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AIR FORCE INTELLIGENCE
SURVEILLANCE AND
RECONNAISSANCE AGENCY**

**AIR FORCE ISR AGENCY INSTRUCTION
23-101**

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Materiel Management

MATERIEL MANAGEMENT PROCESSES



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(Col Eric J. Payne)

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This publication implements Air Force Policy Directive 23-1, Materiel Management dated 15 February 2011. This instruction defines the responsibilities of the Office of Primary Responsibility and subordinate organizations. It establishes and defines responsibilities of the AFISRA Command Equipment Management Office (CEMO) and property custodians. In addition it defines responsibilities for units involved in managing Controlled Mission Equipment (CME). This instruction applies to Air Force Intelligence, Surveillance, and Reconnaissance (ISR) Agency (AFISRA) staff offices and subordinate Wings, Centers, 361st ISR Group and Units. This publication does not apply to AFISRA-gained Air National Guard and Air Force Reserve units. Recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Maintain records created as a result of the prescribed processes identified in this directory in accordance with (IAW) AFMAN 33-363, Management of Records, and dispose of them IAW the AF Records Disposition Schedule (RDS) found on the Air Force Portal link at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required.

SUMMARY OF CHANGES

This instruction is based upon Air Force Intelligence, Surveillance and Reconnaissance Agency (AFISRA) AFISRAI 23-101, 1 February 2008 and mission equipment management processes from AFISRAI 23-201, 1 February 2008, which has been rescinded (Chapter 6). This revision

incorporates HQ AFISRA objectives; clarifies HQ AFISRA and subordinate Wings, Centers, and 361 ISRG responsibilities; clarifies equipment management and accountability processes. This revision updates equipment management guidance and incorporates requirements, information, and procedures. HQ AFISRA units are identified as all organizations within the HQ AFISRA Command Code (OU and 2L). For the purpose of this instruction, references to "HQ AFISRA Wings/Centers" refer to 70 ISRW, 480 ISRW, Air Force Technical Applications Center (AFTAC), National Air and Space Intelligence Center (NASIC), and 361 ISRG.

Chapter 1—GENERAL POLICY	4
1.1. Purpose.	4
Chapter 2—FUNCTIONS AND RESPONSIBILITIES	5
2.1. HQ AFISRA/A4RM.	5
2.2. Wing.	5
2.3. Unit.	6
2.4. National Air & Space Intelligence Center (NASIC).	8
2.5. Air Force Technical Applications Center (AFTAC).	10
Chapter 3—INVENTORY MANAGEMENT SYSTEMS	12
3.1. Big Safari Inventory (BSI).	12
3.2. Defense Property Accountability System (DPAS).	12
3.3. Automated Logistics Management Support System (ALMSS).	12
Chapter 4—CONSOLIDATED SIGINT SUPPORT ACTIVITY (CSSA)	13
4.1. Repair and Return (R&R) Program (AF Service Cryptologic Component (SCC) Field Sites).	13
Chapter 5—MATERIEL CONTROL	14
5.1. Introduction.	14
5.2. Duties and Responsibilities.	14
Chapter 6—MISSION EQUIPMENT MANAGEMENT	17
6.1. General Information.	17
6.2. General Responsibilities.	17
6.3. Agency-Directed Authorizations for PET Units.	18
6.4. Accounting for Equipment Items (Expendability/Recoverability/Reparability/Cost Designator (ERRCD NF/ND) Within a System.	18
6.5. Equipment Loan Procedures.	18
6.6. Equipment Deployment Procedures.	18
6.7. Excess Equipment.	19

7. Adopted Forms.	19
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	20
Attachment 2—MISSION CAPABILITY (MICAP) REPORTING PROCEDURES	24

Chapter 1

GENERAL POLICY

1.1. Purpose. This instruction provides materiel management guidance and in addition, defines the role of the CEMO. This instruction outlines responsibilities for the Wings, Centers, Groups, and Units. Procedures in this instruction take effect upon receipt and apply to HQ AFISRA organizations as indicated in each chapter. HQ AFISRA/A4RM may authorize any deviations or waivers to this instruction.

1.1.1. Submitting Proposed Changes. Submit proposed changes through command channels to HQ AFISRA/A4RM by message, fax, or e-mail.

1.1.2. Relations to other directives. If procedures in this instruction conflicts with procedures in USAF or other publications, the conflict should be identified and submitted to HQ AFISRA/A4RM for resolution. Follow these procedures until the discrepancy is resolved. Where a process is not addressed, refer to AFMAN 23-110, *USAF Supply Manual*.

Chapter 2

FUNCTIONS AND RESPONSIBILITIES

2.1. HQ AFISRA/A4RM.

- 2.1.1. Provide materiel management oversight to all HQ AFISRA subordinate units (Command Code 0U and 2L).
- 2.1.2. Coordinate directly with HQ Air Staff, MAJCOMs, and other agencies on materiel management issues pertaining to HQ AFISRA units.
- 2.1.3. Review and approve requests for waiver of grade or AFSC for appointment of Chief of Supply (COS).
- 2.1.4. AFISRA Command Equipment Management Office (CEMO) is responsible for reviewing, approving or disapproving allowance change request for subordinate units.
 - 2.1.4.1. Provide functional management, surveillance, and administration of Air Force Equipment Management System (AFEMS) and other functions as described in AFMAN 23-110, Vol 4, Part 1.
- 2.1.5. Review and approve DoD Activity Address Code request for subordinate units' requests.
- 2.1.6. Review all requests to establish or increase Special Purpose Recoverables Authorized Maintenance (SPRAM) details for subordinate units.
- 2.1.7. Provide staff supervision and equipment management control over AFISRA Equipment Authorized In-Use Details (EAID) equipment.
- 2.1.8. Conduct Staff Assistance Visits (SAV) on subordinate wings, groups, centers and units upon request and within specified time requirements. SAVs will not be conducted within 120-day period before any IG inspection.

