BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 23-101

30 JUNE 2013

Incorporating Change 1, 6 NOVEMBER 2014

AIR FORCE RESERVE COMMAND Supplement

28 JULY 2015

Materiel Management

AIR FORCE MATERIEL MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-publishing.af.mil.**

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A4LM

Certified by: AF/A4L
(Maj Gen John B. Cooper)

Supersedes: AFMAN 23-110, 1 April 2009; AFI 23-105, 7 June 1994; AFI 23-107, 1 July 1998; AFPAM 23-117, 1 May 1999.

Pages: 275

(AFRC)

OPR: HQ AFRC/A4OP

Certified by: HQ AFRC/A4
(Brig. Gen. John A. Hickok)

Pages:11

This guidance applies to all personnel (military, civilian, and contractors) working for the United States Air Force (USAF). It applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) Units. This instruction implements AFPD 23-1, *Materiel Management* and facilitates the implementation of Department of Defense (DoD) guidance from DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*; DoD Directive 1225.6, *Equipping the Reserve Forces*; DoD 4140.26-M, *DoD Integrated Materiel Management (IMM) for Consumable Items: Operating Procedures for Item Management Coding (IMC);* DoD 4140.27-M, *Shelf-Life Item Management Manual*; and DoDI 4140.58, *National Guard and Reserve Equipment Report (NGRER)***.** Refer to AFI 21-201, *Conventional Munitions Maintenance Management,* for management of Class V (munitions) materiel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847,

Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. Notify AF/A4LM of guidance conflicts between this instruction and any other DoD/USAF guidance or Technical Orders (TO). Pending case resolution, DoD directives/TOs will take precedence. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS) **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. In accordance with the Paperwork Reduction Act and DoD policy, ensure that reports of information collections that are collected and/or are compiled and transmitted from the general public are cleared and licensed by the Office of Management and Budget prior to collection. Information that is collected from other DoD components or Federal agencies must be approved by DoD and licensed with a report control symbol. See **Attachment 1** for a glossary of references and supporting information.

(AFRC) This supplement implements and extends the guidance of Air Force Instruction (AFI) AFI 23-101, *Air Force Materiel Management*. This instruction applies to Air Force Reserve Command (AFRC) personnel. This instruction does not apply to Guard. This supplement facilitates the implementation of Department of Defense (DoD) guidance from DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*; DoD Instruction 1225.6, *Equipping the Reserve Forces*; DoD 4140.26-M, *DoD Integrated Materiel Management (IMM) for Consumable Items: Operating Procedures for Item Management Coding (IMC)*; DoD 4140.27-M, *Shelf-Life Item Management Manual*; and DoDI 4140.58, *National Guard and Reserve Equipment Report (NGRER)*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Tier 2 waiver authority is delegated to HQ AFRC/A4 for this publication. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. This instruction may not be further supplement or extended. Units have up to 90 days after the effective date of this supplement to comply with requirements.

SUMMARY OF CHANGES

This interim change revises AFI 23-101 by updating/adding critical specific policy information that was omitted during the transition from AFMAN 23-110, Air Force Supply System. Changes include clarification of A4LM and MAJCOM responsibilities as well as detailed policy and

process interpretation of Materiel Management procedures. Finally, this instruction was tiered IAW AFI 33-360, *Publications and Forms Management*.

This guidance applies to all personnel (military, civilian, and contractors) working for the United States Air Force (USAF). It applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) Units. This instruction implements AFPD 23-1, Materiel Management and facilitates the implementation of Department of Defense (DoD) guidance from DoD 4140.1-R, DoD Supply Chain Materiel Management Regulation; DoD Directive 1225.6, Equipping the Reserve Forces; DoD 4140.26-M, DoD Integrated Materiel Management (IMM) for Consumable Items: Operating Procedures for Item Management Coding (IMC); DoD 4140.27-M, Shelf-Life Item Management Manual; and DoDI 4140.58, National Guard and Reserve Equipment Report (NGRER). Refer to AFI 21-201, Conventional Munitions Maintenance Management, for management of Class V (munitions) materiel. Exception: Organizations performing Supply Chain Management (SCM) functions using an approved contractor managed/operated inventory management system will adhere to contractor-provided guidance or MAJCOM-developed guidance for operating the inventory management system in lieu of this AFI. This includes systems such as the Automated Logistics Management and Support System (ALMSS) in support of the U-2 program or Autonomic Logistics Information System (ALIS) in support of the F-35. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

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Chapter 1

GUIDING PRINCIPLES

Section 1A—Purpose, Scope and Description of Instruction

1.1. Purpose, Scope and Description of Instruction.

1.1.1. Chapter 1 overview. This chapter outlines the instruction's purpose; AF guidance for Materiel Management Organization and Structure at base level; Satellite Operations; Supply Chain Materiel Management Goals and Metrics; Air Force Materiel Management Boards and Working Groups.

1.1.2. Purpose. The purpose of this instruction is to implement direction from the Secretary of the Air Force (SECAF) as outlined in AFPD 23-1, *Materiel Management*. This policy provides direction for determining and stocking materiel requirements, cataloging, ordering, sourcing, receiving, delivering, and return/disposal of materiel for Class IX repair parts and select Class VII major end items as identified and approved by Headquarters Air Force (HAF). Additionally, guidance for other classes of supply, such as Class V munitions is covered in specific subject areas. These references will be specifically enumerated where applicable.

1.1.2.1. This instruction supports the Integrated Life Cycle Management (ILCM) Enterprise chain by providing applicable materiel management guidance to ensure the warfighter receives the right support at the right place and the right time. Additionally, this guidance supports the Air Force Expeditionary Logistics for the 21st Century (eLog21) umbrella strategy that integrates and governs logistics transformation initiatives.

1.1.2.2. Delegation of Authority: Air Force (AF). A4/7 delegates responsibility for procedural guidance development to Air Force Materiel Command (AFMC) AFMC shall develop separate procedural guidance as required to implement the following areas: **(T-1).**

1.1.2.2.1. Provisioning

1.1.2.2.2. Wholesale receipt processing

1.1.2.2.3. Item Management (IM)

1.1.2.2.4. Diminishing Manufacturing Sources and Material Shortages (DMSMS)

1.1.2.2.5. Storage, management and redistribution of Chemical Warfare Defense Equipment (CWDE) excess assets

1.1.2.2.6. Stock Positioning

1.1.2.2.7. Materiel Disposition

1.1.2.2.8. Security Assistance.

1.1.3. Scope. AF policy requires all government-owned property to be under the control of a responsible Accountable Officer (AO) at all times. The AO's to which this instruction applies are:

1.1.3.1. AF organizations under the direct jurisdiction of the CSAF.

1.1.3.2. AF organizations under the jurisdiction of overseas commands instructed to maintain formal stock record accounts.

1.1.3.3. Designated agencies accessing the AF materiel management system, unless specifically excepted by the CSAF.

1.1.3.4. Supply Chain Management (SCM) operations providing direct support to the F-35 are exempted from adhering to this instruction. The process will be managed IAW F-35 Joint Program Office (JPO)-approved guidance. **(T-1)**

1.1.4. Compliance Terminology. For the purposes of this instruction, the following definitions apply:

1.1.4.1. Shall, Must, Will - Indicate mandatory requirements. (Will is also used to express a declaration of purpose for a future event.)

1.1.4.2. Should - Indicates a preferred method of accomplishment.

1.1.4.3. May - Indicates an acceptable or suggested means of accomplishment.

1.1.5. Construct. This instruction has the same construct as AFMAN 23-122 and AFH 23-123, Vol 2, Pt 1. While not all sections within AFI 23-101 have associated procedures enumerated in AFMAN 23-122 or processes in AFH 23-123, Vol 2, Pt 1, those sections where procedures/processes are detailed have the same section titles. For example, Sec. 5D, Equipment Management is the same section in AFI 23-101, AFMAN 23-122, and AFH 23-123, Vol 2, Pt 1, Ch 5.

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

1.1.5.2. References to materiel management systems. This instruction provides guidance which properly should not be predicated on systems' capabilities. Guidance shall drive systems requirements. As such, the vast majority of references to systems information in this instruction are systems "neutral" and are referred to as "materiel management IT systems" or similar terminology. AFI 23-101's "companion" publications, AFMAN 23-122 and AFH 23-123 provide more specific systems references (e.g. Integrated Logistics Support-Supply (ILS-S), Air Force Equipment Management System (AFEMS)).

1.1.6. Supplements. This instruction may be supplemented no lower than the Major Command (MAJCOM) level unless otherwise indicated. MAJCOMs supplementing this instruction must coordinate with AF/A4LM and will follow guidance in AFI 33-360, *Publications and Forms Management*.

Section 1B—Organization Structure and Responsibilities

1.2. Organization Structure and Responsibilities.

1.2.1. Air Force Supply Chain Organizations.

1.2.1.1. Throughout this instruction, guidance establishes responsibilities for HAF and MAJCOMs.

1.2.1.2. HQ AFMC/A4 will be the Executive Agent for AF Enterprise Supply Chain Management (SCM) and will act as the AF single point of contact. **(T-1)** Responsibilities include: lead agency for authoring and coordinating AF policy/procedures with AF activities and other DoD agency stakeholders; developing enterprise planning strategies; and implementing AF enterprise SCM command and control activities.

1.2.2. Logistics Readiness Squadron Organization.

1.2.2.1. To maintain standardization, the standard AF LRS/Materiel Management Activity will focus on: 1). maintaining war readiness and supporting the wartime mission of the wing/base; 2). maintaining an overall customer support focus; 3) expeditionary logistics support; 4). supply chain materiel management; and 5) care and security of Nuclear Weapons-Related Materiel (NWRM). Most Efficient Organization (MEO) or units with Contract Operations will be organized in a manner that complies with this guidance to the maximum extent possible without jeopardizing organizational efficiencies or significantly increasing cost. **(T-1).**

1.2.2.2. In accordance with AFI 38-101, *Air Force Organization*, the LRS is made up of the Commander, Commander's Support Staff and various flights covering the disciplines of logistics plans, fuels, materiel management, and transportation. The Commander's Support Staff is made up of Operations Officer, Logistics Manager, Squadron Readiness, Operations Compliance, Squadron Superintendent (optional), and the First Sergeant.

1.2.2.3. LRS Commander (LRS/CC). In addition to unit commander responsibilities IAW AFI 51-604, *Appointment to and Assumption of Command*, and AFI 38-101, *Manpower and Organization*, the LRS/CC has the following materiel management related responsibilities. The LRS/CC will:

1.2.2.3.1. Act as the Accountable Officer (AO) and Nuclear Weapons-Related Materiel AO (NWRMAO) for squadron assets and supply system stock in FB/FE accounts IAW AFI 23-111, *Management of Government Property in Possession of the Air Force* and AFI 20-110, *Nuclear Weapons- Related Materiel Management*. **(T-1).**

1.2.2.3.1.1. When the accountable officer is replaced by a newly designated accountable officer a transfer of accountability will occur. **(T-1).** Reference AFMAN 23-122, Sec. 1B, Organization Structure and Responsibilities, for transfer procedures. Accountable Officer responsibilities and signature authority are non-delegated requirements (e.g. M10, NWRMAO, Reports of Survey, etc.).

1.2.2.3.1.2. Accountability will include categories II and IIA satellites that function according to Sec. 1C, Satellite Procedures of this instruction. However, this accountability will not include those categories II and IIA satellites located in contingency locations with an Expeditionary Logistics Readiness Squadron (ELRS). For contingency supply accounts accountable officer will be appointed IAW AFI 23-111. **(T-2).**

1.2.2.3.1.3. AO Signature Delegation. In the event the AO will be absent for more than 30 days, the AO will appoint in writing AO signature authority for documentation requiring accountable officer approval to the Logistics Manager or Operations Officer.

1.2.2.3.1.3.1. Delegation of AO Signature authority must be in writing and approved by the Mission Support Group Commander (MSG/CC) or equivalent. **(T-1).**

1.2.2.3.1.3.2. During an Accountable Officer absence lasting longer than 30 days, non-AO review and signature authority is given to the Materiel Manager Flight commander or Flight superintendent.

1.2.2.3.2. Review metrics related to Materiel Management effectiveness.

1.2.2.3.3. Wartime Responsibilities. The LRS/CC will develop, in coordination with the AFMC SCM-R Quality Assurance Activity, degraded operations plans to maintain materiel management support during times of materiel management systems interruption, in peace and war. **(T-2).**

1.2.2.4. Operations Officer (LGR). The Operations Officer is the next senior officer and oversees day-to-day operations within the squadron. The Operations Officer also acts for the commander IAW AFI 51-604, in the absence of squadron commander. The LGR will: **(T-2).**

1.2.2.4.1. Provide direct support to the LRS/CC and directly supervises the LRS Unit Deployment Manager (UDM) and Squadron Readiness function.

1.2.2.4.2. Recommend, in coordination with the UDM and squadron leadership, assignment of squadron personnel to deployment positions for commander approval and coordinates on all Air and Space Expeditionary Force (AEF) taskings.

1.2.2.4.3. Carry out all Logistics Manager duties when no Logistics Manager is assigned.

1.2.2.5. Squadron Readiness (LGDRX). Responsible for LRS Unit Control Center (UCC). The UCC may be staffed by permanent personnel with augmentation during contingencies and surge operations. Maintains squadron recall rosters. Serves as the squadron level War Reserve Materiel Manager (WRMM) for the War Reserve Materiel (WRM) program. See AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures* and Chapter 2 of this instruction for additional information on WRM responsibilities. Serves as the unit Status of Resource and Training System (SORTS) monitor IAW AFI 10-201, *Status of Resource and Training System*.

1.2.2.6. Unit Deployment Manager (UDM). The UDM reports directly to the Operations Officer (except in ANG where the UDM is in Operations Compliance). Refer to AFI 10-401, *Air Force Operations Planning and Execution,* and AFI 10-403, *Deployment Planning and Execution,* for specific UDM duties.

1.2.2.7. Logistics Manager (LGL). The Logistics Manager will be responsible for oversight of programs and processes associated with squadron business processes, resource management (facilities, funds management, stock control and infrastructure), squadron analysis, strategic planning, compliance, squadron training, accountability, metrics, and systems management. If no LGL is earned, the LGR will assume responsibilities. **(T-2).**

1.2.2.7.1. Functions as the director of Operations Compliance (OC).

1.2.2.7.2. Develops civilian employees with critical operational career-enhancing experience that will prepare them for more senior management positions.

1.2.2.7.3. Assigned as the Functional Director for all contracts to maintain oversight of those programs.

1.2.2.7.4. Carry out all Operations Officer duties when no Operations Officer is assigned.

1.2.2.7.5. Appoint in writing a primary and alternate security manager for Materiel Management information systems in accordance with AFI 31-401, *Information Security Program Management.*

1.2.2.8. Operations Compliance (LGLO). OC is aligned under and responsible to the Logistics Manager. The OC is the commander's single point of contact for "health of the squadron" issues. In addition to the responsibilities in AFI 20-112, *Logistics Readiness Squadron Quality Assurance Program (LRS/QA)*, the OC provides oversight of squadron compliance, annual inspection, self–inspection program, training resources, accountability and analysis. The OC contains the following sections:

1.2.2.8.1. Quality Assurance (QA). Section (LGLOQ). Performs duties as specified in AFI 20-112, *Logistics Readiness Squadron Quality Assurance Program (LRS QA).*

1.2.2.8.2. Squadron Training Section (LGLOT). Responsible for overall training management IAW AFI 36-2201, *Air Force Training Program.* Note: Squadrons which do not have a 3S2XX Unit Education and Training Manager assigned are highly encouraged to convert a billet to this Air Force Specialty Code (AFSC). However, duties can be augmented by any LRS career field.

1.2.2.8.3. Resource Management Section (LGLOR). Serves as Unit Resource Advisor complying with AFI 65-601, Volume 2, *Budget Management for Operations*. Responsible for all Supply Management Activity Group (SMAG) not performed by AFMC.

1.2.2.8.4. Functional Systems Management Section (LGLOS). This section is responsible for the centralized management and decentralized execution of core squadron logistics systems. Key materiel management responsibilities are:

1.2.2.8.4.1. Liaison for LRS, AFMC SCM-R Computer Operations Activity, and the AF Program Executive Office (PEO) at AFMC SCM-R Information Technology Activity.

1.2.2.8.4.2. Submits system specific requirements to execute computer rotation plan.

1.2.2.8.4.3. Troubleshoots and resolves all system related issues to include submitting Supply Difficulty Reports (DIREPs).

1.2.2.8.4.4. **(DELETED)**

1.2.2.9. Contractor Support. Contractor supported supply operations will comply with AF materiel management directives as specified within each applicable Statement of Work (SOW). The contractor shall provide all resources and services necessary to perform their functional responsibilities as defined in the applicable SOW. The SOW

will also include those specified actions the contractor will be obligated to perform such as Government-Furnished Property stewardship and reporting, and implementation of Automatic Identification Technology (AIT) initiatives. Contractors are obligated to use standard AF logistics systems when performing their functional responsibilities. **(T-2).**

1.2.2.10. Materiel Management Flight (LGRM). Responsible for all retail materiel management functions for a base/location, such as storing, inspecting, inventorying, issuing, returning, repair cycle and customer support. This flight is the primary liaison between customers and the AFMC SCM-R activities. **Note:** Vehicle Management Flight or equivalent is responsible for vehicle assets.

1.2.2.10.1. Flight Leadership Responsibilities. Flight leadership will: **(T-2).**

1.2.2.10.1.1. Maintain diagrams of the supply storage areas showing the layout of each warehouse, storeroom, bay, and pallet storage area.

1.2.2.10.1.2. Ensure that all items are stored and handled according to DoD and AF TOs, manuals, and directives.

1.2.2.10.1.3. Manage all flight programs.

1.2.2.10.1.4. Oversee and manage the flight's self-inspection program, review of metrics and flight training programs.

1.2.2.10.1.5. Be responsible to the LRS CC/AO for the processing, handling, Care of Supplies in Storage (COSIS) and material handling equipment for which the LRS CC/AO has storage responsibility.

1.2.2.10.1.6. Ensure flight personnel adhere to and apply proper inspection, issue, storage, warehousing, and materiel handling techniques.

1.2.2.10.1.7. Provide materiel management technical guidance.

1.2.2.10.1.8. Bring evidence of fraud or theft to the attention of the AO and participate in inquiries or investigations regarding the loss, damage, destruction, or theft of Government property.

1.2.2.10.1.9. Provide Status of Resources and Training Systems (SORTS) related information to unit SORTS monitor IAW AFI 10-201.

1.2.2.10.1.10. Review and coordinate requests for base initiated Adjusted Stock Levels (ASL).

1.2.2.10.1.11. Review and approve all Forced Record Override transactions (currently referred to as a forced record alteration).

1.2.2.10.1.12. Oversee Document Control and Reject Management.

1.2.2.10.1.13. Lead, analyze and evaluate squadron degraded operations program.

1.2.2.10.1.14. Review shipment loss (M16 or equivalent report) analysis.

1.2.2.10.1.15. Review inventory analysis/research in an effort to identify root causes, trends of inventory discrepancies/adjustments and recommend corrective actions to mitigate further out-of-balance conditions.

1.2.2.10.2. Asset Management Section (LGRMS). This section consists of the following elements: Central Storage, Aircraft Parts Store (APS), Hazardous Material Pharmacy (HAZMART), Individual Equipment Element (IEE), and Individual Protective Equipment (IPE). Responsible for stocking, storing, issuing, and inspection management of DoD supplies and equipment.

1.2.2.10.2.1. Provide oversight and guidance to storage elements to ensure compliance with DoD and AF directives. Maintain central locator functions and ensure storage facilities adhere to general warehousing requirements IAW AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*.

1.2.2.10.2.2. Ensure the proper storage and authorized handling of controlled materiel.

1.2.2.11. Aircraft Parts Store Element (LGRMSA). Key duties include storing and issuing select weapon system spares and in-warehouse supply assets, selecting items to be shipped or transferred, conducting warehouse validations, maintaining central locator functions, performing warehouse inspection functions (i.e. shelf life, functional checks), managing Readiness Spares Package (RSP), and managing the staging area for delivery of items.

1.2.2.11.1. Accomplish general warehousing requirements identified above IAW AFJMAN 23-210.

1.2.2.11.2. Manage Readiness Spare Packages.

1.2.2.12. Central Storage Element (LGRMSS). Key duties include storing supply and equipment items, to include classified and sensitive items and War Consumables Distribution Objective (WCDO) items and NWRM IAW AFI 20-110. Other key duties include selecting items to be issued, shipped or transferred; conducting warehouse validations; and maintaining central locator functions.

1.2.2.13. HAZMART Element (LGRMSH). The HAZMART manages the receipt, storage, issue and inspection of hazardous materials. The HAZMART will use standardized AF Hazardous Materials (HAZMAT) tracking systems to support reporting requirements and to manage HAZMAT IAW AFI 32-7086, *Hazardous Materials Management.*

1.2.2.14. Individual Equipment Element (IEE) (LGRMSI). IEE is responsible for the issue of select Class II items unless contracted out. IEE will operate centralized on-base issue, storage, and return intake point for Class II items. **(T-2).**

1.2.2.15. Individual Protective Equipment (IPE) Element (LGRMSP). Responsible for the storage, inventory, inspection and issue of mobility bags, base mobility small arms/light weapons, Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) IPE and Individual Body Armor (IBA). Ensures the accuracy of the appropriate materiel management information technology (IT) system records under their control. Provides support as specified in AFI 10-2501, *Air Force Emergency Management Program Planning and Operations.*

1.2.2.16. Flight Service Center (LGRMMF). This section serves as the primary point of contact with maintenance units regarding repair cycle management. The FSC monitors all items requiring repair or replacement from time of issue till returned to LRS.

1.2.2.16.1. Key duties include managing supply points, time-change, Time Compliance Technical Orders (TCTOs), Due-in From Maintenance (DIFM), Found On Base (FOB), Awaiting Parts (AWP), turn-around, local manufacture, and Quality Deficiency Report (QDR) programs.

1.2.2.16.2. Process DIFM returns and serve as the single return processing point for materiel in FB/FE accounts.

1.2.2.16.3. Act as a turnaround processing point supporting organizations not supported by the Integrated Maintenance Data System (IMDS).

1.2.2.16.4. Review and update the repair cycle data.

1.2.2.16.5. Coordinate disposition of unserviceable condition code “F” DIFM items through AFMC SCM-R Stock Control Activity.

1.2.2.17. Customer Support Section (LGRMC). This section consists of two elements: Equipment Accountability and Customer Support Liaison.

