

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND
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Materiel Management

***REUTILIZATION & DISPOSITION SYSTEM
(D035G FOR WHOLESALE ITEMS)***

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This volume implements AFI 23-101, *Materiel Management Policy*. It establishes procedural guidance for the logistics management of wholesale items to effectively manage materiel utilization and disposition program from guidance formerly found in AFMAN 23-110, *USAF Supply Manual (V3 P1 C9)*. The Reutilization and Disposition System (D035G) supports this function within the Stock Control System (SCS) using data from the AFMC requirements computations and other support AF systems. This publication applies to all personnel responsible for adjusting, computing, reviewing, validating, managing and approving materiel utilization and disposition programs within the Air Force Reutilization and Disposition System (D035G). This manual does not apply to the US Air Force Reserve or Air National Guard units or its members.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using an AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. All waiver requests must be routed to the OPR for approval prior to implementation. This manual may be supplemented at any level, but all supplements must be routed to HQ AFMC/A4R for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule. See [Attachment 1](#) for glossary of references and supporting information.

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Chapter 1

PROCEDURAL GUIDANCE AND RESPONSIBILITIES

1.1. Overview. This volume provides guidance and direction to manage an effective materiel utilization and disposition program at the wholesale level. The Air Force Reutilization and Disposition Program is supported by increment 3.5. The D035G Reutilization/Disposition System (RDS) within the Stock Control System (SCS) using data from the AFMC requirements computation systems and other supporting Air Force systems.

1.2. Objectives. The objectives of the D035G Reutilization/Disposition System enable users to:

- 1.2.1. Make full use of available assets in the Department of Defense inventory.
- 1.2.2. Preclude buying assets while usable assets of the same item are being sent to disposal.
- 1.2.3. Preclude repair or overhaul of unserviceable assets when serviceable assets are available within DoD.
- 1.2.4. Provide a tool for management, audit, and oversight agencies to analyze or survey actions.
- 1.2.5. Provide a tool to remove excess materiel from the AF inventory.

1.3. Management Concepts and Responsibilities.

1.3.1. This chapter provides guidance and direction for the administration and control of the reutilization and disposition management programs. Items that meet DoD Item Management (IM) coding criteria are coded for Integrated Materiel Management (IMM).

1.3.2. The D035G RDS OPR will:

- 1.3.2.1. Assist AFMC/A4R in the development and execution of procedural guidance to ensure compliance with established policies.
- 1.3.2.2. Establish and maintain utilization and reutilization disposition control functions.
- 1.3.2.3. Develop new or alternate applications of materiel.
- 1.3.2.4. Prepare data, reports, recommendations and maintain backup materiel for audit or review. See [Attachment 2](#)

1.3.3. The Air Logistics Complex (ALC) OPRs serve as RDS Points of Contact (POC) for development, implementation, maintenance, surveillance, and evaluation of policy and procedures. Areas of responsibilities include but not limited to: forwarding release notices with a suspense date, monitoring performance metrics, assisting Site OPRs.

1.3.3.1. The ALC will designate site POCs to provide management assistance when required and to ensure continuity and program execution:

- 1.3.3.1.1. Disposition Program Control Officer (DPCO).
- 1.3.3.1.2. Front End Screening Program Control Officer (FESPCO).
- 1.3.3.1.3. Reclamation Program Control Officer (RPCO).
- 1.3.3.1.4. Product Director (PD)/Squadron (Sq) Monitors.

1.3.3.2. Disposition Program Control Officer (DPCO) will serve as the site focal point for receiving/releasing the quarterly ERL data flow and resolve Error Logs incurred during data release.

1.3.3.3. Front End Screening Program Control Officer (FESPCO) will:

1.3.3.3.1. Ensure management of FES for all organizations within the site.

1.3.3.3.2. Receive/review all data flow (FES daily, ERL quarterly, and Reclamation Save List) as assigned by MDC IAW [Table 2.1](#)

1.3.3.4. RPCO's will ensure management of Reclamation for all organizations within the SCM Site and work the Reclamation data flow receiving/releasing.

1.3.3.5. PD/Sq monitors serves as a focal point for receiving/releasing data flows (ERL/FES/Reclamation) will:

1.3.3.5.1. Monitor transactions in progress.

1.3.3.5.2. Ensure all User profiles for D035G RDS access are current.

1.3.3.5.3. Elevate problems that cannot be resolved to the appropriate supervisory level.

1.3.3.6. Ensure overage/suspended items are worked and appropriate actions are taken IAW Table 2.1.

1.3.3.6.1. The first-level supervisor must reassign workbaskets of users that are on leave or TDY that impact the completion of work. The first-level supervisor must initiate a DD Form 2875, *System Authorization Access Request* to remove RDS access authorization for members no longer performing RDS duties.

1.3.3.6.2. Ensure RDS table contains accurate information on his/her employees. Accurate information includes but is not limited to: ES/IM code, name, and office symbol.

1.3.3.6.3. The first-line supervisor will provide changes/new information to the PD Monitor and System OPR for file maintenance and DD Form 2875 updates when an employee is absent from duty due to long-term leave/TDY, transfer to a new position, or retirement.

1.3.3.7. The designated IM will:

1.3.3.7.1. Receive/review all data flow (Front End Screening [FES] daily, Excess Review List [ERL] quarterly, and Reclamation Save List) assigned by Manager Designator Code (MDC) IAW Table 2.1.

1.3.3.7.2. Ensure all overage/suspended items are worked and communicate with the Equipment Specialist (ES) and supervisor if assistance is required.

1.3.3.7.3. Any problems that cannot be resolved by the IM/MM will be elevated, documented, justified, and maintained in the National Stock Number (NSN) folder as an audit trail.

1.3.3.8. The designated ES will:

1.3.3.8.1. Receive/review all assigned data flows (FES daily, ERL quarterly, and Reclamation Save List) assigned IAW Table 2.1.

1.3.3.8.2. Ensure all overage/suspended items are worked and communicate with the IM and supervisor if assistance is required.

1.3.3.8.3. Identify system/functional problems and elevate through the PD/Sq monitors in efforts to ensure continuity and success of the program.

Chapter 2

RDS/D035G FUNCTIONALITY

2.1. Overview.

2.1.1. This chapter provides guidance and direction for operation of the Air Force Materiel Reutilization Disposition System. D035G RDS provides AFMC materiel management personnel the capability to identify AF assets for the purpose of: reutilization, saving/disposing, or transferring to DLADS for use by other organizations.

2.1.2. D035G RDS system provides a workflow mechanism which maintains historical data for use by management, auditors, and investigative agencies. The system is a secure web-based application with automated on-line “workbaskets”. Workbaskets are configured based on the user’s profile and role. Each of these users can select which items to be released, or can release the entire list without reviewing it. Completing work in the workbaskets will facilitate the routing and approval/disapproval process for three workflows: ERL, FES, and Reclamation.

2.1.3. Assets selected for disposal will be approved by the appropriate IMS and ES supervisory levels prior to being transferred to DLADS.

2.2. Stock Control System and D035G RDS System.

2.2.1. RDS data flow is a “PUSH” down workflow process that requires users to conduct a time-sensitive review. The first-level supervisor must reassign workbaskets of users that are unavailable and would cause an impact to the completion of work IAW [Table 2.1](#)

2.2.2. Users must log-in at a minimum every 30 days to prevent your account from being DISABLED. Disabled user account hinders the completion of time-sensitive work and results in delinquent reviews. RDS users that no longer requires system access must delete/terminate their RDS workflow account, see paragraph 1.3.3.6.1. for required action.

2.2.3. RDS provides a log-in dialogue screen/workload pop-up notice capability to users with pending workload in the workbasket.

2.2.4. The system maintains a record of assets and requirements for ERL, FES, and Reclamation Utilization processes under the Work In Progress (WIP) Menu until the workload is reviewed.

2.2.4.1. RDS receives, reviews, releases workflow processes on wholesale cataloged items with national stock numbers.

2.2.4.2. The induction of the latest computation data will archive existing in-process work flow activities; however, items in suspended status will not be archived.

2.2.4.3. A “Helps” link (system tutorial) and system operation information is available. A “Training” and “Simulation” module is located within the “Helps” hyperlink function.