2.2. Wing.

- 2.2.1. Coordinate directly with HQ AFISRA/A4RM on materiel management and transportation issues for subordinate units.
- 2.2.2. Coordinate directly with HQ AFISRA/A4RM on materiel management issues with Det 2, 645 AESS, Greenville, TX, WR-ALC/GRC, Robins AFB, GA, and Consolidated SIGINT Support Activity (CSSA).
- 2.2.3. Monitor all subordinate organizations Mission Capable (MICAP) requirements.
- 2.2.4. Coordinate with HQ AFISRA/A4RM/A4MY to resolve unique Maintenance Manpower Management and Position Equipment Table (M3S/PET) issues/concerns.
 - 2.2.4.1. Coordinate with Maintenance personnel on a routine basis. Discuss issues such as system changes/upgrades, MICAPS, Logistics Support Plan/Acquisition Logistics Support Plan (LSP/ALSP) reviews, and field support.
- 2.2.5. Oversee the CSSA Repair and Return (R&R) program and ensure R&R advance notifications are being received with appropriate information, termination notices are

received in a timely manner, and follow-up action is being processed via e-mail, phone, or message to ensure the most current status is updated.

2.2.5.1. Submit quarterly CSSA R&R analysis to HQ AFISRA/A4RM NLT the 15th of January, April, July, and October.

2.2.5.2. Consolidate applicable unit data for semi-annual MICAP and M32/Report Card analysis and forward to HQ AFISRA/A4RM NLT the 15th of April and October.

2.2.6. Conduct SAV for subordinate units as required. If HHQ assistance is required, provide request in writing through appropriate channels.

2.2.7. Ensure annual Logistics Readiness Awards packages are submitted IAW AFI 36-2821 to HQ AFISRA/A4RM.

2.2.8. Coordinate with AFISRA/A4RM on security clearance issues and when a grade waiver is required for materiel management personnel.

2.2.9. Review and coordinate with HQ AFISRA/A4RM on all manpower evaluation studies, manning shortages, and training requirements for materiel management personnel.

2.2.10. Attend applicable Materiel Management conferences (i.e., Big Safari Inventory (BSI) Conference, WR/GRC Logistics Support Conference, and CSSA Customer Day).

2.2.11. Review all support plans for materiel management requirements.

2.2.12. Publish guidelines, procedures and instructions for subordinate units/detachments as applicable.

Note: Due to the unique mission requirements for supported subordinate units, the responsibilities of the 361 ISRG will not be outlined in this instruction. For oversight purposes, the 361 ISRG will follow Wing responsibilities outlined above.

2.3. Unit.

2.3.1. The unit commander will appoint a COS for satellite accounts and other materiel management supply accounts. Appoint a Senior NCO, AFSC 2S071/90/00, by letter IAW AFMAN 23-110 and AFI 23-111. HQ AFISRA/A4RM may waive the AFSC or qualification requirements for the accountable position if extenuating circumstances exist.

2.3.1.1. Upon change of Accountable Officer, ensure Certificate of Transfer is completed IAW AFMAN 23- 110, Volume 1, Part 2, Chapter 1, and/or Logistics Support Plan (LSP) 67-1 and forward copies of certificate to HQ AFISRA/A4RM.

2.3.1.2. Transfer the materiel management account IAW AFMAN 23-110, Volume 1, Part 2, Chapter 1. Ensure the unit commander's appointment letter, certificate of transfer, and copy of the Consolidated Inventory Document Register (M-10) or equivalent are forwarded to HQ AFISRA/A4RM within 30 days after transfer actions are completed.

2.3.1.3. Ensure the unit out-processing checklist includes the transfer of equipment accounts. Transfer the equipment account at least 45 days before the custodian's departure date.

2.3.1.4. Ensure property custodians review the Custodian Authorization/Custody Receipt Listing (CA/CRL) received from Equipment Accountability Element (EAE) to ensure information is complete and accurate.

2.3.1.5. Confirm that a "floor-to-book" style inventory is accomplished at least annually IAW AFMAN 23-110, Volume 2, Part 2, Chapter 22. (unless otherwise specified in AFMAN 23-110, Volume 2, Part 2, Chapter 10)

2.3.2. The Maintenance Operations Officer (MOO)/Maintenance Superintendent (MX SUPT) or equivalent will designate personnel to sign condition tags and perform property condition inspections.

2.3.3. The COS is responsible to the MOO/MX SUPT or equivalent to maintain an effective and efficient materiel management operation.

2.3.3.1. Coordinate directly with Wings/Centers on issues or concerns which may affect materiel management processes.

2.3.3.2. Ensure annual Logistics Readiness Awards packages are submitted IAW AFI 36-2821 to Wings/Centers and AFISRA/A4RM.

2.3.3.3. Submit monthly reports; provide a copy of the Mission Support Kit (MSK) Listings (R50/C46), Modified Monthly Base Supply Management Report (M32) data, and/or Big Safari Report Card to HQ AFISRA/A4RM NLT the 10th day of each month. Include information copy to wing as applicable.

2.3.3.4. Submit all requests to establish or increase SPRAM details to HQ AFISRA/A4RM.

2.3.3.4.1. SPRAM authorizations directed by and provided by WR-ALC/GRC (FZZ) via the Directed Spares List (DSL) require no additional approval.

2.3.3.5. Coordinate with HQ AFISRA/A4RM for equipment disposition instructions. However, units may work directly with Det 2, 645 AESS and WR-ALC/GRC for depot-owned equipment, with information copy to AFISRA/A4RM.

2.3.3.6. Use the complete warehouse method to inventory warehouse assets; refer to guidance in AFMAN 23-110, Volume 2, Part 2, Chapter 10, or LSP 67-1 for the frequency of inventories.