1.2.2.18. Equipment Accountability Element (EAE) or (LGRMCE). Equipment Accountability Element serves as the base equipment review and authorization activity and manages all base level equipment items with the exception of vehicles. EAE is responsible for updating base level data in the applicable materiel management IT system. Assist installation equipment custodians with processing equipment transactions.

1.2.2.18.1. Provides materiel management support and guidance to AOs, Responsible Officers, and Responsible Persons in the control and accountability equipment assets within the AF equipment system.

1.2.2.18.2. Responsible for interfacing with the MAJCOM Command Equipment Management Office (CEMO) and AFMC SCM-R Equipment Activity in regards to equipment management. Ensure all information involving the movement of equipment is coordinated with CEMO and forwarded to the AFMC SCM-R Equipment Activity for processing.

1.2.2.18.3. Advises approving and/or appointing authorities on equipment guidance and procedures affecting lost, stolen, damaged, or destroyed government property (Class II, VII and IX). Provide Block III, COMSEC, and Item Unique Identification (IUID) training to custodians.

1.2.2.18.4. Coordinate and direct deployment and redeployment of Class VII assets between AOs and Responsible Officers/Persons. Attend base deployment concept briefings to identify organizations deploying/transferring equipment.

1.2.2.18.5. Ensure Unique Item Identifier (UII) construct and application for equipment managed in the materiel management IT system is IAW MIL-STD-130N, *Identification Marking of U.S. Property)*.

1.2.2.18.6. Responsible for updating data for War Reserve Materiel (WRM) equipment records.

1.2.2.18.7. Manage Communication Security/Controlled Cryptographic Item (COMSEC/CCI) and Small Arms/Light Weapons (SA/LW) reconciliation.

1.2.2.18.8. Conduct annual visits on all organizational equipment accounts. Provide copy of report to the LRS and unit commander.

1.2.2.18.9. Input data for Chief Financial Officer (CFO) assets in the applicable materiel management IT system.

1.2.2.18.10. Ensure equipment custodians/commanders are signing/utilizing a Customer Authorization/Custody Receipt Listing (CA/CRL) from ILS-S. The only authorized CA/CRL is one generated by ILS-S.

1.2.2.19. Customer Support Liaison Element (LGRMCC). Respond to customer logistics concerns and proactively anticipates problems that could stand in the way of wing units fulfilling mission requirements.

1.2.2.19.1. Responsible for interfacing with AFMC SCM-R activities and provides guidance to work center supervisors on utilization of supply management products.

1.2.2.19.2. Responsibilities include monitoring the overall maintenance and materiel interface, perform document control, customer support, research and base level records maintenance, base level stock control functions, bench stock management. Focal point for customer feedback. Submit Price Challenge and Verification Program (formerly known as Zero Overpricing Program) submissions.

1.2.2.19.3. Responsible for coordinating Base-Level Supply Customer Training as it pertains to Block I (General Materiel Management Indoctrination) and Block IIA/B (Bench Stock/Repair Cycle).

1.2.2.19.4. Coordinate materiel management related training needs for decentralized materiel support personnel.

1.2.2.19.5. Conduct quarterly visits to maintenance work centers; providing guidance for maintaining bench, operating, and shop stocks; and assisting users in resolving any materiel management related problems. For Geographically Separated Units (GSUs), conduct quarterly telecoms in lieu of physical visits. Exception: ANG/AFRC activities will conduct semi-annual visits. **(T-2).**

1.2.2.19.6. Conduct an annual supply procedural surveillance visit to maintenance work centers. Brief work center supervisors on results, follow-ups on corrective actions and provide a copy of the report to affected Unit Commander. The annual supply procedural surveillance visit may be conducted in lieu of one quarterly maintenance work center visit. For Geographically Separated Units (GSUs), conduct annual telecoms to address issues and physically visit the units at least once every three years. Note: MAJCOMs must request a waiver in writing to AF/A4LM for any deviations from the GSU visit guidance. The waiver request will include justification along with an estimated date for visits to start. Note: For ANG/AFRC activities the annual supply visit may be conducted in lieu of one semi-annual maintenance work center visit.

1.2.2.19.7. Coordinate with customers to obtain mission impact statements to substantiate supply assistance requests. Review and forward supply assistance requests for supply difficulties to AFMC SCM-R for review.

1.2.2.19.8. Compile and forward semi-annual Supply Discrepancy Report (SDR) to Operations Compliance (LGLO) for distribution to respective MAJCOMs.

1.2.2.19.9. When there is no Decentralized Materiel Support (DMS), reconcile maintenance and supply systems records by correcting mismatched records listed in the NFS540 Document Validation Report (DVR) contained in IMDS and explained in AFCSM 21-579 Vol 2, *Maintenance-Supply Interface, Software User Manual*. This report is required to maintain a smooth interface between Maintenance and Supply systems. Act as a focal point to coordinate and consolidate 1SH rejects and other management notices (e.g. CAMS report screen 113 outputs). Print and distribute them to the appropriate work center for resolution. Follow-up daily to ensure 1SH rejects are resolved.

1.2.2.20. Decentralized Materiel Support (DMS). Where applicable, DMS support guidance applies to authorized supply positions in the maintenance activity. DMS personnel are responsible for coordinating maintenance and supply actions for their assigned maintenance activity. Please refer to AFI 21-101 *Aircraft and Equipment Maintenance Management,* for additional guidance. DMS personnel will: **(T-1).**

1.2.2.20.1. Support maintenance Repair Network Enhancement Program (RNEP) (formally IREP) meeting by providing materiel management information pertaining to their respective unit.

1.2.2.20.2. Advise maintenance leadership of supply support problems regarding the maintenance efforts and recommends corrective actions. In addition, the DMS will: **(T-1).**

1.2.2.20.2.1. Identify supply related training needs to maintenance work center supervisors.

1.2.2.20.2.2. Coordinate with maintenance work centers to identify components for which there is no base level repair or diagnostic capability and develop a Not Reparable This Station (NRTS) list.

1.2.2.20.2.3. Coordinate with Flight Service Center to ensure the repair work center is loaded on the repair cycle record for components with base repair capability.

1.2.2.20.2.4. Solicit and consolidate inputs from maintenance sections to initiate a Quick Reference List (QRL) as needed. Distribute the QRL to appropriate work centers including the APS.

1.2.2.20.2.5. Monitor status of backorder requisitions:

1.2.2.20.2.5.1. Initiate supply assistance requests for supply difficulties and send to Customer Support Liaison Element for review.

1.2.2.20.2.6. Assist AF Government Purchase Card (GPC) holders in administering and coordinating with weapon system purchases. The Program

Manager (PM) must approve the local purchase of all weapon system parts. **(T-2).** Refer to AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, for additional guidance.

1.2.2.20.2.7. Reconcile IMDS and ILS-S records by correcting mismatched records listed in the NFS540 Document Validation Report (DVR) contained in IMDS and explained in AFCSM 21-579 Vol 2. This report is required to maintain a smooth interface between Maintenance and Supply systems.

1.2.2.21. Inspection Section (LGRMI). Responsible for conducting limited inspector training to all personnel assigned materiel manager limited inspector duties.

1.2.2.21.1. The Chief Inspector is responsible to oversee the COSIS for all warehouse operations IAW AFJMAN 23-210, Section VI.

1.2.2.21.2. Establish and maintain the identification of items received, stored, issued, shipped, and transferred. Validate and process all identity changes for materiel for which the LRS/CC is responsible

1.2.2.21.3. Maintain a file of all active TCTOs for items in warehouse stockrooms.

1.2.2.21.4. Accept or reject items delivered under contracts that require acceptance at the destination. NWRM assets received under contract will not be rejected.

1.2.2.21.5. Coordinate with maintenance to determine if items suspected as damaged should be repaired or disposed.

1.2.2.21.6. Store incomplete items and notify LRS TCTO Monitor to initiate issue requests for items that are needed to bring incomplete assemblies to a serviceable condition.

1.2.2.22. Physical Inventory Control Section (LGRMP). This section is responsible for centralized execution of inventory functions for the LRS/CC IAW inventory policy contained in DLM 4000.25-M, *Defense Logistics Management System Manual* and Sec. 5I of this instruction.

1.2.2.22.1. Prepare and publish annual inventory schedule for all categories of property.

1.2.2.22.2. Conduct physical inventories of equipment and supplies as specified in para. 5.7.6.1.

1.2.2.22.3. Perform causative research inventory discrepancies.

1.2.2.22.4. Manage and control all rejects resulting from item records being frozen for inventory to include lifting the freeze code.

1.2.2.22.5. Obtain AO signature for Consolidated Inventory Adjustment Document Register.

1.2.3. Accountability for Stock Record Assets.

1.2.3.1. Responsibilities.

1.2.3.1.1. All AF personnel are responsible for government property under their control IAW AFI 23-111. AF members and employees may be held financially liable for the loss, damage, or destruction of AF property caused by their negligence, willful

misconduct, or deliberate unauthorized use. For determining when a Report of Survey (ROS) shall be performed; procedures on ROS investigations; and for assessing financial liability see DoD 7000.14-R, Vol. 12, Ch. 7 *DoD Financial Management Regulation* and AFMAN 23-220, *Reports of Survey for Air Force Property*.

1.2.3.1.2. AOs for supply system stocks:

1.2.3.1.2.1. Are liable for the full amount of the loss, damage, or destruction of property for which they are accountable when the loss, damage, or destruction is caused by their negligence, willful misconduct, or deliberate unauthorized use. For policy and procedures regarding liability see DoD 4140.1-R.

1.2.3.1.2.2. Will ensure all personnel under their command are thoroughly instructed in property responsibilities and are constantly alert to guard against loss, damage, or destruction of government property IAW DLM 4000.25-2-M, *Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP).*

1.2.3.1.2.3. Will ensure pre-adjustment and causative research is conducted to resolve inventory discrepancies prior to submission of ROS. **(T-2).**

1.2.3.1.2.4. Will initiate a ROS for inventory discrepancies IAW FMR 4140.1R. **(T-0).**

1.2.3.1.2.5. Will ensure processes to assign/relieve individuals of materiel management accountability IAW this instruction and AFI 23-111. This includes coordination with other base agencies for personnel in-processing/out-processing actions. **(T-2).**

1.2.3.2. Materiel management requirements.

1.2.3.2.1. Property Not on Property Records. Government property which is not carried on the property records should not be recorded simply to initiate a ROS. A survey can be initiated without this and action will be taken to obtain reimbursement for any government property lost, damaged, or destroyed regardless of whether or not it is considered as "Accountable" property. This includes local purchase items that have been deleted from accountable records.

1.2.3.2.1.1. ROS for gain or loss of classified, controlled, sensitive, and pilferable items will be done IAW FMR 7000.14-R and AFMAN 23-220. **(T-0).**

1.2.3.2.2. Relief of custodial responsibility. To relieve individuals of custodial responsibility for materiel management items (e.g. IPE, equipment, SPRAM etc.) the applicable record must be cleared by the LRS/Materiel Management Activity. **(T-2)**. If custodial records are not in compliance with existing guidance, the record will not be cleared until properly processed. This guidance is not applicable to the transfer of custodianship in theaters of operations or in combat situations unless implemented by the wing/installation commander. **Note:** See **Sec. 5D, Equipment Management** for guidance on equipment account transfers.

1.2.3.2.3. Adjustments. Adjustments to inventory stocks will be IAW with **Sec. 5G, Inventory and Inventory Adjustments**. A ROS will be prepared for adjustments that meet the criteria identified in DoD FMR 7000.14-R and AFMAN 23-220. **(T-1).**

1.2.3.2.4. Unserviceability. Property which is physically on hand and is known to be unserviceable due to normal authorized usage, without apparent fault or neglect of any individual, may be classified by qualified personnel (e.g. inspectors) as being unserviceable through fair wear and tear in service. The assets will be disposed of IAW **Sec. 5L, Materiel Disposition**. **(T-3).**

1.2.3.2.4.1. In those instances where property is determined by technical inspection or other means to be unserviceable or irreparable through causes other than fair wear and tear, a ROS, statement of charges, report of collection, or other authorized action will be initiated in accordance with the provisions contained in DoD FMR 7000.14-R and AFMAN 23-220. **(T-0).**

1.2.4. Establishing and Changing DODAACs.

1.2.4.1. Requests to establish or change DODAACs will be IAW AFI 24-230, *Maintaining Air Force DoD Activity Address Codes (DODAAC)*.

1.2.4.2. All materiel management activity accounts will use an Accountable Property System of Record (APSR). IAW *DoDI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property* and **Sec. 7C**, **Supply Chain Materiel Management Systems** of this instruction. **(T-0).**

1.2.4.3. Special Accounts. Requests for "FX" type accounts will require AF/A4LM approval. Justification should include why other accounts (e.g., FB, FE) are not available or suitable.

Section 1C—Satellite Operations

1.3. Satellite Operations. Satellite Accounts and Accountability. There are two categories of satellites, autonomous or non-autonomous.

1.3.1. Category II/IIA (Autonomous).

1.3.1.1. Accountability. The computer support base (CSB) LRS CC/AO retains accountability for Categories II/IIA Accounts.

1.3.1.2. Decentralization. The LRS CC/AO may request a satellite account if approved by AFMC SCM-R Computer Operations Activity.

1.3.1.3. Category II/IIA Satellite Operations Officer (SOO). The SOO for category II/IIA satellites is responsible to the CSB LRS CC/AO. The SOO will supervise operator maintenance of terminal equipment. **(T-3).** This includes ensuring that operator maintenance is scheduled and completed. When unscheduled downtime requires remedial maintenance, the SOO works with the CSB and local communication personnel (if applicable) to repair the terminal.

1.3.2. Category III/IIIA (Non-autonomous).

1.3.2.1. The Satellite LRS CC/AO is the accountable supply officer and is responsible to the commander or senior materiel officer for the effective and efficient management of the supply account. Satellite supply accounts are not authorized a deputy satellite LRS/CC.

1.3.3. Operating Systems for Satellite Policy. AF materiel management activities will use approved operating systems unless exceptions are approved by AF/A4LM. **(T-0).** The CSB LRS CC/AO will request approval of hardware requirements IAW AFMAN 33-116, *Long-Haul Telecommunications Management*. ANG satellites will coordinate needs with the National Guard Bureau.

1.3.4. Ordering Satellite Hardware. The ordering of satellite terminal hardware, including communication lines is a CSB responsibility. Either the LRS CC/AO or Chief of Base Network Control Center (BNCC) at the CSB will submit a request and coordinate with the satellite parent command. **(T-2).**

1.3.5. Common Support Records and Management Products. Where common support records and management products are involved, the satellite will comply with CSB policies and follow CSB directives unless otherwise amended by other documentation such as a Memorandum of Understanding/Memorandum of Agreement (MOU/MOA). **(T-2).**

1.3.6. Proposals and Modification. Units desiring a new satellite or rehome of existing accounts will route their request with complete justification through their applicable MAJCOM. In turn, the MAJCOM will forward to the AFMC SCM-R Computer Operations Activity for final approval. When a MAJCOM has a requirement to relocate a supply satellite to another CSB, they will ensure that the requirement is coordinated with the command's Information Systems (SC) and the Defense Finance and Accounting System (DFAS). In addition, the requirement must be coordinated with the parent command of the proposed new host CSB if the two affected bases belong to different MAJCOMs. If they have the same parent command, no further coordination is required. However, if they are assigned to separate commands, the desired CSB parent command will ensure that the relocation proposal is coordinated with SC prior to concurring with the relocation. **(T-2).**

1.3.7. Notification of changes. For CSB changes, the gaining CSB parent command will ensure that reporting requirements are accomplished. For changes other than CSB changes, the MAJCOM will ensure that approved changes are reported to Retail Systems Program Office. **(T-2).**

1.3.8. Establishment of the Satellite Account.

1.3.8.1. Assignment of Department of Defense Activity Address Code (DODAAC). and Type Account Codes. Following AFMC SCM-R Computer Operations Activity approval, the CSB LRS CC/AO will submit a request for the assignment of a DODAAC and Routing Identifier (RID) for the satellite. **(T-2).** The request will be made on-line IAW AFI 24-230. Upon receipt of the DODAAC and RID, the CSB LRS CC/AO will ensure coordination with the appropriate office to establish connectivity and funding. **(T-3).**

1.3.8.2. A series of system designators will have an account code for the DODAAC of FB or FE depending on the type of support being supplied. ANG satellites will submit their requests to the National Guard Bureau. **(T-2).**

1.3.8.3. Notification of DODAAC or CSB Changes and System Designators. Retail Systems Program Office (SPO) will be notified when DODAAC or CSB changes are made. For each alphanumeric systems designator, the CSB LRS CC/AO will provide Retail Systems Program Office with the satellite DODAAC, type account code(s),

category of satellite, satellite name, CSB, command and the planned date of conversion. **(T-2).**

1.3.8.4. Organization Codes. Satellites will be assigned a standard organization code (516 Record) from a series of codes reserved for them. **(T-2).** These codes are used to identify satellite account information and are loaded on the satellite organization record IAW **Sec. 8B, Cataloging and Records Maintenance** of this instruction and AFH 23-123, *Materiel Management Handbook,* Vol 1, Ch 2. **Note:** Do not confuse these codes with organization records assigned to activities receiving support from the satellite.

1.3.8.5. Offline Requisitions. The CSB will provide blocks of requisition serial numbers to the satellite for processing offline requisitions. **(T-3).**

1.3.9. SMAG Management guidance for Satellite Activities.

1.3.9.1. Category II/IIA Satellites. These satellites will appoint a SMAG monitor to work with their designated SMAG manager and comply with the SMAG direction of AFMC, MAJCOM and AO. **(T-2).**

1.3.9.2. Category III/IIIA Satellites. Satellites that do not manage their own SMAG operating program shall appoint SMAG monitors and comply with policies and procedures of the CSB MAJCOM and LRS CC/AO. Satellites that maintain their own General Support Division (GSD). SMAG operating programs will have the SMAG manager perform all the requisite duties and responsibilities to manage the program. The SMAG manager at AFMC will manage the SMAG operating program for those satellites that are located in designated area of responsibility (AOR).**(T-2).**

1.3.10. Satellite Pre-conversion/Conversion.

1.3.10.1. Pre-Conversion Requirements.

1.3.10.1.1. Before a satellite is converted, a support agreement according to AFI 25-201, *Support Agreements Procedures*, or a formal MOA will be developed. The agreement will define the CSB and satellite responsibilities that are not covered in this instruction. (**Note:** AFMC SCM-R managed host accounts are not required to maintain support agreements or formal MOAs with satellite accounts; however, a coordinated Transition Support Plan is required. Non AFMC SCM-R managed host accounts may maintain a support agreement or formal MOA with their satellites as required). At a minimum, the agreement will cover these points: **(T-2).**

1.3.10.1.1.1. Purchasing support by the CSB where the satellite does not have purchasing authority.

1.3.10.1.1.2. Accounting and Finance support from the CSB for the satellite and listing of satellite responsibilities for SMAG operations and satellite Operations Operating Budget (OOB) funds management area.

1.3.10.1.1.3. CSB and satellite responsibilities for budgeting Operations and Maintenance (O&M) appropriations.

1.3.10.1.1.4. Satellite management responsibilities for those satellite accounts that the CSB LRS CC/AO is accountable IAW AFI 23-111.

1.3.10.1.1.5. Satellite and/or CSB responsibilities for terminal hardware

maintenance requirements.

1.3.10.1.1.6. Redistribution between the CSB and satellite for excess assets.

1.3.10.1.1.7. Transition of manpower, as necessary, and a critical path schedule as agreed upon by both parties.

1.3.10.2. For Satellite conversion.

1.3.10.2.1. CSB MAJCOM. The MAJCOM will: **(T-2).**

1.3.10.2.1.1. Monitor, direct, and assist in conversion. Advise and assist satellites in alignment and location of functions, facilities, manning policies, and terminal equipment.

1.3.10.2.1.2. Develop conversion schedules with satellite MAJCOM or responsible agency.

1.3.10.2.1.3. Develop command programs to produce load inputs for areas not handled by standard computer programs.

1.3.11. Reporting for CSB and Satellite Accounts.

1.3.11.1. The host MAJCOM will establish report requirements for CSB and satellite accounts. The CSB LRS CC/AO will inform AFMC SCM-R Computer Operations Activity when conversion begins. The LRS CC/AO will also provide the following information: total item records loaded; total dollar value of the satellite account; type of communications circuit (military or commercial); and type of terminal function maintenance (military or contract). **(T-2).**

Section 1D—Air Force Supply Chain Materiel Management Goals and Metrics

1.4. Air Force Supply Chain Materiel Management Goals and Metrics.

1.4.1. AF SCM Goals.

1.4.1.1. AF/A4LM will promote AF enterprise SCM goals to:

1.4.1.1.1. Achieve ample planning and resourcing of the logistics infrastructure to ensure weapon system readiness that meets warfighter needs.

1.4.1.1.2. Champion policy, programs and processes to field, modify and sustain weapon systems.

1.4.1.1.3. Advocate for robust depot level maintenance/repair capability through continuous improvement and innovation to include SCM innovation and responsiveness.

1.4.1.1.4. Advocate for an integrated supply chain through new or improved business initiatives and appropriate resources.

1.4.1.2. MAJCOM and base-level SCM goals will support AF enterprise-level goals. MAJCOMs and bases will identify materiel management objectives that support the AF Enterprise goals. **(T-2).**

1.4.2. AF Metrics.

1.4.2.1. Metrics will be used at all levels of command to drive improved performance and adhere to well-established guidelines. While recognizing the utility of legacy metrics, the emphasis of AF SCM metrics shall highlight leading versus lagging indicators. **(T-1).**

1.4.2.2. Responsibilities.

1.4.2.2.1. AF/A4L:

1.4.2.2.1.1. Will serve as the approving authority for AF metrics.

1.4.2.2.1.2. In conjunction with AFMC, will clearly define AF SCM metrics.

1.4.2.2.1.3. Will direct an annual data call for updates to AF SCM metrics (for next FY) by 1 Mar of each year. This data call will include, at a minimum, information in support of:

1.4.2.2.1.3.1. President's budget and Program Budget Review (PBR) submissions.

1.4.2.2.1.3.2. HAF and Office of Secretary of Defense (OSD) quarterly execution reviews.

1.4.2.2.1.3.3. OSD SCM Group monthly metrics.

1.4.2.2.2. MAJCOMs will: **(T-2).**

1.4.2.2.2.1. Provide response to A4L annual data call NLT 1 Apr of each year, or the date specified.

1.4.2.2.2.2. Develop MAJCOM metrics to support AF enterprise level metrics.

1.4.2.2.2.3. Ensure their units have the capability to gather and track required SCM information.

1.4.2.2.2.4. AFMC will: **(T-2).**

1.4.2.2.2.4.1. Track, analyze and report AF SCM metrics.

1.4.2.2.2.4.2. Interface with Defense Logistics Agency (DLA) to obtain AF SCM data and metrics.

1.4.2.2.3. Supervision at all levels will use metrics to evaluate the overall health of the unit and ability to meet mission requirements. **(T-2).**

1.4.2.2.3.1. Leaders, supervisors and technicians must have accurate and reliable information to make decisions. To do this, metrics will be: **(T-2).**

1.4.2.2.3.1.1. Accurate and useful for decision-making.

1.4.2.2.3.1.2. Consistent and clearly linked to goals/standards.

1.4.2.2.3.1.3. Clearly understood and communicated.

1.4.2.2.3.1.4. Based on a measurable, well-defined process.

Section 1E—Air Force Supply Chain Boards and Working Groups

1.5. Air Force Supply Chain Boards and Working Groups

1.5.1. The AF supply chain community has established several boards and working groups to work important issues. Of these various working groups, the AF Logistics Readiness Board (AFLRB), formerly the AF Supply Chain Management Board is the governing body. AFLRB is part of the AF Enterprise Logistics Governance (ELG) structure. The AFLRB reports to the Logistics Working Group, which is chaired by the AF/A4I with MAJCOM A4 (at the O-6/GS-15 level) representatives. The working groups identified in this section are sanctioned by the AFLRB. The purposes and membership composition of these boards and working groups are explained in the following paragraphs. In all cases, the ultimate objective is to apply the principles of quality management to all facets of the AF supply chain.