2.2.4.4. The WIP list. All users have visibility of items currently in the system for FES/ERL/Reclamation based on the assigned profile, the available categories are: New, Overage, Disapproved, Suspended, Recall, and Rework.

2.2.5. Workflow Recall. Users have the ability to recall Interchangeability and Substitutability (I&S) subgroup master NSN from any subsequent user's workflow workbasket during the ERL review while in the workbasket of the approving/coordinating official. Items cannot be recalled once finalized.

2.2.5.1. A notice will display, "NIIN no longer available in workflow" if the NIIN has been processed and exited workflow.

2.2.5.2. A notice will display, "Recalled item is not in your workflow path" if the NIIN has not been processed and exited workflow.

2.2.5.3. A notice will display, "Item is already in your workbasket" if you try to recall an item as the current user of the item.

2.2.6. RDS Options:

2.2.6.1. A History Option is available for User's to view previous actions/item history.

2.2.6.2. The Workbasket Loan Option is used to conduct reviews when leaves, TDYs, etc will impact working baskets. The supervisor will contact the PD Monitor or RDS OPR for the LOAN function to ensure the work in the workbasket is completed.

2.2.6.3. Approval Range is the approval/disapproval levels at various supervisory levels on the actions that need to be taken by the IMs/MMs/ESs. RDS allows each site to determine/designate supervisor approval signature level.

2.2.6.4. The requirements data maintained in RDS are organized within the "ORDERS" function and are used to determine or identify FES and Reclamation activity.

2.2.7. Timeout Table. The Timeout Table defines workload requirements. When workflow exceeds the prescribed Timeout Table timeline, it results in an overage status that requires immediate attention (see [Table 2.1](#)) for the standard.

Table 2.1. Timeout Table

| PROGRAM | ROLE | Standard Timeout Table |
|-------------|-----------------------|------------------------|
| ERL | DPCO | 0 days |
| ERL | PD | 2 days |
| ERL | ES | 10 days |
| ERL | IM/MM | 20 days |
| ERL | DESIGNATED SUPERVISOR | 5 days |
| FES | FESPCO | 1 days |
| FES | FES PD MONITOR | 2 days |
| FES | IM/MM | 5 days |
| FES | ES | 5 days |
| FES | DESIGNATED SUPERVISOR | 5 days |
| Reclamation | RPCM | 2 days |
| Reclamation | RPCO | 2 days |
| Reclamation | PD | 2 days |
| Reclamation | IM/MM | 5 days |

| | | |
|-------------|--------------------------|--------|
| Reclamation | ES | 5 days |
| Reclamation | DESIGNATED SUPERVISOR | 5 days |

Chapter 3

EXCESS REVIEW GENERAL INFORMATION

3.1. AF wholesale inventory

3.1.1. See Table 3.1. The AF wholesale inventory is stratified into one of four categories.

Table 3.1. Stratification Inventory

| | |
|--------------------------------------|---|
| Potential Reutilization Disposal | Potential reutilization (excess) is the quantity of an item above all authorized levels for which final determination as excess has not been made. |
| Contingency Retention Stock | Contingency retention stock is retained for specific contingencies. It is stock for which there is no predictable demand or quantifiable requirement. CRS is stock above the AAO and above the ERS level. |
| Economic Retention Stock | Economic retention stock has no present requirement; however, it has been determined that it is more economical to retain the stock for future peacetime use instead of satisfying possible future needs through procurement. |
| Approved Acquisition Objective (AAO) | The approved acquisition objective is held to support operating levels and war reserve requirements (apportionment year (ay), budget year (by), plus lead-time (2 to 3 years)). |

3.2. Excess Review List (ERL) Process.

3.2.1. ERL Process is one of RDS's workflow functions (ERL/FES/Reclamation) that allow users to review, dispose, or retain assets that have been identified as potential excess by D200A for secondary items and D200C for primary equipment items on a quarterly basis. ERL is designed to review only depot/wholesale reported items and not Base Excess Report Listing items.

3.2.2. The ERL is a "push" process within SCS. Using the latest depot reported, Purpose Code "09" assets position; it provides the capability to identify potential excess to determine the amount or quantity that is transferred to DLADS.

3.2.2.1. The suggested disposal candidates are displayed by the least preferred AF order of use within the I&S subgroup family and condition of A-H.

3.2.2.2. If there is no depot reported Purpose Code "09" inventory available, the NIIN is removed from the ERL candidate list.

3.2.2.3. If partial inventory is available, the ERL will display partial D200A/C disposal candidate quantity.

3.2.2.4. NSN with Acquisition Advice Code (AAC) V/Y terminal items not included in the requirements system (D200). Users will take User-initiated disposal actions.

3.2.2.5. The RDS users must conduct a review of the entire candidates ERL for retention or disposal. The ERL candidate is obtained under “ASSETS” button and then the drop down selection “EXCESS”, “DESIGNATED IM/MM NAME”, and “WORK IN PROGRESS”.

3.3. ERL Release Logic.

3.3.1. RDS compares the Requirements Computations System’s Excess data with the latest SCS D035K, “Purpose Code 09” account reported assets postures. If there is no “09” reported inventory available at the depot, the NIIN will be removed from the ERL candidates list. If partial inventory is available, the ERL will display partial D200A/C disposal candidate quantity. If an “A5J Disposal Release Order” transaction occurs prior to the D200 cycle cutoff date) and prior to the ERL release date (e.g. ERL release date is approximately 3 months after D200 cycle cutoff date), the NIIN will be removed from the ERL candidate.

3.3.2. ERL Management Tool Footprint outlines the direction of order of how work flows into the RDS workbaskets: AF RDS Functional OPR, Site DPCO (Including Prime IM/MM), Excess Product Directorate (PD) Monitor, IM/MM, ES, Designated Supervisor(s), and RDS ERL Workflow Process.

3.4. RDS Workbaskets.

3.4.1. The RDS workbasket serves as a preliminary selection page, allowing users to select what type of item they wish to review. If a displayed category contains any number greater than zero, a VIEW button appears on the right side of the page. If the number is zero, the VIEW button will be absent, which means there is no item to be reviewed. To preclude inclusion in following quarterly excess receipt/review/release, the designated users must review all ERL candidates and code each for retention or disposal prior to RDS submission and processing. The ERL workbasket access allows for three options to entered:

3.4.1.1. Pop-Up Notice to Access Workbasket.

3.4.1.2. Access Workbasket from Homepage.

3.4.1.3. Displays Total NIINs in Workbasket for Review.

3.4.2. The ERL release quarterly feed from D200A with semi-annual feed from D200C (31 Mar updates and 30 Sep Comps). The AF Functional RDS OPR initiate the ERL process will:

3.4.2.1. Pull Insurance (INS)/ Numeric Stockage Objective (NSO) items from Interactive Requirement Information Services (IRIS).

3.4.2.2. Send a random number of INS/NSO NIINs to the D200A OPR for validation.

3.4.2.3. Forward INS/NSO items to RDS Contract System Administrators for loading into the quarterly COMP/ERL.

3.4.2.4. Randomly validate RDS Contract System Administrators load of INS/NSO items.

3.4.2.5. Send an electronic release notification to DPCOs.

3.4.2.6. Align Asset Cutoff Date to the last day of the month of the COMP cycle.

3.4.2.7. Release ERL/COMP Workflow Initiation data to Site DPCOs.

3.4.3. Site DPCOs conduct the following steps:

3.4.3.1. Approximately two weeks prior to the quarterly ERL release, Site DPCOs receive a pop-up screen notice “Workflow Initiation Date Pending” post logging in.

3.4.3.2. The Site DPCOs use the notice to set an anticipated ERL initiation date on the Assets/Excess/Initiation drop-down menu. This triggers Users to complete reviewing on all remaining ERL NIINs and prep for the new forthcoming ERL release.

3.4.3.3. Upon receipt of the “Ready to Release” email notification from the RDS OPR at Wright Patterson AFB; Site DPCOs take proper ERL Initiation Pending actions to bring the ERL data from D200A/C to the DPCO’s staging area within SCS.

3.4.3.4. The Site DPCO accepts the initiation pending action that is preceded by the Workflow Initiation action which introduces ERL workflow into the DPCO’s workbasket.

