for RSP, MSK, SPRAM, Authorized In-Use and WRM details (see **Para. 10.2.2.7.8** below for transfer procedures). See **Sec. 5D, Equipment Management** for Equipment Transfers between SRANs.

10.2.2.7.4.1. The maximum amount of serial numbers that can be shipped with one input is 50 (fifty).

10.2.2.7.4.2. For shipments of entire on-hand warehouse balance, normal shipment procedures apply.

10.2.2.7.4.3. Shipment from a detail. Individual shipments from details are not

allowed. Process a return from the detail and ship from the item record. Prior to processing the return and shipment , process a COMSEC Serialized Control Input-Format Two to flag each serial number or a 615 reject will occur (see AFH 23-123, Vol 2, Pt 1, Ch 10 for proper Type Phrase Codes). **Note:** Redistribution Orders/Referrals from MSK and Supply Point Details may be processed.

10.2.2.7.4.4. Shipment of partial on-hand quantity. If less than the total detail quantity is being shipped you must identify the serial number(s) to ship. Process a Weapons Serialized Control Input-Format Two with the type phrase 'ISU/DOR' to prepare the serialized control detail for shipment. **Note:** Warner Robins (WR-ALC) is no longer the storage site for weapons. Ensure weapons being returned to Depot are shipped to the Anniston Army Depot (FY1346)

10.2.2.7.5. Receipts. Prior to processing a REC for a COMSEC item you must process a Serialized COMSEC Control Input-Format Two with the phrase "SHIPPED" in the type phrase field to load the 249 serialized control record. When the receipt transaction is processed a F117 Management Notice is produced. Once the REC is processed the Receipt Code field of the 249 control record is changed to an "R" to signify the property was received and program control will generate a COMSEC Control Report to update AFEMS (C001). If the 249 control record(s) is not loaded, when the receipt is processed, the program will generate a 616 Reject. You must take action to load the 249 records before the receipt can be reprocessed. **Note:** All elements of the 249 record (i.e., suffix code, due-in number, MMAC) must match the REC input or the transaction will reject.

10.2.2.7.6. Record reversal and correction Transactions. Prior to these transactions process a serial Serialized COMSEC Control Input-Format Two to create/delete the applicable 249/250 serialized control record.

10.2.2.7.7. Deployment Procedures.

10.2.2.7.7.1. Deployment of total detail quantity. If you deploy the total on-hand quantity of the detail (MRSP, MSK, SPRAM, WRM or Authorized In-use) normal deployment processing procedures apply. The deployed routing identifier will be stored on the applicable 250 serialized control records.

10.2.2.7.7.2. Deployment of less than total detail quantity. If you deploy less than the total on hand detail quantity process a Serialized COMSEC Control Input-Format Two with type phrase "DEPLOY" to load a "D" in the ACTION-CODE field of the 250 record. After the records are flagged, normal deployment processing procedures apply. Program control will delete the "D" from the 250 serialized control record and load the deployed routing identifier to the control records.

10.2.2.7.7.3. Total quantity returned from deployment. If you return the total deployed quantity normal return deployment processing procedures apply. The deployed routing identifier will be deleted from the applicable 250 serialized control records under program control when the return is processed.

10.2.2.7.7.4. Partial quantity returned from deployment. If you return less than the total quantity deployed process a Serialized COMSEC Control Input-Format

Two with type phrase “RETURN” to load an “R” in the ACTION-CODE field of the 250 record. After the records are flagged, normal return deployment processing procedures apply. The deployed routing identifier will be deleted from the applicable 250 serialized control records by program control.

10.2.2.7.8. Transfer Procedures.

10.2.2.7.8.1. Transfer of total detail quantity. If you transfer the total on-hand quantity of the detail (MRSP, MSK, SPRAM, WRM or In-use) normal transfer processing procedures apply. Daily Change Reports will be generated under program control to update AFEMS (C001) and AFEMS (ACOM screen). In addition, Daily Change Reports images are created for forwarding to the gaining base to establish 249 serialized control records.

10.2.2.7.8.2. Transfer of less than total detail quantity. If you transfer less than the total on-hand detail quantity process a Serialized COMSEC Control Input-Format Two with type phrase “TRANFER” (Note the spelling of this phrase) to load a “T” in the 1st position of the ACTION-CODE field of the 250 record. After the records are flagged, normal transfer processing procedures apply. Daily Change Reports will be generated under program control to update AFEMS (C001) and AFEMS (ACOM screen). In addition, images are created for forwarding to the gaining base to establish 249 serialized control records.

10.2.3. **Processing actions for Removal/Installation of Controlled Cryptographic Items (CCI).**

10.2.3.1. Purpose: Provide procedures for the processing and documentation of CCI removal/installation .

10.2.3.2. Controlled Maintenance activities use AFTO Form 781L, to provide control for serial number CCI and as an aid in serial number accountability. See T.O. 00-20-1 for additional information.

10.2.3.2.1. When CCI is removed and a like item is installed at a transient base, an AFTO Form 781L is sent to LRS/ Materiel Management Activity. Materiel Management personnel will process a COMSEC Control Report (XHA) for transmission to AFMC Cryptological System Activity. See AFH 23-123, Vol 2, Pt 1, Ch 10 for format.

10.2.3.2.2. Home Station CCI Removal Processing Procedures. When an aircraft or ground mobile communications center, etc., returns to its home station, the home station maintenance activity must also forward a copy of the AFTO Form 781L to the LRS/ Materiel Management Activity COMSEC monitor. Process a COMSEC Serialized Control Input-Format Two. See AFH 23-123, Vol 2, Pt 1, Ch 10 for information on applicable ILS-S transaction processing.

10.2.3.3. Document Control of CCI Replacements.

10.2.3.3.1. At the transient base and the home base, Document Control must annotate or stamp the “Comments” line with "Received by (signature of Document Control clerk and date)."

10.2.3.3.2. Forward a copy of the document to the maintenance activity that provided the form to LRS/Materiel Management Activity.

10.2.3.3.3. File the form for 2 years from the date received by the Document Control personnel.

10.2.3.4. The following results when all actions have been properly completed by the transient base and the home base:

10.2.3.4.1. The transient LRS/Materiel Management Activity knows that the home base serial number now belongs to the transient base, and serialized control transactions were prepared accordingly.

10.2.3.4.2. The home LRS/Materiel Management Activity knows that the transient base serial number now belongs to the home base, and serialized control transactions were prepared accordingly.

10.2.3.4.3. The AFMC Cryptological System Activity knows the CCI formerly located at base A is now located at base B, and the CCI formerly located at base B is now located at base A.

10.2.4. **Documentation of Transfer of CCI Assets from Base Level Maintenance Organizations to Depot Level.**

10.2.4.1. Purpose: To provide procedures for the documentation of transfer of CCI assets from base maintenance organizations to depot level.

10.2.4.2. If an aircraft must be sent to a repair depot for maintenance and a CCI asset is aboard, the home base maintenance activity reports this by AFTO Form 781L.

10.2.4.2.1. The LRS/Materiel Management Activity COMSEC monitor at the losing base enters the NSN and serial number in the COMSEC Control Report in positions 8-37 and leaves positions 38-67 blank. The host LRS/Materiel Management Activity COMSEC monitor of the repair depot will enter the same NSN and serial number in positions 38-67 and leave positions 8-37 blank. This combined processing action notifies The AFMC Cryptological System Activity that a CCI asset formerly located at a using base is now located at a repair depot. The host LRS/Materiel Management Activity at AFMC depots will follow the procedures in AFMC regulations for obtaining the required information from the depot.

10.2.4.2.2. Other Service Performed Maintenance. If a CCI is removed and replaced at another-service installation (Army, Navy, etc.), the home base maintenance activity forwards the completed AFTO Form 781L to the LRS/Materiel Management Activity COMSEC monitor. The monitor prepares COMSEC Control Report (XHA) for transaction processing (See AFH 23-122, Vol 2, Pt 1, Ch 10). The other-service installation reports the serial number change to their central office of record using their own established procedures.

10.2.5. **Special Logistics Support Procedures for Special Access Parts.**

10.2.5.1. Purpose: This section identifies support procedures.

10.2.5.1.1. Special Logistics Support for Special Access Program (SAP) parts will comply with:

10.2.5.1.2. AFPD 16-7, *Special Access Programs*.

10.2.5.1.3. AFI 16-701, *Special Access Programs*.

10.2.5.1.4. AFI 24-203.

10.2.5.1.5. DOD 5200.1-R, Information Security Program.

10.2.5.2. SAP assets will not be commingled with normal classified or communication security property.

10.2.6. **NWRM Transactions.**

10.2.6.1. Purpose: Describes procedures related to identifying/managing NWRM. See AFH 23-123, Vol 2, Pt 1, Ch 10 for applicable ILS-S requirements for identifying NWRM.

10.2.6.2. The NWRM Transaction Control Cell (NTCC) approves all transactions prior to processing and will remove/replace the NWRM freeze code as appropriate.