1.5.2. Air Force Materiel Management Chiefs Advisory Board (AFMMCAB).

1.5.2.1. The AFMMCAB will:

1.5.2.1.1. Review and comment on all proposed changes in the materiel management career field. The board will accept inputs on any materiel management issues and promote changes for improving the overall organization, equipping, and training of all assigned materiel management.

1.5.2.1.2. Review issues from an AF perspective and provide its assessments to the appropriate AF policy working group. The board will be directly responsible to the Integrated Life Cycle Management Division (AF/A4LM) Materiel Management Air Force Career Field Manager (AFCFM) when in session. In turn, the AFMMCAB will provide any input to the AFLRB through the AF Logistics Readiness Chiefs Advisory Group (LogR CAG).

1.5.2.2. Membership. The AFMMCAB members include the Materiel Management Air Force Career Field Manager (AFCFM) and the Materiel Management MAJCOM Functional Managers (MFM). The Materiel Management AFCFM is the chairperson. Topics, comments, and recommendation are solicited from all MAJCOMs. The AFCFM will direct additional membership changes as necessary to maintain a balanced mix of materiel management backgrounds from the MAJCOMs, NAFs, FOAs, DRUs, LRSs and other base level organizations as appropriate. Members will attend all board meetings.

1.5.2.3. Advisors. AFMMCAB advisors include materiel management senior enlisted leaders from the Air Force Personnel Center (AFPC) overseeing materiel management enlisted assignments (AFPC/DPA) and deployment scheduling functions (AFPC/DPW); HAF Functional Manager and Global Force Manager with oversight of materiel management war plans and tasking functions; the materiel management formal enlisted training CMSgt (i.e. 344 TRS, Lackland AFB); and the USAFCENT staff CMSgt. Representatives should attend all meetings unless otherwise directed by the chairperson. Base level materiel management Chief Master Sergeants in the local area may attend open sessions with prior coordination with the AFCFM.

1.5.2.4. Meeting Frequency. The board will meet at least annually. The chairperson may call special meetings as appropriate.

1.5.2.5. Minutes. The board publishes and distributes meeting minutes to all MAJCOMs, all supply chief master sergeants, and all supply organizations through their MAJCOM Chief or Senior Enlisted Manager.

1.5.3. Air Force Supply Chain Policy Working Group (AFSCPWG).

1.5.3.1. Purpose.

1.5.3.1.1. Incorporates the existing Air Force Stockage Policy Working Group, and replaces the Air Force Supply Warfighting Policy Working Group and Air Force Communications Sustainment Working Group.

1.5.3.1.2. Focuses on supply and inventory control policies and related logistics functions that affect or influence AF stockage requirements/inventory control policies and their corresponding interface with DoD inventory control point requirements and distribution systems.

1.5.3.1.3. Provides a forum for fostering a cooperative approach to supply warfighting issues to include communications and other non-airborne supply policy issues.

1.5.3.2. Membership. The Chair is the AF/A4LM Division Chief. The AFSCPWG is an executive-level group consisting of military or civilian logistics leaders from the MAJCOMs and other key logistics agencies. Each voting member has an equal voice on issues.

1.5.3.3. Advisors. Non-Voting membership will be determined by the AFSCPWG voting membership. **(T-1).**

1.5.3.4. Secretariat. The AFMC SCM-R Activity will serve as the Secretariat or appoint another organization to accomplish these activities. The Secretariat will work with the Chair to develop a conference agenda for AFSCPWG meetings. After agenda approval, the Secretariat will: **(T-1).**

1.5.3.4.1. Identify who will make presentations at the conference and the proposed length of the presentation.

1.5.3.4.2. Secure any briefings or other documents for AFSCPWG discussion prior to the conference. Provide all documents via a designated website for access by all AFSPCWG members.

1.5.3.4.3. Take conference minutes and provide them to the Chair for review and approval.

1.5.3.4.4. Manage all AFSCPWG Action Items to define what is to be done, who is to do it, and when is the estimated completion date. Prior to each AFSCPWG conference, the Secretariat will contact the designated Action Item OPRs to ensure either Action Item resolution or a status report will be available to the AFSCPWG members.

1.5.3.5. AF/A4LM will schedule AFSCPWG meetings on a semiannual basis or as needed to work critical time sensitive issues.

1.5.3.6. Minutes. The board through the Secretariat publishes and distributes meeting minutes to all AFSCPWG members.

1.5.4. Air Force Equipment Policy Working Group (EPWG).

1.5.4.1. Purpose:

1.5.4.1.1. Address equipment matters, to include authorizations, review process, computation, allocation, reporting, supporting information technologies, use, and accountability.

1.5.4.1.2. Seek input and provide clear and effective equipment policy and guidance.

1.5.4.2. Membership. The Co-chairs of the EPWG are the Air Force Materiel Support Division (A4LE) Chief and the AFMC SCM-R Wing Commander. Voting membership in the EPWG, consists of a single representative from each MAJCOM. The EPWG Chair retains veto authority.

1.5.4.3. Advisors. Non-Voting membership will be determined by the EPWG voting membership. **(T-1).**

1.5.4.4. Secretariat. AF/A4LE will either serve as the Secretariat or appoint another organization to accomplish these activities. The Secretariat will work with the EPWG Co-chairs to develop a conference agenda. After agenda approval, the secretariat will:

1.5.4.4.1. Identify who will make presentations at the conference and the proposed length of the presentation.

1.5.4.4.2. Secure any briefings or other documents for EPWG discussion prior to the conference. Provide all documents via a designated website for access by all EPWG members.

1.5.4.4.3. Take conference minutes and provide them to the Co-chairs for review and approval.

1.5.4.4.4. Manage all EPWG Action Items to define what is to be done, who is to do it, and when is the estimated completion date. Prior to each EPWG conference, the Secretariat will contact the designated Action Item OPRs to ensure either Action Item resolution or a status report will be available to the EPWG members.

1.5.4.5. Meeting Frequency. The EPWG will meet twice a year.

1.5.4.6. Minutes. The board through the Secretariat publishes and distributes meeting minutes to all EPWG members.

1.5.5. The Contractor Supported Weapon Systems Working Group (CSWSWG)

1.5.5.1. Purpose:

1.5.5.1.1. Focus on materiel management stockage and inventory control policies and related logistics functions that affect or influence AF contractor supported weapons systems policies and their corresponding DoD requirements. The types of contracts include, but are not limited to: Performance Based Logistics (PBL), Contractor Logistics Support (CLS), Interim Contractor Support (ICS), etc.

1.5.5.1.2. Establish a partnership between Government and industry for the most effective and efficient means of managing the AF's premier weapon systems.

1.5.5.1.3. Provide a forum to address AF contractor supported weapons systems issues.

1.5.5.1.4. Seek input and provide clear and effective AF contractor supported weapons systems policy and guidance.

1.5.5.2. Membership. The Chair is the AF/A4LM Chief or his/her designee. Membership in the CSWSWG includes the materiel management representatives from the MAJCOMs and other key logistics agencies. The CSWSWG Chair retains the authority to guide the agenda of the working group.

1.5.5.3. Secretariat. AF/A4LM will either serve as the Secretariat or appoint another organization to accomplish these activities. The Secretariat will work with the Chair to develop a conference agenda for CSWSWG meetings. **(T-1).**

1.5.5.4. Meeting Frequency. The CSWSWG will meet twice a year.

1.5.5.5. Minutes. The board through the Secretariat publishes and distributes meeting minutes to all CSWSWG members.

Section 1F—MATERIEL MANAGEMENT ENLISTED CAREER BROADENING PROGRAM

1.6. Overview. This section outlines administration of a career broadening program to provide Supply Chain Management Experience for Materiel Management Noncommissioned Officers (NCO) holding Air Force Specialty Code (AFSC) 2S071.

1.7. Purpose of the Program. This program allows cross-fertilization of training, knowledge, experience, and perspectives to promote a better understanding of supply chain management from an enterprise level. NCOs will learn “end-to-end supply chain” processes not normally found at Wing/MAJCOM. This may include processes such as functional interfaces, materiel management, requirements or item processing, provisioning, procuring, contracting, budgeting, and funding processes.

1.7.1. **Mandatory Qualifications.**

1.7.1.1. Possess the rank of Technical Sergeant or Master Sergeant. Staff Sergeants with promotion line numbers to Technical Sergeant may request a waiver. Master Sergeants with promotion line numbers to Senior Master Sergeants are not eligible.

1.7.1.2. Have less than 15 years time-in-service as of 1 October of the year reporting into the program. Waiver requests will be considered on a case-by-case basis.

1.7.1.3. Have a 2S071 control AFSC (nonwaiverable).

1.7.1.4. Be eligible for permanent change of station (PCS) in accordance with AFI 36-2110, *Assignments*. Individuals within the Continental United States (CONUS) must have a minimum of four years time-on-station (TOS) before entering the program. Overseas returnees are eligible to apply for the program if they can meet the reporting dates of 1 January through 31 December in the year following their selection. TOS waivers or date

eligible to return from overseas (DEROS) curtailment will not be considered for this program.

1.7.1.5. Have completed one overseas tour (waiverable).

1.7.1.6. Have a SECRET security clearance.

1.7.1.7. Have no quality control restrictions.

1.7.1.8. Be recommended by their squadron commander.

1.7.1.9. Individuals volunteering for the program should be aware that he/she might encounter situations that are different than what is experienced in most Air Force assignments. These are not necessarily problems, but personnel should be prepared for the following:

1.7.1.9.1. The possibility of living in a high cost area on the economy rather than in base housing.

1.7.1.9.2. To work in a predominantly civilian environment without direct supervision with possible unconventional supervisory relationships.

1.7.1.9.3. In some instances, limited availability or nonavailability of normal military support services, such as a local finance office, medical care, military personnel activity, commissary, and base exchange.

1.7.1.9.4. Be financially situated for entry and assignment into the program.

1.8. Selection Process.

1.8.1. The HQ Air Force Personnel Center (AFPC), Materiel Management Functional Manager (AFPC/DPAA) solicits volunteers during the months of February/March of each year by sending a message to all supply agencies and base personnel offices. The Materiel Management Career Field Manager (CFM) will also post dates, criteria and nomination procedures on the Materiel Management SharePoint.

1.8.2. Volunteers for the program will submit an electronic package to their organization commander. Nomination package format and content will be posted on the Materiel Management SharePoint. The organization commander ensures the volunteer meets mandatory requirements, endorses approved packages, and forwards nomination packages electronically to the 2S MAJCOM Functional Manager (MFM). The MAJCOM/A4R must approve the nomination and the Material Management MAJCOM Functional Manager (MFM) will post to the Materiel Management SharePoint.

1.8.3. The selection panel will convene in May/June each year and will be chaired by the 2S CFM. The selection panel will consist of the 2S CFM (Chairman, USAF Supply Chiefs Advisory Board) and voting members of the USAF Supply Chiefs Advisory Board (MFMs). The selection will be based on the nominee's qualifications, and career data. HQ USAF/A4R will notify the individuals by message NLT 30 days after selection. The assignment location of each selectee will be based on AFI36-2110 assignment policies, position availability, and assignment preferences. The CFM and/or MFMs will notify non-selectees.

1.9. Program Administration.

1.9.1. After AF/A4L announces selections, HQ AFPC will assign up to three NCOs per year to each AFMC Air Logistics Center (ALC) and up to three per year to each DLA Defense Supply Center (DSC) depending on the number of selected nominees. HQ AFPC will direct the serving personnel activity to assign a 3-year controlled tour to each of the selectees.

1.9.2. DLA enlisted career broadening participants will be assigned within a materiel management/supply functional area as dictated by their scheduled training plan/Individual Professional Development (IDP) plan and organizational composition of their respective DSC. At a minimum, NCOs will rotate through the inventory control point (ICP) supply chain operations, distribution (depot operations and transportation), contracting and production, and financial management areas. Participants should be afforded the opportunity to receive exposure/training in weapon system support, emergency supply operations center, provisioning, cataloging, and other related functional areas. NCOs will be rotated at least annually and be assigned specific tasks and duties in direct support of mission requirements.

1.9.3. The AFMC program schedule will consist of three phases. Phase I, Materiel Management; Phase II, Production Management; and Phase III, Flexible, to meet follow-on assignment requirements. However, Phase III will primarily focus on Weapon System Spares/MAJCOM support issues. It is highly recommended that NCOs perform these duties within a Systems Program Office (SPO).

1.9.3.1. Once selected for the Materiel Management Enlisted Career Broadening Program, Airmen must complete the following mandatory courses during their three year tour; Defense Aquisition University (DAU) online, Acquisition, Technology & Logistics (AT&L), Life Cycle Logistics (LCLs) Level I certification course: ACQ101 (Fundamentals of Systems Acquisition Management), LOG101 (Acquisition Logistics Fundamentals), LOG102 (Systems Sustainment Management Fundamentals), CLL008 (Designing for Supportability in DoD Systems) and CLL011 (Performance Based Logistics). ***NOTE:*** AT&L Level I LCLs certification courses are available to all Airmen online. However, Airmen will only receive Level I certification after satisfactorily completing the mandatory courses listed above, worked for at least one year in an acquisition "L" coded position and meets all other mandatory Under Secretary of Defense for AT&L core standard certification requirements outlined in the DAU web site (**http://www.dau.mil**/). To receive LCL Level I certification, Airmen must submit a formal request to the 2S CFM after completing all of the above requirements.

1.9.4. Each DSC/ALC commander will appoint a center Materiel Management Enlisted Career Broadening Program Manager (PM).

1.9.4.1. The PM is delegated authority to manage participant rotations and assignments to ensure program expectations are met and maximize participant professional and technical development.

1.9.4.2. The PM will:

1.9.4.2.1. Mentor, advise, counsel, and monitor career broadening program participants.

1.9.4.2.2. Ensure individual development plans for each participant are established and specify rotation policy and program schedules in a local directive to ensure optimal exposure to supply chain management operations.

1.9.4.2.2.1. These plans should be flexible enough to allow for a changing environment and optimize opportunities and desired outcomes. The IDP will be accomplished and submitted to DLA/AFMC functional manager within 60 days of participants' arrival at the duty station. The PM, supervisor and participant should review the plan annually and provide updates to the DLA/AFMC functional manager. These reviews should be conducted in conjunction with the participant's mid-term performance feedback. The feedback must be constructive and training documented per completion of assigned tasks.

1.9.4.2.3. Serve as reporting official.

1.9.4.2.3.1. Reporting officials must be familiar with AFI 36-2406, *Officer and Enlisted Evaluation System*, AFI 36-2618, *Enlisted Force Structure*, AFI 10-248, *Air Force Fitness Program*, and applicable decoration and award/recognition program guidance.

1.9.4.2.4. Ensure participants are assigned tasks commensurate with their rank and the objectives of the Materiel Management Enlisted Career Broadening Program.

1.9.4.2.5. Meet at least quarterly with program participants and supervisors. These meetings will be utilized to determine if program/training objectives are being met and make adjustments as required. Meeting minutes must be sent to the DLA/AFMC functional manager and 2S CFM.

1.9.5. Program participants will prepare and submit an "End of Tour" report to the DLA/AFMC functional manager no later than 30 days prior to PCS departure date. The report will be used to review each member's observations as a program participant. This report will be used to make improvements in the program. A standard report format will be posted on the Materiel Management SharePoint. The content will include, at minimum, constructive comments about the overall program, recommendations for enhancements, identification of assignment highlights, and any other comments that the program participant feels will benefit future participants. Report will be submitted to the 2S CFM. (This reporting requirement is exempt from licensing in accordance with paragraph 2.11.5 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.)

1.9.6. Program participants can compete in the USAF Logistics Readiness Awards Program, AFI 36-2821. AFMC and DLA may submit one nominee each for the Chief Master Sergeant Timothy Doolin AF Materiel Management Staff Enlisted Manager of the Year Award. DLA participants will compete at HQ DLA and then the winner forwarded to the USAF level. ALC participants will compete at HQ AFMC with other AFMC staff nominees. If selected, the HQ AFMC winner then competes at the USAF level.

1.9.7. All participants are susceptible for deployments and can expect to deploy once during their tours.

1.9.7.1. DLA participants will deploy as customer service representatives on DLA Contingency Support Teams to various DLA sites in the Area of Responsibility. Participants will be assigned to the Enabler bucket in Mil-PDS and expect to deploy after their first year in the program. Participants must immediately notify the Center PM upon being placed in non-deployable status.

1.9.7.2. AFMC participants will be assigned to UTC JFBWH, postured in the Enabler bucket and not assigned to a particular AEF. Also their readiness status will be recorded in the AEF Reporting Tool (ART). They may be tasked for 120-179 day deployments anytime between their 12th and 30th month in the program. Participants may volunteer when they are within this window by contacting the AFMC 2S FAM after advising the PM, respective Squadron Director, and Flight Chief. If tasked they again must notify their leadership of their deployment schedule and adjust their training plan accordingly.

1.10. Career Broadening Assignments.

1.10.1. Program volunteers will include in their packages a rank order of their location preferences for AFMC and DLA assignments (e.g., Ogden ALC, Defense Supply Center Columbus (DSCC), etc.).

1.10.1.1. DLA has 9 wholesale positions; three each at the following DSCs:

1.10.1.1.1. Defense Supply Center Columbus (DSCC), OH.

1.10.1.1.2. Defense Supply Center Richmond (DSCR), VA.

1.10.1.1.3. Defense Supply Center Philadephia (DSCP), Philadelphia, PA.

1.10.1.2. AFMC has 9 wholesale positions; three each at the following ALCs:

1.10.1.2.1. Oklahoma City ALC (OC-ALC), Tinker AFB, OK.

1.10.1.2.2. Ogden ALC (OO-ALC), Hill AFB, UT.

1.10.1.2.3. Warner-Robins ALC (WR-ALC), Robins AFB, GA.

1.11. Follow-On Assignments. HQ AFPC will provide follow-on assignments based on the normal assignment cycle for CONUS mandatory movers. Graduates will be primarily looked at for assignments to a MAJCOM staff or the Air Force Sustainment Center (AFSC); however, based on mission requirements and individual preferences, some individuals may be assigned to a Logistics Readiness Squadron or other units. Members must have a current AF Form 392, *Airman Assignment Preference Statement* updated via VMPF no later than 6 months prior to completion of their career broadening assignment.

1.12. Review Conference. A Materiel Management Enlisted Career Broadening Program Review Conference will be conducted annually. The hosting of the conference will rotate between HQ AFMC and HQ DLA. Representatives from each DSC, ALC, DLA, AFMC Program Managers, HQ USAF/A4L, HQ AFMC/A4, MFMs, and HQ DLA are encouraged to attend. HQ AFPC/DPAA will either attend or participate through VTC or teleconference. The CFM will post conference minutes to the Materiel Management SharePoint.

1.13. Materiel Management Enlisted Career Broadening Program OPR. The 2S, Materiel Management CFM is the overall OPR for the program. The CFM is expected to actively promote the program providing oversight, direction and implement the strategic plan laid out by HQ USAF/A4R.

Chapter 2

PLAN

Section 2A—Overview

2.1. Overview. This chapter outlines AF guidance for the materiel management processes associated with demand and supply planning for base and depot retail operations. See **Sec. 3D, Item Management** for AF guidance for depot wholesale Item Management stockage requirements. These activities include Stockage Policy; Financial Management; WRM; Degraded Operations; and Readiness Spares Packages and Kits; Contingency/ Wartime Planning; Life Cycle Product Support Planning; Provisioning; Weapons System Support Program; the Spares Breakout Program; and Tanks, Racks, Adapters, and Pylons. For this chapter, DoD 4140.1-R, AFI 10-401, and AFI 10-403.

Section 2B—Stockage Policy

2.2. Stockage Policy.

2.2.1. Stockage policy addresses requirements (stock levels), retention, transfer (to include excess materiel) and reclamation requirements except fuels.

2.2.2. Roles and Responsibilities:

2.2.2.1. AF/A4LM will:

2.2.2.1.1. Ensure the AFSCPWG addresses AF stockage requirements and inventory control policy issues IAW DoD policy and AF mission needs.

2.2.2.1.2. Appoint an official representative to serve as the AF's single point of contact with the DoD on matters related to the Supply System Inventory Report (SSIR) reporting requirement.

2.2.2.2. MAJCOMs will: **(T-2).**

2.2.2.2.1. Manage materiel according to established logistics policies and procedures in an effective manner.

2.2.2.2.2. Evaluate retail level stockage analysis. These evaluations include an analysis of items that could come down from wholesale, a review of Economic Order Quantity (EOC) modeling techniques and an assessment of stratification practices for on-hand and on-order inventory.

2.2.2.2.3. Determine materiel requirements to support their mission needs and for specialized purposes.

2.2.2.2.3.1. MAJCOM A4RMs will provide accurate and timely logistical planning data (i.e., scenario data, including flying hours, Aircraft Availability (AA) goals, SRAN/MDS information, etc.) to AFMC **(T-2).**

2.2.2.3. AFMC will: **(T-2).**

2.2.2.3.1. Implement and enforce AF stockage policies/procedures.

2.2.2.3.2. Ensure proper wholesale requirements computation.

2.2.2.3.3. Review Supply System Inventory Report (SSIR) or equivalent and narratives. The SSIR contains principal and secondary inventory data as of 30 September of each year. The narrative describes significant trends, changes from previous reporting periods, and modification to systems, procedures, or operations impacting on the reported value of the materiel.