3.4.3.5. Once the candidates are initiated and moved to the DPCO’s workbasket, the Site DPCO sorts/removes AF Secondary Inventory Control Activity (SICA) and Nonconsumable Item Materiel Support Code (3, 4, 5, 8, 9, and 12) items.

3.4.3.6. The DPCO releases the remainder of the ERL data to the assigned workflow PD monitor. The ERL Time Stamp starts with the release from the DPCO to the PD monitors’ workbasket. An email notification is sent from the DPCO to the PD monitor’s workbasket with a suspense date.

3.4.3.7. Any transactions that did not flow to the PD monitor will flow to the Site DPCO’s on-screen 30-day error log workbasket for managing, (see [Table 3.2](#)).

Table 3.2. Error Messages

| Subgroup NSN Master NIIN | User ID | Error Message | Timestamp |
|-----------------------------|---------|--|--------------------------|
| 014653764 | SMITHC | No Potential Excess due to A5Js since ACD item is deleted from Workflow. | 2011-05-27 09:53:31.0 |
| 000527965 | SMITHC | Disposal of Excess Review Item cannot be started - No assets found. | 2011-05-31 10:24:01.0 |
| 000527965 | SMITHC | Disposal of Excess Review Item cannot be started - No assets found. | 2011-06-02 08:50:54.0 |

3.4.3.8. RDS Users will generate a Disposal “A0A/VD” transaction to the managing D035A site for a stock number where D035A is a SICA and the Primary Inventory Control Activity (PICA) has disposition authority.

3.4.3.9. The Site DPCO will run and review the Error Logs (see [Table 3.3](#)):

Table 3.3. Error Logs Review

| Require Site System OPR's assistance | Error Messages |
|---|---|
| * | IM Office Symbol Not Found |
| * | User Not Found due to Disabled Account |
| * | MDC Mismatch |
| * | PD Monitor Not Found |
| * | Item Manager Not Found |
| * | No Related Object Found (No Service Manager) |
| * | Organization Not Found |
| | No Related Object Found (Could Not Find Organization) |
| | Invalid Excess Review NIIN |
| | Item Cannot Be Auto-Deleted |
| | Item Exists As Suspended |
| | Item Is No Longer A Subgroup Master |
| | Invalid Excess Review NIIN |
| | No Assets Found |
| 1. Note: Asterisk means 'Yes' and Blank means "No". | |

3.4.4. The designated PD Monitor reviews/releases the ERL workbasket to the next subordinate IM/MM.

3.4.5. The workbasket is a preliminary selection allowing PD monitors to choose the type of item they wish to review and release to the IM/MM's workflow. If there are no NSNs for release, the "View" button will not be present.

3.4.6. The designated IM receives the ERL workflow from the PD Monitor, but will not know the workflow is in his/her workbasket until he/she logs into the SCS. To ensure proper management/processing of ERL/FES/Reclamation workflows, the IM must log into the SCS.

3.4.7. The IM/MM will review the entire workflow and code NIINS for disposal or retention decisions that are forwarded to the ES for review.

3.5. Disposal Quantity.

3.5.1. The system suggested disposal quantity must be the same as D200A/C's potential excess quantity less D200 deferred disposal quantity. If the RDS recommended disposal quantity does not match, the ES must perform research and provide documentation or rationale for not disposing of the entire D200A excess quantity to the IM/MM. The D200A documentation must be annotated on the D200A paper copy for the audit trail. Prior to the ERL review, all D200A/C final computations that are potential reutilization (excess) items must be reviewed, documented with the intended action, coordinated amongst the IM/MM, ES, and appropriate level of approval IAW AFMCMAN 23-1, *Requirements for Secondary Items (D200A, D200N)* (located at <http://www.e-publishing.af.mil/shared/media/epubs/afmcm23-1.pdf> and AFMCMAN 23-4,

Computation of Requirements for Equipment Items(located at <http://www.e-publishing.af.mil/shared/media/epubs/AFMCMAN23-4.pdf> .

3.5.2. Exception: If the item requires a DEMIL disposal action or end item reclamation, IMs/MMs WILL NOT take disposal action thru RDS. Process the ERL disposal quantity with “zero” on the RDS ERL review screen in order to close out the workflow and then create the appropriate offline disposal action.

3.6. DEMIL Codes F, G, and P.

3.6.1. All DEMIL Code “F” items must have special disposition instructions in the Army Electronic Product Support (AEPS) “TULSA” database, located at <https://tulsa.tacom.army.mil/index.cfm>. During the ERL review, the IM will get a pop-up notice for the special instruction validation at the AEPS link. The IM must contact the ES for validity.

3.6.1.1. The ES determines if the correct demilitarization code has been assigned to assets using the excess detail view screen.

3.6.1.2. If the correct demilitarization code is assigned, the ES will record on the excess detail view screen: states that the code is correct and identifies an AFMC Form 206, *Temporary Work request* is required.

3.6.1.3. If assigned incorrectly, the ES will record that the code is incorrect along with any other comments on the excess detail view screen, identify an AF Form 86, *Request for Cataloging Data/Action* is required and input a date for actions taken (allows item to leave the ES’ workbasket).

3.6.2. Demilitarization code “G” requires inert certification; if not attached to the item, forward to maintenance with AFMC Form 206.

3.6.3. Upon completion of the AFMC Form 206, the maintenance activity will turn in the residue, segregated by NSN, to the local materiel management activity. LRS/Materiel Management activity will complete the disposal turn-in process. The Disposal Turn-in Document (DTID) will contain a certification and authorized signature to the effect that declassification or demilitarization has been accomplished. Reference AFMAN 23-122, *Materiel Management Procedures*.

3.6.4. Component parts that have valid requirements will be reclaimed from excess end items prior to disposal. Upon completion of the required declassification, demilitarization, or reclamation action, excess classified and hazardous items will be processed according to AFI 31-401, *Information Security Program Management*, and AFMAN 23-122.

3.6.5. Demilitarization code “P” is required for Security Classified items on the Munitions List. (NOTE: This code will NOT be assigned to Classified Ammunitions).

3.6.6. For end items requiring reclamation, process an inter-condition transfer to transfer all the items from their present condition to condition code "P."

3.7. Controlled Inventory Item Code (CIIC) Security Code 9 Items.

3.7.1. Cryptological/Cryptographic capable (CIIC 9) inventories that are disposed through RDS are placed in suspended supply conditions. A disposal action always require disposition instructions from the National Security Agency for DEMIL action on an AFMC Form 206.

The assets are not turned into DLADS on the original NSN/Part Number/Nomenclature that can be identified with the original Crypto properties.

3.7.2. All CIIC 9 assets require special DEMIL actions from the ES prior to releasing to DLADS and are identified in the Supply/DLADS system on a locally generated NSN/Part number.

3.7.3. The ES is required to reject the RDS disposal action on all CIIC 9 items and provide an explanation.

3.7.4. The IM/MM must input zero disposal quantity and provide a comment to close out the ERL review workflow and document the intended action (e.g., AFMC Form 206) in D200A paper copy.

3.8. Nuclear Weapon-Related Materiel (NWRM).

3.8.1. ERL and NWRM. The IM/MM and ES receives a pop-up notice/dialog in the workbasket if the item is a NWRM items within RDS.

3.8.1.1. IMs or ESs can interrogate the RDS system by NSN. Log-in and click on the “Assets” tab, then “Interrogations”, and lastly “Stock Number Interrogatin” to view all NWRM items.

3.8.1.2. RDS displays the NWRM indicator on the ERL history (historical reference detail page).

3.8.1.3. The IM/MM must input zero disposal quantity, provide a comment, and take the appropriate disposal action IAW AFI 20-110, *Nuclear Weapons-Related Materiel Management* at (<http://www.e-publishing.af.mil/shared/media/epubs/AFI20-110.pdf>) for NWRM data flowing into the ERL.

3.9. Automatic Data Processing Equipment (ADPE) Items.

3.9.1. Certain restrictions are inherent to the system design for User-initiated and ERL disposal actions. The following examples are not inclusive:

3.9.1.1. Federal Supply Group “70” or Materiel Management Aggregation Code (MMAC) “JZ” ADPE requires a Certification of Hard Drive Disposition (Degaussing) IAW Disposition of unclassified DoD Computer Hard Drives and, AFMAN 33-282, *Computer Security (COMPUSEC)*.