2.3.3.7. Certify inventory adjustments when authorized IAW AFMAN 23-110, Volume 2, Part 2, Chapter 10, or LSP 67-1. Review inventory adjustment support documentation to ensure adequate research has been accomplished.

2.3.3.8. COS is responsible to review the M10 or equivalent for any adverse trends and sign approved block IAW requirements in AFMAN 23-110, Volume 2, Part 2, Chapter 10.

2.3.3.9. COS is responsible to review inventory analysis reports for accuracy and corrective actions, and forward a copy to HQ AFISRA/A4RM, with information copy to Wing/Center.

2.3.3.10. Establish and maintain a training program to ensure materiel management personnel follow current procedures for tasks assigned.

2.3.3.11. COS is responsible to establish and maintain an internal surveillance program for materiel management processes/programs IAW AFI 20-112, Chapter 2.

2.3.3.12. Provide materiel/equipment management training to all unit work centers.

2.3.3.13. Ensure Materiel Control functions/duties are being performed IAW Chapter 5 of this instruction.

2.3.3.14. Comply with the requirements in AFMAN 23-110, Volume 2, Part 2, Chapter 2 and Chapter 28. (Organization and Responsibilities/ Satellite Procedures).

2.3.3.15. Attend applicable Materiel Management conferences (i.e., Big Safari Inventory (BSI) Conference, WR/GRC Logistics Support Conference, and CSSA Customer Day).

2.3.3.16. Conduct work center visits and provide training as required.

2.3.3.17. Monitor and manage all MICAP requirements and work directly with all applicable depots, as required, to ensure requirements are satisfied. Provide HQ AFISRA/A4RM a copy of all MICAP correspondence ([Attachment 2](#)). Include information copy to wing as applicable.

2.4. National Air & Space Intelligence Center (NASIC).

2.4.1. NASIC Logistics Section (LGL): LGL will serve as the OPR for Specialize Materiel Management procedures and programs. The unique nature of the NASIC mission prevents using traditional materiel management procedures to obtain required assets in a timely manner.

2.4.2. NASIC/LGL identifies materiel management functions and processes applicable to the LGL in support of NASIC. It supports the Research, Development, Test and Evaluation (RDT&E) required by unit scientific and technical personnel in the most efficient and effective manner.

2.4.2.1. Unit commander will appoint the LGL Chief as Chief of Supply for miscellaneous stock record account FY5100.

2.4.3. The following procedures are designed to facilitate the greatest possible use of the Standard Base Supply System (SBSS)/Enterprise Solutions-Supply (ES-S) and to provide the best method to obtain required assets directly from government sources or other procurement channels for the NASIC mission.

2.4.3.1. Customer Support Section within LGL is the focal point for obtaining materiel management support for all unit personnel.

2.4.3.2. The LGL will be the holder of the Government Purchase Card to procure supplies and equipment and manage all materiel management funds for the unit.

2.4.3.3. The customer will use NASIC Form 11 to request supply support. The customer must provide all required information for the supply request.

2.4.3.4. Follow-up action will be initiated by LGL if status or delivery dates are unacceptable.

2.4.3.5. Equipment Management Section within LGL is the liaison for obtaining equipment support for all unit personnel.

- 2.4.3.6. NASIC will have a single equipment custodian from the host base LRS. The LGL Chief is the primary custodian to base supply and will establish master CA/CRL jacket files accurately accounting for all equipment.
- 2.4.4. NASIC Commanders/Directors will appoint sub-account custodians to the LGL Chief to receipt for their directorates equipment. The sub-accounts will be managed IAW AFMAN 23-110, Volume 2, Part 13, Chapter 8.
- 2.4.5. The LGL Chief will ensure all sub-accounts are accurately maintained.
- 2.4.5.1. LGL personnel will develop operational procedures and training for equipment custodians.
- 2.4.5.2. The LGL Chief acts as the Equipment Review and Authorization Activity for Allowance Source Code (ASC) 040 and 049.
- 2.4.5.2.1. ASC 040 and 049 are used only for project items or in direct support of RDT&E projects when the items cannot be identified as (or properly substituted for) equipment authorized in existing allowance standards.
- 2.4.6. Materiel Handling Section provides the focal point for receiving, storing, inspecting, moving, and delivering of all supplies and equipment for NASIC.
- 2.4.6.1. LGL will completely check all packages during the receipt process.
- 2.4.6.2. LGL inspectors are authorized to accept supplies, equipment, and services for NASIC and perform quality control for these items.
- 2.4.6.3. The materiel handling supervisor will schedule all pickup of materiel.
- 2.4.6.4. LGL will maintain two main types of storage areas IAW AFMAN 23-110, Volume 2, Part 2, Chapter 21, *In-transit Property Area (IPA) and Temporary Storage Area (TSA)*. The IPA will be used to store materiel awaiting turn-in or disposition instructions. The TSA will be used for storing Research and Development materiel for anticipated use.
- 2.4.6.4.1. Work centers may maintain working stocks in the work area.
- 2.4.6.5. Conduct work center visits and provide training as required.
- 2.4.6.6. The LGL will maintain a document control file for requests for issue, receipts, turn-ins, and shipments. Dispose of files IAW Air Force Records Disposition Schedule.
- 2.4.7. LGL will publish guidelines, procedures and instructions for subordinate units/detachments as applicable.
- 2.4.8. Review and coordinate with HQ AFISRA/A4RM on all manpower evaluation studies, manning shortages, and training requirements for materiel management personnel.
- 2.4.9. Coordinate with AFISRA/A4RM on security clearance issues and when a grade waiver is required for Materiel Management personnel.
- 2.4.10. Establish local procedures for managing and controlling items issued to their organization. NASIC will use an automated 538 program or other locally developed tools to track issue and turn-in of returnable clothing items to individuals assigned to their unit.