10.2.6.3. Follow the procedures for processing serialized controlled (COMSEC/CCI) assets through the ILS-S.

10.2.6.3.1. Specific rules apply when processing transactions for serialized controlled items. See AFH 23-123, Vol 2, Pt 1, Ch 10 for information on ILS-S transaction processing.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFH 10-416, *Personnel Readiness and Mobilization*, 22 December 1994

AFH 23-123, *Materiel Management Handbook*, Vols. 1-3, Date TBD

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Abbreviations and Acronyms

1LM—Intermediate Level Maintenance

2LM—Two Level Maintenance

AAC—Acquisition Advice Code

AA&E—Arms, Ammunition, and Explosives

AAFES—Army and Air Force Exchange Service

AAO—Approved acquisition objective

ACC—Air Combat Command

ACH—Advanced Combat Helmet

ACO—Administrative Contracting Officer

ACSA—Acquisition and Cross Servicing Agreements

AEDA—Ammunition Explosive and Dangerous Articles

AEF—Aerospace Expeditionary Force

AETC—Air Education and Training Command

AF—Air Force

A&F—Accounting and Finance

AF/A4/7—Air Force Logistics, Installations & Mission Support

AF/A4L—Air Force Directorate of Logistics

AF/A4LE—Materiel Support Division

AF/A4LM—Integrated Life Cycle Management Policy Division

AFCIS—Air Force Contracting Information System

AFDMPO—Air Force Discrepant Materiel Program Office

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFIAA—Air Force Intelligence Analysis Agency

AFISR—Air Force Intelligence, Surveillance, and Reconnaissance Agency

AFIT—Air Force Institute of Technology

AFLIS—Air Force Library and Information System

AFLRB—Air Force Logistics Readiness Board

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMMCAB—Air Force Supply Chiefs Advisory Board

AFMMWG—Air Force Materiel Management Working Group

AFNIC—Air Force Network Integration Center

AFPD—Air Force Policy Directive

AFPET—Air Force Petroleum Office

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFSCDB—Air Force Centralized Database

AFSOC—Air Force Special Operations Command

AFSPBP—Air Force Spare Parts Breakout Program

AFSPC—Air Force Space Command

AGM—Air To Ground Missile

AIM—Air Interceptor Missile

AIS—Automated Document Control System

AIT—Automatic Identification Technology

ALC—Air Logistics Complex

ALT—Administrative Lead Time

AMC—Air Mobility Command;

ANG—Air National Guard

AO—Accountable Officer

AOR—Area of Responsibility; Accumulated Operating Result

APL—Acceptable Performance Level

APS—Aircraft Parts Store

APSR—Accountable Property Systems of Record

AR—Attrition Reserve

ARC—Action Required

AS—Allowance Standard

ASC—Allowance Source Code Listing

ASL—Adjusted Stock Level

ASM—Aircraft Sustainability Model

AS/RS—Automated Storage/Retrieval System

ATC—Audit Trail Component

AU—Air University

AWP—Awaiting Parts

BA—Budget Authority

BAI—Backup Aircraft Inventory

BC—Budget Code

BCE—Base Civil Engineer

BCO—Base Contracting Office

BEAR—Basic Expeditionary Airfield Resources

BES—Budget Estimate Submission

BNCC—Base Network Control Center

BNR—Billed Not Received

BOCR—Business Overhead Cost Recovery

BOI—Basis of Issue

BP—Budget Program

CA—Cost Authority (AKA Obligation Authority)

CA/CRL—Customer Authorization/Custody Receipt Listings

CAMS-FM—Core Automated Maintenance System For Mobility

CAGE—Commercial and Government Entity

CAS—Combat Ammunition System

CBRNE—Chemical, Biological, Radiological, Nuclear, and High

CBT—Computer Based Training

CCI—Controlled Cryptologic

CCIP—Customer Call

CCS—Communications Computer Systems

CDM—Contract Depot Maintenance

CDMPC—Contract Depot Maintenance Production Cost

C-E—Communications Electronics

CEM—Communications Electronic Maintenance

CES—Civil Engineering Squadron

CIC—Customer Interaction Center

CICP—Contractor Inventory Control Point

CIIC—Controlled Item Inventory Code

CICP—Contractor Inventory Control Point

CWDE—Chemical Warfare Defense Equipment

CEMO—Command Equipment Management Office

CFM—Career Field Manager

CFO—Chief Financial Officer

CFS—Contractor Field Service

CHPMSK—Contingency High Priority Mission Support Kit

CJCS—Chairmen Joint Chiefs of Staff

CLO—Combat Logistics Office

CLS—Contractor Logistics Support

CLSSA—Cooperative Logistics Supply Support Agreement

CMD—Catalog Management Data

CMOS—Cargo Movement Operations System

CO—Contracting Officer

COB—Contingency Operating Base

COLT—Customer

CONOPS—Concept of Operations

CONPLAN—Contingency Plan

COMSEC—Communications Security

COOP—Continuity of Operations

COPARS—Contractor Operated Parts Store

COSIS—Care of Supplies in Storage

CP—Centrally Procured

CPFH—Cost Per Flying Hour

CRD—Cumulative Recurring Demand

CRF—Centralized Repair Facility

CRR—Calibration Repair and Return

CRS—Contingency Retention Stock

CRSP—Consumable Readiness Spares Package

C-SAG—Consolidated-Sustainment Activity Group

CSAF—Chief of Staff of the Air Force

CSAG—Consolidated Sustainment Activity Group

CSAG-S—Supply division of CSAG (CSAG also has a Maintenance division)

CSAG-M—Maintenance Depot division of CSAG

CSB—Computer Support Base

CSD—Computer Systems Discrepancy

CSI—Critical Safety Items

CST—Combat Skills Training

CSWSWG—Contractor Supported Weapon Systems Working Group

CT—Control Team

CTC—Control Team Chief

CTH—Consolidated Transaction History

CTIC—Contractor Technical Information Codes

CWRMO—Command War Reserve Materiel Officer

CWDE—Chemical Warfare Defense Equipment

CWRMNCO—Command War Reserve Materiel NCO

CWT—Customer Wait Time

DCC—Document Control Card

DCIS—Document Control Imaging System

DCMA—Defense Contract Management Agency

DCR—Document Control Record

DDR—Daily Demand Rate

DFAS—Defense Finance and Accounting System

DIC—Document Identifier Code

DIFM—Due-In From Maintenance

DIIP—Defense Inactive Item Program

DIOH—Due-In for Overhaul

DIREP—Difficulty Report

DISA—Defense Information Systems Agency

DITD—Disposal Return Document

DMA—Defense Mapping Agency

DMAG—Depot Maintenance

DMAS—Dyna-METRIC Microcomputer Analysis System

DLA—Defense Logistics Agency

DLATS—Defense Logistics Agency Transaction Services

DLR—Depot Level Reparable

DLM—Depot Level Maintenance

DLMS—Defense Logistics Management System

DLMSO—Defense Logistics Agency Management Standards Office

DOLD—Date of Last Demand

DOLT—Date of Last Transaction

DoD—Department of Defense

DODAAC—Defense Address Activity Code

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DOLT—Date of Last Transaction