2.2.2.3.4. Provide additive requirements for consumable items to DLA

2.2.2.3.5. Assist AF/A4LM in developing stockage policies.

2.2.2.3.6. Manage wholesale level inventory according to established logistics policies and procedures in an effective manner.

2.2.2.3.6.1. Use historical information and data submitted by materiel management organizations and contractors to determine management actions needed to support procurement requirements.

2.2.2.3.6.2. Make management decisions about terminating contracts and disposing of potential reutilization and disposal inventory methods.

2.2.2.3.6.3. Maintain models to compute wholesale materiel requirements for Air Force centrally procured items, including items subject to coordinated procurement by other agencies and military departments.

2.2.2.3.7. Implement methods and maintain models to accomplish wholesale inventory stratification for each item under its management control.

2.2.2.3.8. Make appropriate refinements as necessary from the time of the initial computation through all echelons of review. The rationale applied in the refinements will be documented and validated by the computing and reviewing activities.

2.2.2.3.9. Conduct periodic reviews at the wholesale level. These reviews will include detailed analysis of individual item computation worksheets, procurement histories, repair schedules, and other documentation used to support management actions.

2.2.2.3.10. Continually evaluate and verify data and factors used in determining stock requirements.

2.2.2.3.11. Ensure management emphasis on prompt reduction or cancellation of purchase requests and consideration of terminating unnecessary items on contract.

2.2.2.3.12. Ensure that where feasible, termination costs will be obtained in a timely manner to establish the cost-effectiveness of termination. AFMC will develop a termination cost model to be used to estimate termination costs if they can’t be obtained in a timely manner.

2.2.2.3.13. Ensure decisions and implementation of those reduction decisions are accomplished in a timely manner.

2.2.2.3.14. Determine cost-effectiveness by comparing holding costs to the cost to terminate plus future procurement costs, if known.

2.2.2.3.15. Emphasize reduction or cancellation of purchase requests before contract award to avoid potential liability for contractor termination costs.

2.2.2.3.16. Ensure terminations of contracts occur only after determining that termination is cost-effective and in the best interest of the Government.

2.2.2.3.17. **(DELETED)**

2.2.2.3.18. Evaluate retail level stockage analysis from subordinate units. Analysis includes wholesale supportability of retail requirements, the effectiveness of stockage modeling techniques for on-hand and on-order inventory.

2.2.2.3.19. Conduct periodic materiel management reviews within their respective subordinate units.

2.2.2.3.20. Manage the Adjusted Stock Level (ASL) program.

2.2.2.4. **(DELETED)**

2.2.3. Determining materiel requirements.

2.2.3.1. The consumable and reparable requirements objective must accomplish the following: **(T-2).**

2.2.3.1.1. Purchase needed items at minimal ordering and holding cost.

2.2.3.1.2. Make maximum use of available assets before acquiring additional materiel. This includes, but is not limited to:

2.2.3.1.2.1. Substitute interchangeable items where differences are minor.

2.2.3.1.2.2. Modify items if considered suitable and economical.

2.2.3.1.2.3. Use assets from the Defense Logistics Agency Disposition Services (DLADS).

2.2.3.1.2.4. Use reconditioned serviceable assets and assets from reclamation, where practical.

2.2.3.1.2.5. Maintain an effective repair program for reparable items.

2.2.3.1.3. Allocate resources (materiel, facilities, personnel, and funds) to achieve an optimum balance in program support consistent with availability and support goals, mission priorities and assigned unit precedence.

2.2.3.1.4. Implement the latest applicable AF planning and programming documents when computing stock requirements, including RSP materiel requirements and supplemental program data, such as missile months and projected flying hours.

2.2.3.1.5. Maintain current standard catalog and Consolidated Sustainment Activity Group (CSAG) Supply Division price data.

2.2.3.1.6. Establish flexible supply management procedures capable of providing continuous support during volatile and sometimes adverse conditions.

2.2.3.1.7. Ensure adequate initial stockage of items.

2.2.3.1.8. Ensure retention of adequate stockage for issuance and MAJCOM coordination for contingency purposes.

2.2.3.1.9. Establish quantitative goals to reduce unneeded inventory.

2.2.3.1.10. Ensure potential reutilization/disposal materiel, as well as inactive and obsolete items, are removed from the AF supply system stock in an efficient, timely, and economical manner.

2.2.3.1.11. Ensure timely management action to reduce or cancel purchase requests and terminate contracts when requirements are reduced for items in the procurement cycle.

2.2.3.1.12. Ensure asset data is available for use.

2.2.3.1.13. Ensure there are adequate quality control procedures established to verify and validate the data and critical factors that affect requirements computations.

2.2.3.2. Categories and Characteristics of Consumable Items:

2.2.3.2.1. An item categorized as a consumable is an item of supply (except explosive ordnance and major end items of equipment) that's normally expended or used up beyond recovery in the use for which it is designed or intended.

2.2.3.2.2. Categorize consumables according to the Expendability, Recoverability, and Reparability Category (ERRC). See AFH 23-123, Vol 1, Ch 2 for Expendability, Recoverability, Reparability, Cost Designators (ERRCD).

2.2.3.2.2.1. Consumables may be expendable and nonreparable (XB3) or expendable and field repairable (XF3).

2.2.3.2.2.1.1. XB3 items may be reconditioned (cleaned, painted, straightened, sharpened, etc.) by users. XB3 items costing $50 or more may be authorized repair by the competent maintenance authority at organizational and intermediate levels.

2.2.3.2.2.1.2. Don't return unserviceable goods marked XF3 to the depot or specialized repair unit. Mark XF3 items that cannot be restored at the retail maintenance level and transfer them to servicing DLADS.

2.2.3.2.2.2. Non-working capital funds items are categorized as EOQ requirements.

2.2.3.2.2.2.1. Derive the EOQ requirement from a mathematical equation both for wholesale and retail. For consistency, wholesale and retail activities share computational methodology.

2.2.3.3. Consumable Item Computational Guidance:

2.2.3.3.1. Use the EOQ to:

2.2.3.3.1.1. Minimize the total cost of ordering and holding inventories.

2.2.3.3.1.2. Compute peacetime and WRM purchase requirements for consumables.

2.2.3.3.1.3. Develop categories for budgeting and evaluating inventory.

2.2.3.3.2. Consider the importance of each mission in determining which requirements to fill.

2.2.3.4. Consumable Item Computing Requirements:

2.2.3.4.1. Determine EOQ at the wholesale level for a maximum of 24 months demand. To determine the minimum EOQ, use either the Administrative Lead Time (ALT) or 6 months, whichever is less.

2.2.3.4.1.1. The EOQ minimum level may be overridden if a lesser quantity is demonstrably more cost effective.

2.2.3.4.1.2. AFMC may adjust the maximum EOQ downward to ensure they operate within budget.

2.2.3.4.1.3. Adjust EOQ downward for phased-out end items or those declining in demand.

2.2.3.4.2. Determine EOQ at the retail level-for a maximum of 12 months demand.

2.2.3.4.2.1. Adjust EOQ downward for phased-out end items or declining in demand.

2.2.3.4.2.2. Override the targeted EOQ requirement when more cost-effective quantity is documented.

2.2.3.4.3. Estimate projections for demand-based requirements using past records of recurring demand. Factor in serviceable returns.

2.2.3.4.3.1. Purchase demand-based items when demand for items exceeds goods on-hand and on order.

2.2.3.4.3.2. Determine the reorder point by adding together the ALT, stock due-out quantity, variable safety level and applicable non-demand-based additive requirements.

2.2.3.4.3.2.1. Determine the variable safety level to augment the operating level of supply. This allows for continuous operations when demand rises steeply or when lead-time is extended. Decrease safety levels as fluctuations even out.

2.2.3.4.3.2.2. Determine non-demand-based requirements for goods that have limited or no demand history, but qualify for purchase based on other criteria. Two types of non-demand-based requirements are insurance (INS) and calendar time change items.

2.2.3.4.3.2.3. Identify essential items with no demand records or forecast for failure reports and stock them at the wholesale level as INS items. These should not exceed the cost of one minimum replacement unit without documentation and justification of the added cost.

2.2.3.4.3.2.4. Determine additive requirements to identify items not supported by past demand records.

2.2.3.4.3.2.4.1. Document and validate these requirements for authorization

at both the retail and wholesale levels.

2.2.3.4.3.2.4.2. Request authorization for additive requirements when laying in stock at a base or adding stock to support a net increase in end item population or in base deployments.

2.2.3.4.3.2.4.3. Use the additive requirement for items such as those with calendar time changes, short shelf-life and short program life.

2.2.3.4.3.2.4.4. Request additive requirement authorization for modified items and applications that can't adapt for use with the EOQ formula.

2.2.3.5. Consumable Item Reporting Stratification.

2.2.3.5.1. Use stratification reports to develop item purchasing and depot maintenance budgets; determine readiness status of inventories; and relate assets to the approved acquisition objective, other authorized retention of stock, and potential for reusing or disposing of materiel.

2.2.3.5.1.1. Maintain an audit trail if a method other than stratification for budgeting is utilized.

2.2.3.5.2. Develop wholesale and retail dollar value stratification summaries outlining individual item asset and requirement comparisons. Stratify consumable items at least semiannually to reflect inventory as of September 30 (consulted during inventory reporting and funding reviews) and once to reflect inventory as of March 31 (used for budget preparation).

2.2.3.6. Reparable Item Computation. The AF reparable requirements computation system will be forward-looking using past usage that is converted to a demand rate. It will apply this rate to project future usage. The reparable item computation will be used to develop inventory stratification tables needed for budget submission and inventory evaluation. **(T-2).**

2.2.3.6.1. Categories and Characteristics of Reparable Items:

2.2.3.6.1.1. An item categorized as a reparable is an item of supply (except explosive ordnance and major end items of equipment) is subject to repair cycle control.

2.2.3.6.1.2. Removal of a malfunctioning reparable item is normally followed by a request to supply for a replacement item.

2.2.3.6.1.3. When the replacement request either issues or backorders, the removed item will normally be automatically placed under DIFM control. **(T-3).**

2.2.3.6.1.4. Refer to AFMAN 23-122, Sec. 4C, Repair for DIFM return procedures. Categorize reparables according to the ERRC. See AFH 23-123, Vol 1, Ch 2 for ERRCDs.

2.2.3.6.1.5. Reparable may be both field reparable (XF3) and depot reparable (XD2).

2.2.3.6.2. Requirements Computation. Requirements for spares support consists of the following elements. (Ref. Attach 1, Glossary for more detail on terms)

2.2.3.6.2.1. Base Stock Level.

2.2.3.6.2.2. Base Repair Cycle.

2.2.3.6.2.3. Order and Shipping Time (O&ST).

2.2.3.6.2.4. Safety Level.

2.2.3.6.2.5. Negotiated Level.

2.2.3.6.2.6. Depot Stock Levels.

2.2.3.6.2.7. Depot Repair Cycle.

2.2.3.6.2.8. Procurement Lead Time.

2.2.3.6.2.9. Operating Requirement.

2.2.3.6.2.10. Condemnation Requirement.

2.2.3.6.2.11. Additive Requirement.

2.2.3.7. Non-demand-Based Requirements. Items with limited or no-demand history, but qualify for stockage based on other criteria. Three types of non-demand-based requirements are for INS, Numeric Stockage Objective (NSO), and calendar time change items.

2.2.3.7.1. No Demands. Essential items with no demands or forecast of failure will be identified and stocked as determined by AFMC as INS items and will not exceed one minimum replacement unit unless fully justified and documented. **(T-2).**

2.2.3.7.2. Low or Sporadic Demands. Essential items with demands or forecast of failure with either low or sporadic will be treated as NSO. These items will be stocked in minimum quantities. **(T-2).**

2.2.3.7.2.1. Additive Requirements. Additional requirements authorized for initial lay-in of base stocks and to support a net increase in end item population or planned base deployments. May be used for items such as those with calendar time changes, short shelf-life and short program life items, or for modifications and other applications that are not computing in the computation.

2.2.3.8. Asset usage data is data necessary for the computation of requirements. Asset usage data will be obtained from appropriate IT systems, stock balance and consumption reports as well as any other official source. Asset and usage data will include: **(T-2).**

2.2.3.8.1. Worldwide Assets. All serviceable and unserviceable assets, including DIFM and TO compliance at both wholesale and retail level.

2.2.3.8.2. On-Order Assets. On-order assets include firm quantities due-in obtainable through the Interservice Supply Support Program (ISSP); items bailed to contractors; quantities subject to contract termination, Foreign Military Sales (FMS); customer excess; and assets from reclamation.

2.2.3.9. Materiel Programs. Inventory positions or levels of activity will be expressed in terms of hours, months, units, overhauls or recoveries. These include:

2.2.3.9.1. Past Programs. Statements of actual inventory or accomplishments during a specific past period.

2.2.3.9.2. Projected Programs. Estimates of planned inventory and accomplishments during a future period.

2.2.3.9.3. Organizational Intermediate Maintenance (OIM) Programs.

2.2.3.9.4. Depot Level Maintenance (DLM) Programs.

2.2.3.10. Consumption Rate Development. These rates will be computed from base consumption information and depot reparable generations.

2.2.3.10.1. Base Consumption Rates. Base consumption rates will be determined by taking the number of failures at base level, over a specific period of time, divided by the operating program for that same time period. Base consumption rates include (ref. Attach 1, Glossary for more detail on terms):

2.2.3.10.1.1. Total OIM Demand Rate.

2.2.3.10.1.2. Base Condemnation Rate.

2.2.3.10.1.3. Base NRTS Rate.

2.2.3.10.2. Depot Consumption Rates. These rates will be computed using the number of failures at depot level divided by the appropriate depot program.

2.2.3.11. New Items.

2.2.3.11.1. Initial Requirements Quantity. This quantity will be calculated as the total of ERRCD XD2 items needed to support a program time span equal to the Procurement Lead Time (PCLT), plus an operating period of 3 months (lead time plus 3 months), which will be at least 12 months. The operating period will allow for the conversion from the initial requirements computation to the recurring replenishment computation. Compute quantities for the operating period, base and depot repair cycle, and if authorized, additive requirements not covered by other segments.

2.2.3.12. Reparable Item Stratification Reports will be generated in the applicable IT system from the requirements determination process. They will be used to uniformly portray the materiel requirements and available assets (on-hand and on-order) of individual items at the wholesale and retail levels.

2.2.3.12.1. The wholesale level will develop dollar value stratification summaries depicting individual item asset and requirement comparisons. Reparable items will be stratified quarterly, unless waived. Stratification cutoff dates will be 30 Sep, 31 Dec, 31 Mar and 30 Jun of each fiscal year.

2.2.3.13. Centrally Managed Equipment.

2.2.3.13.1. Criteria:

2.2.3.13.1.1. Assigned Procurement Source Code (PSC). 5.

2.2.3.13.1.2. Separate, primary, end item (other than the weapon itself), needed by an individual or organization to perform an assigned mission.

2.2.3.13.1.3. Assigned ERRC ND or NF.

2.2.3.13.2. Equipment will be acquired to:

2.2.3.13.2.1. Meet a specific predetermined future requirement.

2.2.3.13.2.2. Fill an existing shortage.

2.2.3.13.2.3. Replace a condemned item.

2.2.3.13.3. Equipment item requirements computation will cover the conditions in **paragraph 2.2.3.13.2 - 2.2.3.13.2.3** above; however, circumstances may arise which will generate requirements for equipment items other than those identified. In these cases, AFMC may establish levels in the equipment item requirements computation IAW HQ AFMC guidance.

2.2.3.13.4. Base and depot stock levels are not authorized for centrally acquired equipment items. Exceptions to this policy are:

2.2.3.13.4.1. Non-expendable individual equipment.

2.2.4. Retention.

2.2.4.1. Retention rules ensure proper utilization of Government property and prevent unnecessary procurement.

2.2.4.2. Wholesale Stockage Retention. AFMC will: **(T-2).**

2.2.4.2.1. Retain only sufficient quantities of centrally procured serviceable and economically reparable assets used on active DoD weapon systems and end items required to support the projected life of the weapon system.

2.2.4.2.2. Retain stocks IAW DoDM 4140.01 and this AFI. **(T-2).**

2.2.4.2.3. Retain serviceable assets up to the authorized Foreign Military Sales Order I (FMSO I) stock level to support projected Cooperative Logistics Supply Support Arrangement (CLSSA) program requisitions.

2.2.4.2.4. Retain all serviceable Local Purchase (LP), Local Manufacture (LM), and one-time buy assets for active DoD Weapons systems and end items for 30 months after the last demand.

2.2.4.2.5. Retain ample quantities of assets applicable to DoD weapons systems or end items to support modified or phased out items through the modification program or phase-out period.

2.2.4.2.6. Retain serviceable assets peculiar to weapons systems or end items used solely by FMS customers pending completion of a buy-out program. Keep these items no longer than 2 years from the date the AF makes a buy-out offer to FMS customers.

2.2.4.2.7. Consider shelf life, storage space limitations, weapons system essentiality, population, and projected life when deciding what to keep. Regularly review retention additives and ensure they have been deleted once they have served their legitimate purpose and are no longer justified.

2.2.4.2.8. Asset Stratification. AFMC will stratify principal and secondary items to show assets against materiel requirements IAW DoD 4140.1-R for:

2.2.4.2.8.1. Approved Acquisition Objective (AAO) stock

2.2.4.2.8.2. Economic Retention Stock (ERS)

2.2.4.2.8.2.1. ERS is developed by calculating an Economic Retention Limit (ERL) which represents the maximum retention level of stock that could be economically justified to meet future peacetime requirements. ERS is the quantity of stock excess to the AAO requirement, but within the ERL.

2.2.4.2.8.2.2. True economic retention criteria, includes evaluating potential future reprocurement costs, repair costs, depot survival rate, expected returns from disposal of materiel, costs of storing peacetime demand expectations. To warrant ERS, an item must have a reasonably predictable demand rate.

2.2.4.2.8.3. Contingency Retention Stock (CRS).

2.2.4.2.8.3.1. For CRS assets that grossly impact warehouse storage space, dispose upon validation that disposal will not adversely impact the AF mission. The IMS documents and keeps the rationale for this decision in the NSN file.

2.2.4.2.8.4. Potential Reutilization (PR) stock.

2.2.4.2.9. AFMC will retain wholesale assets up to the total allowable AAO, ERS, and CRS levels for the projected life of the weapon system or end item. **(T-2).**

2.2.4.2.9.1. Support/provide AF/A4LM with AF wholesale retention data IAW DoD 4140.1-R. **(T-0).**

2.2.4.2.10. **(DELETED)**

2.2.4.3. Retail Stockage Retention. For serviceable items used to support a weapon system or end item in use at the retail activity, retain:

2.2.4.3.1. Centrally procured investment ERRCD "XD2" items until the AFMC wholesale Inventory Management Specialist (IMS) provides disposition instructions.

2.2.4.3.2. Centrally procured field-level reparable (ERRCD code "XF") items assigned mission impact code (MIC) 1 and 2 for 24 months and items assigned MIC 3 and 4 for 12 months after the last demand.

2.2.4.3.3. Other centrally procured field-level reparable items (ERRCD code "XF") for 30 months after the last demand.

2.2.4.3.4. Economic order quantity items (ERRCD code "XB") for 30 to 39 months after the last demand or 24 months after the new item record is established.

2.2.4.3.5. All Stockage Priority Code (SPC) 5 serviceable items, with application to a weapon system or end item and assigned MIC 1 and 2 for 24 months and items assigned MIC 3 and 4 for 12 months after the last demand.

2.2.4.3.6. LP, LM, or non-national stock numbered items for 12 months.

2.2.4.3.7. Equipment authorization inventory data (EAID) items and specified non-EAID items (AS016) as long as authorized and required to perform assigned missions.

2.2.4.3.7.1. Authorization will be established based on an allowance standard (AS) or a special allowance source code (ASC), and recorded on the authorized/in use detail records. **(T-2).**

2.2.4.3.7.2. Authorizations will be deleted when the equipment is no longer needed to perform the assigned mission. Retain EAID items carried on the FB/FE supply account as long as authorized to a support organization. **(T-2).**

2.2.4.3.8. Serviceable non-EAID (retail outlet) equipment items authorized for stock for 30 to 39 months after the last demand or 24 months after the new item record is established.

2.2.4.3.9. Inventory Control Point (ICP) unserviceable assets until receiving disposition instructions from the wholesale manager.

2.2.4.3.10. Items on systems or end items no longer in use at activity or for which no item record is found in the materiel management IT system or requirement, report the items to AFMC and transfer or dispose of the assets as directed.

2.2.4.3.11. Assets may be transferred to disposal or to the wholesale supply point before the required retention period expires if they exceed shelf life or storage space limits. Consult with the LRS CC/AO or equivalent to deviate from retention policy when storage space is a problem. Coordinate with AFMC before returning assets to the wholesale stock point.

2.2.4.3.12. Retail activities must retain secondary items applicable to weapon systems and end items in use at the retail activity, up to the total allowable AAO and ERS levels. **(T-2).**

2.2.4.4. Review PRS (Excess) prior to approval for disposal. All PRS (excess) items must be reviewed prior to disposal to ensure that no known or projected requirements exist. This review will include exploring possible needs due to next higher assembly (NHA) application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts. This review may result in the retention of computed excess assets.

2.2.5. Transfer Guidance. AFMC SCM-R Information Technology Activity will ensure that AF materiel management IT systems' capabilities effectively support redistribution policy to effectively manage and execute the transfer of materiel. **(T-2).**

2.2.5.1. Transfers within the DoD. It is DoD and AF policy that materiel assets be utilized within the DoD to the fullest extent practicable. NWRM assets will not be transferred without written approval from the Wholesale IM IAW AFI 20-110. **(T-1).** Assets of one military service shall be transferred to fill requirements of another military service requirement. Transfer excess AF assets to DoD activities using ISSP. Conduct ISSP interrogations for asset availability, offers of excess assets, and transfers. Interservice transfers will be handled IAW AFMC guidance. **(T-2).**

2.2.5.2. Transfers to Allied Forces. Transfers to Allied Forces are accomplished according to FMS policy and procedures contained in DoD 5105.38-M, *Security Assistance Management Manual (SAMM)* and DoD 7000.14-R. It is DoD policy that defense articles offered and sold to foreign governments and international organizations

reflect favorably upon the U.S. Articles offered and sold under FMS will normally be new or unused, or as a result of rehabilitation, possess original appearance insofar as possible and, as a minimum, have serviceability standards prescribed for issue to U.S. forces. **(T-0).**

2.2.5.3. CLSSA.

2.2.5.3.1. During peacetime conditions, a CLSSA is the normal means for providing follow-on logistics support for equipment of U.S. origin that is in allied or friendly country inventories. Under CLSSA procedures participating countries "buy into" the DoD inventory. Recurring CLSSA demands for secondary items shall be included in the computational system for forecasting CLSSA requirements. Assets shall be both stocked and maintained on order from procurement in anticipation of FMS country requisitions. **(T-2).**

2.2.5.3.2. When assets are transferred under matured CLSSAs, the sales are made from DoD inventory financed by CLSSA funds, and the materiel cost shall be reimbursable at full stock list price. **(T-2).**

2.2.5.3.3. Materiel sold through FMS under matured CLSSAs shall be given equal treatment with AF requisitions (within priority) for on-hand and on-order depot stocks. **(T-2).**

2.2.5.3.4. Materiel requests received prior to maturation of the CLSSA are considered non- CLSSA requirements and shall not be provided the same priority as CLSSA requirements. **(T-2).** Materiel may be released, but not normally below the control level to fill non-CLSSA requirements.