Note: Field units supported by NASIC will adhere to governing Air Force, AFISRA and NASIC instructions/manuals.

2.5. Air Force Technical Applications Center (AFTAC).

2.5.1. AFTAC Logistics Division (LSL) will serve as the OPR for Specialized Materiel Management procedures and programs.

2.5.2. AFTAC LSL identifies materiel management functions and processes applicable to the LSL in support of AFTAC. It supports the RDT&E in addition to an Operations and Maintenance function required by scientific and technical personnel in the most efficient and effective manner.

2.5.2.1. Logistics Division Directorate will appoint the LSL Chief as Chief of Supply for stock record account FY2215.

2.5.3. AFTAC/LSL will coordinate directly with HQ AFISRA/A4RM on materiel management issues.

2.5.4. Act as the focal point for all materiel management and transportation related issues for assigned Detachments (Dets), operating locations (OLs) and associated work centers.

2.5.5. Conduct SAVs for subordinate units as required. If assistance is required, provide request in writing through appropriate channels.

2.5.5.1. Review Cryptologic System Division (CPSD) and Contract Logistics Support issues during SAVs.

2.5.6. Monitor and manage all MICAP requirements and work directly with all applicable depots, as required, to ensure requirements are satisfied. Provide HQ AFISRA/A4RM an information copy of all MICAP Correspondence ([Attachment 2](#)).

2.5.7. Attend the annual CPSD Technical Applications Products Division Technical Interchange Meeting conferences.

2.5.8. Review all support plans for materiel management requirements.

2.5.9. Review and coordinate with HQ AFISRA/A4RM on all manpower evaluation studies, manning shortages, and training requirements for materiel management and transportation personnel.

2.5.10. AFTAC/LSL will coordinate with HQ AFISRA/A4RM for equipment/vehicle disposition instructions.

2.5.11. Act as the liaison between AFTAC customers and the Host Logistics Readiness Squadron (LRS) for materiel management related issues/concerns.

2.5.12. Conduct work center visits and provide training as required.

2.5.13. Manage the medical supply account for AFTAC. Submit all requests for medical items, other than drugs and medical equipment, in writing to 45 MDSS for approval.

2.5.14. AFTAC/LSL will check all packages during the receipt process for damage and verification of Government Bill of Lading information against property received.

2.5.15. Establish local procedures for managing and controlling items issued to their organization. AFTAC Accountable Officers will use an automated 538 program or other

locally developed tools to track issue and turn-in of returnable clothing items to individuals assigned to their unit.

2.5.16. Publish guidelines, procedures and instructions for subordinate units/detachments as applicable.

2.5.17. Coordinate with AFISRA/A4RM on security clearance issues and when a grade waiver is required for AFTAC materiel management personnel. **Note:** Field units supported by AFTAC will adhere to governing Air Force, AFISRA and AFTAC instructions/manuals.

Chapter 3

INVENTORY MANAGEMENT SYSTEMS

3.1. Big Safari Inventory (BSI).

3.1.1. Field units supported by FX2369 (Det 2, 645 AESS) BSI program will adhere to guidance in Logistics Support Plan 67-1, Part II.

3.2. Defense Property Accountability System (DPAS).

3.2.1. Field units utilizing DPAS will adhere to guidance in NSA/CSS Financial Management Manual, Volume 4, Chapter 6, Annex's 5, 6, 7 and applicable NSA Standard Operation Procedures (SOPs) for property accountability. To access DPAS manuals and SOPs, type "go DPAS" in the URL field via NSA net.

3.2.2. DPAS supported units: Ensure a copy of the annual property inventory results are forwarded to HQ AFISRA/A4RM NLT 15 days after annual inventory close-out date.

3.3. Automated Logistics Management Support System (ALMSS).

3.2.1. Field units supported by WR-ALC/GRC will adhere to guidance in LSP 400-1.

Chapter 4

CONSOLIDATED SIGINT SUPPORT ACTIVITY (CSSA)

4.1. Repair and Return (R&R) Program (AF Service Cryptologic Component (SCC) Field Sites).

4.1.1. Advance notification should be sent to CSSA using the on-line automated R&R form on the CSSA web page at <https://salsa.na.nsa.ic.gov> via NSA net.

4.1.2. Sites will monitor R&R transactions to ensure equipment is shipped and received expeditiously and a timely response is achieved for equipment repairs based on its priority.

4.1.2.1. Sites will utilize BSI database to processes R&R shipments and receipts for equipment transactions.

4.1.2.2. Upon receipt of repaired equipment sites will acknowledge receipt of transaction by updating the "DATE RECEIVED" page on the CSSA website. Sites will coordinate with CSSA and conduct tracer action on equipment not received in reasonable timeframe.

4.1.2.3. Ensure equipment is properly protected and packaged for outgoing shipments, use original shipping container when feasible. Report all shipping discrepancies using SF 364, *Report Of Discrepancy (ROD)*, forward copy to AFISRA/A4RM and applicable wing.

4.1.2.4. Report unsatisfactory responses on equipment repairs IAW CSSA User's Guide.

4.1.2.5. For DPAS barcode equipment ensure barcode number is included on R&R Advance Notification for tracking purposes. Update DPAS database if original equipment is not returned.

Chapter 5

MATERIEL CONTROL

5.1. Introduction. Materiel Control coordinates with support agencies and assists maintenance personnel by expediting all materiel management transactions. The materiel controller is the primary liaison between the maintenance activity and the host LRS. Materiel Control will perform any functions the host LRS cannot because of security inaccessibility reasons. Units without materiel management personnel will be responsible to perform Materiel Control programs (i.e., as an additional duty). Do not assign Materiel Control personnel with custodial responsibility for tools, equipment or supplies located in other work centers or staff offices.