DOR—Due Out Release

DPEM—Depot Procured Equipment Maintenance

DR—Deficiency Report

DSO—Direct Support Objective

DSR—Weapons Serialized Control Input

DSS—Distribution Standard System

DTID—Disposal Return Document

DWCF—Defense Working Capital Fund

EAE—Equipment Accountable Element

EAID—Equipment Authorization Inventory Data/Document records

EBOs—Expected Backorders

ECC—Exception Control

EDD—Estimated Delivery Date

EEX—Excess Exception

EISP—End Item Sales Price

EMC—Equipment Management Code

ENC—Exception Notice Code

E-MALL—Electronic Mall

EOQ—Economic Order Quantity

EPWG—Air Force Equipment Policy Working Group

ERAA—Equipment Review Authorization Activity

ERRC—Expendability, Recoverability, Reparability Category

ERRCD—Expendability, Recoverability, Reparability Category Designator

ERS—Economic Retention Stock

ES—Equipment Specialist

ESA—Engineering Support Activity

ESAPI—Enhanced Small Arms Protective Inserts

ESBI—Enhanced Side Ballistic Insert

ESC—Electronic System Center

ESD—Electro

ES-S—Enterprise Solution-Supply

ETID—Electronic Return Document

FAR—Federal Acquisition Regulation

FC—Fund Code

FCU—Unit Price Change

FED—Equipment Transfer

FFC—Freeze Code Update

FIFO—First In First Out

FIRM—Acronym not spelled out

FIX—Forced Record Change

FLIS—Federal Logistics Information System

FM—Field Manufacture

FMB—Financial Management Board

FMS—Foreign Military Sales

FOB—Found on Base/Foundation Base

FORCE—Fuels Operational Readiness Capability Equipment

FRC—Fund Requirement Card

FSC—Federal Supply Class and/or Flight Service Center

FSL—Forward Supply Location

FSO—Financial Services Office

FSS—Forward Supply System

FUP—Forecast Unit Price

GEOLOC-PBC—Geographical Location Pseudo

G-ICP—Government Inventory Control Point

GI&S—Geospatial Information and Services

GFE—Government Furnished Equipment

GFM—Government Furnished Materiel

GPC—Government Purchase Card

GBL—Government Bill of Lading

GSA—General Services Administration

GSD—General Support Division

GSL—Geographically Separated Location

GM—Global Manager

HAF—Headquarters Air Force

HAZMAT—Hazardous Material

HHAL—Health Hazardous Approval List

HPMSK—High Priority Mission Support Kit

HQ—Headquarters

HTA—High Threat Area

HTSA—Host Tenant Support Agreement

IAD—Inventory Adjustment Document

IAPS—Integrated Accounts Payable System

IAV—Inventory Adjustment Voucher

IBA—Individual Body Armor

I&S—Interchangeability and Substitutability

I&SG—Interchangeable and Substitution Group

ICOP—Inventory Cut

ICP—Inventory Control Point

ICS—Interim Contractor Support

IEE—Individual Equipment Element

IEU—Individual Equipment

IEX—Issue Exception

IIRP—Improved Item Replacement Program

ILS-S—Integrated Logistics Support-Supply

IMWRP—Item Manager Wholesale Requisition Process

IM—Item Manager

IMC—Item Management Coding

IMDS CDB—Intergraded Maintenance Data System Central Database

IMM—Integrated Materiel Management

IMS—Inventory Management Specialist

IMWRP—Item Manager Wholesale Requisition Process

INS—Insurance

IPA—Intransit Property Area

IPE—Individual Protective Equipment; Industrial Plant Equipment

IRSP—In-Place Readiness Spares Package

ISSL—Initial Spares Support List

ISSP—Interservice Supply Support Procedures

ISU—Issue

IT—Information Technology

IUID—Item Unique Identification

JALC—Joint Aeronautical Logistics Commanders

JBER—Joint Base Elmendorf

JCS—Joint Chief of Staff

JCN—Job Control Number

JSM—Joint Service Manual

JU—Joint Use

JTA—Joint Transfer Agreement

JTR—Joint Transfer Agreement

KSN—Kit Serial Number

LAC—Latest Acquisition Cost

LCC—Local Purchase Cancellation

LDL—Low Density Level

LPA—Local Purchase Adjustment

LPS—Local Purchase Status

LPX—Local Purchase Extra

LGRM—Materiel Management Flight

LIMFAC—Limiting Factor

LMCA—Logistics Materiel Control Activity

LGLOS—Functional Systems Management Section

LOGFAC—Logistics Feasibility Analysis Capability

LOC—Logistics Operation Cell

LPS—Local Purchase Status

LRC—Latest Repair Cost

LRRS—Long Range Radar Sites

LRS—Logistics Readiness Squadron

LRU—Line Replaceable Unit

LSC—Logistics Support Center

LSS—Life Systems Stock

LTA—Low Threat Area

MAJCOM—Major Command

MAO—Maximum Automatic Obligation

MAQ—Maximum Authorization Quantity

MARS—Military Affiliate Radio System

MCD—Mission Change Data

MCR—Materiel Cost Recovery

MDC—Manager Designator Code

MDS—Mission Design Series

ME—Mobility Equipment

MECD—Maintenance Equipment Classification Designator

MEFPAK—Manpower & Equipment Force Packaging

MEO—Most Efficient Organization

MGM—Materiel Group Manager

MIC—Mission Impact Code

MICAP—Mission Capable

MICAS—Mobility Inventory Control Accountability System

MIICS—Master Item Identification Control System

MILSTRAP—Military Standard Requisition and Issue Procedures

MILSTRIP—Military Standard Requisition and Issue Procedures

MISTR—Management of Items Subject to Repair

MLS—Mutual Logistics Support

MMAC—Materiel Management Aggregation Code

MMHS—Mechanized Materiel Handling System

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MRA—Minimum Reserve Authorization

MRO—Maintenance Repair Organization

MRSP—Mobility Readiness Spares Package

MRU—Minimum Replacement Unit

MSDS—Material Safety Data Sheet

MSG—Mission Support Group

MSK—Mission Support Kit

MTA—Medium Threat Area

MTBF—Mean Time Between Failure

MUP—Mark-Up Price

MWD—Military Working Dog

MX—Maintenance

MXW—Maintenance Wing

NAF—Numbered Air Force; Non

NARSP—Non-Airborne Readiness Spares Packages

NASA—National Aeronautics and Space Administration

NATO—North Atlantic Treaty Organization

NCO—Non-Commissioned Officer

NEMVAC—Noncombatant Emergency & Evacuation Plan

NEO—Noncombatant Evacuation Operations

NEXRAD—Next Generation Radar

NGRER—National Guard and Reserve Equipment Report

NHA—Next Higher Assembly

NIIN—National Item Identification Number

NMC—Not Mission Capable

NOP—Non-optimized

NPP—Non-Prepositioned

NPPC—Numeric Parts Preference Code

NRTS—Not Reparable This Station

NSL—Non-Stock Listed

NSN—National Stock Number

NSO—Numeric Stockage Objective

NTCC—Nuclear Weapons-Related Materiel Transaction Control Cell

NWRM—Nuclear Weapons-Related Materiel

NWS—National Weather Service

O&M—Operation and Maintenance

O&ST—Order & Shipping Time

OC—Operations Compliance

OCCR—Organization Cost Center Record

OIC—Officer In Charge

OIM—Organizational Intermediate Maintenance

OOB—Operations Operating Budget

OPLAN—Operational Plan

OPR—Office of Primary Responsibility

ORP—Operational Readiness Part

PAA—Primary Aircraft Activity

PACAF—Pacific Air Forces

PBR—Percent of Base Repair

PBL—Performance Based Logistics

PCCN—Provisioning Contract Control Number

PCO—Procuring Contracting Officer

PA—Program Authority

PAS—Personal Accounting System

PB—President’s Budget

PBR—Program Budget Review

PD—Program Document

PDM—Programmed Depot

PDL—Proactive Demand Leveling

PEO—Program Executive Office

PFMR—Project Funds Management Record

PGM—Product Group Manager

PIC—Positive Inventory Control

PICA—Primary Inventory Control Activity

PIIN—Procurement Instrument Identification Number

PMAI—Primary Mission Aircraft Inventory

PMIC—Precious Metals Indicator Code

PMEL—Precision Measurement Equipment Laboratory

PMO—Program Management Office

PMRP—Precious Metals Recovery Program

PMS—Production Management Specialist

POB—Planner Operating Base

POL—Petroleum, Oils, and Lubricants

POM—Program Objective Memorandum

POS—Peacetime Operating Stock

POW—Prisoner Of War

PPBS—Planning, Programming, & Budgeting System

PPL—Provisioning Parts List

PQDR—Product Quality Deficiency Report

PR—Potential reutilization

PS&D—Plans, Scheduling and Documentation

PSSD—Production Section Scheduling Designator

PSP—Primary Supply Point

QA—Quality Assurance

QAE—Quality Assurance Evaluator

QLP—Query Language Processor

QMF—Query Management Facility

QDR—Quality Deficiency Report

QSL—Quality Status Listing

QUP—Quantity Unit Pack

RAMPS—Recoverable Assembly Management Process System

RAR—Repair and Return

RBL—Readiness Based Level

RCC—Resource Control Center

RCDL—Repair Cycle Demand Level

RCN—Report Control Number

RIC—Routing Identifier Code

RDD—Required Delivery Date

RDO—Redistribution Order

RDS—Records Disposition Schedule

REALM—Requirements/Execution Availability Logistics Module

REC—Receipt

REM—Registered Equipment Management

REX—Requisition Exception

RFID—Radio Frequency Identification

RIC—Routing Identifier Code

RID—Routing Identifier

RIID—Requirements Item Identification Data

RIMCS—Reparable Item Movement Control System

RIW—Reliability Improvement Warranty

RNB—Received Not Billed

RNDI—Receipt Not Due

RO—Requisitioning Objective

ROD—Report of Item Discrepancy

ROP—Reorder Point

ROS—Report Of Survey

RSP—Readiness Spares Package

RWC—Reason Why Code

SA—Security Assistance

SA/LW—Small Arms/Light Weapons

SAM—Sustainability Assessment Module

SAP—Special Access Program

SAPI—Small Arms Protective Inserts

SAS—Special Access Program

SAS—Storage Aid System

SBSS—Standard Base Supply System

SCM—Supply Chain Management

SDDC—Surface Deployment and Distribution Command

SDR—Shipment Discrepancy Report

SE—Support Equipment

SECAF—Secretary of the Air Force

SECDEF—Secretary of Defense

SEX—Shipment Exception

SF—Security Forces

SHP—Shipment

SICA—Secondary Inventory Control Activity

SIFS—Supply Interface System

SIR—Semiannual Inventory Report

SLC—Shelf Life Code

SLES—Shelf-Life Extension System

SM—Single Manager

SMAG—Supply Management Activity Group

SN—Serial Number

SNC—Shipped Not Created Detail

SNUD—Stock Number User Directory

SOO—Satellite Operations Officer

SORTS—Status of Resources and Training Systems

SOS—Source of Supply

SOW—Statement of Work

SPC—Stockage Priority Code

SPD—System’s Program Director

SPF—Single Point Failure

SPI—Special Packaging Instruction

SPM—System Program Manager

SPS—Standard Procurement System

SPR—Special Requisition

SPRAM—Special Purpose Recoverable Authorized Maintenance

SPRS—Spares Priority Release Sequence

SRA—Specialized Repair Activities

SRAN—Stock Record Account Numbers

SRC—Serialized Report Code

SRD—Standard Reporting Designator

SRI—Special Requirements Indicator

SSC—Shipment Suspense

SSCO—Shipper Service Control Office

SSM—System Support Manager

STEP—Special Training Equipment Program

STR—System Transaction Recovery

TACR—Allowance Change Request (equipment transaction)

TAR—Transportation Action

TCC—Type Cargo Code

TCM—Technical Content Manager

TCN—Transportation Control Number

TCTO—Time Compliance Technical Order

TDSI—Transaction Sessions Allowance Document Status Query Screen

TEX—Transaction Exception Code

TFA—Total Financial Authority

TMDE—Test, Measurement, & Diagnostic Equipment

TNB—Tail Number Bin

TO—Technical Order

TPFDD—Type Phase Force Deployment Data

TPIC—Type Physical Inventory Codes

TRN—Turnaround

TRM—Transfer Materiel

TSP—Transition Support Plan

TTF—Transportation Tracer Flag

TTF-A—Receipt Acknowledged Error Listing

TTF-F—Exception Action Listing

TTF-L—Consolidated Shipment Error Listing

TTF-P—Parcel Post Tracer Listing

TWR—Total Wartime Requirement

UCC—Unit Control Center

UDM—Unit Deployment Manager

UMMIPS—Movement and Issue Priority System

UND—Urgency of Need

UI—Unit of Issue

UII—Unique Item Identifier

UJC—Urgency Justification Code

UND—Urgency Need Designator

UNFF—Need Funding Flag

UTC—Unit Type Code

USAF—United States Air Force

USD—Under Secretary of Defense

USPFO—United States Property and Fiscal Officer

WAA—Wartime Aircraft Activity

WCD—Work Control Document

WCDO—Wartime Consumable Distribution Objective

WCF—Working Capital Fund

WMP—War and Mobilization Plan

WMP-4—War and Mobilization Plan, Volume 4

WRM—War Reserve Materiel

WRMM—War Reserve materiel manager

WRMPM—War Reserve Materiel Program Manager

WSAS—Weapon System Allowance Standard

WSMIS-SAM—Weapon System Management Information System Sustainability Assessment Module

WSGC—Weapon System Group Code

WSSP—Weapon System Support Program

WWI—Worldwide Inventory

XHB—COMSEC Control Input

ZOP—Zero Overpricing Program (now called the Price Challenge & Verification Program)

Terms

Acquisition Lead Time (ALT)—The sum of the administrative lead time and production lead time.