2.2.5.3.5. On an exception basis, materiel may be transferred from stocks below the control level to fill non-CLSSA requirements if release of the stocks will not adversely affect the support of U.S. Forces (such issues shall not be below the safety level**). (T-2).**

2.2.5.4. Nonstandard Support. Under nonstandard support procedures the customer's materiel requirements are normally filled from procurement rather than from DoD stocks. Nonstandard support includes hardware or services required to support commercial end items; DoD obsolete end items, including end items that have undergone system support buy outs; and selected non-U.S. origin military equipment. In the event assets are available from DoD inventories, and the transfer out of stock will not adversely impact the support of U.S. Forces, materiel costs shall be reimbursable as follows: **(T-2).**

2.2.5.4.1. When assets are within the AAO, materiel costs shall be recouped at full stock list price.

2.2.5.4.2. When assets exceed the AAO and have not been procured in anticipation of military assistance or sales requirements as a result of CLSSAs, or pursuant to a military assistance or sales order, they are termed Excess Defense Articles and shall be sold in an "as is" condition at excess prices exhibited in DoD 7000.14-R, Volume 15.

2.2.5.4.3. All FMS requirements for nonstandard support will be excluded from the demand base of the respective computational systems. Materiel shall not be procured

nor retained in stock in anticipation of FMS transfers under nonstandard support procedures.

2.2.5.5. Transfers to Federal Civil Agencies.

2.2.5.5.1. With the exception of DoD excess materiel, the transfer of assets to agencies outside the DoD shall require reimbursement IAW DOD 7000.14-R. **(T-0).**

2.2.5.5.1.1. Transfers of stock fund items shall be priced at the current stock list price. **(T-2).**

2.2.5.5.1.2. Transfers of non-stock fund items below the AAO shall be priced at the estimated replacement cost of the item minus an adjustment for age and condition of the item being sold, if applicable. **(T-2).**

2.2.5.5.1.3. Transfers of non-stock fund items above the AAO shall be priced at the current stock list price minus an adjustment for age and condition of the item being sold, if applicable. **(T-2).**

2.2.5.5.2. Transfers of DoD excess materiel shall be non-reimbursable and are not normally authorized from DoD stocks. **(T-0).** Such transfers are the responsibility of the DLADS IAW DoD 4160.21-M, *Defense Materiel Disposition Manual.*

2.2.5.5.3. Transfers of DoD non-lethal surplus property may be made to the Department of State for humanitarian relief purposes pursuant to the Federal Used Property for Domestic Use Act of 1990 (reference Title 40, United States Code, Chapter 48 (as amended), Section 203 - Federal Property and Administrative Services Act of 1949). Such transfers are the responsibility of the DLADS IAW DoD 4160.21-M.

2.2.5.6. Transfer of Cryptologic Materiel.

2.2.5.6.1. Transfers of peculiar cryptologic materiel, including communications security materiel shall be accomplished IAW National Security Agency/Central Security Service regulations. **(T-2).** The AFMC Cryptological System Activity has overall responsibility for cryptologic materiel management within the AF. They have item management responsibility for cryptologic materiel and peculiar items related to cryptologic equipment.

2.2.5.6.2. Transfers of common cryptologic materiel. Items of supply having application to both cryptologic and non-cryptologic equipment and obtained from supply sources other than AFMC Cryptological System Activity shall follow normal AF policy and procedures. **(T-2).**

2.2.5.7. Wholesale Level Redistributable Material

2.2.5.7.1. Review PRS (Excess) prior to approval for disposal. All potential reutilization (excess) items must be reviewed prior to disposal to ensure that no known or projected requirements exist. **T-2).**

2.2.5.7.1.1. This review will include exploring possible needs due to NHA application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts.

2.2.5.7.1.2. This review may result in the retention of computed excess assets.

2.2.5.8. Base level redistributable material guidance for AF Serviceable Centrally Procured Items.

2.2.5.8.1. Quantities with ERRC code of "XD2" which exceed the base requisitioning objective, are available for redistribution. This also applies to:

2.2.5.8.1.1. AFMC Aerospace Maintenance and Regeneration Activity, except for items contained in their storage account.

2.2.5.8.1.2. Equipment items (ERRCD coded "ND2"and "NF2"), except for controlled item code "N" and/or "4" (pilferable/sensitive), qualify for redistribution when assets on-hand, plus due-in, exceed quantities authorized to all activities supported by the base. Items coded "N" and/or "4" (pilferable/sensitive) will be reported to the item manager (IM).

2.2.5.8.2. The quantity of materiel support division stock fund items above the requisitioning objective will be reported provided the extended line item value is $20 or greater. **(T-2).**

2.2.5.9. Base level redistributable material guidance for AF Unserviceable (Reparable) Centrally Procured Items.

2.2.5.9.1. Items coded "XD2," beyond base repair capability, will be processed as directed by AFMAN 23-122, Sec. 4C, Repair, or as indicated in the reparable item movement control system. **(T-2).**

2.2.5.9.2. Normally, items coded "XF3" and "XB3," which are not feasible to repair or recondition at local level, are authorized for processing to DLADS without reporting to the IM. Ensure Control Codes do not require special actions/processing.

2.2.5.9.3. Items coded "ND," beyond base repair capability, will be reported to the IM. Reparable "NF" items, controlled item codes "N" and/or "4" (pilferable/sensitive) beyond base repair capability, will be reported to the item manager regardless of unit/extended dollar value. Reparable "NF2" items, other than controlled item code "N" and/or "4," beyond base repair capability, will be processed to DLADS when the extended line item value is less than $100.00; items $100 and over will be reported to the IM. **(T-2).**

2.2.5.10. Reporting redistributable serviceable AF centrally procured items.

2.2.5.10.1. Items coded "XD2" are to be reported to AFMC. Redistribution of these items is determined by AFMC.

2.2.5.10.2. Items coded "XF3" and "XB3" will be reported as detected by the materiel management IT system. When the item manager is in a buy position bases will be advised to report excess immediately. **(T-2).**

2.2.5.10.3. Items coded "ND" and "NF" will be reported as detected by the materiel management IT system. **(T-2).**

2.2.5.11. Reporting requirements for redistributable reparable AF centrally procured items.

2.2.5.11.1. Items coded "XD2" beyond base repair capability (NRTS will be shipped to the nearest specialized repair activity or contractor when authorized). **(T-2).**

2.2.5.11.2. Item coded "XB3" and "XF3," regardless of extended line item value, will not be reported to the item manager prior to transfer to DLADS unless special actions are prescribed. **(T-2).**

2.2.5.11.3. **(DELETED)**

2.2.5.11.4. Reparable "NF2" items, controlled item code "N" and/or "4" (pilferable/sensitive), which cannot be repaired at base (including base funded contracts) will be reported to the item manager regardless of unit/dollar value. Reparable "NF2" items, other than controlled item code "N" and/or "4", which cannot be repaired at base level (including base funded contracts), will be processed to DLADS when the extended line item value is less than $100.00; items $100 and over will be reported to the IM. **(T-2).**

2.2.5.12. Reporting Requirements for AF centrally procured materiel.

2.2.5.12.1. All AF centrally procured items will be reported when the total line item on-hand quantity is determined to be excess (total excess) to the needs of an activity and is valued at over $20. Total quantities valued at $20 or less will be processed for disposal without reporting to AFMC for disposition instructions. **(T-2).**

2.2.5.12.2. When only part of the line item on-hand quantity is determined to be excess (partial excess) to the needs of an activity, and is valued at $50 or less, the stock will not be reported to the ICP and will be retained. Partial excesses valued at greater than $50 will be reported to AFMC requesting disposition instructions. An exception is permitted when AFMC designates an item as critical. Such items will be reported according to instructions issued by the wholesale manager. **(T-2).**

2.2.5.13. Transportation.

2.2.5.13.1. All transportation costs for associated return of AF reparable materiel to the wholesale materiel management activity will be IAW AFI 24-203, *Preparation and Movement of Air Force Cargo*.

2.2.5.13.2. The local accounting classification will be cited on the shipping document and the government bill of lading issued to move the materiel. **(T-2).**

2.2.5.14. Reporting Other Than AF Centrally Managed Items.

2.2.5.14.1. Specific instructions for these items are contained in the following references:

2.2.5.14.2. For DLA items refer to DoD 4160.21-M and other applicable guidance

2.2.5.14.3. Other Services have management responsibility for items in Federal Supply Classes (FSC) which are used by the AF. Refer to the Service ICPs for disposition instructions within 30 days subsequent to the receipt of the excess report.

2.2.5.14.4. General Services Administration (GSA) items. Procedures for reporting excess GSA managed items are in AFMAN 23-122, Sec. 2B, Stockage Procedures.

2.2.5.14.4.1. Base closures or other actions that require exception to normal

disposition procedures will be coordinated with GSA, Federal Supply Service through the MAJCOM before any associated reporting or shipments actions are taken. **(T-2).**

2.2.5.14.5. Locally manufactured items and commercial vendor items will not be reported. **(T-3).**

2.2.5.15. Special reporting instructions for certain types of excess.

2.2.5.15.1. Save list items are excess at base level and are not reported. The item manager directs distribution of these items through instructions contained in the original save list.

2.2.5.15.2. Items not identified by a National Stock Number (NSN) are included on an interservice/agency basis.

2.2.5.15.3. Industrial plant equipment identified only by plant equipment code/manufacturers part number. These items will be reported IAW DLAM 4215.1, *Management of Defense–Owned Industrial Plant Equipment (IPE).*

2.2.5.15.4. Class V(W) ground (surface) ammunition process IAW AFI 21-201, *Conventional Munitions Maintenance Management*.

2.2.5.15.5. Items under Defense Threat Reduction Nuclear Agency management, such as, Federal Supply Group (FSG) 11 and all Energy Research and Development Administration (ERDA) Department of Energy (DOE) special design and quality controlled items (identified by manufacturer's code 87991 in DLA's master item file), and all DoD items designed specifically for use on or processed IAW *Technical Publication Supply Management of Nuclear Weapons Materiel*, ERDA-DNA TP 100-1, Navy SWOP 100-1, Army TM 39-100-1, AF TO 1lN-100-1.

2.2.5.15.6. Complete Aircraft and Missiles Except Ground Instructional Items. Local excesses will be reported IAW to AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination,*. In no instance will complete aircraft be automatically returned.

2.2.5.15.7. Complete Aircraft Engines and Auxiliary Power Units. Base engine managers will issue instructions for local excess serviceable (reparable) engines units IAW AFI 20-115, *Propulsion Management for Aerial Vehicles,*.

2.2.5.15.8. AF Vehicles and Attachments. These items will be processed according to AFMAN 23-122, Sec. 5D, Equipment Management. Note: Vehicular equipment or special purpose vehicle attachments originally received with new vehicle will be processed IAW AFI 24-302, *Vehicle Management*.

2.2.5.15.8.1. Vehicle tires will be obtained IAW AFI 24-302.

2.2.5.15.9. Cryptologic materiel will not be abandoned, screened by any foreign government or international organization, nor will it be released to a state government or the general public. Exceptions to this guidance shall be addressed and coordinated with AF/A4L. **(T-1).**

2.2.5.15.9.1. Where no special procedure exists for unclassified cryptologic items with materiel management aggregation codes (MMACs)."CI" and "CS" and FSCs

5810 and 5811, the local excess will be reported to the applicable item manager for disposition instructions. **(T-2).** No shipment is authorized until disposition instructions are received.

2.2.5.15.9.2. Both serviceable and unserviceable (reparable) local excesses of cryptologic spare parts and equipment with MMACs "CI" and "CS" and FSCs 5810 and 5811 will be reported. **(T-2).**

2.2.5.15.10. AF Medical Service Supplies and Equipment will be processed IAW AFI 41-209, *Medical Logistics Support*.

2.2.5.15.11. Subsistence. All local excesses of subsistence items will be processed according to DeCA Directive 40-1, *Commissary Operating Policies*.

2.2.5.15.12. Petroleum (to include packaged petroleum products), Petroleum-Based Chemical Items, Oils, Lubricants and Chemical Items will be processed IAW DoD 4140.25-M, Vol II, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal.* **(T-0).**

2.2.5.15.13. For Chapel and Chaplains Equipment and Supplies refer to AFI 52-105, *Chaplain Service Resourcing, Appropriated Funds,*.

2.2.5.15.14. Report and process Class V (Munitions) excess IAW AFI 21-201.

2.2.5.15.15. For Automatic Data Processing Equipment (ADPE) process IAW AFI 33-112, *Information Technology Hardware Asset Management,*

2.2.5.15.16. Flags, Pennants, Guidons, Streamers, and Aircraft Plates.

2.2.5.15.16.1. Retain Flags, pennants, streamers, and guidons having AF historical or sentimental value as historical property IAW AFI 84-103, *USAF Heritage Program,*. For non-retained items of inactivated units, process IAW DoD 4160.21-M. Items no longer suitable for display will be completely destroyed by burning. **(T-0).**

2.2.5.15.16.2. When an Air Force Reserve Officer Training Corps (AFROTC) detachment is deactivated, unit U.S. flags will be turned in to the support base. Organizational flags with school specific emblems may be donated to the school. The military property custodian will clear EAID accountability. **(T-2).**

2.2.5.15.16.3. These type items of inactivated ANG units may be transferred to the state US property and fiscal officer as historical mementos. Those not retained will be processed IAW DoD 4160.21-M.

2.2.5.15.16.4. Turn-in aircraft plates to DLADS as excess.

2.2.5.15.17. WRM. Process local WRM excesses IAW AFI 25-101.

2.2.5.15.18. Redistributable and Excess Security Assistance Program Property. This property will be processed IAW DoD 5105.38-M, DoD 7000.14-R, Volume 15. **(T-0).**

2.2.5.15.19. Containers (All Types).Process IAW AFI 24-203

2.2.5.15.20. Aircraft Conversions or Program Changes. Expendable items may be transferred to the extent required at the gaining base. Replacement type items ("ND2" and "NF2") will be transferred IAW AFMAN 23-122, Sec. 2B, Stockage Procedure. **(T-2).**

2.2.5.15.21. Activities Scheduled for Inactivation. The commander responsible for affected activities (e.g. Wing Commander), immediately upon notification of inactivation, will: **(T-2).**

2.2.5.15.21.1. Arrange for the redistribution of personal property within the MAJCOM.

2.2.5.15.21.2. Process all personal property as local excess according to applicable paragraphs of this chapter or other applicable instructions.

2.2.5.15.21.3. Process all authorized service excess personal property according to applicable paragraphs of this chapter or other applicable instructions. **Note:** When the activity will continue to be utilized or retained by any federal agency, items of personal property required for maintenance or protection will be retained and transferred at inactivation. Transfer other personal property as needed by the agency.

2.2.5.15.22. TCTO Kits and Parts Kits. Refer to Sec. 4B of this instruction.

2.2.5.15.23. FSG 69 (Training Aids and Devices) and Ground Instructional Material. Using activities will transfer serviceable and unserviceable (reparable). Unneeded materiel to the accountable materiel management officer. **(T-2).**

2.2.5.15.24. AF vehicles will be processed IAW AFI 24-302.

Section 2C—Financial Management

2.3. Financial Management. The guidance contained in this section has been developed within the general guidelines of AFI 65-601, Vol 1, *Budget Guidance and Procedures,* Ch 18.

2.3.1. Roles and Responsibilities.

2.3.1.1. It is the responsibility of all AF levels of management to ensure strict compliance with approved stockage guidance in relationship to approved targets.

2.3.1.2. SAF/FMBMR:

2.3.1.2.1. Determines and implements the financial policies of the Air Force Working Capital Fund (AFWCF).

2.3.1.2.2. Serves as the Defense Working Capital Fund (DWCF) manager for the AF and as such, is tasked with the consolidation of AFWCF financial data, requirements and budgets to form the AF submission to the DWCF budget for the AF.

2.3.1.2.3. Financially manages the AFWCF to include recommending to SAF/FMBM and AF/A4/7PY cash requirements and price escalation based upon analyses of buy/repair requirements and fund allocation strategies.

2.3.1.2.4. Directly liaises between the AF and the Under Secretary of Defense (Comptroller) (USD(C)) staff.

2.3.1.2.5. Delegates financial authority to Division Fund Managers (Consolidated Sustainment Activity Group-Supply [CSAG-S] and Supply Management Activity Group-Retail [SMAG-R] with the latter including the GSD, AF Academy Cadet Store and Medical Dental Division).

2.3.1.2.6. In conjunction with SAF/AQ and SAF/FMBI, provides Program Authority (PA)/Budget Authority (BA) for initial spares requirements as appropriate to AFMC conveying the appropriated funding matched to the initial Spares Cost Authority (CA) allocation based on the scheduled outlays.

2.3.1.2.7. Provides detailed guidance and budget submission schedule to AFWCF business areas for preparation of the AFWCF budget submission.

2.3.1.2.8. Reviews and approves or adjusts the AFWCF business area budget submissions. Adjustments are coordinated with AFWCF business areas.

2.3.1.2.9. Delegates financial authority for CSAG-S and GSD (in addition to Consolidated Sustainment Activity Group-Maintenance (CSAG-M)) to AFMC/FM.

2.3.1.3. MAJCOMs without AFMC centralized FM support will: **(T-2).**

2.3.1.3.1. Manage their specific CSAG-S and/or GSD program.

2.3.1.3.1.1. Consolidate all subordinate activities program requirements and justifications into an operating program and submit to AFMC for approval. This submission is a request for funding authority.

2.3.1.3.1.2. Develop a funding authority distribution process for their subordinate activities and issue funding authority to each of these subordinate activities.

2.3.1.3.1.3. Ensure the total funding issued to each subordinate activity does not exceed the total approved funding or other goals for their activity.

2.3.1.3.1.4. Track CSAG-S and GSD budget execution (and unit cost performance for GSD) and report in the monthly submissions to AFMC.

2.3.1.3.1.5. Provide analyses of variances to approved plans to AFMC along with noting corrective actions or any ongoing issues that will not get resolved and/or not resolved within the current fiscal year of financial activity.

2.3.1.3.2. AFMC will: **(T-2).**

2.3.1.3.2.1. Manage the command's CSAG-S and GSD budget, funding and execution programs.

2.3.1.3.2.2. Establish procedures to carry out AF policies established for the CSAG-S and GSD divisions of the AFWCF.

2.3.1.3.2.3. Provide supplemental instructions for development of CSAG-S/GSD operating programs.

2.3.1.3.2.4. Prepare MAJCOM level Budget Exhibits and supplemental documentation for the PBR and President's Budget (PB) for CSAG-S and GSD. Consolidate CSAG-S and CSAG-M budget exhibits. Reviews CSAG and GSD budget content for compliance with USD(C), SAF/FMBMR, and AF/A4/7PY

direction and submits this input to SAF/FMBMR.

2.3.1.3.2.5. Review, approve, and disseminate CSAG-S and GSD operating, initial spares and the Capital Investment Program (CIP) to command activities as part of funds control activity. Funds/targets distributed are based on the Annual Operating Budget (AOB) issued by SAF/FMBMR and the financial authority delegated through that process.

2.3.1.3.2.6. Issue GSD unit cost goals to subordinate activities.

2.3.1.3.2.7. Control and/or re-program funds based upon cash availability and strategies recommended by SAF/FMBMR, AF/A47/PY and functional offices in AFMC.

2.3.1.3.2.8. Analyze execution data for CSAG-S and GSD programs.

2.3.1.3.2.9. Provide selected management data to AFMC leadership, USAF and SAF/FM offices for review and decision support.

2.3.1.3.2.10. Be the focal point for CSAG-S end item sales price development and all price change requests.

2.3.1.3.2.11. Develop the Business Overhead Cost Recovery (BOCR) factors and Condemnation Material Expense Recovery (CMER) factors (BOCR and CMER factors are applied as a flat percentage to the Latest Acquisition Cost [LAC] and/or the Latest Repair Cost [LRC]) to develop annual price changes and resulting end item sales prices.

2.3.1.3.2.12. Manage command level requirements and billings.

2.3.1.3.2.13. Execute CSAG-S and GSD buy and/or repair funds related to items managed or items acquired at its various subordinate activities to acquire parts and inventories as well as the overhead needed to run the enterprise supporting the Working Capital Fund (WCF) mission.

2.3.1.3.2.14. Manage the CSAG-S and GSD business operations.

2.3.1.3.2.15. Generate and validate CSAG-S prices that do not have organic repair performed on them. For organically repaired or dual repair sourced items, generate acquisition cost, contract repair cost and required item level detail data elements that feed into the AFMC Iterative Pricing Tool and associated processes.

2.3.1.3.2.16. Develop, validate, and track the execution of the CSAG-S functional requirement.

2.3.1.3.2.17. Be the focal point for asset free issues, credit overrides, and loans.

2.3.1.3.2.18. Maintain management responsibility of item managers, setting procedure for establishing and recommending changes for specific CSAG-S item LAC and/or LRC price adjustments providing appropriate justification.

2.3.1.3.2.19. Perform functions as specified in **Para. 2.3.1.3** for MAJCOMs they provide centralized FM support.

2.3.1.3.2.20. Submits budget inputs, other funding requests, and execution reports

explaining current position and variance analyses.

2.3.1.3.3. LRS/Materiel Management Activity will: **(T-2).**

2.3.1.3.3.1. Assist with annual or revised budget submission requirements as determined by AFMC.

2.3.1.3.3.2. Coordinate GSD SMAG operating programs with the appropriate base or tenant financial management OPRs for customer requirements.