5.2. Duties and Responsibilities.

5.2.1. The Maintenance Operations Officer (MOO)/Maintenance Superintendent (MX SUPT) or equivalent provides written procedures and guidance to ensure Materiel Control has the responsibility and authority to function successfully. The unit commander and MOO/MX SUPT or equivalent will ensure non-maintenance related duties do not interfere with Materiel Control responsibilities.

5.2.2. Materiel Control will resolve all materiel management related issues and problems, confirm maintenance supply data and status, forecast supply requirements for maintenance, and participate in maintenance meetings.

5.2.3. Advises MOO/MX SUPT of the overall supply situation as it affects maintenance and recommend ways to improve supply support.

5.2.4. Monitors backordered requisition status and maintains liaison with host LRS personnel. Initiates assistance requests for materiel management difficulties. Submits follow-up actions to host LRS for requisitions with unacceptable status or unacceptable estimated delivery dates.

5.2.5. Coordinates with the host LRS to set up organizational codes, shop codes, and delivery destinations to receipt for property (i.e., issues and due-out releases) and to process serviceable and unserviceable turn-ins.

5.2.6. Coordinates with the host LRS, MOO/MX SUPT, and work center supervisors for bench stock, special levels, and supply point's requirements.

5.2.7. Maintains close liaison with the LRS and/or the applicable specialized depots to ensure MICAP reportable items are reported and non-mission capable supply requirements are satisfied. Ensures correct use of Force Activity Designator, Urgency of Need (UND), and requisition priorities.

5.2.8. Set up procedures to route, store, and control repair cycle assets and act as the repair cycle monitor to include Due-In From-Maintenance (DIFM), Awaiting Parts (AWP), and Equipment Inoperative for Parts. Coordinates with work centers, and host LRS to ensure proper management of repair cycle assets.

5.2.9. Acts as the monitor for Low Density Level (LDL) requests. Consolidates inputs from work centers to change LDLs and forward to HQ AFISRA/A4RM for validation.

- 5.2.10. Maintain an effective Time Compliance Technical Order program: Coordinates with the host LRS to ensure all required Time Compliance Technical Order kits and time change items are promptly requisitioned and delivered to maintenance.
- 5.2.11. Advises maintenance personnel of issue procedures for the Interchangeable and Substitute Group items.
- 5.2.12. Serve as the Zero Overpricing monitor and maintain a file of price challenges forwarded to the Host LRS.
- 5.2.13. Serve as the Precious Metals Recovery monitor.
- 5.2.14. Serve as Turn-Around monitor.
- 5.2.15. Serve as the Reusable Container monitor.
- 5.2.16. Operate designated tool cribs or tool rooms when directed by the MOO/MX SUPT or equivalent.
- 5.2.17. Coordinates with the unit Security Office and the host LRS each June and December to update and/or validate the Receipt Authorization Requirements for Classified Property List.
- 5.2.18. Materiel Control at the unit level will reconcile accounts by:
- 5.2.18.1. Ensure the Due-Out Status Listing (R31) is provided to appropriate work centers each month for a complete revalidation of requirements.
 - 5.2.18.2. Reconcile UND AR and BR requirements with work centers using the AWP Validation List (D19).
 - 5.2.18.3. Perform and document follow-up actions on UND A and B requisitions as necessary. Reconcile with the Maintenance Operation Center /Job Control and applicable work center on due outs for UND A and B requests weekly, using Priority Monitor Report (D18).
 - 5.2.18.4. Establish follow-up procedures to be used when unsatisfactory supply status is identified.
 - 5.2.18.5. Monitor repair cycle assets using the DIFM List (D23).
 - 5.2.18.6. Verify transactions and maintain a suspense file for due-outs using the Daily Document Register (D04).
- 5.2.19. Submit supply difficult letters IAW AFMAN 23-110. Request assistance from HQ AFISRA/A4RM when results are unsatisfactory.
- 5.2.20. Coordinates with each work center to ensure Mission Support Kits assets requiring functional checks are identified and provide the data to the host LRS.
- 5.2.21. Submit the Mission Support Kit (MSK) fill rate report to HQ AFISRA/A4RM by the 10th day of each month. Use the MSK Listing (R50) or equivalent local program to identify total quantity authorized and quantity short. Provide the following information: MSK identifier, total line items authorized line items on hand, and fill percentages.
- 5.2.22. Provide the MSK Inventory List to HQ AFISRA/A4RM quarterly or within 10 days of any changes. Submit the list by the 10th day of March, June, September, and December.

- 5.2.23. Establish Adjusted Stock Levels. Materiel Control will submit AF Form 1996 in two copies to host LRS or satellite supply account, as applicable IAW AFMAN 23-110, Volume 2, Part 2, Chapter 19.
- 5.2.24. Maintain source document audit trail accountability for all demands on materiel management. Ensures validity and completeness of materiel management requisition forms. Verify and monitor Urgency Justification Codes and Standard Reporting Designator codes.
- 5.2.25. Ensure that accountability and control are established for assets received from outside normal standard materiel management processes, when no special supply account exists.
- 5.2.26. Provide or obtain training and assist work centers on all supply matters. This can be any combination of written procedures, recurring training, or daily routine assistance.
- 5.2.27. Perform and document work center visits.
- 5.2.28. Perform an aggressive verification process to prevent unwarranted MICAP conditions, cannibalizations, priority system abuses, and unnecessary expenditure of funds.
- 5.2.29. Develop a locally devised verification worksheet for MICAPs.
- 5.2.30. Keep an active file of supply catalogs, FEDLOG, and customer handbooks necessary to support maintenance work centers.
- 5.2.31. Process repairable property under warranty or guarantee from the maintenance complex.
- 5.2.32. For units operating under IMDS/ES-S/SBSS serve as the unit's single POC for processing AFTO Form 350, TRN data to the LRS/Base Supply repair cycle support section.