Active Inventory—Materiel that is expected to be consumed within the budget year (2 years) and materiel that has been purchased to meet specific war reserve requirements.

Actual Unit Price—The latest contract price plus inflation and first destination transportation costs. This price is intended to approximate the price the item will cost on next acquisition.

Additive Requirement—Requirements that are supported by projected requirements (e.g., modifications) rather than past demand experience. Requirements computed outside the recoverable computation.

Aircraft Parts Store—LRS function located near flight line maintenance and functions as a demand processing unit, customer support, and aircraft parts warehouse for maintenance activities.

Aircraft Sustainability Model (ASM)—The mathematical model used to determine the requirements for recoverable RSP items (in the D087G system) It uses a unit's wartime flying hour program, the range of items determined at the annual review, and the demand rate/indicative data for each item to determine the optimum mix of spares to achieve the target direct support objective (DSO).

Allowance Standard (AS)—Authorized document that identifies the amount and type of equipment for an organization.

Approved Acquisition Objective (AAO)—The quantity of an item authorized for peacetime and wartime requirements to equip and sustain U.S. and Allied Forces, according to current DoD policies and plans. That quantity shall be sufficient to support other U.S. Government Agencies, as applicable.

Awaiting Parts (AWP)—During the repair process for systems/equipment, parts are ordered for the system/equipment undergoing repair or an end item is being scheduled for a repair process and parts are ordered for a scheduled repair of the system/equipment to start the repair process. The end item system/equipment undergoing repair/being scheduled for repair is AWP when the parts to continue the repair process are backordered or the scheduled repair process will exceed mission requirements.

Base Condemnation Rate—The number of base condemnations divided by the sum base RTS and base condemnations.

Base Consumption Rates—Base consumption rates will be determined by taking the number of failures at base level, over a specific period of time, divided by the operating program for that same time period.

Base Not Repairable this Station (NRTS) Rate—The number of Base NRTS divided by the sum of the base RTS, base NRTS, and base condemnations.

Base Repair Cycle—The number of days that elapse between the time an unserviceable reparable item is removed from use and the time it is made serviceable and ready for issue.

Base Stock Level—This level is computed in support of the base requisitioning objective

Bench Stocks—Stores of expendability, recoverability, reparability coded (ERRC) XB3 items kept on-hand in a work center to enhance maintenance productivity.

Business Overhead Cost Recovery (BOCR)—**BOCR@LAC**/LRC is the portion of the cost recovery element that represents indirect and direct overhead costs. Examples are various Supply Operations Costs, DLADS, DISA, DFAS, Materiel Inflation, AORs, DLA distribution issue/receipts costs, and transportation costs. BOCR is applied as a flat percentage, to the LAC and the LRC, across all NSNs.

C-Factor—Multiplier of the standard deviation (square root of the variance) of demand during replenishment. The ILS-S uses the C-factor to selectively increase item special level quantities for stocked items. The C-factor assignment policy is based on item mission impact, historical demand, and unit price criteria.

Calendar Time Change Items—Items requiring replacement at regular intervals as specified in appropriate technical orders.

Carcass Cost (CC)—The value of an asset when the LRC plus BOCR have been removed from the standard price of the item. Carcass cost is also equal to the LAC minus the LRC.

Care of Supplies in Storage (COSIS)—Program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel.

Cataloging—Act of naming, classifying, describing, and numbering each item repetitively used, purchased, stocked, or distributed to distinguish each item from every other item. Also included is the maintenance of information related to the item and the dissemination of that information to item users.

Cataloging Tools—The process of initiating and enhancing documents and procedures required to research, record, and organize logistics information.

Central Procurement—The purchase of materiel, supplies or services by an officially designated command or agency with funds specifically provided for such procurement for the benefit and use of the entire component or the military departments as a whole.

Central Secondary Item Stratification (CSIS)—An automated capability that applies to wholesale and retail asset and requirements data. The CSIS shall uniformly display the materiel requirements and associated asset status of individual secondary items and generate summaries of essential information. If a methodology other than stratification is used as a foundation, an audit trail to the applicable stratification table shall be submitted to the USD(L&MR). Secondary item assets shall be stratified at least semiannually. One stratification shall be as of September 30 (for inventory reporting and funding reviews), and the other shall be as of March 31 (for budget preparation).

Classes of Supply—Not to be confused with Federal Supply Class, terminology used to divide supplies and equipment into 10 easily identifiable categories of materiel that are depicted by Roman Numerals.

Classified Item—Controlled inventory item/materiel that require protection in the interest of national security.

Commodity—A homogeneous aggregation of like items.

Communications-Electronics—Specialized field items concerned with the use of electronic devices and systems for the acquisition, acceptance, processing, storage, display, analysis, protection, disposition, and transfer of information.

Condemnation Requirement—Stock replacements for base and depot condemnations

Consumable Item—Item of supply (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended. Minor parts, tools, and hardware identified by ERRC designator XB3. NF1 items (with IEX E, K) are managed like consumable items. A consumable item cannot be economically repaired by a field or depot maintenance activity. Accountability for consumable items is terminated upon issue.

Contract Termination—The cessation or cancellation, in whole or in part, of work under a prime contractor a subcontract for the convenience of, or at the option of, the government, or due to failure of the contractor to perform in accordance with the terms of the contract.

Coordination—The necessary action to ensure adequate exchange of information to integrate, synchronize, and deconflict operations between separate organizations. Coordination is not necessarily a process of gaining approval but is most often used for mutual exchange of information.

Critical Safety Item—Means a part, an assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapon system if the part, assembly, or equipment contains a characteristic any failure, malfunction, or absence of which could cause a catastrophic or critical failure resulting in the loss of or serious damage to the aircraft or weapon system, an unacceptable risk of personal injury or loss of life, or an uncommanded engine shutdown that jeopardizes safety.

Customer Oriented Leveling Technique—Used to centrally compute levels for DLA-managed items that have an established demand pattern.

Daily Demand Frequency Rate (DDFR)—The DDFR reflects the average daily number of customer requests for an item. The DDFR differs from DDR in that DDFR is based on the number of customer orders (requests), while DDR is based the number of units of stock requested. DDFR is calculated by dividing the sum of customer requests by the number of days since the item's Date of First Demand (DOFD).

Daily Demand Rate—Average quantity of an item that is used daily. The ILS-S computes the DDR using one of the following methods: (1) Bachelor or Substitute Item. Divide the item cumulative recurring demand (CRD) by the difference of the current Julian date minus the DOFD. If the demand experience available is less than 180 days, a difference of 180 mitigates the effect of limited demand experience. (2) Master or Interchangeable Item. Divide the cumulative recurring demand (CRD) for the master and all interchangeable items within the group (for one system designator at a time) by the difference of the current Julian date minus the oldest date of first demand in the master/interchangeable group. If the demand experience

available is less than 180 days, a difference of 180 days mitigates the effect of limited demand experience.

Data Dissemination—Various products and events provide logistics information to customers at every level of the supply system.

Data Entry and Maintenance Transactions—Those actions necessary to ensure complete, accurate and current logistics data records (excluding item characteristics data) for an item of supply.

Defense Inactive Item Program (DIIP)—The systematic elimination of inactive items of supply from DoD materiel management systems and the Federal Catalog System.

Defense Logistics Agency Disposition Services(DLADS)—Field activity of the DLA charged with the responsibility of managing all aspects of the process of receiving, storing, marketing, redistributing, and disposing of all materiel determined by elements of the DoD materiel management structure to be excess to the needs of a DoD activity.

Demand—An indication of a requirement (requisition, request, issue, and reparable generation; etc.) for issue of serviceable materiel. Demands are categorized as either "recurring" or "non-recurring."

Demand Level—Stock level for a specific item that is based upon past user demands.

Demand-Support Items—Items that are stocked based on forecasted usage. Demand-supported items are stocked with demand-based requirements on the basis of economics or with limited demand requirements on basis of military mission essentiality.