3.9.1.2. The ES must ensure the Federal Stock Class (FSC) and MMAC are properly cataloged prior to taking disposal actions.

3.9.2. The IM/MM must provide a clear text memo on the Disposal Addendum Sheet prior to DLADS transfer. The ES must take the appropriate offline disposal action.

3.10. End Item Reclamation.

3.10.1. The IM/MM/ES will consider possible needs for the component parts associated with the end item reclamation process IAW AFMCI 23-111, *Reclamation of Air Force Property* Chapter 9, located at (<http://www.e-publish.af.mil/shared/media/epubs/AFMCI23-111.pdf>). If End Item Reclamation is feasible, the IM/MM/ES must document the intended action on D200A paper copy.

3.10.2. The IM/MM/ES must take end item disposal reclamation offline and will input zero disposal quantity in the RDS ERL review screen in order to exit the RDS. IM/MM/ES will then take a manual disposal action.

3.10.3. The IM/MM has the option to override (increase/decrease) the RDS suggested disposal quantity. If the decision is to retain/disposal all or part of the RDS system suggested disposal quantities, the IM/MM must enter appropriate Disposal Reason Codes shown below. The ES must provide justification/rationale to the IM/MM for the action which must be included in the comment text box and should be consistent with the D200A paper copy documentation.

Table 3.4. Disposal Reason Codes

| CODE | DEFINITION |
|-------------|--|
| AA | Disposal Authorized - Obsolete DoD aircraft or end item. |
| BB | Disposal Authorized - Consumable unserviceable item - No repair capability exists or uneconomical to repair and no Expendability, Recoverability, Reparability Category (ERRC) change pending. |
| CC | Disposal Authorized – Shelf life item (supply condition code "C") |
| DD | Disposal Authorized - DSP/NON PUB item (AAC "Y" and/or phrase code "N" or Source of Supply (SOS) is "JCD," no known usage). |
| EE | Disposal Authorized - Peculiar FMS aircraft, no demand in past four years (including the two year buy out period) |
| FF | Disposal Authorized - Electronic Warfare item. (Must include reference in comments block citing Retention criteria in AFI 23-101 that authorizes disposal.) |
| PP | Disposal Authorized - Partial quantity determined not needed for the remaining life of the weapon system/end item due to weapon system/end item phase-down, modification, etc. |
| RR | Disposal Authorized - Active weapon system in inventory 18 years or more with positive retention quantity. Retention quantity offers sufficient support for remaining life of system. |
| SS | Disposal Authorized - Active weapon system in inventory 18 years or more with AFMC retention quantity. No current/future requirement for partial manually computed as potential reutilization. |
| TT | Disposal Authorized - Rationale and authority contained in NSN file. |
| XX | Disposal action authorized or accomplished during Comp Review |

3.11. Adjusting RDS Disposal Quantities.

3.11.1. IM/MM may override (increase/decrease) the recommended disposal quantity; however, the D200A paper copy or D200C on-line notepad documentation of the intended retention/disposal action must be reflected IAW AFMCMAN 23-1 and AFMCMAN 23-4.

3.11.2. The ES must perform research and provide justification/rationale to the IM/MM to address the difference. If the ERL recommended quantity is not adequate enough to dispose of the D200 excess. Annotate the justification on the D200A paper copy or D200C on-line notepad.

3.12. Recall Option. Prior to the final process, the recall option is available for retrieving the action during the ERL review. Utilized this option in the Workflow Recall Menu.

3.13. User Initiated.

3.13.1. This option is available for IMs/MMs to take disposal actions within RDS under the “Assets” menu button and drop-down selections “Excess, User Initiated Disposal”. All assets must relate directly to an assigned RDS wholesale IM/MM-ES-Supervisory “string” in order to progress through the workflow processes.

3.13.2. RDS only process items with Supply Condition Codes A, B, C, D, F, G, and H. Assets that are already in the system will reject and here are some reasons for taking user initiated disposal actions within RDS:

3.13.2.1. IM/MM may opt to take early disposal actions prior to the ERL release.

3.13.2.2. IM/MM may dispose of NIINS not computed in D200 system: terminated (AAC-Y), non-stocked centrally procured (AAC-J) and semi-active no replacement items (AAC-X).

3.13.2.3. Non-cataloged/Non-definitive control number and modification kit items.

3.13.2.3.1. Time Compliance Technical Order (TCTO kits) will not be disposed inside of RDS.

3.13.2.3.2. TCTO kits will be disposed of using an AFMC Form 206.

3.13.2.3.3. TCTO kits will be broken down prior to going to DLADS.

3.13.3. User initiated disposal transactions result in “A0A/VD” transactions within RDS to format an A5J transaction (Disposal Release Order) in D035A to the storage sites.

3.13.4. The disposal document number is made up of: Department of Defense Activity Address Code (DoDAAC) 1-6 (SOS of the item should be indicated), Julian Date 7-10 (YDDMM), and Serial Number 11-14 (User-initiated the first position will be a “Y”. If system initiated the first position will be a “Z”).

Chapter 4

FRONT END SCREENING (FES)

4.1. Front End Screening.

4.1.1. The FES “push” process offers worldwide asset availability, time-sensitive and notifications to the item manager. The FES notification passes to RDS on a daily basis, during the sequential flow, users must review the workflow within the timeframes established in the Timeout Table (see [Table 2.1](#)).

4.1.2. The RDS generated FES “push” process located under the “ORDERS” function of the RDS Display. As each DLADS receipt is recorded in the DAISY, the FES process identifies the wholesale item manager.

4.1.2.1. The Site FESPCO will release the transaction to the PD Monitors when RDS sees DLADS Daisy transaction; RDS checks the reported assets against the D200A/C requirement positions and J018R Pre and Post award data. If there are due-in assets and a requirement, a FES candidate will be created and placed in the Site FESPCO’s workflow.

4.1.2.2. The IM/MM and ES receive a pop-up notice/dialog box in the workbasket if the item is a NWRM item.

4.1.2.3. FESPCO and PD Monitor’s must release the FES referral candidates to the designated users for review.

4.1.2.3.1. The IM/MM will conduct a review in the designated workbasket and make a determination to “Accept or Reject” assets. Justification for rejection or acceptance of assets having a valid requirement will be required when system prompts (pop-up message).

4.1.2.3.2. The IM/MM will not accept for return unless there is a valid requirement and documentation obtained in the D200A/C computation.

4.1.2.3.3. The work will flow to the ES and supervisor for approval or disapproval. Approvals of accepted FES transactions result in the release of transactions from RDS to D035A. Disapprovals of FES transactions result in the work flowing back to the IM’s/MM’s workbasket for appropriate closure actions.

4.1.2.4. The DTID originated at the owning (requisitioning) site.

4.1.2.4.1. The user states the original disposal action was “Preventable” or “Non Preventable” by making the appropriate selection.

4.1.2.4.2. Enters the reason in the free text field and “Comments/Endorsement” section. The free text box is located at the bottom of the screen. The system stores the codes N (Non Preventable) or P (Preventable) with the I&S subgroup master NSN record and makes them available for HQ AFMC program analysis to generate the Disposal Withdrawal/Coral Reduce report.

4.1.2.5. Note: The “Push” process prevents requisitioning of quantities greater than the displayed requirements position or the due-in quantity.

4.2. User Initiated FES (“Pull” Process).

4.2.1. The RDS “ORDERS” button and drop down selection “FES”, “USER INITIATED” provides the user with the capability to directly query DLADS stock by FSC, NIIN or NOUN.

4.2.1.1. Input the rationale for the withdrawal reason (preventable or non-preventable) as it appears in the comments section assigned to the item manager.

4.2.1.2. Only item managers can initiate requisitions for DLADS held materiel.

4.2.1.3. The IM/MM will see the screen showing quantity and condition of assets available.

4.2.1.4. To generate the FES action.

4.2.1.4.1. The IM/MM will select ‘SUBMIT’ and then review the FES IM’s/MM’s workbasket.

4.2.1.4.2. Post IM’s/MM’s review/release, FES transaction will flow to the managing ES/Supervisor for review.

4.2.1.4.3. ES approve/accepted FES action results in release of a transaction from RDS to D035A.

4.2.1.4.4. Disapprovals are returned to IMs/MMs workbaskets for appropriate closure.

4.2.2. When a requirement is not identified and a candidate is not produced, the DLADS transaction is retained in RDS for manual interrogation and User initiated action if desired.