2.3.1.3.3.3. Manage free issue and force credit returns for GSD and CSAG-S.

2.3.1.3.3.3.1. Approve GSD free issue/force credit return requests and provides justification to AFMC.

2.3.1.3.3.3.2. Forward requests for CSAG-S free issue/force credit return approval to AFMC.

2.3.1.3.3.4. Review and coordinate corrective action on suspect GSD and CSAG-S transaction errors.

2.3.1.3.3.5. Review SMAG stock fund on-order, in-transit inventories, and liabilities.

2.3.1.3.3.6. Monitor funds provided to base-level activities to purchase investment equipment (BC Z).

2.3.1.3.3.7. Monitor obligated backorders.

2.3.1.3.3.8. Identify and validate billing actions that have not been received within prescribed time limits for local purchase requirements.

2.3.1.3.3.9. Work with the Financial Services Office to ensure adequate funds are loaded to maintain day-to-day mission support requirements.

2.3.2. Working Capital Funds.

2.3.2.1. A WCF must sustain itself through sales of materiel purchased or be authorized additional financial resources to invest in inventory levels or support issues that do not result in cash collections.

2.3.2.2. The intent of WCF pricing methodology is to neither lose money nor make a profit. Out year adjustments will be made to return profits or recover losses.

2.3.2.3. Identical items will not be simultaneously included in more than one AFWCF division. **(T-2).**

2.3.2.4. Inventory Valuation. Serviceable and unserviceable assets will be valued at moving average cost, which is included in the asset record in the retail and wholesale supply systems. **(T-2).**

2.3.2.5. Price Stabilization. Price stabilization is the policy wherein the Standard Price (SP) of each cataloged asset remains constant throughout each fiscal year. WCF prices for a given execution year are fixed to protect the customer funds from unforeseen fluctuations that would affect their ability to purchase the programs approved by Congress. The prices established for CSAG-S assets are set on an annual basis to recover the cost of doing business. There are instances where an error resulted in a gross

misstatement of a price is identified and after analysis, may be changed if the magnitude to the customer or the WCF is significant and after weighing other circumstances.

2.3.2.5.1. New assets that enter the supply system during the year have all prices computed and distributed through the next available monthly stock list change cycle. These changes for assets entering the inventory after the 1 Oct effective date along with significant price error changes are authorized deviations from the stabilized pricing concept.

2.3.2.6. Point of Sale. For non-fly AF customer orders and all non AF orders, customer funds are obligated at the time an order is placed with base or depot supply. For flying hour orders from approved AF flying hour customers, flying hour appropriated funds must be available before billings occur based on actual hours flown, and are obligated at the beginning of the month billings are to occur. **(T-2).** CSAG-M is not charged for any CSAG- S assets ordered and consumed in performing organic maintenance activities. However, CSAG-M does pay for all GSD items ordered.

2.3.3. The General Support Division (GSD).

2.3.3.1. The GSD includes all retail-managed (Budget Code [BC] 9) expense items acquired primarily from the Defense Logistics Agency (DLA).

2.3.3.2. The local GSD outlet will act as the procuring agent for expense items required to satisfy either inventory levels or due-outs to customer organizations. Customer funds will not be cited for GSD items (unless specifically authorized by AFMC) on procurement documents issued to commercial vendors, DLA, GSA or other suppliers except for initial procurement by the AFWCF as authorized in AFI 65-601, Vol 1, Ch 18.

2.3.3.3. The designated accounting IT system consolidates general ledger balances, which are transmitted to DFAS for consolidating and reporting to MAJCOM, division and higher levels of authority. See DFAS-DE 7077.4, *Standard Materiel Accounting System User's Manual* for procedures.

2.3.3.4. Reimbursable Issues. All transactions by which customers obtain materiel from the GSD are considered issues and/or sales. All issues to authorized customers will be reimbursed to the GSD from appropriations or other approved sources of reimbursement except for non-reimbursable issues specifically authorized by AFMC and SAF. **(T-1).** Cost Per Flying Hour (CPFH) items ordered and filled will be reimbursed centrally by the customer on a monthly basis based on hours flown. Authorized customers include contractor, appropriated, and non-appropriated fund activities. Expense items brought into the SMAG from sources outside the normal AF supply channels at no cost to the SMAG will be processed as a receipt without charge and issues require reimbursement, except as authorized by **Para. 2.3.3.6 (T-2).**

2.3.3.5. Nonreimbursable Transactions.

2.3.3.5.1. The issue, shipment and/or transfer of GSD items are authorized without reimbursement for the following situations:

2.3.3.5.1.1. To approved Security Assistance Programs (SAP grant aid) when materiel is in excess of approved force acquisition objectives.

2.3.3.5.1.2. Excess property with a SP of less than $3,000 to an accountable

materiel management officer of another military service or defense agency. This does not apply to issues within the Air Force.

2.3.3.5.1.3. Excess items resulting from base closure and identified as designated as personal property required by the community's land use plan. Transfers are coordinated through base civil engineering.

2.3.3.5.1.4. Equipment items are authorized free issue/shipment as follows:

2.3.3.5.1.4.1. Redistribution Order (RDO) of on-hand items that have completed the mandatory reporting cycle and are directed for disposal.

2.3.3.5.1.4.2. Issue of excesses received through the applicable materiel management IT system RDOs when the customer has a memo backorder established prior to receipt processing.

2.3.3.5.1.4.3. If the SMAG is previously reimbursed, in-stock equipment may be free issued when the requesting organization has a valid authorization. **Note:** Verification must be performed to ensure a receipt-not-due-in or backorder cancellation without a direct customer charge was processed in the last 365 days. **(T-3).** If either condition exists, the item cannot be free issued until the criteria in **Para 2.3.3.6.1.4.4** are met.

2.3.3.5.1.4.4. Prior to granting free issue every attempt should be made to sell items at a reduced price. Equipment-in-stock without previous reimbursement from the customer must remain in stock for 365 days prior to free issuing. **(T-3).** Free issues are authorized after 365 days. **Note:** The LRS CC/AO and/or funds manager may elect to retain property, if they believe there is a potential future sale.

2.3.3.5.1.5. Items may be withdrawn from DLADS to satisfy specific customer requirements and issued without reimbursement regardless of supply asset position. Returns from DLADS to fill stock levels will require reimbursement upon subsequent issue.

2.3.3.5.1.5.1. Unserviceable assets may be withdrawn from the local DLADS without reimbursement regardless of the supply asset position. The LRS CC/AO or his/her designated representative will authorize all withdrawals to ensure that the requirement is valid. **(T-3).**

2.3.3.5.1.5.2. Items located in other than the local DLADS may be withdrawn when a valid memo backorder exists and is issued without reimbursement. To ensure proper use of transportation funds, the following restrictions apply to withdrawals from other than local DLADS units:

2.3.3.5.1.5.2.1. The item must have a valid NSN. **(T-3).**

2.3.3.5.1.5.2.2. The extended cost of the item requisitioned must be greater than $500. Exceptions to this must be approved by the LRS CC/AO. **(T-3).**

2.3.3.5.1.5.2.3. The requisitioner is responsible for providing transportation funds for movement of the assets requisitioned from DLADS.

2.3.3.5.1.6. If the entire on-hand quantity of an item is excess (i.e. its mandatory

reporting cycle is completed and is authorized for transfer to DLADS) any portion of this quantity may be issued without reimbursement. Issue of partial excess items that are over and above a stock level for the same item requires reimbursement.

2.3.3.5.1.7. Shop/laboratory type equipment (NF2, BC9) with an established equipment authorization and immediate need may be issued without reimbursement when received from contract termination without cost to the SMAG. This authorization does not apply to administrative and housekeeping type equipment.

2.3.3.5.1.8. Issue of an unserviceable GSD item for an unsatisfactory report exhibit or for shipments to another Service or contractor when the item will not be returned to the issuing activity. **(T-3).**

2.3.3.5.1.9. Issue of an unserviceable GSD item for a Deficiency Report when the AF will not receive credit. The issue will be processed as materiel returns for credit. Current DLA credit return policy consists of the SP minus the DLA surcharge. **(T-3).**

2.3.3.5.1.10. Nonreimbursable transactions will be reviewed to determine whether any were unauthorized. Unauthorized nonreimbursable issues will be reversed and the transaction processed correctly so that the appropriate customers are billed.

2.3.3.6. Procedures to free issue/ship assets are detailed in AFMAN 23-122, Sec. 2C, Financial Management.

2.3.3.7. Credit Guidance. Credit for items with Expendability, Recoverability, Reparability Category Designator (ERRCD) "XB_" and "XF_," BC 9 will be allowed for all serviceable “XB_” and “XF_” assets as stated below and as indicated in AFMAN 23-122, Sec. 2B, Financial Management. Credit will not be allowed for other than serviceable “XB_” and “XF_” assets returned by any customer except as stated later in this section.

2.3.3.7.1. GSD “XB_” automatic credit guidance. Grant 100% credit up to the requisitioning objective minus the on-hand plus due-in assets, and grant a graduated percentage of credit up to the requisitioning objective plus 2 years of demand (daily demand rate times 730). The percents will vary by the amount of previous demands.

2.3.3.7.2. GSD “XF_” automatic credit guidance. Returns of serviceable “XF_” assets with a DIFM detail minus those as a result of DLADS withdrawals are considered returns with a sale. These returns will be granted 100% credit up to the requisitioning objective minus the on-hand plus due-in assets. Returns of “XF” assets FOB or as a result of a DLADS withdrawal will be credited 100% up to the requisitioning objective minus the on-hand plus due-in assets and a predetermined percentage of credit up to the requisitioning objective plus 2 years of demand (daily demand rate times 730). The percents will vary by the amount of previous demands.

2.3.3.7.3. The credit guidance on return of expense equipment (BC 9) to the GSD is 100 percent for serviceable returns of non-EAID (retail sales) items if the quantity turned in is within the stock level or there is a known requirement.

2.3.3.8. Conditional Policies for Special Areas of Support. Within the AF, there are various special procedures in existence that furnish logistics support for peculiar requirements that are not provided in the normal manner.

2.3.3.8.1. Local purchase (LP) support for overseas activities. LP actions will follow procedures prescribed in AFMAN 23-122, Sec. 3B, Local Purchase and Retail Sales.

2.3.3.8.2. Local purchase minimum quantity buys. When the GSD is required to purchase a minimum quantity of an item that is greater than the actual need, only the quantity requested by the customer will be issued. The balance of the minimum quantity of purchase should be retained in the local GSD account. At the expiration of the retention period, disposition will be taken as prescribed in this instruction.

2.3.3.8.3. When items are to be assembled by an AFMC Air Logistics Complex, GSD items will normally not be requisitioned until 90 days prior to outshipment. Waivers for earlier requisitioning must be approved by AFMC and/or SAF.

2.3.3.8.4. Disaster preparedness decontaminants. All decontaminants for disaster preparedness will be expensed upon receipt to a designated/requiring organization.

2.3.3.9. Transfer of inventory responsibility for SMAG-R items between Services, agencies, divisions etc., will be processed as capitalization/decapitalization transactions with funds provided by the capitalizing organization to reimburse the losing organization.

2.3.3.10. Disposition of GSD Items. Excess items managed by integrated managers (e.g., DLA) will be referred to the integrated item manager for disposition instructions when the item meets the reporting criteria of this instruction. The decision of the AFMC IM will be followed regardless if credit is or is not allowed for materiel returned. Transportation costs associated with return of excess materiel to the item manager will be borne by GSD. Refer to AFMAN 23-122, Sec. 2B, Stockage Procedure for procedures on the disposition of excess items. **(T-2).**

2.3.3.11. Repair of GSD Items.

2.3.3.11.1. GSD items normally will not be subject to repair by the local GSD maintenance activity. Items in inventory, whose serviceability is determined doubtful by inspection due to mishandling while in stock such as being dropped, should be repaired as an O&M expense to the LRS CC/AO's account. Transportation costs for shipment of GSD items to a contractor for repair or servicing is charged to the O&M appropriation as stated in AFI 65-601, Vol 1, Chapter 18. 2.3.3.11.2. The only items that are to be repaired at GSD expense are those items returned as unserviceable and later a subsequent requirement developed and repair of the item is authorized in lieu of new procurement. For assets not owned by the GSD, the owning organization pays all associated cost for repair, cleaning and transportation. When it is appropriate for the GSD to pay for repair of items in stock, the transaction should be processed as repair expense.

2.3.3.12. Assembly/Disassembly Involving GSD Items. Assembly is the process of combining two or more separately identified articles and the re-identification of this grouping to a new identity. Because the general type of item involved in the GSD is considered to be a "bit and piece," there should only be rare instances when the assembled item would be a GSD article. Normally, the resultant article will be identified as an investment item or a CSAG-S reparable item. The assembled article will be returned and processed as a return to the LRS/Materiel Management Activity. If the return is a GSD item, it will be subject to a credit determination under program control. When the assembled article is identified as an investment item it will process as a non-GSD transaction; therefore, it will not involve the credit determination. Disassembly is the reverse process of assembly. The "bit and piece" component part will be processed as a return subject to a credit determination under program control.

2.3.3.13. Contract Termination Cost Guidance. Termination costs for GSD commercial vendor (LP) items resulting from cancellation of LP items will be absorbed by the GSD.

2.3.3.14. Management of local manufacture and Life of System Stock (LSS) items. These stocks are normally bought as a package and furnished with an end article for the specific purpose of providing spares support for the life of the end article or system. Refer to AFMAN 23-122, Sec. 2C, Financial Management for procedures on local manufacture and LSS items.

2.3.3.15. Temporary Loan of GSD Equipment. For loan policy, refer to AFI 23-119, *Management of Government Furnished Property*.

2.3.3.16. War Reserve Materiel/Readiness Spares Packages. WRM funds for procurement of new WRM requirements are specifically authorized through the budgeting process.

2.3.3.16.1. The approved WRM obligation authority provided by the GSD manager for ordering initial WRM shortages is a firm limitation and must not be exceeded. Requirements in excess of approved obligation authority must be forwarded to the AFMC GSD manager for additional authority. **(T-2).**

2.3.3.16.2. When WRM items are used to satisfy Mission Capable (MICAP) requirements, these items are replaced with GSD operating obligations authority. WRM items should be rotated with like peacetime assets to the extent possible to assure their continued serviceability. If however, WRM assets become unusable or outdated, replacement is considered an initial procurement of new WRM and must be acquired with GSD WRM obligation authority and identified to AFMC GSD functional office on the GSD Operating Program for additional WRM funding. For WRM Funding Procedures refer to AFMAN 23-122, Sec. 2C, Financial Management. Also refer to AFI 25-101 for specific stock fund budgeting and programming procedures for WRM, Fuels Operational Readiness Capability Equipment (FORCE) and Basic Expeditionary Airfield Resources (BEAR).

2.3.3.17. For Shipment/Disposition of Defective GSD Items. AFMC will determine when a defective GSD item should be returned to a vendor/contractor or other disposition. AFMC activities will assure that GSD items are properly accounted for when dropped from GSD inventory in order to prevent the loss of GSD property.

2.3.3.18. Unit Price. Unit prices for GSD items locally procured or manufactured will be developed at retail/base level using the instructions for computing SPs in subsequent paragraphs. **(T-3).**

2.3.3.18.1. Use of SPs. Each item financed under a GSD shall have a SP which will be effecting reimbursements for sale or issue. There will be no reductions to the item record SPs in the GSD. **(T-2).**

2.3.3.18.2. SPs for items will consist of the product cost, a percentage to recover transportation charges, inventory losses and other expenses authorized for payment by the GSD. **(T-2).**

2.3.4. Consolidated Sustainment Activity Group (CSAG) - Supply Division Working Capital Fund (CSAG-S). CSAG-S is a division of CSAG of the AFWCF. The CSAG-S operates under a revolving fund or working capital fund concept whereby inventories are held and sold to customers. AF assets stocked at depots and bases belong to CSAG-S until sold to the customer. This includes RSP assets.

2.3.4.1. AF-managed reparable and design unstable consumable assets fall under the umbrella of CSAG-S. CSAG-S embraces a multi-tiered pricing framework to recover the cost of acquisition, repair, and related wholesale overhead expenses. CSAG-S prices are established annually.

2.3.4.2. Business Operations funds the day-to-day operating costs of CSAG-S. The BOCR recovers costs that CSAG-S pays for ICP and Headquarters (HQ) /Command level operations.

2.3.4.3. CSAG-S Scope.

2.3.4.3.1. CSAG-S encompasses all wholesale managed (BC "8") items acquired primarily from commercial suppliers and other DoD services. It also includes non-reparable fabricated (local manufacture) items when local manufacture by depot maintenance is the preferred means of procurement. Assets will be used by other than depot maintenance and most bases do not have the capability to fabricate.

2.3.4.3.2. Certain assets have been excluded from CSAG-S because of the special management procedures associated with them. Central procurement accounts continue to finance these assets. All requests for program exclusion from CSAG-S are processed through AFMC to SAF/FMBM for approval. Assets excluded from CSAG-S are:

2.3.4.3.2.1. Classified Program Reparables. These assets have a BC "@." **Note:** This does not include assets that may be part of a program that is intended to be managed in a non-classified logistics support environment.

2.3.4.3.2.2. Assets Managed in the AF Combat Ammunition System (CAS).

2.3.4.3.2.3. All Federal Supply Class 1377 assets. These are cartridge and propellant actuated devices and components.

2.3.4.3.2.4. All BC "H" or "U" assets, which are budget program (BP) 35, otherwise referred to as munitions assets.

2.3.4.3.2.5. All BC "B" assets, which are BP 17, otherwise referred to as war

consumable spares. These include auxiliary fuel tanks, missile launchers, pylons, ejector racks, and adapters that are consumed during contingency operations and peacetime operations.

2.3.4.3.2.6. All BC "K" assets which are BP 83, otherwise referred to as cryptographic/cryptologic assets managed by Air Force Intelligence Surveillance and Reconnaissance Agency (AFISRA).

2.3.4.3.2.7. Spares for government furnished re-competition support packages associated with contractor logistics support.

2.3.4.3.2.8. Aircraft whole engine spares (BP 16 only).

2.3.4.3.2.9. Missile/drone whole turbojet engine spares (BP 26 only).

2.3.4.3.2.10. Missile whole rocket engine spares (BP 25).

2.3.4.3.2.11. Missile Telemetry packages that are not recovered for repair (BP 25 only).

2.3.4.3.2.12. Quick Engine Change (QEC) kits.

2.3.4.3.2.13. Pods that are cataloged for control purposes only. These assets were procured with program funds, not replenishment spares funds, and will not be stocked, stored or issued.

2.3.4.3.2.14. Minuteman and Peacekeeper Missile Guidance Sets.

2.3.4.3.2.15. Contractor ICP BC "S" assets.

2.3.4.4. Inventory and Capital Control.

2.3.4.4.1. The AF finances materiel support inventories using a revolving fund concept. When a customer orders and receives a CSAG-S non-fly asset (and all non AF customer orders), customer funds are used to reimburse the CSAG-S. For flying hour orders from approved AF flying hour customers, flying hour appropriated funds are billed (monthly) based on actual hours flown.

2.3.4.4.2. CSAG-S operates on the premise of self-replenishment without periodic appropriations. An exception is new weapon or operating systems that require cash infusion, through initial appropriations.

2.3.4.5. CSAG-S WCF Prices and Costs. CSAG-S uses a multi-tiered pricing and cost structure. Prices and costs are normally computed for all CSAG-S items once a year during the budget process utilizing the appropriate IT system computation cycle. All prices are updated annually and forwarded to the bases with a 1 Oct effective date. The SP, exchange price, and unserviceable asset price are part of the stock list records that are provided to the customer. There is one price and two costs for AF-managed ERRC "N" and "P" consumable items. There are four prices and six costs for ERRC "T" reparable items.

2.3.4.6. The various computed prices and costs are effective 1 Oct each year and remain constant throughout the fiscal year except for approved Price Verification challenges and/or significant cost updates/increases.

2.3.4.7. Interchangeability & Substitutability (I&S) Group (I&SG). Each price and cost is computed once a year for each CSAG-S I&S Subgroup Master (SGM) stock number. If the subgroup is one-way interchangeable, each one-way interchangeable stock number will have its own price, unless someone (usually the Item Manager) changes them to be the same. If it is a two-way interchangeable, all items in the group will have the same price as the SGM that heads the two-way interchangeable group.

2.3.4.8. Price Corrections. Under certain very narrowly defined circumstances, AFMC can authorize immediate standard/exchange price reductions/increases on specific NSNs to promote better overall supply management and reduce excess inventory. However, usually price changes are only approved due to a gross error in the original price calculation.

2.3.4.9. Credit Indicators.

2.3.4.9.1. Credit indicators will be used to identify when credit can be given for return of an asset without an established DIFM.

2.3.4.9.2. Credit is allowed if an asset is in a projected buy in the apportionment year, budget year, or extended year. This means that credit is allowed if an asset is in a buy position projected from the current point in time to three years out.

2.3.4.9.3. LRS/Materiel Management Activities may force credit to retail customers, but local managers must consider the effect on CSAG-S to prevent skewing the overall buy computation process and the creation of imbalances in CSAG-S to the greatest extent possible.

2.3.4.9.3.1. To ensure integrity of the process, forced credit procedures will not be used at the retail level unless the forced credit is for the return of an item issued in error.

2.3.4.9.3.2. This procedure is applicable only if the LRS/Materiel Management Activity made the error and cannot perform a record reversal. All forced credit transactions must be approved prior to processing. For retail, the approving authority is the LRS SMAG Stock Fund Manager and at the wholesale retail level it is the appropriate budget office. For all other circumstances, forced credit override must be approved by AFMC.

2.3.4.10. Free Issue. A non-reimbursable or free issue of an asset could potentially result in a lost sale that has a significant impact on the ability of CSAG-S to stock, store, and issue materiel for all customers. To this end, non-reimbursable issues of assets will be made only in exceptional circumstances. Retail WCF managers do not have the authority to free issue CSAG-S assets unless previously authorized by AFMC. Units must submit free issue requests to the AFMC. Reference free issue procedures in AFMAN 23-122, Sec. 5B, Order and Requisitioning.

2.3.4.11. CSAG-S and Depot Repair. The AFMC depot maintenance function is financed under the CSAG-M Division of the AFWCF. CSAG-M finances depot operations in support of its customers. CSAG-M is both a customer of and a supplier to the CSAG-S.

2.3.4.11.1. CSAG-M as a Customer. One of the main tenets of CSAG is to eliminate internal billings between CSAG divisions. As a result, CSAG-M is provided

serviceable spares for the repair of higher assemblies at no cost. Organic depot maintenance normally requisitions CSAG-S parts through depot supply using the DIFM process.

2.3.4.11.2. In order to recover the cost of CSAG-S assets used during repair, the cost of the assets used is included in the materiel portion of CSAG-M End Item Sales Prices (EISP).