Demilitarization—Act of destroying the functional or military capabilities of certain types of equipment or material that has been screened through inventory control points and declared surplus or foreign excess. Items that are subject to demilitarization include defense articles on the United States Munitions List, as provided by Section 38 of the "Arms Export Control Act" (22 CFR 121 (reference (aj))). Also included are items on the Commerce Control List of the Department of Commerce (15 CFR 774 (reference (ak))), and items on the United States Munitions Import List of the Bureau of Alcohol, Tobacco, and Firearms of the Department of Treasury. That term includes mutilating, cutting, crushing, scrapping, melting, burning, or otherwise altering to prevent the further use of that equipment or material for its originally intended purpose, and applies equally to equipment or material in serviceable or unserviceable condition.

Depot Consumption Rates—The number of failures at depot level divided by the appropriate depot program.

Depot Level Maintenance (DLM)—Maintenance performed on materiel requiring major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modifications, testing and reclamation as required.

Depot-Level Reparable Item—A reparable item of supply that is designated for repair at depot level or that is designated for repair below the depot level, but if repair cannot be accomplished at that level, shall have its unserviceable carcass is either forwarded to the depot for repair or condemnation, or reported to the ICP for disposition.

Depot Stock Levels—Depot stock levels represent those levels that are required in support of depot overhaul requirements. These are subdivided into two categories, job-routed (JR) and non-job-routed (NJR) stock levels. JR items are those items that are repaired as part of a higher assembly repair. The stock level in support of JR overhaul requirements represents the amount of stock required to prevent delay of programmed overhauls during the subassembly O&ST. NJR items are those items that are removed during an overhaul and turned into supply. The NJR stock level requirement represents the quantity of stock required to support the overhaul line during subassembly O&ST.

Design Control Activity—With respect to an aviation critical safety item, means the systems command of a military department that is specifically responsible for ensuring the airworthiness of an aviation system or equipment in which the item is to be used.'

Donations—Donable property under the control of a Military Service and/or a Defense Agency authorized for donation by statute to an authorized donee.

Direction—Guidance to or management of support staff functions. Inherent within command but not a command authority in its own right. In some cases, can be considered an explicit instruction or order. Used by commanders and their designated subordinates to facilitate, channel, or motivate support staff to achieve appropriate action, tempo, or intensity. Used by directors of staff agencies on behalf of the commander to provide guidance to their staffs on how best to accomplish stated objectives IAW the commander's intent.

Economic Order Quantity (EOQ)—Quantity derived from a mathematical technique used to determine the optimum (lowest) total variable costs to order and hold inventory.

Electronic-Mall (E-Mall)—An Internet-based electronic mall designed to make it easier for customers to place and track orders and pay for products.

End Item—A final combination of end products, component parts, and/or materiel ready for its intended use, e.g. a ship, tank, mobile machine shop, or aircraft.

Engineering Support Activity (ESA)—The organization designated to provide engineering/technical assistance including the development of technical data and engineering criteria, engineering representation, guidance and decisions.

Excess—Materiel that has completed reutilization screening within the Department of Defense and is not required for the needs and the discharge of responsibilities of any **D**oD activity.

Exchange Price—The price charged to customer's exchanging a reparable item for a serviceable one. This price is the LRC plus **BOCR@LRC** plus MCR.

Expendability, Recoverability, Reparability Category Designator (ERRCD)—Cataloging element that indicates whether an item can be economically repaired and what level (base or depot) has the authority to condemn an item.

Federal Supply Class (FSC)—Series of 4 numerals at the beginning of the NSN that designates the general commodity grouping of the item of supply.

Force Activity Designator (FAD)—Roman numeral (I to V) that the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or a **DoD** Component assigns to a unit, organization, installation, project, or program to indicate its relative mission essentiality. The FAD is an integral part of the UMMIPS.

Forward Supply Location (FSL)—Part of the AMC's Forward Supply System and serves as an intermediate stockage location in the AMC Strategic Airlift route structure. Candidate NSNs for stockage at the FSLs are applicable to the C-5 and C-17 strategic airlift.

Found on Base (FOB)—Assets that are in the possession of base customers that are not correctly accounted for on supply system due-in from maintenance or in-use equipment detail records are commonly referred to as found on base.

Function Checks—Function Checks consist of supply assets requiring maintenance check and may fall into either of two categories:

1) Assets (other than buildup items) requiring functional check, operational programming or calibration before installation. Maintenance units will submit a list of functional check items IAW AFI 21—101.

2) LRS accountable assets for which serviceability is in question (i.e. assets that appear to have been mishandled while in stock, dropped, etc. or assets received in a suspect condition).

Government-Furnished Materiel (GFM)—Materiel owned by the U.S. Government and furnished to a contractor to use for specific contract purposes. Title to all materiel furnished by the U.S. Government remains with the U.S. Government. GFM is property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. GFM does not include materiel sold by the U.S. Government to a contractor.

Hazardous Materiel (HAZMAT)—Item of supply consisting of materiel that because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Holding Costs—Those costs associated with the cost of capital, inventory losses, obsolescence, storage, and other variable costs of maintaining an inventory.

Initial Spares—Spares stocked to support a newly fielded weapon system or a modification of a weapon system.

Insurance Item—A non-demand-based, stocked, essential item for which no failure is predicted through normal usage. However, if a failure were to be experienced, or a loss should occur through accident, abnormal equipment or system failure, or other unexpected occurrence, lack of replacement item will seriously hamper the operational capability of a weapon system.

Integrated Materiel Manager (IMM)—Any **DoD** activity or Agency that has been assigned integrated wholesale materiel management responsibility for the **DoD** and participating Federal Agencies. Integrated wholesale materiel management responsibilities include requirements determination, procurement, distribution, overhaul and repair of reparable materiel, and disposal of materiel.

Interchangeable and Substitution Group—Set of items that have similar physical and functional characteristics to the extent that the items can provide comparable functional performance against a given requirement.

Interchangeable Items—An item that possesses such functional and physical characteristics as to be equivalent in performance, reliability, and maintainability, to another item of similar or identical purposes, and is capable of being exchanged for the other item without selection for fit or performance, and without alteration of the item itself or of adjoining items, except for adjustment.

Intransit Assets—Materiel that is between storage locations, either wholesale or retail, or materiel shipped from vendors after acceptance by the U.S. Government, but not yet received by the inventory manager. Intransit assets are not included in the records of wholesale inventory used in the stratification process.

Inventory—Materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal.

Inventory Control Point (ICP)—An organizational unit or activity within the **DoD** materiel management system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Military Service or for the Department of Defense as a whole. In addition to IMM functions, an ICP may perform other logistics functions in support of a particular Military Service or for a particular end item (e.g. centralized computation of retail requirements levels and engineering tasks associated with weapon system components).

Inventory Position—Sum of the on-hand asset quantity and the quantity already on order, minus any existing customer backorder quantity.

Item Entry Control (IEC)—Item entry control is a process where the cataloging agent examines potential items for inclusion in the FCP. A determination is made by screening the part number (PN) of the candidate item with existing items to see if a previously existing item can used in its place. The previously existing item will be coordinated with the AF Equipment Specialist (ES) for acceptance.

Item Management Coding (IMC)—The process of determining whether items of supply qualify for management by the military Services, rather than by DLA or General Services Administration (GSA), according to **DoD** 4140.26-M, Defense Integrated Material Management Manual for Consumable Items at **http://www.dtic.mil/whs/directives/corres/html/414026m.html**.

Item Unique Identification (IUID)—A system of marking items delivered to **DoD** with unique item identifiers that have machine-readable data elements to distinguish an item from all other like and unlike items.

Latest Acquisition Cost (LAC)—The price paid for an item the last time it was procured from a supplier. The LAC is generally the latest representative contract price obtained. However, it can be based on an earlier buy if that latest procurement is considered non-representative. The LAC does not include any cost recovery or inflation.

Latest Repair Cost (LRC)—The current year depot repair EISP. The LRC is either obtained from the depot maintenance pricing systems or is a value adjusted by the Inventory Manager or Production Manager based on updated information. When a new item with no reparable history is established, the LRC is systemically calculated at 25 percent of the LAC.

Launch Kits—Launch kits are a type of mobile supply point. Launch kits contain a limited range of spare parts kept in a maintenance vehicle where they will be immediately available if

malfunctions occur during the final phases of an aircraft prelaunch sequence. When a launch kit is required, establish supply point details for the quantities needed.

Logistic Reassignment—Transfer of integrated materiel management responsibilities from one manager to another.

Local Secondary Item Stratification (LSIS)—Is prepared when asset and/or requirements data is not prepared by an automated process. LSIS shall uniformly display the materiel requirements and associated asset status of individual secondary items and generate summaries of essential information.

Low Density Level (LDL)—Term used to describe adjusted stock levels for non-airborne communications-electronic (C-E) space, weather and missile system items managed by AFMC SCM-R Stock Control Activity. LDLs are used to preposition critical assets on forward supply points near the supported system and are established for items that have very low usage (low daily demand), erratic demand patterns or long MTBF rates.

LRS/Materiel Management Activities—Organizations who perform both retail and wholesale materiel management functions.

Mark-Up Price-(MUP)—The difference between the standard price and the exchange price that is added to the exchange price customer account if an unserviceable asset is not returned to the materiel management inventory. This price is a penalty paid by a customer if a DIFM asset is not returned within 60 days. The MUP will be reimbursed upon receipt of a reparable asset to clear the DIFM detail record after 60 days.

Materiel—All items (including ships, tanks, self-propelled weapons, and aircraft; etc. and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. Materiel is either serviceable (i.e. in an issuable condition) or unserviceable (i.e. in need of repair to make it serviceable).

Materiel Cost Recovery (MCR)—The portion of each exchange price sale that will pay for items needed to be purchased for customer support. The MCR represents the constrained extended year buy portion; the constraint being that it cannot be more than the customer is funded.