4.3. Demilitarization of Excess Items.

4.3.1. Activities engaged in the processing of weapon systems for transfer, donation, static display, and disposal will comply with demilitarization policies and procedures prescribed in AFI 23-101 and AFI 20-110 for NWRM assets.

4.3.2. The review and coordination of the computed excess is accomplished during the requirements computation (D200A/C) reviewed/documentation or during the reviewing/coding of the computed excess within RDS. A coordinated effort among the IMs/MMs, ESs, and appropriate supervisory levels is required by the RDS workflow logic.

4.3.3. The ES must coordinate on all excess review NSNs coded for disposal or retention decisions forwarded by the IMs/MMs to the ESs. In addition, the ES must validate the DEMIL and CIIC codes and initiate any required cataloging actions to correct the codes.

4.3.4. Pending cataloging action will result in suspension of RDS activity for the Subgroup Master.

4.3.4.1. The suspension action occurs at the point of last required approval level, returning to the IM/MM workbasket.

4.3.4.2. For suspended items, exit the workflow when cataloging actions are complete.

4.3.4.3. In circumstances where IM/MM and ES cannot agree on asset disposition action, the matter is elevated to the appropriate IM and ES supervisory levels.

4.3.4.4. If the IM or ES does not have sufficient knowledge to review the NSN in question, the Program Manager (PM), System Manager (SM), and/or System Engineer(s) should be consulted.

4.3.5. The User may override (increase/decrease) potential reutilization quantities (system suggested disposal) via input of a retention quantity. For a partial disposal there must be a retention code and a disposal code input to process the transaction.

4.3.6. To preclude inclusion in future excess review lists, the IM/MM must ensure the requirements computation system reflects decisions to retain all or part of a quantity that would otherwise compute into potential excess. This may involve assignment of deferred disposal codes, adjustments to maintenance factors, or catalog action to reactivate inaccurately coded items (e.g., items erroneously defined as terminal items with AAC V, X or Y).

4.3.7. Retention and disposal reason codes are compatible with the application listed and the commodity of item being reviewed. Some retention and disposal reason code examples: retention or disposal reason codes are compatible with active and obsolete end item applications; disposal reason codes are compatible with obsolete end item application; disposal reason code denoting disposal authorized because item is consumable unserviceable and is applicable to consumable (ERRC Designator XB3 and XF3) items; immediate action was taken to reactivate terminal and inactive items that are not coded for disposal.

4.4. RDS Reclamation (Engines and Aircraft).

4.4.1. Reclamation is one of RDS' workflow functions (ERL/FES/Reclamation). RDS provides the Programmed/Non Programmed Save list as a process and it allows IMs/MMs to obtain Air Force managed items from aircrafts/missiles/engines stored at Aerospace Maintenance and Regeneration Group (AMARG) or other designated sites. Refer to AFMCI 23-111 for Reclamation and End Item Reclamation guidance.

4.4.2. The Reclamation Program Manager (RPM) serves as the focal point on Reclamation matters and generates Programmed/Non Programmed lists as a "Push" process. The Programmed/Non Programmed lists are time sensitive (30 calendar days) and users must conduct the review IAW **Table 2.1**.

4.4.2.1. Upon the release of the list to the Site RPCOs, PD Monitors, IMs, ESs, and Supervisors are required to review approval of the Reclamation candidates on the ORDERS/RECLAMATION dropdown menu.

4.4.2.2. The final reviewed/approved items by the first-level supervisor through squadron level will be ready to generate AFMC Form 110, *Reclamation Requisition*.

4.4.2.3. The Site RPCO generates the AFMC Form 110 and forwards it to the Weapon System Reclamation Officer for final RDS closure.

4.4.3. Programmed Reclamation. The programmed reclamation process allows the IM/MM to obtain Air Force managed items by participating in a programmed reclamation project and designating assets to be removed from aircraft/missiles or engines stored at AMARG. Assets reclaimed from AMARG are removed by maintenance from WSs in AMARG storage.

4.4.4. Non Programmed Reclamation Save Lists. The non-programmed reclamation save list serves as a potential source of component items required to satisfy Air Force

requirements when battle or crash-damaged aircraft or other systems (WSs, aircraft, engines, etc.) are considered no longer air worthy and must be reclaimed in-place. This process allows the IM/MM to obtain Air Force managed items by participating in a non-programmed project to designate assets removal from designated systems. Reclamation is performed by base and/or depot maintenance activities.

Chapter 5

DISPOSITION PROGRAM AND DIRECTED DISPOSAL FREEZE CODES

5.1. Overview. This chapter prescribes guidance for managing the AF disposition program and directed disposal freeze codes.

5.2. Responsibilities.

5.2.1. AF RDS Functional OPR Responsibilities.

5.2.1.1. The AFSC will administer all disposal freeze directives according to procedures.

5.2.1.2. Serve as the point of contact between ALCs regarding weapon system wide disposal freeze notices.

5.2.1.3. Coordinate on all requests for disposal freezes.

5.2.1.4. Ensure all required information and substantiation for the freeze are furnished. The AF RDS Functional OPR maintains a record of all active freeze notices and distributes copies to the appropriate ALC.

5.2.2. The ALCs must ensure the IM/MM has the latest information on active disposal freezes prior to each requirements computation for input or deletion of appropriate codes.

5.2.3. The recoverable/consumable IM/MM or SM will comply with AFMCMAN 23-1, and AFMCMAN 23-4, when updating codes and levels in D200A. This action will preclude potential excess records from being passed to the RDS system for items involved in the freeze.

5.2.4. If an item has several applications and all applications are coded "P" (peculiar); all Potential Reutilization (PR) quantities above the Economic Retention level will stratify to Contingency Retention. However, if one or more of the item applications are coded "P" but at least one other application is not coded "P," it will be necessary for the IM/MM to file maintain the item to ensure the appropriate excess PR assets are frozen.

5.2.5. The IM/MM will justify assignment of deferred disposal code "F", "G", "M", or "R" to a subgroup master stock number in the requirements data systems.

5.2.5.1. Attain written approval from the group level commander at the ALC or ESC that manages the items for use of these codes.

5.2.5.2. Retain current written justification for historical and audit purposes. Specifications: NSNs must be kept, why, how many, for how long, and why the computed Economic Retention level is not sufficient. These deferred codes cause assets above the Economic Retention level to stratify into the contingency retention segment of the D200N. These assets are part of the retention quantity passed to the RDS system. The "F", "G", "M", and "R" code is preferred over Wright Patterson AFB controlled deferred disposal codes "C" and "P" because the "F", "G", "M", and "R" is applied to the specific NSNs that must be retained.

5.2.5.3. Assignment of deferred disposal code "C" or "P" causes all assets on purchase request to stratify into the contingency retention segment of the Central Secondary Item

Stratification. High level directed weapon system wide freeze codes “C” and “P” takes precedence over the IM/MM assigned deferred disposal codes.

5.2.5.4. These are items with asset quantities that exceed any possible use, considering all inventories of end items or aircraft. In these cases, individual decisions will be made to dispose of partial or total quantities regardless of a disposal freeze application.

5.2.6. The IM/MM will provide disposition instructions to any base that reports excess assets of items that are affected by disposal freezes.

5.2.7. The recoverable/consumable IM/MM will review deferred disposal codes according to the review schedules in AFMCMAN 23-1. The recoverable/consumable IM/MM will remove deferred disposal codes “F”, “G”, “M” and “R” that have served their legitimate purpose and are no longer justified. Failure to remove unneeded deferred disposal codes causes excess inactive inventory, which can lead to reduced spares funding.

5.2.8. The equipment IM/MM or SM will comply with the procedures in AFMCMAN 23-4, *Computation of Requirements for Equipment Items (D039/D200C)* for the retention of excess assets. This action will preclude potential excess records from being passed to the RDS system for items involved in the freeze.