2.3.4.12. Contract Depot Maintenance (CDM). CSAG-S also obtains repair services from non-Organic sources. The repair cost of an item repaired by contract is factored into the average latest repair cost (LRC) of an item that is recovered in the item's sales price. The LRC is a weighted cost determined by the cost to repair an item organically, contractually or dual sourced based on the percentage of repair accomplished by each.

2.3.4.12.1. Reparable item CDM contracts will be funded through CSAG-S or O&M, Depot Procured Equipment Maintenance (DPEM) funds. When a decision is made to provide CSAG-S assets on a DPEM-funded repair contract as Government Furnished Material (GFM), the CSAG-S must be reimbursed at the appropriate price (standard, exchange, unserviceable asset, etc.) depending on the maintenance being performed, the condition required and/or whether a carcass is planned to be returned. CSAG-S absorbs the cost of GFM when the contract is for CSAG-S repair workload. This cost will be recovered at the time the asset is sold.

2.3.4.12.2. The wholesale IM must approve/disapprove release of CSAG-S asset for use as GFM.

2.3.4.12.3. Besides the above, consideration must be given for two categories of returned GFM.

2.3.4.12.3.1. Serviceable GFM Returns. These returns go through the normal issue and return process.

2.3.4.12.3.2. Excess GFM or Asset Removals. Excess GFM or asset removals, as a result of 100% replacement or modification, will be returned IAW AFMC procedural guidance.

2.3.4.13. Missing Assets. AF activities will not return end items to the depot for repair with missing components or parts unless an exception has been negotiated with the AFMC end IM before movement of the end item from the activity to the depot. Likewise, AF depot repair activities will not return end items with missing components or parts to operational AF activities unless an exception has been negotiated with the AFMC end IM and the affected MAJCOM. Materiel costs for missing items are not normally contained in the CSAG-M rates since AF policy dictates that the above all components and parts will be returned with the end item unless otherwise negotiated as described above. As a consequence, replacement of missing parts would be considered a change to the negotiated work requirements and the CSAG-M is authorized to negotiate a change to the stabilized end item sale price of the workload being performed. Procedures to address missing assets are in AFMAN 23-122, Sec. 4C, Repair.

2.3.4.14. Stock Funding of Initial Spares. To obtain the necessary stock funding of initial spares, the program management community will identify the initial spares requirements

in conjunction with developing the cost estimate for the program. Appropriated funds will reimburse CSAG-S as initial spares parts deliver.

2.3.4.15. AFMC Aerospace Maintenance and Regeneration Activity Assets. The removal or reclamation of reparable assets from the AFMC Aerospace Maintenance and Regeneration Activity to satisfy valid requirements is accomplished only through the wholesale IM in conjunction with the single manager. See AFMAN 23-122, Sec. 2C, Financial Management for removal/reclamation procedures.

2.3.4.16. Contractor Logistics Support (CLS). CLS spare parts are budgeted and funded within the central procurement accounts, or as an alternative, can be replenished from Fund 3400, EEIC 578. The AFMC CLS Manager needs to advise MAJCOMs of increased costs needed to cover those Depot Level Reparables (DLR) currently being issued under CLS. There are two types of CLS requirements:

2.3.4.16.1. Stocklisted assets managed by AFMC that are used on CLS systems. Generally, this would be an asset common to both a CLS and non-CLS weapon system.

2.3.4.16.2. Non-stocklisted assets bought as spares packages that are government owned materiel used by contractors in performance of CLS contracts. These requirements are funded with central procurement funds.

2.3.4.17. Foreign Military Sales. FMS customers can participate in the AF logistics system through the CLSSA. The AF also provides support for requirements that are not part of a CLSSA. The AF primarily uses a repair and replace concept where the country returns a reparable carcass and is issued a serviceable asset from the normal supply system. For FMS reparable support, refer to Sec. 9D, Security Assistance of this instruction.

2.3.4.18. ICS. The CSAG-S does not pay for the cost of depot repair of assets under ICS, nor does the CSAG-S collect repair cost from the customer for assets under ICS. Until the assets transition to organic depot repair, the carcass cost for these assets is computed assuming a depot repair cost of zero. This prevents CSAG-S from collecting repair funds that are not required. Therefore, only the operational costs are recovered by CSAG-S. Given this, the IT system shows the LAC and carcass cost as equal until the asset transitions to organic depot repair. If any portion of an asset's repair is funded by ICS, the asset is treated as 100% ICS. If an ICS item is scheduled to transition to organic repair during a given fiscal year, the LRC is established as a percentage of the contractor’s repair cost (dependent on when the item transitions).

2.3.4.19. Loans. A CSAG-S asset may only be loaned to activities for the purposes specified in DoD 7000.14R, Volume 4, Chapter 4. Loans must be for reverse engineering, sample parts, and/or if in the best interest of the CSAG-S. For specific loan procedures, refer to AFI 23-119.

2.3.4.20. Local Purchase/Local Repair. Local Purchase/Local Repair are not considered standard business practices within the CSAG-S. If these options are elected, they must follow the guidance of this instruction. The wholesale IM must provide a CSAG-S funds cite.

2.3.4.21. Product Improvement. The Improved Item Replacement Program (IIRP) combines the preferred spares and 100% replacement program into one integrated effort. IIRP offers the AF a way to correct deficiencies, replace obsolete assets, and/or introduce, through technology insertion, state-of-the-art components such as line replacement units (LRUs) and shop-replaceable units (SRUs) that are stocked, stored, and issued as assets of supply. The IIRP covers both installs and spares in support of the installed assets. IIRP assets must be a form, fit, and function replacement for the old asset.

2.3.4.22. RSP Requirement and Funding Guidance. Refer to **Sec. 2F, Readiness Spares Packages and Kits** of this instruction for additional information and AFMAN 23-122, Sec. 2F, Readiness Spares Packages and Kits, for procedures on deployed weapon/ operating systems and their associated RSP assets.

2.3.4.23. Sixty-Day Rule. Exchange customers are charged the exchange price in anticipation that the customer will return an unserviceable asset for repair within 60 days. After 60 days the customer is charged an additional amount, the Mark-Up Price (MUP), if either a serviceable or unserviceable asset is not turned in. The MUP represents the difference between the SP and the exchange price. The MUP will be reimbursed to the customer upon receipt of a reparable asset after 60 days to clear the DIFM detail. A delay in the 60-day clock occurs for awaiting parts (AWPs) when the asset status changes from "in work" to "AWP." This capability is programmed into the supply system to operate in an automatic mode. When the item status changes back to "in work," the 60-day clock resumes. The intent of this guidance is to allow the customer time, based on the status of the item, before the full price of the item is charged. Other DIFMs status codes are exempt from the 60-day rule. For a list of these codes refer to the AFH 23-123, Vol 1, Ch 2. As with related activities to flying hour and internal CSAG activity, CPFH and CSAG-M do not have to have additional resources for MUP due to the financial relationship with those entities.

2.3.4.24. Special Cases - Repair. Services in support of CSAG-S assets are funded by CSAG-S. These services include: first article testing, condition checks, TO verification and validation, reclamation, on-site test station refurbishment, and other services as approved on a case-by-case basis.

2.3.4.25. Special Purpose Recoverables Authorized Maintenance (SPRAM).

2.3.4.25.1. Initial/Increased SPRAM Requirement.

2.3.4.25.1.1. The initial issue of SPRAM will be provided free of charge by the PM. For the purposes of this instruction, initial issue of SPRAM is defined using the concept of new support. The following provide examples of the concept of new support.

2.3.4.25.1.1.1. The requirement is supporting a new aircraft.

2.3.4.25.1.1.2. New mission. The using organization is converting from one weapon system to another, or the unit's mission changes, requiring a change in the SPRAM mix.

2.3.4.25.1.1.3. New requirement. The TO has changed requiring a change in

the amount of SPRAM.

2.3.4.25.1.2. The PM will fund the SPRAM buy requirement using initial MSD CA based on the end item (e.g., aircraft support or electronics and telecommunications) that the SPRAM is supporting. To accomplish the free-of-charge issue, the PM will work with the wholesale item manager to acquire the necessary SPRAM assets and have them direct delivered to the using base. Once the assets are received at the using base, the base supply receiving function will not process a receipt for the asset, but will place the asset directly on the customer's SPRAM detail (K detail).

2.3.4.25.1.3. Required initial SPRAM could be satisfied through on-hand supply balances, if the asset is in an excess position.

2.3.4.25.1.3.1. If the assets are at bases other than the requesting base, the PM, working with the wholesale item manager, will process RDO for those assets. The receiving base supply will take the necessary action to place the asset on the customer's SPRAM detail. The PM will use O&M funds to support all RDO actions.

2.3.4.25.1.3.2. If the assets are at the base requesting the SPRAM, the requesting base supply will issue the asset to the requesting activity, which will pay SP for the transaction. In turn, the PM will work with their FM offices to reimburse the base requesting the SPRAM using O&M funds.

2.3.4.25.2. Replacement/Replenishment SPRAM Requirements. For SPRAM supporting flying hour programs all replacement/replenishment SPRAM requirements will be funded by Centralized Asset Management. All other replacement/replenishment SPRAM requirements will be paid for by the MAJCOM or using organization. Replenishment is any asset that does not meet the criteria in **Para 2.3.4.25.1** MSD charges Exchange Price if a carcass is returned, otherwise the SP will be charged.

2.3.4.26. Time Compliance Technical Orders.

2.3.4.26.1. When in-stock CSAG-S assets require modification, the asset is issued using activity code “C” to the repair shop and the accompanying TCTO kit is free issued (one TCTO kit for each installed CSAG-S asset requiring modification).

2.3.4.26.2. CSAG-S is not responsible for funding the installation of modification kits when completed as a separate maintenance action. The exception to this is when a modification kit is being installed during depot overhaul of a Management of Items Subject to Repair (MISTR) exchangeable asset. The reason for this exception is that the cost of installation cannot be separated from the cost of the MISTR overhaul.

2.3.4.26.3. The CSAG-S will not finance the replacement of modification kit components, which are CSAG-S items that are lost or used for other purposes by a using organization. Replacement kits are financed by the modification account that originally procured the kit.

2.3.4.26.4. For kits that are cannibalized, the activity responsible for cannibalization is responsible for replacing the assets in the kit. As an example, if the base has a kit

and needs to withdraw an asset to support a MICAP requisition, that base must order the asset at its expense to satisfy the kit shortage. If a wholesale IM directs the shipment of a kit asset to support a MICAP, then the wholesale IM must replace the asset in the kit.

2.3.4.27. Transient Aircraft Support.

2.3.4.27.1. Transient Aircraft Support for USAF aircraft (to include ANG and AFRC). Transient support is financed by the transient base. Parts will be backordered or issued from the LRS/Materiel Management Activity at the transient base, regardless of cost and source of supply, and normal sales and credit policies apply. The exception to this procedure is en route maintenance units that are funded and operated by Air Mobility Command (AMC) for strategic airlift aircraft.

2.3.4.27.1.1. Issuance and billings of reparable assets are managed the same as assigned aircraft maintenance. The transient base will support all transient aircraft using a Type Organization Code 3 organization cost center record (OCCR), preferably via a dedicated transient alert or "TA" OCCR. Naturally, the transient base has an opportunity to repair the asset if a repair shop is loaded on the repair cycle record. The repair shop returns serviceable assets at Exchange Price and unserviceable assets receive no credit.

2.3.4.27.1.1.1. If there is no repair shop loaded on the repair cycle record for that reparable asset at the transient base, the asset is tagged Not Reparable This Station (NRTS) by maintenance. It is then shipped by supply directly to the depot maintenance facility for repair, or the Consolidated Repair Facility (CRF) for those units under the alternate maintenance concept.

2.3.4.27.1.1.2. If the transient base has a repair shop, the unserviceable asset is transferred to that shop using the original document number of the asset that was issued. The original issue document number should be used through the entire repair cycle until returned. The repair shop has the option to either NRTS the asset or it can repair the item and return the serviceable asset to supply. The cost of SRU/bits and pieces used is recorded against the transient base repair activity. For assets ordered in support of the flying hour program, there is no charge or credit at the item level as reimbursement to WCF is made through the CPFH process, for non-fly assets item level prices and credit return policies apply.

2.3.4.27.1.1.3. Aircraft deployed or temporarily transferred from another base for an exercise, deployed operations, or other reasons (such as runway repair at their homestation) are not considered transient and will not be issued parts using the above transient rules. Such deployed aircraft will be supported via establishment and use a dedicated Project Funds Management Record (PFMR) and Type Org Code 3 OCCR.

2.3.4.27.1.1.3.1. The one exception to the deployed aircraft rule is when aircraft are deployed to or operating from another base with a PFMR and OCCR linked to that same MDS and MAJCOM already loaded at the operating site. If a PFMR and OCCR are already in place for the same

MDS and MAJCOM, there is no need to create a new PFMR & OCCR for the deployed aircraft, though the local LRS/Materiel Management Activity has the option of directing the customer to create and use a new OCCR linked to the preexisting PFMR.

2.3.4.27.1.1.3.2. CAM-type PFMRs & OCCRs will be established for "regular" customer Wings which are deployed to or receive transient support at a given base three or more times in a calendar year. See **para 2.3.4.27.1.1.3.1** above for guidance on MAJCOM/MDS business rules.

2.3.4.27.2. Transient Aircraft Support for other Services (US Navy, Army, etc.) and Agencies (National Aeronautics and Space Administration (NASA), Department of Homeland Security, etc.). Transient aircraft support is financed by the transient base. If parts are issued from base supply at the transient base, normal sales and credit policies apply, except other services or agencies will always pay SP for assets issued.

2.3.4.27.2.1. The home base is responsible for reparable support for its aircraft, which require repair at a transient location when both of the following conditions occur: (1) the spare part is not available at the transient location and 2) the Exchange Price for the reparable is greater than $20,000.

2.3.4.27.2.2. The two options available to home bases are:

2.3.4.27.2.2.1. Lateral support from the nearest location, enabled by the home base providing a funding document to the support location. This allows standard MICAP procedures to occur, or maintenance-to-maintenance channels.

2.3.4.27.2.2.2. Using maintenance-to-maintenance procedures, the serviceable and reparable part originates and returns to the home base. This allows for DIFM control and associated financial transactions to be processed at the home base.

2.3.4.28. Initial Issue of DLRs in Support of the Flying Hour Program.

2.3.4.28.1. Justification letters for the initial issue of DLRs are required to validate the requirement and ensure funding is available to cover the requirement.

2.3.4.28.2. Requesting organizations will coordinate Justification Letters through the organization's commander, then route them to their MAJCOM's CPFH office.

2.3.4.28.2.1. For organizations whose CPFH funding is centrally managed under Centralized Asset Management (CAM), the MAJCOM CPFH office will forward the justification letters to the CAM office at WPAFB for approval/disapproval.

2.3.4.28.2.2. As Funds Holders, the AMC Transportation Working Capital Fund, ANG, AFRC, and Air Force Special Operations Command (AFSOC) will approve/disapprove initial issue requests.

2.3.4.28.3. The Fund Holders will notify the supported Command and/or base organization of approval/disapproval within 5 business days of receipt.

2.3.5. Flying Hour Reimbursement.

2.3.5.1. The flying hour reimbursement concept allows CSAG-S and GSD to sell flying hour related consumable/reparable spares and management services to the customer based upon hours supported with those parts and services.

2.3.5.2. Each flying hour customer manages their cost per flying hour (CPFH) funding centrally with a single focal point loading and executing funds with no funds being distributed to the operating units/bases. Funds are loaded centrally into the applicable Accounting and Finance IT system so that monthly consolidated billings can occur.

2.3.5.3. An obligation will be established at the beginning of each month using projected hours flown by each weapon system multiplied by the current, approved Air Force Cost Analysis Improvement Group (AFCAIG) CPFH rates. At the end of the month, the WCF will bill each weapon system for actual hours flown multiplied by the approved AFCAIG CPFH rate.

2.3.5.4. New Project Funds Management Records (PFMR) for each weapon system will be assigned as flying hour program only. No funds targets will be loaded nor will funds checks be performed for these OCCR/PFMR(s).

2.3.5.5. Billing for the flying PFMRs will be by the actual flying hours flown and not by individual stock numbers. The revenue will be recorded into one billing SRAN per customer for CSAG-S and for GSD for by the associated element of expense identification code for the appropriated funds reimbursing each WCF activity.

2.3.6. Support Equipment (SE) Funding.

2.3.6.1. SE is procured with O&M (EEIC 3400) or central procurement (appropriation 3010/3011/3020/3080) dollars depending on the unit cost.

2.3.6.1.1. SE items with a unit/system cost less than $250K are funded with O&M dollars. AFMC provides the Program Objective Memorandum (POM) input for O&M requirements to AFMC/A4F.

2.3.6.1.2. Those SE items with a unit/system cost of $250K and above or exempted items are funded with central procurement dollars. Exempted items are all vehicles, items in support of PEO programs, munitions and associated equipment, automatic test systems, and night vision goggles. Requirements for central procurement dollars for the items/programs that fall into this category are placed in the POM by the MAJCOM. These items are budgeted using Procurement Documents (PDOCs) submitted to Congress through SAF/AQX. PDOCs reflect the decisions of the POM submissions.

Section 2D—War Reserve Materiel (WRM)

2.4. War Reserve Materiel (WRM).

2.4.1. WRM consists of enterprise managed, dynamically positioned equipment, consumables and spares that support initial operations and initial sustainment across the full range of military operations. It provides Agile Combat Support capability to reduce the time required to achieve an operational capability and/or produce an operational effect.

2.4.2. WRM Responsibilities (includes Fuels Support Equipment (FSE) and Basic Expeditionary Airfield Resources (BEAR)).

2.4.2.1. MAJCOM. The MAJCOM is responsible for WRM management, weapon system modification and acquisition support, programming, modeling, simulation, war-gaming efforts, and UTC/mobility planning. The using MAJCOM, in conjunction with AFMC, will be responsible for all WRM used to support wartime additive missions. MAJCOMs will continuously monitor requirements that support AF war plans and ensure the validity of all WRM requirements. Air Combat Command (ACC)/A4 is the designated lead command of WRM. Use of WRM will be IAW AFI 25-101. Exception: The Global Ammunition Control Point (GACP) is the global WRM manager for Class V - Munitions IAW AFI 21-201.

2.4.2.2. Lead command will establish, research and validate WRM requirements.

2.4.2.2.1. Determine items and quantities needed IAW the Defense Planning and Programming Guidance, the WRM Global Strategy, and annual Theater Working Groups (TWGs).

2.4.2.2.2. Establish, research and validate WRM requirements.

2.4.2.2.3. Continuously monitor requirements that support AF war plans and ensure the validity of all WRM requirements.

2.4.2.2.4. Transmit requirements to the IM annually NLT 15 May.

2.4.2.3. Base. Bases are responsible for physical materiel handling, receipt, storage, and processing of WRM shipment requests. Bases act as the local liaison with organizations regarding management of WRM. EAE is responsible for all WRM and mobility equipment. Only WRM 463L system pallets, nets, and associated tie-down equipment will be managed in AFEMS. Operational 463L pallets and nets will not be managed in AFEMS.

2.4.2.3.1. Establish and maintain WCDO details IAW AFMAN 23-122, Sec. 2D, War Reserve Materiel. WCDO detail records are unclassified but are For Official Use Only (FOUO).

2.4.2.4. **(DELETED)**

2.4.2.5. **(DELETED)**

2.4.2.5.1. **(DELETED)**

2.4.2.5.2. **(DELETED)**

2.4.2.6. **(DELETED)**

2.4.2.7. **(DELETED)**

2.4.2.8. **(DELETED)**

2.4.3. WRM Requirements.

2.4.3.1. WRM authorizations will not affect the peacetime stockage objective. WRM assets are not subject to automatic redistribution.

2.4.3.2. WRM requirements will be transmitted to the IM annually by 15 May using the appropriate format.

2.4.3.3. BEAR requirements will be identified to AFMC NLT 31 Sep of each year

2.4.4. MAJCOMs will determine items and quantities needed IAW the Defense Planning and Programming Guidance, the WRM Global Strategy, and annual Theater Working Groups (TWGs). MAJCOMs will conduct periodic reviews to ensure that joint use items are still required. To conduct reviews, take appropriate actions IAW AFMAN 23-122, Sec. 2F, Readiness Spares Packages and Kits and AFI 25-101. **(T-2).**

Section 2E—Degraded Operations

2.5. Degraded Operations.

2.5.1. Governing materiel management support processes must be performed in the event the materiel management IT system (in whole or in part) is not available. A degraded operation condition exists when automated systems are inoperative or other circumstances significantly impede normal materiel management processing.

2.5.1.1. Materiel management support operations are degraded when automated systems are not accessible; are temporarily down due to power failure, environmental condition, hardware/software problem, etc.; or during normal offline periods (end-of-day, end-of-year). 2.5.1.2. Manual accounting procedures must be used during degraded operations.

2.5.2. Roles and Responsibilities

2.5.2.1. AF/A4LM will:

2.5.2.1.1. Review consolidated MAJCOM after action reports for policy implications and deficiencies.

2.5.2.1.2. Coordinate policy updates.

2.5.2.2. The Materiel Management PM Offices will:

2.5.2.2.1. Provide technical guidance during degraded operations and recovery (real world and exercises, as needed).

2.5.2.2.2. Notify materiel management activities of real world system outages and estimated duration.

2.5.2.2.3. Coordinate scheduled outages with MAJCOMs.

2.5.2.3. MAJCOMs. The MAJCOMs will:

2.5.2.3.1. Coordinate with the AFMC SCM-R Quality Assurance Activity and materiel management activities to resolve exercise scheduling conflicts.

2.5.2.3.2. Assist in degraded operations and manual accounting recovery at materiel management activities as required.

2.5.2.3.3. Review and analyze materiel management activity's After Action Report(s) for training trends and deficiencies.

2.5.2.3.4. Provide AF/A4LM a MAJCOM Summary After Action Report no later than 30 days after the completion of a worldwide exercise (directed by AF/A4LM). Identify adverse systemic trends, include corrective actions and recommendations

2.5.2.4. AFMC SCM-R Quality Assurance Activity will:

2.5.2.4.1. Notify supported bases of system problems and estimated duration of system outage.

2.5.2.4.2. Assist supported bases (as needed) in degraded operations and coordinate manual accounting recovery with materiel management activities.

2.5.2.4.2.1. Participate in base level assessments of degraded operations and adjust support as needed to maintain an agreeable level of support.

2.5.2.4.2.2. Monitor system availability and direct supported bases when to process manual accounting recovery transactions.

2.5.2.4.2.3. Provide a periodic "window of opportunity" for supported bases to schedule and conduct local exercises at least every 6 months. Coordinate with bases/MAJCOMs on any scheduling conflicts.