Materiel Management—Continuing actions relating to planning, organizing, directing, coordinating, controlling, and evaluating the application of resources to ensure the effective and economical support of military forces. It includes provisioning, cataloging, requirements determination, acquisition, distribution, maintenance, and disposal. The terms "materiel management," "materiel control," "inventory control," "inventory management," and "supply management" are synonymous.

Materiel Manager—See integrated materiel manager.

Measures and Indicators—Encompassing term for the various criteria used to evaluate progress within the assessment process.

Measure of Performance—A quantitative empirical measure of achieved actions against associated planned/required actions and against which a task's or other action's accomplishment, is assessed.

Mission Capability (MICAP)—Failure of the system/equipment prevents performance of the required mission. The end item system/equipment mission capability is identified by the system reporting designator (SRD) as MICAP. The designation MICAP is provided by maintenance activity.

Minimum Replacement Unit (MRU)—The minimum quantity of an item normally replaced during a maintenance action, often the quantity of a component used for each end item.

Mission Impact Code (MIC)—Values of 1 through 4 are assigned programmatically to all consumable and recoverable item records during the issue process based upon the UJC of customer issue requests, not customer backorders (this is an important distinction that ensures all demanded items are assigned appropriate MICs even when customer requests are issued from shelf stock upon demand). MICs are never programmatically downgraded, but are upgraded to reflect the priority of subsequent higher priority customer demands.

National Stock Number (NSN)—13-digit stock number used to identify items of supply. It consists of a 4-digit FSC and a 9-digit National Item Identification Number (NIIN).

Negotiated Level—If the quantities computed at base level do not provide adequate support, the MAJCOM may negotiate a special level with the prime inventory management specialist.

Non-Demand-Based—Requirements determination process that is not based on forecasted demand, but qualifies stockage based on other criteria. Types of non-demand-based stockage are insurance stockage, life-of-type buys, and program-based buys.

Not Reparable This Station (NRTS)—Term used to characterize the process of returning items that cannot be successfully repaired by a base maintenance repair shop to a repair activity designated by the wholesale item manager.

Order and Shipping Time—Average number of days between the initiation and receipt of stock replenishment requisitions assuming sufficient stock is available on the depot shelf to satisfy the requisition at the time the requisition is received.

Ordering Cost—Variable costs involved in determining requirements, administrative costs of processing purchase request and cost associated with taking contract actions i.e., all cost from receipt of the order through fulfillment.

Organizational Intermediate Maintenance—That maintenance which is the responsibility of and performed by a using organization on its assigned equipment. These responsibilities normally include the inspection, service, lubrication, adjustment and replacement of parts, minor assemblies, and subassemblies.

Operating Level of Supply—The quantity of materiel required to sustain operations in the interval between requisitions or the arrival of successive shipments.

Operating Requirement—Ensures that all assets removed due to failure will be replaced at the time of removal. It is computed by multiplying the organizational/intermediate (OIM) demand rate by the operating program.

Partially Redistributable Materiel—The quantity of the on-hand serviceable balance that exceeds the base stockage requirements.

Peculiar item—An item that cannot proven to have similar form, fit, and function; or similar components with minor differences not confirmed through a comparison of part number,

technical order, and figure and index. CAGE code, cataloging data, and agreement/disagreement by the SOS are not determination factors.

Percent of Base Repair (PBR)—Percentage is the average base repair rate for the item over the current and past four quarters. The ILS-S calculates the PBR using RTS (repaired this station), NRTS, and condemnation data from the repair cycle record.

Pilferable Item—Controlled inventory item/materiel having a ready resale value or application to personal possession, which is especially subject to theft.

Potential Reutilization/Disposal Materiel—DoD Component materiel identified by an item manager for possible disposal, but with potential for reutilization; or materiel that has the potential for being sent by an item manager to the DLADS for possible reutilization by another DoD Component or by a Federal, State, or local governmental agency, or for disposal through sale to the public.

Precious Metals Indicator—Identifies defense materiel items that contain precious metals and indicates the content value of the metal.

Primary Supply Points (PSP)—PSPs are established at selected locations to provide primarily built-up wheel and tires support to each AMC Forward Supply Locations (FSL).

Proactive Demand Leveling (PDL)—Tool that uses global demand data to centrally compute and maintain levels for DLA-managed items that have no demand level and little or no established demand pattern. It proactively lays-in Adjusted Stock Levels (ASL) at one base using demand data from other bases that operate the same weapon system.

Procurement Lead Time (PCLT)—The interval between the initiation of a procurement action and receipt of the products or services purchased as the result of such action.

Production Lead Time (PLT)—The time interval between the letting of a contract or the placing of an order, and receiving the purchased materiel into the supply system.

Provisioning—Management process of determining and acquiring the range and quantity of support items necessary to operate and maintain an end item of materiel for an initial period of service.

Provisioning Screening Review and Support—Those actions taken to facilitate the best selection, procurement, and cataloging of items of supply required to sustain weapons systems and other government requirements (e.g., technical data validation, data calls, provisioning, guidance conferences, Logistics Support Analysis conferences, etc.).

Readiness—A measure or measures of the ability of a system to undertake and sustain a specified set of missions at planned peacetime and wartime utilization rates. Measures take account of the effects of system design (reliability and maintainability), the characteristics of the support system, and the quantity and location of support resources. Examples of system readiness measures are combat sortie rate, fully mission capable rate, and operational availability.

Readiness Based Level (RBL)—Adjusted stock level representing a centrally-computed quantity pushed from the AF RBL system. When RBL adjusted stock levels are established, the RBL quantity becomes the peacetime portion of the total base requirement and the demand-based stock level.

Receiving—All actions taken by a receiving activity from the physical turnover of materiel by a carrier until the on-hand balance of the accountable stock record file or in-process receipt file is updated to reflect the received materiel as an asset in storage, or the materiel is issued directly from receiving to the customer.

Reclamation—Process of reclaiming required serviceable and economically repairable components and material from excess or surplus property for return to the proper Materiel Management Activity, whereas the residue is processed as "disposable property."

Reorder Point (ROP)—Point that, when an item's inventory position (i.e. on-hand stock plus stock due-in minus stock due-out) reaches or breaches, triggers an order to replenish stock.

Repair Cycle Assets—Any recoverable item with an ERRCD code of XD or XF.

Repair Cycle Demand Level (RCDL)—Pipeline stockage model that seeks to fill the Order and Shipping Time (O&ST), the base repair cycle time (RCT), and the base NRTS condemned time (NCT) pipelines. Because each of those pipeline segments and customer demand are variable, the RCDL also includes a safety level quantity. The RCDL also includes an EOQ component for selected XF3 items.

Repair Cycle Process—Process to establish firm control of all unserviceable repair cycle assets from the time they are generated until the time they are returned to the LRS/Materiel Management Activity as serviceable or unserviceable. Repair cycle times start when the DIFM item is issued to the customer, and ends when the item (serviceable or unserviceable) is returned to the LRS/Materiel Management Activity.

Reparable Item—An item that can be repaired at either depot or field level.

Replenishment—Actions to resupply an inventory when the inventory position reaches the reorder point.

Requirements Computation—Any mathematical calculation performed to support requirements determination functions.

Requisition—An order for materiel initiated by an established, authorized organization that is transmitted either electronically, by mail, or telephoned to a materiel management source within or external (i.e. sister services, DLA, etc.)to the AF.

Requisitioning Objective (RO)—Maximum quantity of materiel to be maintained on hand and on order to sustain current operations and core war reserves. It shall consist of the sum of stocks represented by the operating level, safety level, repair cycle, if applicable, the OST level, and authorized additive levels.

Retail—Level of inventory below the wholesale level, either at the consumer level (directly supporting customers) or at the intermediate level (supporting a geographical area).

Retail Inventory—Level of inventory below the wholesale level, either at the consumer level (directly supporting customers) or at the intermediate level (supporting a geographical area).

Retail-Level Supply—Those secondary items stored within **DoD** intermediate and consumer levels of supply down to and including the LRS. Retail-level supply does not include end use secondary item materiel.

Retail Stock—Stock held in the custody or on the records of a supply organization below the wholesale level.

Safety Level Quantity—Designed to increase item stock levels in a way that protects ILS-S customers of stocked items from variations in O&ST and demand during replenishment lead time.

Sensitive Item—Controlled inventory item/materiel that requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items of high value, highly technical, or hazardous nature; and small arms and ammunition.

Shelf-Life Item—Item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period shall be assigned to ensure that it shall perform satisfactorily in service.

Special Access Program (SAP)—Under the authority of Executive Order 12356 and as implemented by the Information Security Oversight Office (ISOO) Directive No. 1, any program created by an agency head whom the President has designated in the Federal Register to be an original TOP SECRET classification authority that imposes "need-to-know" or access controls beyond those the DoD normally requires for access to CONFIDENTIAL, SECRET, or TOP SECRET Information. Such a program includes, but is not limited to, special clearance, adjudication, or investigative requirements; special designation of officials authorized to determine need-to-know; or lists of persons who actually have a need-to-know.

Standard Price (SP)—The price customers are charged which, for DoD ICP managed items (excluding subsistence), remains constant throughout a fiscal year except for the correction of significant errors. This price includes the LAC plus the **BOCR@LAC.**

Standardization—AF standardization operations are conducted primarily within the framework of the Defense Standardization Program (DSP) and in accordance with DoD 4120.24-M, DoD Defense Standardization Program Policies and Procedures Manual. The main objectives are to achieve and maintain the highest practicable degree of standardization for items, materiel, practices, procedures, and terminology by preparing standardization documents. In addition to participating in the DSP, the AF standardization mission entails the conduct of, and participation in, various other related programs and projects, including International Standardization Programs, Non-Government Standards (NGS) Bodies, Parts Control Programs, and Overpricing Programs.