5.2.9. The HQ AFMC programming activity, in collaboration with the AFMC equipment program office at Robins AFB assigns Deferred Disposal Code “R” to primary items that are covered by an approved disposal freeze.

5.2.10. AFSC has the capability in D200F to input a Disposal Freeze Code to a weapon system, aircraft engine, application program element code or the NSN of an individual equipment item. This will cause Disposal Deferred Code of C or P to be assigned to equipment items that have components in Secondary Item Requirements System (SIRS). This code cannot be overridden and can only be removed if the D200A from Wright Patterson AFB removes the Disposal Freeze Code or if the component items are deleted from the end item’s indentures in D200F Applications, Programs and Indentures segment of RMS.

5.2.11. The equipment IM/MM can, when justified, input a retention additive requirement to a subgroup master stock number in the requirements data systems. For historical and audit purposes, the IM/MM must retain written justification specifying which NSNs must be kept, why, how many, and for how long. Use of a retention additive will cause excess assets to stratify into the Directed/Elected to hold retention segment of the D200C Item and Dollar Stratification Summary report.

5.2.12. The equipment IM/MM will review each cycle retention additives and ensure they have been deleted once they have served their legitimate purpose and are no longer justified. Overuse and failure to remove unnecessary retention additives can cause too much inactive inventory to negatively impact warehouse costs and spaces.

5.2.13. Regardless of a disposal freeze application or the retention additive, disposal action may be appropriate for some items. These are items with asset quantities exceeding any possible use, considering all inventories of interchangeable or like items. In these cases, individual decisions will be made to dispose of partial or total quantities.

5.2.14. The equipment IM/MM will provide disposition instructions to any base that reports excess assets of items that are affected by disposal freezes.

5.3. Management Review of Inventory Control Point Controlled Excess Assets.

5.3.1. Determined excess must be processed to the disposal activity not later than the quarter. An exception is when items are suspended due to required DEMIL code changes. Pending DEMIL code changes may cause disposal activities to spill over to the next quarter. RDS will produce a quarterly Excess Review Listing (ERL) for the Item Manager to review for disposal or retention. The ERL will be approved and justified according to the determined signature level criteria.

5.3.2. The aircraft, product, or combat sustainment group will ensure the IM/MM accomplishes the required review action no later than the quarter. An exception is when items are suspended due to required DEMIL code changes. Pending DEMIL code changes may cause disposal activities to spill over to the next quarter. The aircraft, product, or combat sustainment group will ensure that necessary revisions and cancellations directed by the IMs/MMs are accomplished.

5.3.3. The success of the AF disposition program is dependent upon the ALC, or Site processing all documents produced from one cycle prior to the next quarterly cycle output. Management/supervisory attention must be focused toward this accomplishment. The most effective means of completing quarterly reviews is to ensure internal self-inspections are established and current.

5.4. Freeze/Deferred Disposal Code Notice Criteria.

5.4.1. Disposal freezes will not be imposed unless fully justified and in the case of new programs will be lifted as soon as a firm program is known that can be incorporated into the normal requirements computation. The formal written directive will state the expiration date for all freezes.

5.4.2. A disposal freeze may be requested for a weapon system, federal supply class (FSC) commodity, or individual NSN. For further guidance on Freeze/Deferred Disposal Code, see AFI 23-101 Materiel Management and AFMCMAN 23-1 located at (<http://www.e-publishing.af.mil/shared/media/epubs/afmcmman23-1.pdf>)

5.4.3. When further justification and substantiation information furnished is incomplete or inadequate, the request may be returned to the requesting activity.

5.4.4. The appropriate site may initiate a request at any time for a formal weapon system wide disposal freeze notice, revision, or cancellation.

5.4.4.1. The requesting organization must provide complete justification IAW **Paragraph 5.5.1.4.1.** of this manual along with an Economic Analysis as outlined in Chapter 3 of AFMAN 65-506, *Economic Analysis* against each NSN.

5.4.4.2. The requesting organization must identify the source of funding for the storage costs associated with the stock retention.

5.4.4.3. Submit the request through the chain of command and flow to HQ AF/A4L for approval.

5.5. Preparation of Disposal Freeze Notice.

5.5.1. The Wright Patterson AFB Functional RDS OPR will coordinate efforts to ensure the applicable information is included in each disposal freeze notice for HQ AFMC, and HQ USAF:

5.5.1.1. A disposal freeze control number will include the last four digits of the current calendar year, Julian date, office, and a sequence freeze number (beginning with "1" at the start of each calendar year). For example, the first control number issued by Wright Patterson AFB DPCO in calendar year 2011 on 28 Jan 2011 will have control number 2011-028-01.

5.5.1.1.1. A freeze control number that is rescinded, expired, or canceled will not be reissued.

5.5.1.1.2. Any approved revision or extension to a disposal freeze that is not rescinded, expired, or canceled will continue to use the freeze control number that was originally assigned.

5.5.1.1.3. The disposal freeze notice directive will contain the following information:

5.5.1.1.3.1. Property affected: aircraft mission, design, and series (MDS); engine type, model, and series; number of aircraft involved; peculiar/common spares; Support Equipment (SE); SE spares and FSC/materiel management code.

5.5.1.1.3.2. Freeze control number.

5.5.1.1.3.3. Expiration date.

5.5.1.1.3.4. Attach the requesting organizations signed moratorium, Economic Analysis (IAW Chapter 3 of AFMAN 65-506) against each NSN identifying the source of funding for the storage costs associated with the stock retention.

5.5.1.2. The disposal freeze directive for HQ AFMC, HQ USAF or higher level will include the following statements or references:

5.5.1.2.1. "This freeze applies to all AF base excesses reported to HQ AFMC for disposition."

5.5.1.2.2. "Applicable recoverable/consumables IM/MM will update their deferred disposal deferral codes and levels tables."

5.5.1.2.3. "All materiel not transferred to disposal is included in this freeze. Disposal documents will be canceled."

5.5.1.2.4. "This freeze does not apply to obsolete materiel, directed condemned items, or materiel transferred to disposal activities." Items with disposal reason code "DD ("DSP/NON-PUB ITEM," see [Table 3.4](#)) or has been approved for this code are considered obsolete.

5.5.1.2.5. "This freeze does apply to obsolete materiel, directed condemned items, and materiel located in disposal activities." If the freeze applies to assets at disposal activities, the IM/MM will take immediate action to return needed assets to active stock.

5.5.2. A list of items authorized for immediate transfer to disposal is contained in [Attachment 3](#).

5.5.3. Guidance for reviewing and processing items to disposal is contained in [Attachment 4](#).

5.6. Buy Back of FMS Excesses. Buy Back information for Foreign Military Service Excesses can be found in AFI 23-101.

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

AFI 21-204, *Nuclear Weapons Maintenance Procedures*, 30 Nov 09
AFI 31-401, *Information Security Program Management*, 1 Nov 05
AFI 32-7042, *Waste Management*, 15 Apr 09
AFI 90-201, *The Air Force Inspection System*, 23 Mar 12
AFMAN 65-506, *Economic Analysis*, 29 Aug 11
AFMCI 20-102, *Requirements Definition and Purchase Instrument Development*, 11 Jul 13
AFMCI 23-111, *Reclamation of Air Force Property*, 9 Feb 12
AFMCMAN 23-1, *Requirements for Secondary Items (D200A, D200N)*, 12 Jun 08
AFMCMAN 23-4, *Computation of Requirements for Equipment Items*, 26 Jul 11
AFMCMAN 25-1, *Repair Parts Kits Users Manual*, 6 Jan 07
AFMAN 33-282, *Computer Security (COMPUSEC)*, 27 Mar 12
AFPD 23-1, *Materiel Management*, 15 Feb 11
TO 00-20-3, *Maintenance Processing of Repairable Property and The Repair Cycle Asset Control System 38*, 2 Feb 1999

Adopted Forms

DD Form 2875, *System Authorization Access Request (SAAR)*
AF Form 86, *Request for Cataloging Data/Action*
AF Form 847, *Recommendation for Change of Publication*
AFMC Form 110, *Reclamation Requisition*
AFMC Form 206, *Temporary Work Request*