Chapter 6

MISSION EQUIPMENT MANAGEMENT

6.1. General Information. The AFISRA Command Equipment Management Office (CEMO) provides staff supervision and equipment management control over AFISRA EAID equipment accounts.

6.1.1. AFISRA Position Equipment Table (PET) SCC units will use the Maintenance Manpower Management and Position Equipment Table, (M3S/PET) to determine mission equipment authorizations.

6.1.2. All other (non-PET) units will use the Air Force Equipment Management System (AFEMS) and Allowance Standard (AS) 709 and applicable part, section, and sub-section to determine mission equipment authorizations.

6.1.2.1. Units supported by WR-ALC/GRC will receive notification of new EAID authorizations/changes for peculiar, non NSN FZZ managed assets by Specialized List of Equipment (SLOE) Change Letters via E Mail. Take action to load, change or delete EAID details in SBSS/ES-S as directed by the SLOE Change Letter.

6.1.3. Personnel involved with equipment management will be familiar with the following guidance and instructions:

6.1.3.1. AFI 23-111, *Management of Government Property in Possession of the Air Force*.

6.1.3.2. AFMAN 23-110, Volume 2, Part 13, *Standard Base Supply Customer's Procedures*.

6.1.3.3. AFMAN 23-220, *Reports of Survey for Air Force Property*.

6.1.3.4. AFISRAI 21-104, *Maintenance Manpower Management and Position Equipment Table (M3S/PET)*.

6.1.4. Additionally, to ascertain mission requirements and applications, M3S/PET units must have the following references current and readily available:

6.1.4.1. Unit Mission Equipment Master Authorization List (L0137CU).

6.2. General Responsibilities.

6.2.1. AFISRA/A4RM, Materiel Management Branch will:

6.2.1.1. Establish authorizations for designated controlled mission equipment (CME).

6.2.1.2. Provide disposition instructions to all AFISRA units for CME.

6.2.2. **The Unit CME custodian will:**

6.2.2.1. Ensure all CME is accounted for on a dedicated mission CA/CRL. Do not include administrative, chemical warfare, or non-mission test equipment (AS 651) on CME accounts.

6.2.2.1.1. Ensure all Noise Monitoring System (NMS), National Tactical Integration (NTI) and other Air Force programmed funded accountable equipment is accounted for on CA/CRL.

6.3. Agency-Directed Authorizations for PET Units.

6.3.1. AFISRA/A4MY controls authorizations for mission equipment through the M3S/PET. This provides the capability for adapting authorizations to new mission tasking and identifying command equipment shortages and overages.

6.3.2. The unit PET monitor is responsible for providing a copy of the L0137CU report to all CME custodians.

6.3.2.1. Code Action Authorizations. The following codes appear in the left margin of the L0137CU indicating which changes are required:

6.3.2.2. (D) Deleted and (-) Decreased Authorizations. These codes identify authorizations that have decreased or have been deleted since the previous report. The following actions apply:

6.3.2.3. If the authorizations which decreased are valid and were deleted or reduced due to unit closures or drawdown, or as a result of a mission change, then the unit must request dispositions.

6.3.2.4. (+) Increased and (N) New Authorizations:

6.3.2.5. Blank--No changes required. Verify in-use quantity against allowance on L0137CU report.

6.4. Accounting for Equipment Items (Expendability/Recoverability/Reparability/Cost Designator (ERRCD NF/ND) Within a System. The unit will account for systems as follows:

6.4.1. All systems will be accounted for by line item; not by the entire system.

6.4.2. If the system equipment is provided by Det 2, 645 AESS, Greenville, TX or WR-ALC/GRC, Robins AFB, GA use the SLOE as the authorization document.

6.4.3. Only DIFM items (ERRCD XD) that meet the criterion of SPRAM assets as defined in either AFMAN 23-110, Volume 2, Part 13 or AFMAN 23-110, Volume 2, Part 2, Chapter 22 may be on SPRAM accounts.

6.4.4. WR-ALC/GRC (FZZ) supported units will have SPRAM (ERRC XD2) authorizations provided via the SLOE Change Letters via e-mail. These authorization adds, changes and deletes will be loaded to the applicable maintenance SPRAM account (R25).

6.5. Equipment Loan Procedures.

6.5.1. Use loan procedures as outlined in AFMAN 23-110, Volume 2, Part 13, Chapter 8.

6.5.2. On-base loans will only be processed for 60 days. At the end of the 60 days, the loaning custodian will be required to validate any extensions to the original loan.

6.5.3. The above procedures do not apply to loans within the same unit work centers.

6.6. Equipment Deployment Procedures.

6.6.1. Equipment deployment procedures are outlined in AFMAN 23-110, Volume 2, Part 13, Chapter 8.

6.7. Excess Equipment.

6.7.1. Use procedures IAW AFMAN 23-110, Volume 2, Part 13 to turn in excess non-mission equipment.

6.7.2. Request disposition instructions via AMHS message for excess mission equipment from AFISRA/A4RM. See AFISRAI 21-104 for additional information.

6.7.2.1. AFISRA/A4RM staffs disposition actions on unit requests for disposition. Contacts with agencies outside AFISRA may delay the disposition process. AFISRA/A4RM will provide information copies of correspondence with outside agencies to the originating unit. If the originating unit sees no activity on their request for disposition (that is, information messages) within 10 days, they will follow-up with AFISRA/A4RM, who will provide current status on their disposition request.

6.7.3. Disposition for Det 2, 645 AESS, Greenville, TX and WR-ALC/GRC, Robins AFB, GA managed items are processed according to their respective Logistics Support Plan.

7. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication.*

SF Form 364, *Report Of Discrepancy (ROD)*

BRADLEY A. HEITHOLD, Maj Gen, USAF
Commander

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

AFMAN 23-110, Volume 1, Part 2, *Assignment of Responsibilities and Account Numbers*, 1 April 2009

AFMAN 23-110, Volume 2, Part 2, *USAF Standard Base Supply System*, 1 April 2009

AFMAN 23-110, Volume, 4, Part 1, *AF Equipment System Policy & Procedures*, 1 April 2009

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

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFI 20-112, *Logistics Readiness Squadron Quality Assurance Program*, 19 October 2010

AFI 23-111, *Management of Government Property of the Air Force*, 7 January 2011

AFI 36-2821, *USAF Logistics Readiness Award Program*, 27 November 2007

AFISRAI 21-104, *Maintenance Manpower Management and Position Equipment Table*, 4 January 2008

NSA/CSS, *Financial Management Manual*, Volume 4, 1 April 2008

Det 2, 645 AESS, *Logistics Support Plan – 67-1*, 1 February 2010

WR-ALC/GRC *Logistics Support Plan – 400-1*, 1 November 2002

Abbreviations and Acronyms

AFEMS—Air Force Equipment Management System

AFTAC—Air Force Technical Applications Center

ALSP—Acquisition Logistics Support Plan

AMHS—Automated Message Handling System

ASC—Allowance Source Code

AWP—Awaiting Parts

BSI—Big Safari Inventory

CA/CRL—Custodian Authorization/Custody Receipt Listing

CEMO—Command Equipment Management Office

CME—Controlled Mission Equipment

COS—Chief of Supply

CPSD—Cryptologic System Division

CSSA—Consolidated SIGINT Support Activity

DIFM—Due In From Maintenance

Det—Detachment
DPAS—Defense Property Accountability System
EAE—Equipment Accountability Element
EAID—Equipment Authorized In-Use Details
ERRCD—Expendability/Recoverability/Reparability/Cost Designator
ES-S—Enterprise Solutions-Supply (ES-S)
IMDS—Integrated Maintenance Data System
IPA—In-Transit Property Area
LDL—Low Density Level
LRS—Logistics Readiness Squadron
LSP—Logistics Support Plan
MOO—Maintenance Operations Officer
MSK—Mission Support Kit
MX SUPT—Maintenance Superintendent
M3S/PET—Maintenance Manpower Management and Position Equipment Table
MICAP—Mission Capable
NASIC—National Air and Space Intelligence Center
NSA/CSS—National Security Agency/Central Security Service
NSN—National Stock Number
OL—Operating Location
R&R—Repair and Return
ROD—Report of Discrepancy
RTD&E—Research, Test, Development & Evaluation
SAV—Staff Assistance Visit
SBSS—Standard Base Supply System
SLOE—Special Lists of Equipment
SOP—Standard Operating Procedure
SPRAM—Special Purpose Recoverable Authorized Maintenance
TSA—Temporary Storage Area
UND—Urgency of Need

Terms

Automated Logistics Management Support System (ALMSS)— Automated data base used to track and support WR-ALC/GRC assets.

Automated Message Handling System (AMHS)— Designed to receive organizational CRITICOMM messages from a message switching system.

Big Safari Inventory (BSI)—Det 2, 645 AESS, an automated inventory tracking system that operates from a personal computer.

Controlled Mission Equipment (CME)— Is equipment that is mandatory to support a unit's weapon system during its activation, reorganization, or weapon system conversion.

Defense Property Accountability System (DPAS)—A DoD automated system that provides inventory control for installation property and accounting reporting functionality for accountable property assets. DPAS provides the NSA's property officers a standard means to manage and report property assets.

Equipment Custodian (EC)—The EC is appointed by the organization commander. The EC manages the equipment needed to support the unit and keeps the EME/Regionalized EME advised of these needs. Refer to duties as outlined in AFMAN 23-110, Volume 2, Part 13, Chapter 8.

Floor—to-Book Style Inventory—This involves a physical count of all assets within a given work area and reconciling them with a property book record. In other words, ensure all assets can be traced back to a CA/CRL or other record if the property requires accountability, (i.e. most items over \$2500 should be entered on a formal property record, usually a CA/CRL. Ensure that all items are on-hand and serviceable.

Low Density Level (LDL). Low density level is another term used to describe adjusted stock levels for non—airborne communications-electronic (C-E) space, weather and missile system items. LDLs are used to preposition critical assets on forward supply points near the supported system. LDLs are established for items that have very low usage (low daily demand), erratic demand patterns or long mean time between failure rates.

Logistics Support Plan (LSP)—Identifies specific logistics requirements and tasking necessary to maintain the operational capability of a system.

Mission Support Kit (MSK)—The MSK is a transportable package of expendable supplies and spares, aircraft engines parts, aerospace ground equipment, and communications end item. These items are required to support an AF unit or segment of a unit when deployed.

Oversight—Oversees readiness, customer requirements and support, and measurements necessary to assess the effectiveness of support provided.

Repair and Return (R&R)—The CSSA R&R area is the single agent (focal point) for all repairable assets requiring R&R to NSA CCP funded customers. CSSA buys and maintains sufficient levels of critical subassemblies or end items to support the demand of customers.

SLOE 174—Is a product produced by Det 2, 645 AESS that lists non-item stock listed support equipment required to maintain peculiar mission systems or end items.

Special Purpose Recoverable Authorized Maintenance (SPRAM)—SPRAM assets are XD/XF items that equipment management is responsible for and that maintenance and training activities manage as in-use supplies within the SBSS. Maintenance personnel use these items to perform special functions such as detecting or isolating faults, calibrating or aligning equipment, and duplicating an active system installed in an aircraft or online equipment.