Stock Fund—Revolving fund established to finance the costs of inventories of supplies. It is authorized by specific provision of law to finance a continuing cycle of operations. Reimbursements and collections derived from such operations are available for use by the fund without further action by the Congress.

Stock Level—Demand level or an adjusted level.

Stockage Priority Code (SPC)—ILS-S programmatically assigns SPCs to consumable items. The requirements program uses SPCs to help determine when the items should be stocked for future use. SPCs are also used to prevent item stockage.

Stratification Process—A uniform portrayal of requirements and assets application that is a computer generated, time-phased simulation of actions causing changes in the supply position; e.g., procurement, repair, receipt, issue, termination, and disposal of materiel.

Substitutable Item—An item possessing functional and physical characteristics that make it capable of being exchanged for another only under specified conditions or for particular applications and without alteration of the items themselves or of adjoining items. That term is synonymous with the phrase “one-way interchangeability," such as item B shall be interchanged in all applications for item A, but item A shall not be used in all applications requiring item B.

Supply Chain Operations Reference Model (SCOR)—Commercially based supply chain integration model used to describe business activities associated with all phases of satisfying a customer demand. The model is organized around the five primary management processes of Plan, Source, Make/Maintain, Deliver, and Return. By describing supply chains using these building blocks, the model may be used to describe supply chains that are very simple or very complex using a common set of definitions.

Supply Point—Additional warehouses located within or next to the activities they support. Assets maintained on supply points are accounted for and controlled on a supply point detail record in the ILS-S.

Supply Support Request (SSR) Processing—A request by a Materiel Management Activity making them a user of a consumable/field repairable item managed by another Materiel Management Activity.

Total Asset Visibility—The capability to provide users with timely and accurate information on the location, movement, status, and identity of units, personnel, equipment, materiel, and supplies. It also includes the capability to act upon that information to improve overall performance of the Department of Defense’s logistic practices. Also called TAV. An integrated structure using a command and control process to ensure the quantity, condition, and location of critical assets are visible.

Total OIM Demand Rate—The rate at which an item has failed. It is developed by dividing the sum of the base repaired this station (RTS), base not reparable this station (NRTS), and the base condemnations by the item past program for the period.

Totally Redistributable Materiel—Exists when a base has serviceable shelf stock for items with no historical demand data or base peacetime need (no demand driven or ASL), or when a base has unserviceable assets located in the warehouse.

Turnaround (TRN)—The means to record demand data in the ILS-S for either repairs in place or removal, repair, reinstallation of a recoverable item without ordering a replacement item.

Unserviceable Asset Price (UAP)—The price charged to a customer to purchase an unserviceable asset from the ICP. It includes the carcass cost of the unserviceable asset plus the BOCR. UAP is also equal to the Standard Price minus the LRC.

Variable Safety Level—A quantity of materiel stored in addition to the operating level of supply. It is required to be on hand to permit continuous operations in the event of minor interruption of normal replenishment or unpredictable fluctuations in demand.

War Reserve Materiel—Materiel required to equip and support the approved forces specified under Secretary of Defense guidelines through the prescribed period for war materiel planning purposes.

Wholesale Stock—Stock, regardless of funding sources, over which the IMM has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.

Wholesale—The highest level of organized DoD supply, and as such, procures, repairs, and maintains stocks to resupply the retail levels of supply.

Attachment 2

LISTING OF PROCEDURES

A2.1. **Table A2.1** Provides a listing of AFMAN 23-122 Procedures.

Table A2.1. AFMAN 23-122 Procedures.

Para.	Procedure
Chapter 1 GUIDING PRINCIPLES	
1.2.1.	Change of Accountable Officers.
1.3.1.	Satellite Relocation (Re-home)
1.3.2.	Satellite Relocation (Re-home) Sequence for Pre-Relocation Actions
1.3.3.	Establishing a Satellite Account
Chapter 2 PLAN	
2.2.1.	Readiness Based Leveling.
2.2.2.	Customer Oriented Leveling Technique (COLT).
2.2.3.	Proactive Demand Levels (PDL).
2.2.4.	Mission Change Data.
2.2.5.	Adjusted Stock Level Requests.
2.2.6.	Exception Management
2.3.1.	Due-Out Obligation Procedures.
2.3.2.	Budget Code Z Investments.
2.3.3.	Validating WRM Funding Requirements.
2.3.4.	Apportionment Control.
2.3.5.	SMAG MACR Controls.
2.4.1.	WRM Transfers Between Kits.
2.4.2.	Maintenance of WRM Assets.
2.4.3.	War Consumable Distribution Objective (WCDO) Detail Records
2.4.4.	WRM Special Spares Readiness Spares Packages Detail Records.
2.5.1.	Manual Accounting during Degraded Operations.
2.6.1.	Procedures for Unsupportable Package Requirements.
2.6.2.	Establishing and Maintaining Detail Records for RSP.
2.6.3.	Mission Support Kits (MSK).
2.6.4.	WRM Authorizations and Reconciliations.
2.6.5.	Status Of Resources And Training System (SORTS) Reporting Of Readiness Spares Packages.
2.6.6.	Performing and Interpreting PC-ASM Assessments.
2.6.7.	Performing and Interpreting EASM Assessments.
2.6.8.	Working Assessment Shortfalls.
2.6.9.	Post-SORTS Assessment Actions.
2.6.10.	Home Station Consumable Readiness Spares Package (CRSP) Processing
2.6.11.	Storage and Maintenance
2.6.12.	Independent/Dependent Concept
2.6.13.	Communications Security (COMSEC) MRSP
2.6.14.	Out-of-Cycle Change Requests

2.6.15.	Base Level Review of Readiness Spares Package
2.6.16.	Asset Deployment and Transfer
Chapter 3 SOURCING OF MATERIEL	
3.2.1.	Local Purchase Submission Procedures
3.2.2.	Special Submission Procedures
3.2.3.	Local Purchase Requisition Status
3.2.4.	Local Purchase Requisition Follow-up
3.2.5.	Local Purchase Requisition Reconciliation
3.2.6.	Local Purchase Open Item List
3.2.7.	Other Local Purchase Management Reports and Notices
3.3.1.	Local Manufacture Receipts
3.3.2.	Receipt Acknowledgement
Chapter 4 MAKE AND MAINTAIN MATERIEL	
4.2.1.	TCTO Compliance
4.2.2.	TCTO Kit Management
4.2.3.	TCTO Publications
4.2.4.	Assembly of Kits
4.2.5.	Establishment and Maintenance of TCTO Kit Files
4.2.6.	Establishment of TCTO Kit Item Records
4.2.7.	Identification of TCTO Kit Requirements
4.2.8.	Releasing TCTO Kits to Maintenance
4.2.9.	Storage and Control of TCTO Kits
4.2.10.	Transferring TCTO Kits
4.2.11.	TCTO Kit Reconciliation and Status Report
4.2.12.	Redistribution/Disassembly of TCTO Kits
4.2.13.	Re-Identification and Stock List Changes
4.2.14.	Management Coding On Supply Records
4.3.1.	Due-In From Maintenance (DIFM) Management Quarterly Reconciliation
4.3.2.	Multiple DIFM Indicators
4.3.3.	DIFM Status/Location Updates
4.3.4.	Repair Cycle Asset Management Listing
4.3.5.	Maintenance Turnarounds (TRN)
4.3.6.	Awaiting Parts (AWP) Management
4.3.7.	Ordering AWP Assets
4.3.8.	Management of Product Quality Deficiency Report (PQDR) items
4.3.9.	Base Contract Maintenance
4.3.10.	Calibration Repair and Return (CRR)
4.4.1.	Time Change Duties
4.4.2.	Maintain Supporting Documentation
4.4.3.	Time Change Out-Of-Warehouse Inventory and Reconciliation
Chapter 5 DELIVERY OF MATERIEL	
5.2.1.	Customer Issue Request and Processing
5.2.2.	Customer Issue Request and Processing of Special Type Items and Conditions

5.2.3.	Issue to Supply Point, MSK, WRM, RSP, & Non-Airborne RSP Detail Records
5.2.4.	Establish MICAP backorder
5.2.5.	Requisition Submission
5.2.6.	Due-Out Release (DOR)
5.2.7.	Modify Backorders
5.2.8.	Requisition Follow-up
5.2.9.	Requisition Reconciliation
5.2.10.	Requisition Status
5.2.11.	Requisition Tracing
5.2.12.	Customer Backorder Review, Validation, and Cancellation
5.3.1.	Supply Discrepancy Reports (SDR)
5.3.2.	Storage Locations (Primary, Reserve, Bin Labels, Locator Files)
5.3.3.	Special Storage Handling
5.3.4.	Warehouse Storage Location Validation
5.3.5.	Warehouse Change Documents
5.3.6.	Individual Mobility Equipment Management
5.3.7.	Supply Point Management
5.3.8.	Selecting Assets for Issue, Shipment, or Transfer (Normal, Warehouse Refusal, Zero Balance Validation)
5.3.9.	Directed and Non Directed Shipments
5.3.10.	Organizational Refusals
5.3.11.	Deficiency Reports
5.3.12.	Bench Stock (Add, Change, Delete and Reconciliation)
5.3.13.	Shelf Life Item Control
5.4.1.	Organizational Visits
5.4.2.	Allowance Standards (AS)
5.4.3.	Special Allowances
5.4.4.	Emergency Contingency Allowances
5.4.5.	Mobility Equipment (ME) and WRM Allowances
5.4.6.	Deployment and Transfer of Equipment
5.4.7.	AF Equipment Management System (AFEMS) processing
5.4.8.	Allowance Updates
5.4.9.	Allowance Standard Change Requests
5.4.10.	Documentation of Organizational Equipment Authorizations
5.4.11.	Equipment Review and Authorization (ERAA) for DLADS Withdrawals
5.4.12.	Allowance Source Code (ASC) Listing
5.4.13.	Equipment Authorization and On Hand Balance Reconciliation
5.4.14.	Configuration Data
5.4.15.	Signing Custody Receipts
5.4.16.	Relief from Responsibility for Public Property Lost, Damaged or Destroyed by Causes Other Than Fair Wear and Tear
5.4.17.	File Maintenance for Equipment Management (Jacket File)
5.4.18.	Establishment/Termination of EAID Accountability
5.4.19.	Processing of Errors from the AFEMS