Abbreviations and Acronyms

AAO—Approved Acquisition Objective
AEPS—Army Electronic Product Support
AFI—Air Force Instruction
AFMC—Air Force Materiel Command
AFSAC—Air Force Security Assistance Cooperation
ALC—Air Logistics Complex
AMARG—Aerospace Maintenance and Regeneration Group
CIIC—Controlled Inventory Item Code

CRS—Contingency Retention Stock
DAISY—Defense Automated Information System
DLA—Defense Logistics Agency
DLADS—Defense Logistics Agency Disposition Services
DoD—Department of Defense
DODAAC—Department of Defense Activity Address Code
DoDI—Department of Defense Instruction
DPCO—Disposition Program Control Officer
DTID—Disposal Turn-in Document
ERL—Excess Review List
ERRC—Expendability, Recoverability, Reparability Category
ERS—Economic Retention Stock
ES—Equipment Specialist
FESPC—Front End Screening Program Control Officer
FSC—Federal Supply Class
HM/HW—Hazardous Materiel/Hazardous Waste
I&S—Interchangeability and Substitutability
IAW—In Accordance With
IM—Item Manager
IMM—Integrated Materiel Manager
INS—Insurance
IRIS—Interactive Requirements Information Services
MAJCOM—Major Command
MDC—Manager Designator Code
MILSTRIP—Military Standard Requisitioning and Issue Procedures
MIPR—Military Interdepartmental Purchase Request
MM—Materiel Managers
NIIN—National Item Identification Number
NSN—National Stock Number
NSO—Numeric Stockage Objective
NWRM—Nuclear Weapon Related Materiel
OPR—Office of Primary Responsibility

PD— Product Director
PICA—Primary Inventory Control Activity
PR—Potential Reutilization
RDS—Reutilization and Disposition System
RIMCS—Reparable Item Movement Control System
RMS—Requirements Management System
RPCO—Reclamation Program Control Officer
RPM—Reclamation Program Manager
SCS—Stock Control System
SE—Support Equipment
SICA—Secondary Inventory Control Activity
SIRS—Secondary Item Requirements System
SM—System Manager
SOS—Source of Supply
TCTO—Time Compliance Technical Order
T-Job—Temporary Work Request
USAF—United States Air Force
WIP—Work in Progress

Terms

Air Force Security Assistance Cooperation (AFSAC)— That portion of United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act, as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursable funds.

Approved Acquisition Objective (AAO)— The quantity of an item authorized for peacetime and wartime requirements to equip and sustain U.S. and friendly forces in accordance with current DoD policies and plans and with applicable statutes. This quantity will be sufficient to support other DoD components who use the item as a Secondary Inventory Control Agency.

Condition Code— A codification of the physical appearance and capability of Special Tool and Special Test Equipment (ST/STE) consisting of one alpha and one numeric position.

Contingency Retention Stock (CRS)— The quantity of an item that is greater than the AAO and economic retention level but is being retained by management decision. These quantities normally would stratify as Potential Reutilization.

Economic Retention Stock (ERS)— The quantity of an item's assets that exceed AAO and are determined to be more economical to retain for future peacetime issues than to dispose. To warrant economic retention, an item must have a reasonably predictable demand rate.

End Item— A final combination of end products, component parts, or material ready for its intended use (e.g., a ship, tank, mobile machine shop, or aircraft).

Potential Reutilization (PR)— 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 Defense Reutilization and Marketing Service for possible reutilization by another component or by a federal, state, or local governmental agency, or for disposal through sale to the public.

Primary Inventory Control Activity (PICA)— An organization or activity that is assigned primary responsibility for the management of the item.

Retention Limit— The maximum quantity of on-hand materiel that will be retained in stock, as determined by applicable retention rules.

Secondary Inventory Control Activity (SICA)— An organization or activity that is assigned the secondary responsibility for the management of the item.

Secondary Items— Consumable and reparable items other than principal items.

Attachment 2

MANAGEMENT REPORTS

A2.1. Management Reports: RDS produces management reports for management, control and analysis. A brief description of available RDS reports are described in this chapter. The data from the reports are used to provide information to AFSCs, HQ AFMC, HAF, and Office of Secretary of Defense.

A2.2. Excess Summary Report (SCS-RDS-QT-001). This report displays data relating to the most recent computation quarter. The displayed data is sorted by organization and MDC. Totals are reported by unit, section, branch, division, and directorate.

A2.3. Initiations Listing Report (SCS-RDS-AR-012). The Initiation Listing Report displays a list of transactions (A0A VD and FES initiations) for disposed items associated with a user-specified site and date range.

A2.4. Weekly Disposal Transactions Summary (SCS-RDS-WK-002). Part 1 contains organizational detail data sorted by Manager Designator Code and includes all A5J transactions for a specific week. Part 2 contains ALC or summary data sorted by organization and ERRC.

A2.5. Monthly DAISY Detail Report (SCS-RDS-MO-027). The Monthly DAISY Detail Report displays detailed information about all requisitions that have received confirmation of disposal requests.

A2.6. Year-to-Date DAISY Summary for Headquarters (SCS-RDS-MO-028). This report displays DLADS receipts for items sent to disposal containing a Disposal Turn-In Document (DTID) number beginning with "F", "EY", or "EZ".

A2.7. DAISY Requirements System Summary (SCS-RDS-MO-029). The DAISY Requirements System Summary report summarizes disposal transactions (XR1 and XR3) received at DLADS during the last complete month. Information is generated for each ALC, Site or sustainment group, sorted by ERRC, DODAAC, and Supply Condition Code. The number of transactions (items), number of units, and extended costs is displayed for the month and fiscal year to date, along with a grand total of this data for the group.

A2.8. DAISY DLADS Summary Report (SCS-RDS-MO-030). The DAISY DLADS Summary Report summarizes all disposal (XR1 and XR3) transactions received by the DLADS during the last completed month. Data is reported for each DLADS, sorted by ALC or Site and by groups of ERRCS (C, T, N, and P for secondary items (spare parts): S and U for primary items (equipment) within the ALC. Totals for each of the ERRC groups are displayed, with the totals for the DLADS consisting of combined ALC data. Finally, all DLADS data is summarized into an aggregated report for ALC and Headquarters use.

A2.9. DLADS Receipts/Withdrawals by DODAAC (SCS-RDS-MO-031). The DLADS Receipts/Withdrawals by DODAAC report displays a detailed list of an ALC's withdrawals from DLADS during the last completed month. This report is also known as the DAISY 2 report.

A2.10. Disposal Withdrawal Analysis (Coral Reduce Report) (SCS-RDS-AR-003). The Disposal Withdrawal Analysis (Coral Reduce Report) displays the number of previously disposed items that were withdrawn during a selected date range. The data is displayed for a user-specified site and date range.

A2.11. Reclamation Requirements for Project Number (SCS-RDS-AR-019). The Reclamation Requirements for Project Number report displays requirements, project quantity, and quantity per application list for a user-specified site and project number.

A2.12. Reclamation Requirements Summary (SCS-RDS-AR-020). The Reclamation Requirements Summary report displays a reclamation requirements summary for a specific project number, based upon the latest computation cycle data received from the Secondary Item Requirements System (SIRS) (D200A).

A2.13. Reclamation Rejected Records (SCS-RDS-AR-021). The Reclamation Rejected Records report identifies project number data that contained errors when it was received from the Applications, Programs, and Indentures (D200F) system. The data is displayed for a user-specified site and project code.

A2.14. DTS Single NIIN Disposal/Rebuy Report (SCS-RDS-AR-036). The DTS Single NIIN Disposal/Rebuy Report displays a list of disposal and rebuy transactions that occurred within a selected number of months of each other (time span).

A2.15. DTS Site Disposal Summary (SCS-RDS-AR-037). The DTS Site Disposal Summary report summarizes disposal quantities and the dollar value of those disposals for a user-specified site and date range.

A2.16. DTS NSN Summary Report (SCS-RDS-AR-38). The DTS NSN Summary Report displays quantities and dollar values for disposal and rebuy transactions that occurred within a selected number of months of each other (time span).

A2.17. DTS Detail Data Report (SCS-RDS-AR-041). The DTS Detail Data Report displays all including disposal, and purchase request (rebuy) transactions that occurred during the specified time period augmented by the selected time span.