Attachment 2

MISSION CAPABILITY (MICAP) REPORTING PROCEDURES

A2.1. Overview. This attachment provides MICAP reporting procedures and describes use of the HQ AFISRA MICAP Notification. MICAP reports are required to advise HQ AFISRA/A4RM and associated Wing/Center materiel management of conditions resulting in equipment outage due to lack of parts and status of related parts requisitions.

A2.2. Unit Responsibilities.

A2.2.1. Submit MICAP notifications by the most expedient means available (i.e., fax, phone, or E-mail). COS will follow up with a priority message using Automated Message Handling System (AMHS) within 24 hours after start of the MICAP condition.

A2.2.2. Submit only verified backorders with UND 1 or J. Do not report UND A requirements.

A2.2.3. Advise HQ AFISRA/A4RM and associated Wing/Center materiel management of MICAP receipt, downgrade or cancellation within 24 hours of the change in status to close the MICAP incident with a priority message using AMHS.

A2.3. MICAP Notification Procedures. Prepare and submit MICAP notification messages using AMHS to identify parts requisitioned to restore mission equipment to full mission capability to HQ AFISRA/A4RM and associated Wing/Center materiel management using format in Figure A2.1.

A2.3.1. Report up to three MICAP incidents in each message. Number data elements (1 through 16) separately for each incident.

A2.3.2. Provide an information copy of the notification message as applicable to AFISRA/A4MY and Source of Supply.

A2.4. MICAP Termination (Receipt, Downgrade, Cancellation) Procedures.

A2.4.1. Use the format in Figure A2.2 to terminate any number of MICAP incidents. Number data elements (1 through 4) separately for each incident. Use the appropriate MICAP deletion code to indicate the reason for termination on each incident. **Note:** AF DCGS Commercial Off The Shelf (COTS) MICAP requirements supported by WR-ALC/GRC and the COTS Sustainment Contract (CSS) will also be reported using this format. Coordinate with site CSS personnel to obtain and report all available required information. Include any peculiar COTS information in the remarks section."

Figure A2.1. Sample HQ AFISRA MICAP Notification Message.

FROM: ORIGINATING ORGANIZATION (*GENSER ADDRESS LOADED IN AMHS*)
TO: HQ AFISRA LACKLAND AFB TX//A4RM//
INFO: 70 ISRW FT GEORGE G MEADE MD//LG//
 543 ISRG LACKLAND AFB TX//LG// (WING/CENTER/GROUP)
 HQ AFISRA LACKLAND AFB TX//A4MY//
 HQ CPSD LACKLAND AFB TX//ZI// (*SORCE OF SUPPLY/SUPPORTING DEPOT*)
CLASSIFICATION: (CLASSIFIED IAW USAFINTEL 201-1, PARA C-105C as applicable)
SUBJ: MICAP NOTIFICATION

1. **MICAP CONTROL NUMBER** (example: 08-001) (enter the five-digit numeric MICAP control number assigned sequentially each calendar year)
2. **MICAP CAUSE CODE** (AFMAN 23-110, Vol. 2, Part Two, Chapter 11)
3. **STANDARD REPORTING DESIGNATOR (SRD)**
4. **SOURCE OF SUPPLY** (FPD, Det 2 645 AESS, and WR-ALC/GRC as appropriate)
5. **PRIORITY AND URGENCY JUSTIFICATION CODE (UJC) OF THE REQUISITION** (Example: 02/1E or 02/JE as applicable)
6. **QUANTITY AND UNIT OF ISSUE**
7. **FULL NOMENCLATURE OF PART REQUISITIONED**
8. **NATIONAL STOCK NUMBER (NSN) OF THE REQUISITIONED PART**
9. **PART NUMBER OF THE REQUISITIONED PART**
10. **MAJOR END ITEM OF EQUIPMENT**
11. **POSITION OF EQUIPMENT INDICATOR (POEI) (if applicable)**
12. **REQUISITION NUMBER** (enter complete requisition number FB50048201005)
13. **DATE AND TIME OF MICAP** (enter calendar date and local military time when the asset was backordered or upgraded)
14. **TECHNICAL ORDER NUMBER, FIGURE, INDEX, AND PAGE/MAINTENANCE SERVICE BULLETIN NUMBER**
15. **NEXT HIGHER ASSEMBLY/SUBASSEMBLY**
16. **REMARKS:** Enter any specific remarks about the particular MICAP condition or outage, and Estimated Delivery Date (EDD) (*lateral support, partial receipt, or any other pertinent data*)

Note: All MICAP messages will reflect the proper security classification as outlined in the appropriate security classification guide. Message traffic not meeting the criteria of the classification guide will be sent as ENCRYPT FOR TRANSMISSION ONLY (EFTO) at a minimum.

Figure A2.2. Sample MICAP Termination Message.

FROM: ORIGINATING ORGANIZATION (*GENSER ADDRESS*)
TO: HQ AFISRA LACKLAND AFB TX//A4RM//
INFO: 70 ISRW FT GEORGE G MEADE MD//LGS//
 543 ISRG LACKLAND AFB TX//LGS// (WING/CENTER/GROUP)
 HQ AFISRA LACKLAND AFB TX//A4MY//
 HQ CPSD LACKLAND AFB TX//ZI// (*SORCE OF SUPPLY/SUPPORTING DEPOT*)
CLASSIFICATION: (CLASSIFIED IAW USAFINTEL 201-1, PARA C-105C as applicable)
SUBJECT: HQ AFISRA MICAP TERMINATION
 (RECEIPT/DOWNGRADE/CANCELLATION)
 1. **MICAP CONTROL NUMBER** (Enter the same number used in the original MICAP Notification Message)
 2. **DELETE CODE** (AFMAN 23-110, Volume 2, Part One, Chapter 2)
 3. **DATE AND TIME THE PART WAS RECEIVED, DOWNGRADED, OR CANCELED** (same format as used in the MICAP notification message)
 4. **REMARKS:** (any pertinent information in regards to MICAP)