5.4.20.	Fixed Ground Communications-Electronics (C-E) Equipment (AS 654)
5.4.21.	Communications Security/Controlled Cryptographic Item (COMSEC/CCI) Equipment
5.4.22.	Portable Buildings
5.4.23.	Equipment Management of Computer Systems
5.4.24.	General Small Arms/Light Weapons Management
5.4.25.	Forecasting New Equipment Requirements
5.4.26.	Organization Information Record
5.4.27.	Base Receipt/Issue/Distribution/and Redistribution
5.4.28.	Equipment Disposition for Base Deactivation and Closure
5.5.1	Quality Control of Documents
5.5.2.	Shipment Suspense Processing
5.5.3.	Automated Document Control
5.5.4.	Filing Documents
5.5.5.	Processing Degraded Operations Documents
5.5.6.	The Delinquent Document Listing
5.5.7.	Delinquent Shipment Listing
5.5.8.	Monitoring Authorizations to Receipt for Property
5.6.1.	Record Reversal and Correction Research
5.6.2.	Automated Record Reversal
5.6.3.	Steps of Document Distribution
5.6.4.	Forced Record Alteration
5.6.5.	Query Language Processor (QLP) with Update
5.7.1.	Establish and Distribute an Inventory Schedule
5.7.2.	Preparing the warehouse for Inventory Count.
5.7.3.	Complete Inventory Count Procedures
5.7.4.	Special Inventory Count Procedures
5.7.5.	Researching Out-Of-Balance Inventory Conditions.
5.7.6.	DIFM Inventory Procedures
5.7.7.	Equipment Inventory Counts
5.7.8.	Small Arms and Light Weapons Inventory
5.7.9.	NWRM Inventory Procedures.
5.7.10.	Adjustment Procedures
5.8.1	Adding/Deleting SPRAM Authorizations
5.8.2.	Maintain SPRAM Custodian File
5.8.3.	Load, Change, Delete SPRAM Detail Records
5.8.4.	Manage/maintain SPRAM Management Products
5.8.5.	Deploy/Transfer SPRAM Assets
5.9.1.	General Requirements for Inspection and Related Operations
5.10.1.	Discrepant, Counterfeit and Suspect Counterfeit Materiel Procedural Reference
5.11.1.	Asset Redistribution
Chapter 6 MATERIEL RETURNS	
6.2.1	Material Returns to the Retail Supply Activity
6.2.2.	Special Return Procedures

6.2.3.	Recoverable, Consumable, or Equipment Return Procedures
6.2.4.	Specific Consumable Processing Procedures
6.2.5.	Equipment Return Procedures
6.3.1.	Disposal
6.3.2.	Disposal Return Document (DTID)
6.3.3.	Batch Lot Processing.
6.3.4.	Demilitarization Procedures
Chapter 7	**SUPPORTING TECHNOLOGIES**
7.2.1.	Requesting Mechanized Material Handling Systems and Storage Aid Systems (MMHS/SAS)
7.3.1.	Cargo Movement Operations System (CMOS) Interface
7.3.2.	Integrated Maintenance Data System Central Database (IMDS CDB/G054) and Core Automated Maintenance System For Mobility (CAMS-FM/G081) Interface
7.3.3.	Reject Management
Chapter 8	**LOGISTICS PROGRAMS AND SYSTEMS**
8.2.1.	Loading and Changing Item and Part Number Records
8.2.2.	Research and Processing Actions Required to Assign Stock Numbers to Non-Cataloged Items
8.2.3.	Application Code, Precious Metals Indicator Code, Automated Data Processing Equipment Code and AFTO Form 95 Code
8.2.4.	Maintenance of Internal Records
8.2.5.	The Stock Number User Directory (SNUD)
8.2.6.	Interchangeable and Substitute Group (ISG) Data
8.2.7.	Assignment and Management of Freeze Codes
8.2.8.	Management of Controlled Item Codes (CIC)
8.2.9.	Transportation Data
8.2.10.	Standard Reporting Designator (SRD)
8.2.11.	Federal Supply Class (FSC) and Materiel Management Aggregation Codes (MMAC)
8.2.12.	Shipping Destination Records
8.2.13.	Organization Cost Center Records (OCCR)
8.2.14.	Exception Phrase Records and Type Cargo Phrase Records
8.2.15.	Routing Identifier Records
8.2.16.	Requests for Stocklist Data
8.2.17.	The Reparable Item Movement Control System (RIMCS)
8.2.18.	Repair Cycle Record
8.2.19.	Conversion of Routing Identifier Code (RIC) to DoD Address Activity Code (DODAAC)
8.2.20.	Delivery Destination Record
8.2.21.	Exception Code Management.
Chapter 9	**SPECIAL REQUIREMENTS**
9.2.1.	Project Alaska Remote Resupply Barge.
9.2.2.	Donation Procedures to the USAF Heritage Program
Chapter 10	**INTENSIVELY MANAGED AND TRACKED ITEMS**

10.2.1.	Serialized Control and Reporting Small Arms/Light Weapons (SA/LW)
10.2.2.	Serialized Control and Reporting of COMSEC/CCI Items
10.2.3.	Processing Actions for Removal/Installation of Controlled Cryptographic Items (CCI)
10.2.4.	Documentation of Transfer of CCI Assets from Base Level Maintenance Organizations to Depot Level
10.2.5.	Special Logistics Support Procedures for Special Access Parts.
10.2.6.	NWRM Transactions

Attachment 3

UPDATED TERMS FOR AF SUPPLY CHAIN SUPPORT

A3.1. This Attachment provides updated terms for AF Supply Chain Support. See **Table A3.1**

Table A3.1. Updated Terms for AF Supply Chain Support.

	New/Current Terms[1]	Old Terms
1	AFMC Air Logistics Complexes	Air Logistics Centers (ALCs), OC-ALC, OO-ALC, WR-ALC (obsolete SA-ALC and SM-ALC)
2	AFMC Allowance Standard Activity	(AFGLSC – Air Force Equipment Allowance Division), WR-ALC/LETA
3	AFMC Cataloging Activity	(AFGLSC – 401 SCMS/GUMB, Item Identification Flight)
4	AFMC Centralized Asset Management, (AFMC/A4F)	same/no change
5	AFMC Consolidated Mobility Bag Activity	(Consolidated Mobility Bag Control Center CMBCC) AFGLSC – 401 SCMS/GUMG
6	AFMC Cryptological System Activity	Cryptologic Systems Division (CPSD) or HQ Cryptologic Systems Group (CPSG)
7	AFMC Aerospace Maintenance and Regeneration Activity	Aerospace Maintenance and Regeneration Group (AMARG) or Center (AMARC)
8	AFMC SA/LW Serialized Control Activity	AFGLSC -575 Combat Sustainment Squadron CBSS)
9	AFMC SCM-R Computer Operations Activity[2]	AFGLSC Computer Operations Element or GLSC Systems Flight (RPS Console Operator)
10	AFMC SCM-R Contingency Operations Activity	(AFGLSC) Functions--Kit movement & transfers 635 SCOW
11	AFMC SCM-R Equipment Activity	(AFGLSC [Equipment Responsibilities] – 635 SCOW)
12	AFMC SCM-R Information Technology Activity	HQ 754th Electronics Systems Group (ELSG)/ILSSO, DOMH, DOYH, LGSPC, -

		LRE, Field Assistance Branch, Quality Assurance, control room, Supply Control Center, or Test Director; ESC/HGGG; etc.
13	AFMC SCM-R Quality Assurance Activity	(AFGLSC) Functions-- Compliance inspections, proof FIX requests, SBSS release testings, stock screenings; C2 for degraded ops
14	AFMC SCM-R Records Maintenance Activity	AFGLSC Records Maintenance (635 SCOW)
15	AFMC SCM-R Stock Control Activity	AFGLSC Stock Control – (635 SCOW)
16	AFMC SCM-R Weapon System Support Activity	AFGLSC – (635 SCOW)
17	AFMC Security Assistance Activity	AF Security Assistance Center (AFSAC)
18	AFMC TRAP Activity	Air Armament Center (AAC)
19	AFMC Uniform Office	Aeronautical Systems Center (ASC)
20	NWRM Transaction Control Cell (NTCC)	same/no change
21	Support Equipment (SE) Functional Activity	AFGLSC – (405 SCMS/GULA)
Notes	1. These are identification of functions within AFMC and should be considered as that and not organizations. Their identification provides users a means to identify what areas within AFMC need to be addressed with regard to a given subject.	
	2. Air Force Materiel Command Supply Chain Management-Retail (AFMC SCM-R). In some cases this term is used without a specific activity identified. In these cases it covers multiple activities. Contact AFMC/A4RM.	