A2.18. OSI Disposal with Rebuy (SCS-RDS-AR-042). The OSI Disposal with Rebuy report lists only those disposal transactions within selected time period where rebuy transactions have occurred during a computed time span of 90 days and selected time span parameter augmented by additional conditions selected.

A2.19. OSI Single NIIN Transactions History (SCS-RDS-AR-043). The OSI Single NIIN Transaction History lists all transactions of disposal, purchase requests, DLADS receipts, and DLADS sales. Rebuys are available in the RDS history for the last 10 years.

A2.20. Summary of OSI Items Disposed but not Denied/Received/Sold by DLADS (SCS-RDS-AR-045). This report lists MMAC and FSC codes and descriptions, the dollar value of discrepancies by DEMIL code (shortages and excesses) between all disposals (A5J), DLA denials, and receipts and sales at the DLADS.

A2.21. Disposal Denial Report (SCS-RDS-AR-004). This report displays a list of all denials (A6J) associated with a user-specified site.

A2.22. Recycling Control Point (RCP) Transactions Report (SCS-RDS-AR-022). This report displays all RCP transactions for a user-specified site and date range.

A2.23. Disposal Resolution Summary Report (SCS-RDS-AR-053). This report displays five fiscal years of history for all sites in regards to disposal transactions, quantities, and dollar values.

Attachment 3

ITEMS AUTHORIZED IMMEDIATE TRANSFER TO DLADS

A3.1. The following items are not subject to a retention period and are authorized for immediate transfer to DLAD or compliance with the referenced regulation/ guidance. Applicability is to both wholesale and retail except where indicated (see [Table A3.1](#)):

Table A3.1. Items authorized Immediate Transfer to DLADs

| Item | Procedure |
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| Ammunition. | Upon compliance with AFI 21-201, <i>Conventional Munitions Maintenance Management</i> . |
| Condemned | When authorized by TO 00-20-3, repair cost exceeds 75 percent of acquisition cost (except critical items) or items with source of supply "JCK." Items ERRC coded "XD" with a unit cost of \$1,000 or more will not be condemned at field level regardless of whether repair cost exceeds 75 percent of the acquisition cost, unless totally beyond repair, i.e., crushed, burned, battle damaged, etc. It is essential that field units advise the prime item managers before taking condemnation action on XD items below the \$1,000 threshold as stated in AFMAN 23-122 and AFI 23-101 of this manual. |
| DSP/N-PUB Items (items with acquisition advice code "Y" and/or phrase code "N," or items with SOS code "JCD"). | If research determines needs for an item, that NSN will be reactivated in the cataloging system; otherwise, these items are not subject to retention. |
| Equipment ("ND"/"NF") items. | <u>Wholesale</u> - If no longer reflected in any table of allowance (TA) and/or the item manager (IM), equipment specialist (ES), and for support equipment (SE), the system program manager (SPM) validates no further AF requirement exists. |
| Equipment ("ND"/"NF") items. | <u>Retail</u> - Upon receipt of disposition instructions with disposal authorization from the wholesale manager. |
| Hazardous Materiel/ Hazardous Waste (HM/HW). | Process in accordance with AFI 32-7042, <i>Waste Management</i> , and AFMAN 23-122 and AFI 23-101. |
| Items declared unsafe for flight or personnel. | Self-explanatory. |
| Items removed as a result of modification. | Provided sufficient assets are on hand to ensure continued support through completion of the modification, or to support that portion of the fleet not undergoing modification. |

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| Obsolete items. | Obsolescence being based on no further application to active weapons systems/end items due to complete weapon system/end item phase out, design change, engineering change proposal, modification, etc. |
| Reclamation residue (Remainder of the excess weapons system/end item after parts to be reclaimed have been removed). | Reclamation residue, from end item reclamation, will not be returned to stock. |
| Retail unserviceable assets requiring reporting to the wholesale manager | Upon receipt of disposition instructions (to dispose) from the wholesale manager. |
| Shelf life items (condition code "B" or "C"). | Provided the shelf life cannot be extended and there is no potential use for the item before expiration of the shelf life. |
| TCTO kits. | Upon approved rescission of the TCTO (Disassemble and return all required NSN and NC numbered items to stock). |
| Tires. | If condemned or cannot be recapped. |
| Unserviceable assets peculiar to weapons systems/end items used solely by FMS countries. | Self-explanatory. |
| Vehicles. | Upon compliance with AFMAN 23-122 and AFI 23-101. |
| ERRC Designator "XB3" unserviceable items. | Provided no repair requirement exists or no ERRC code change is pending. |
| ERRC Designator "XF3" unserviceable assets at the retail level which are not required to be reported in RIMCS returned to the wholesale manager or a specialized repair activity. | Upon validation that no known repair requirement exists, the assets cannot be repaired because of lack of tools/technical data and/or there is no requirement to send the assets to a centralized repair activity within the Commands. |

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| <p>Other items not required to be held for a specified period of time by retention policy elsewhere in this manual and for which there is no known requirement.</p> | <p>Self-explanatory.</p> |
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Attachment 4

GUIDANCE FOR REVIEWING AND COMPUTING RETENTION LEVELS, AND PROCESSING WHOLESALE ITEMS TO DISPOSAL

A4.1. The following items, subject to retention limits: Are authorized for transfer to DLADS upon compliance with the specified guidance. Exclusions must be documented, justified, and maintained in the NSN folder.

A4.1.1. ERRC Designator "XF3" unserviceable assets will be transferred to DLADS, unless retained by the IM to cover temporary and exceptional situations such as critical item or mission capable requirements or for which cataloging action has been initiated to change them to recoverable items.

A4.1.2. Potential reutilization assets applicable to active weapons systems or end items in the inventory will be considered for transfer to disposal with the following restriction

A4.1.2.1. Total quantities of on-hand active assets must not be approved for disposal.

A4.1.2.2. D200A computes retention levels for INS and NSO items. D200A will use default minimum retention levels for INS and NSO items when there has been no usage and are no additives or special levels. The assets of INS/NSO items that exceed the computed INS/NSO retention level or quantities will be transferred to disposal.

A4.1.2.3. For recoverable/consumable items with usage in the past two years, used on weapon systems over 18 years old, establish an IM file-maintained deferred disposal code and level if the D200A computed retention is not sufficient to provide support for the life of the weapon system. For items common to two or more weapons systems or end items, use the age of the youngest system for determining length of time in the inventory.

A4.1.2.4. The IM must comply with the procedures in AFMCMAN 23-1, for computing insurance or numeric stockage objective levels.

A4.1.2.5. The IM will use the procedures in AFMCMAN 23-1 to ensure the selected retention level for computing items is computed correctly.

A4.1.2.6. The IM must transfer all assets to disposals that have no usage, no authorization, and no allowance for retention.

A4.1.2.7. All serviceable and economically repairable assets will be retained for NSNs in the inventory seven years or less. The NSN is not mature enough for retention or disposal decisions.

A4.1.3. A retention level up to, but not to exceed, five (5) each will be established for insurance items. Assets in excess of this quantity must be transferred to disposal.

A4.1.4. With the approval of HQ AF/A4L, weapon systems deferred disposal codes will be assigned. Assets with deferred disposal codes will not appear on the RDS excess review listing for retention or disposal decisions, but will be reviewed for possible disposal action when conducting review of the requirements computation.

A4.1.5. Assets no longer applicable to active weapons systems due to design change, engineering change proposals, modification, etc., will be assigned acquisition advice code

"Y" in the cataloging system. This allows the assets to appear on the excess review listing for subsequent disposal action, regardless of the presence of a deferred disposal code.

A4.1.6. Potential reutilization (PR) applicable to weapon systems or end items phasing out of the inventory -- dispose of that quantity which exceeds all known requirements.

A4.1.7. Contingency retention stock (CRS) assets that are grossly impacting warehouse storage space -- dispose upon validation that disposal will not adversely impact the AF mission. The IM documents and keeps the rationale for this decision in the NSN file.

A4.1.8. Serviceable assets peculiar to weapons systems or end items used solely by FMS -- dispose of if no demands in the past two years.

A4.1.9. Wholesale IMs will offer excess assets to other using service wholesale managers before initiating disposal action. Do not defer or delay disposal action pending response.