2.5.2.4.3. Provide functional guidance during degraded operations and recovery.

2.5.2.4.4. Support degraded operations at the SOS as required.

2.5.2.5. Commander/Director. LRS CC/AO and AFMC are responsible for Base Retail Materiel Management operations. AFMC location Commanders, are collectively responsible for depot wholesale materiel management operations. The applicable commanders will:

2.5.2.5.1. Appoint, in writing, the primary and alternate Control Team Chief (CTC).

2.5.2.5.2. Activate the Control Team (CT), as required.

2.5.2.5.3. Ensure degraded operations exercises are conducted at least every 6 months. Ensure After Action Reports are completed and forwarded to MAJCOM/A4R after every degraded operation exercise.

2.5.2.5.4. Assess degraded operations activities and adjust the applicable support plan as needed.

2.5.2.5.5. Establish Continuity of Operations (COOP) for the applicable level of responsibility.

2.5.2.6. The CTC (at LRS, or AFMC SCM-R Quality Assurance Activity) will:

2.5.2.6.1. Ensure data needed to support operations is prepositioned and readily accessible.

2.5.2.6.2. Assemble the CT when directed by the CC/AO.

2.5.2.6.3. Keep the CC/AO informed regarding the status of the degraded operation.

2.5.2.6.4. Appoint (with flight chief coordination) CT members in writing.

2.5.2.6.5. Ensure all CT members are trained, equipped, and qualified to perform degraded operations. Ensure training is appropriately documented in training records.

2.5.2.6.6. Coordinate actions among materiel management chain partners and customers.

2.5.2.6.7. Ensure all transactions are processed and rejects are cleared before resuming online processing actions.

2.5.2.6.8. Coordinate schedule of exercises with the MAJCOMs.

2.5.2.6.9. Coordinate IT system outages.

2.5.3. Degraded Operations Planning

2.5.3.1. COOP. To the maximum extent feasible redundancies and failsafe capabilities will be included in materiel management systems to prevent outages. However, system outages will still occur. In anticipation of such outages, each materiel management activity will maintain a COOP that addresses situations when normal system processing is unavailable and manual accounting will be required. Not all situations addressed in the COOP will require manual accounting.

2.5.3.2. Materiel Management Contingency Team. As part of a base's materiel management contingency plan, a contingency management team will be established to maintain control of overall materiel management operations. The composition of the management team may vary, but normally it will include the LRS CC/AO or equivalent, the CTC, and representatives from each affected elements. The initial team meeting will focus on assessing the situation and reviewing the contingency plan. This team will conduct situation assessments, identify problems, and make recommendations for operation changes throughout the exercise/situation.

2.5.3.3. System Transaction Recovery (STR). Occasionally problems will occur that cause database errors in Materiel Management IT systems. When this happens the system will be restored to the last back-up and thorough research must be conducted to determine what transactions must be replayed/reprocessed. Materiel management activities will be prepared to respond to these situations that require STR. These situations may drive the need for manual accounting during the database recovery.

2.5.3.4. Support to Contingency Operations. Support to contingency operations may or may not involve manual accounting operations. Most contingency sites will have access to materiel management automated systems so normal transaction processing will apply. However, when systems are not available manual accounting procedures will apply.

2.5.4. Manual Accounting.

2.5.4.1. Materiel management activities will establish a CT capable of executing and managing degraded operations.

2.5.4.2. Materiel management activities will maintain applicable data prepositioned for degraded operations.

2.5.4.3. Materiel management activities (base retail and wholesale) will follow procedures in AFMAN 23-122, Sec. 2E, Degraded Operations.

2.5.4.4. Materiel management manual accounting operations are mandatory for UND A Issues and MICAP reportable transactions (e.g. backorders, shipments, receipts, DORs).

2.5.4.4.1. Other transactions are assessed on a case by case basis with close coordination between materiel management activities as needed.

2.5.4.4.2. After 72 hours, impacted materiel management activities will perform a daily assessment and adjust transaction processing as needed to support mission requirements (e.g. begin accepting and processing requests for RSP replenishment, single point failure, UND B, receipt, turn-in).

2.5.4.5. Exercises directed by AF/A4LM, end-of-year closeout, and real world outages may be counted as a local degraded operations exercise.

2.5.4.6. After a degraded operations exercise, LRS QA will submit an After Action Report through the LRS CC/AO to the MAJCOM A4R no later than 10 working days after completion of recovery. **Note:** Operating in a degraded/manual mode does not supersede the need to ensure special handling is enforced. Each functional area will ensure that special handling continues to be applied as warranted. Special emphasis will be placed on the control of classified and NWRM items.

Section 2F—Readiness Spares Packages (RSP) and Kits

2.6. Readiness Spares Packages (RSP) and Kits.

2.6.1. Responsibilities.

2.6.1.1. AF/A3. AF/A3 is responsible to ensure the War Mobilization Plan (WMP) is updated annually, coincides with the annual publication of the Designed Operational Capability (DOC) statements and is distributed to the users within 2 weeks of publication and prior to the annual review. Review and approve or specify required changes to RSP review minutes within 5 workdays of receipt. Resolve open issues between storing and using commands when necessary.

2.6.1.2. AF/A4LM will:

2.6.1.2.1. Approve request to use High Priority Mission Support Kit (HPMSK) and their computation.

2.6.1.2.2. Notify MAJCOM upon approval to use contingency flags for CJCS or AF project codes and upon discontinuation of use.

2.6.1.2.3. Maintain/publish a listing of units authorized HPMSK. This listing will be updated at least annually in preparation for the annual RSP/HPMSK review.

2.6.1.2.4. Provide AF/A5XW at least annually, a copy of approved HPMSK authorization listing.

2.6.1.3. Lead MAJCOM will:

2.6.1.3.1. Import/edit 7SC data, flying hours and Quantity Per Assembly data for RSPs.

2.6.1.3.2. Accomplish roll-up actions for the next fiscal year's RSPs.

2.6.1.3.3. Review Specification Requirements Review Board templates for each Mission Design Series (MDS) in conjunction with the other user commands to ensure maximum oversight.

2.6.1.3.4. Review Bluebook and Designed Operational Capability (DOC) statements.

2.6.1.3.5. Ensure MAJCOM RSP managers attend PM-managed RSP reviews.

2.6.1.3.6. Complete Requirements/Execution Availability Logistics Module (REALM PC) file maintenance for the next fiscal year's RSPs if REALM is able to facilitate lead command file maintenance (follow-up action item with AFMC).

2.6.1.3.7. Upon completion of Bluebook review, notify AF/A5XW to identify any changes and certify as valid.

2.6.1.3.8. Ensure Package Serial Number (PSNs) are valid.

2.6.1.4. MAJCOM will:

2.6.1.4.1. Review Specification Requirements Review Board templates for each Mission Design Series (MDS) in conjunction with the other user commands to ensure maximum oversight.

2.6.1.4.2. Review Bluebook and Designed Operational Capability (DOC) statements.

2.6.1.4.3. Ensure MAJCOM RSP managers attend PM-managed RSP reviews.

2.6.1.4.4. Complete REALM PC file maintenance for the next fiscal year's RSPs if REALM is able to facilitate lead command file maintenance (follow-up action item with AFMC).

2.6.1.4.5. Use AF/A4LM authorization listing as approval for HPMSK authorization/deletion.

2.6.1.4.6. Obtain the most recent post-review database from the AFMC RSP Manager.

2.6.1.4.7. Assign unit robust priority code based on the AF Programming Document and the DOC response time from the Time-Phased Force Deployment Data (TPFDD) and Operations Plan (OPlan). Priorities are assigned sequentially for a base, to include all MDSs assigned to the host and tenant units, by the host base MAJCOM.

2.6.1.4.8. Approve/disapprove Contingency High Priority Mission Support Kits (CHPMSK) requests, and MAJCOM requests to field RSPs out of cycle.

2.6.1.4.9. Provide implementation instructions to AF bases under their control where RSPs are authorized. In coordination with other commands/agencies to obtain, store, maintain, and report RSP authorizations for bases that cannot perform these functions.

2.6.1.4.10. Conduct an annual base level review to determine the range of items to be included in the CRSP

2.6.1.4.11. Use the Aircraft Sustainability Model (ASM) to compute Consumable Readiness Spares Packages (CRSP) to load their Total Wartime Requirement (TWR) of consumable spares airborne RSP.

2.6.1.4.12. Use Weapons System Management Information System (WSMIS) files to conduct aircraft sustainment module (ASM) assessments, and send extracted data to units

2.6.1.4.13. Participate in provisioning conferences.

2.6.1.4.14. Review and submit required reports, determine EOQ RSP requirements and provide them to the PM RSP manager in the proper system format.

2.6.1.4.15. Review the RSP Authorization Document in conjunction with OPlans, and ensure the REALM header data for contingency and buy packages match the RSP Authorization Document.

2.6.1.4.16. Download XTJ/XVF images for new FY authorized kits and provide/forward these files to the unit for completion of MRSP reconciliation. Ensure units complete reconciliation within 30 days of processing (S07/S05) but no later than 30 September unless MAJCOM extension has been provided.

2.6.1.4.17. Receive the annually updated listing and will use this as authorization of approved HPMSKs. HPMSK authorization will be deleted upon notification from AF/A4LM. Approve/disapprove CHPMSK requests, and MAJCOM requests to field RSPs out of cycle. They will notify MAJCOMs upon approval to use contingency flags for Chairman of the Joint Chiefs of Staff (CJCS) or AF project codes and upon discontinuation of use.

2.6.1.4.18. Review the RSP Project Codes and RSP Contingency Flags.

2.6.1.4.19. Review HPMSK during the annual RSP review. PM RSP managers will document any HPMSK adds/changes/deletes during the annual RSP review. Upon notification of tentative AF/A4LM approval, work with the PM to build and compute the proposed kit(s) so that cost estimates can be developed.

2.6.1.4.20. Upon completion of Bluebook review, notify AF/A5XW to identify any changes and certify as valid.

2.6.1.4.21. Ensure Package Serial Number (PSNs) are valid.

2.6.1.5. AFMC will: **(T-1).**

2.6.1.5.1. Conduct staff visits to subordinate activities when requested, review reports, review the AF approved aircraft authorizations contained in the RSP Authorization Document for logistics supportability and be the functional OPR for RSP-related data systems.

2.6.1.5.2. Implement methods and maintain models for computing wholesale requirements to support the Combatant Commander's war plans and WMP documents. They will implement methods, maintain models, and conduct analysis in support of requests for additive requirements such as CHPMSKs, HPMSKs, and consumable items

2.6.1.5.3. Execute RSP management responsibility for specific weapon systems and end items of equipment.

2.6.1.5.4. Provide guidance to bases for loading RSP authorizations; distribute RSP allocations/authorizations to field units in support of existing war plans according to assigned priorities (RSP Reconciliation);, collaborate in execution of the RSP deployment plan;, and evaluate the effectiveness of deployed Mobility Readiness

Spare Package (MRSP)s/HPMSKs and established CHPMSKs and forward results to MAJCOMs.

2.6.1.5.5. Provide estimated buy and repair budget deficit impacts for proposed new HPMSK to the requesting MAJCOM.

2.6.1.5.6. Release assets IAW the Spares Priority Release Sequence and RSP contingency flags.

2.6.1.6. PMs will:

2.6.1.6.1. Will direct RSP managers to provide use instructions for aggregation accounts, act as the RSP focal point, control assignment of RSP serial numbers, develop RSPs IAW the RSP Authorization Document and conduct RSP reviews to ensure conformation with authorization documents.

2.6.1.6.2. Will monitor and ensure that RSP worksheets or control lists are reviewed, updated, and signed in a timely manner, manage the data flow to and from appropriate data systems and monitor their operation, provide MAJCOM EOQ spares and spare parts requirements to their OPR in a timely fashion, correctly execute the work units necessary for overlay of EOQ RSP requirements to the appropriate IT system.

2.6.1.6.3. Will review existing authorized HPMSK during the scheduled RSP review. They will assist the MAJCOM requesting a new HPMSK to build and compute a test kit in the appropriate IT system.

2.6.1.7. LRS. The LRS CC/AO will:

2.6.1.7.1. Will act as the base focal point to see that all base responsibilities for RSPs are properly carried out, determine, monitor, and ensure adequate and timely corrective action by the responsible agency on all deficiencies hampering the capability of the base to carry out its responsibilities for RSP.

2.6.1.7.2. Perform the necessary supply planning to support the wartime mission with RSP using the planning guidelines in AFI 10-401.

2.6.1.7.3. Maintain accurate RSP authorizations and process RSP reconciliation program, annually.

2.6.1.7.4. Maintain an accurate inventory of RSP assets through inspection and inventory as required.

2.6.1.7.5. Review annual Aircraft EOQ authorization requirements forwarded from MAJCOM and keep the RSPs serviceable at all times IAW AFMAN 23-122, Sec. 2F, Readiness Spares Packages and Kits.

2.6.1.7.6. All classified RSP assets will be inventoried, stored and maintained IAW AFMAN 23-122, Sec. 2F, Readiness Spares Packages and Kits.

2.6.1.7.7. Ensure HPMSK assets are ready for deployment when authorized.

2.6.2. RSP Overview:

2.6.2.1. Readiness Spares Packages. RSPs are used to support deployments of AF weapon systems. AF doctrine is to immediately establish premium transportation based air routes for eligible Class IX(a) and Class VII(x) assets from point of use to repair node and retrograde to point of use so as to achieve consistent resupply within 72 hours. Fundamental logistics warfighting doctrine and assumptions are found in the AF War and Mobilization Plan, Volume I. Over time, as force structure and operational planning change, authorizations for RSP change also.

2.6.2.2. Authorization Document.

2.6.2.2.1. Authorizations are based entirely on formal wartime tasking in the War and Mobilization Plan. That tasking is determined by agreement between AF/A5 (or equivalent for non-airborne authorizations) and the appropriate MAJCOM operational OPR. Authorizations for RSP resulting from those wartime taskings are listed in the RSP Authorization Document. Volume 3, Part III provides authorization for airborne RSP and Volume 2 provides authorization for non-airborne RSP. MAJCOMs are authorized RSP for allocation to specific units/bases. The only effective avenue for the update/correction of Volume 3, Part III of the authorization document is for the using MAJCOM operations community to advocate such an update/correction to the appropriate Air Staff OPR.

2.6.2.2.2. For airborne systems, since the PM must build RSPs IAW the published authorization document. MAJCOMs, in conjunction with AFMC, develop the spares lists, which make up the RSP. The RSP will be adapted to fit the peculiar mission requirements of each individual organization to which it applies. Squadron specific contingency packages may be developed for all aircraft weapon systems other than strategic airlift aircraft. Either MRSP or In-Place Readiness Spares Package (IRSP) will be authorized against a single requirement, but not both. End items (including communications security items) with Expendability, Recoverability, Reparability and Category (ERRC) Code "S" or "U" will not be included in RSP.

2.6.2.2.3. A separate unit-specific contingency package may be established for each unit authorized an MRSP or IRSP. AMC strategic airlift aircraft are exempted from unit specific contingency package development per policy waiver granted by AF/A4L. When required, MAJCOM will assign discrete identification numbers to contingency authorizations provided to field units.

2.6.2.2.4. When an RSP authorization is permanently transferred from one command to another, the MRSP bins and assets will be transferred intact to the gaining command. Those items of RSP that are not transferred will be made available for redistribution. If an RSP authorization is deleted from AF requirements, the using command will inform the storing command materiel management activity. Disposition instructions will be requested through the MAJCOM to AFMC to determine appropriate disposition. The RSP Authorization Document will identify transfers and deletions wherever possible. Any omissions or conflicts with the document must be addressed from the using command's operations staff to the authorizing OPR at HAF, with information copies to AF/A4LM.

2.6.3. Spare Parts program objective. The major objective of the RSP program is to support national strategy in consonance with the guidance issued by OSD. Specifically, the AF

objective is to authorize, acquire on time, preposition, pre-stock, and maintain in a serviceable condition ready for use, all RSP needed to support the wartime activities specified in the Defense Planning Guidance and the War and Mobilization Plan (WMP).

2.6.4. Contingency support for AF and the Air Reserve Components (ARC) is provided through the utilization of on-hand Peacetime Operating Stock (POS) and RSPs. . Contingency support can come from RSP or POS through many supply chain processes, such as special levels, CHPMSKs, MSKs, and CRSPs to ensure that stocks are in place at the right time to support the contingency mission. The RSP is prepositioned at or near the base of intended use and/or airlifted to the employment bases prior to, concurrently with, or following the deploying forces.

2.6.5. The only items authorized in airborne RSP are those listed on the Minimum Essential Subsystem List (MESL). These items support a specific weapon system and generate a Non-Mission Capable (NMC) grounding condition. **Note:** Safety-of-flight items are authorized even if not listed on the MESL and must be computed to the maximum extent possible.

2.6.6. Funding for RSPs.

2.6.6.1. Operating commands conduct RSP reviews annually in association with AFMC PM RSP Managers. To update the types and number of parts needed for right sizing is based on modifications, demand rate changes, Mean Time Between Failure (MTBF) changes and maintenance experience with past deployments. New requirements are computed by the AFMC logistics systems and validated by MAJCOM. Programming and budgeting for RSP and HPMSK annual adjustments is the responsibility of AFMC. AFMC will include these requirements in the AFWCF budget as part of the Materiel Support Division buy requirement. See Sec. 2C of this instruction for further information.

2.6.6.1.1. New RSPs and authorization changes required for modification of current weapon systems or mission changes are funded through the 3010/3080 procurement accounts. New authorizations can be driven by new weapon systems entering AF inventory, modification of current weapon systems, or mission changes.

2.6.6.1.2. Mission changes include changes in operational requirements (e.g. conventional vs. nuclear), changes in number of Primary Aircraft Assigned (PAA) supported, changes in the WMP-3, Part III, such as independent vs. dependent kits or in-place vs. mobility kits.

2.6.6.1.3. New authorizations and mission changes will be carried in an “unfunded” status until verification of funding/asset source. The presence of an authorization in an “unfunded” status reflects the lead Commands’ commitment to advocate for the requirement in their POM for all users of the new kit requirement. The lead command’s A8 is responsible for the POM process.

2.6.6.1.4. Lead MAJCOM A4 is responsible for notifying the MAJCOM/A8 of new RSP authorization requirements and justifying the new authorizations to the A8 for prioritization in the MAJCOM POM request. The lead command is responsible for addressing the total force RSP requirement. Responsibility for determination of the total force POM requirement is with the lead command in conjunction with AFMC.

2.6.6.1.5. AFMC will determine the net buy and repair cost of new MRSP authorizations.

2.6.6.1.6. The AFMC will pass the net cost to the lead command A4/A8, so programming actions can be undertaken during the POM.

2.6.6.1.7. Once funding is approved through the POM/Budget Estimate Submission (BES)/PB, the lead MAJCOM/A4/A8 should notify AF/A5XW (through AF/A4/7) to have the authorization moved to the funded section.

2.6.7. New Weapon Systems.

2.6.7.1. The initial step in RSP development will be a preliminary meeting between the PM and MAJCOM, chaired by the PM or delegated alternate, to determine when and by what method the initial RSP provisioning quantities will be computed and passed to the PM RSP manager. Minutes of the meeting will be prepared to document the specific ground rules and method of operation. Copies of the minutes will be provided to AFMC, the MAJCOM RSP manager, AF/A4L, and all attendees.

2.6.7.2. Selection of newly designed non-stocklisted items for inclusion in RSP must be a joint decision of the PM and the MAJCOM.

2.6.7.3. The provisioning quantities will be computed to the greatest extent possible using the Aircraft Sustainability Model (ASM).

2.6.7.4. Close coordination in this process is required by AFMC and the MAJCOM OPRs.

2.6.8. Accountability

2.6.8.1. Equipment items, including support equipment, will not be included in applicable non-airborne RSPs. Spare parts to repair support equipment may be included in the RSP.

2.6.8.2. All investment items, regardless of authorization source, will be carried on FB/FE detail records.

2.6.8.3. Allowance Standard items (equipment items -- ERRC code "S" and "U") will be accounted for on Equipment Authorized Inventory Data (EAID) details. Spares to support equipment packages such as BEAR and FORCE, etc. must be accounted for on a RSP detail records. The only kinds of RSPs that are WRM are BEAR and FMSE/FORCE. These types of RSP must be managed IAW RSP policy and AFI 25-101.

2.6.8.4. RSPs are prepositioned as follows:

2.6.8.4.1. The using command will be responsible for arranging logistics support for its activities at non-AF locations in the continental United States. Arrangements with ANG units will be negotiated through the National Guard Bureau. This will be coordinated with storing/reporting commands (as appropriate), AFMC, and any other AF command, military service or governmental agency concerned. When the designated storing/reporting command has an RSP prepositioning requirement at a non-AF location and does not have the capability to support that requirement, the using command and AF/A4LM will be advised. The using command will evaluate the requirement for prepositioning the RSP and, if valid, will negotiate an alternate

method of support. If a solution to the problem cannot be found, the issue will be elevated to AF/A4LM for final resolution.

2.6.8.4.2. When RSPs cannot be prepositioned at AF locations, the storing command will select alternate storage locations in coordination with the using command, AFMC, and any other affected commands.

2.6.8.5. The peacetime deployment of an MRSP or MRSP segment will be transferred to the host account if the deployment is for greater than 30 days. RSP will not be transferred if the deployment is for less than 30 days. The using command or subordinate headquarters will coordinate all support requirements in advance with the command providing computer support for the deployment (and the command providing home station support, if different than the using command). Temporary package transfers involving packages assigned to ARC units will also be coordinated with AFRC or ANG, as appropriate. In addition, the using command or subordinate headquarters will publish detailed guidance in appropriate deployment planning and implementation documents to ensure adequate controls over the deployed assets.

2.6.8.5.1. For deployments (less than 30 days), details will contain deployment indicators, and accountability for the items will remain at the home station. Establish deployment indicators as follows:

2.6.8.5.1.1. For Continental United States (CONUS) deployment indicators will be established no earlier than nine (9) days prior to deployment.

2.6.8.5.1.2. For Outside Continental United States (OCONUS) deployment indicators will be established no earlier than 14 days prior to deployment.

2.6.8.5.2. For temporary transfer, the designated CSB will assume RSP accountability. However, the owning base still retains MRSP SORTS reporting responsibility unless SORTS reporting is done by a centralized agency.

2.6.8.5.3. Deploying units will submit requests to transfer supply kits and packages to their owning AFMC SCM-R Contingency Operations Activity. The owning AFMC SCM-R Contingency Operations Activity will provide detailed kit transfer and specific redeployment instructions, to include a request for the latest results of the PC-Aircraft Sustainment Model assessment. The losing AFMC SCM-R Contingency Operations Activity will coordinate with the gaining AFMC SCM-R Contingency Operations Activity (servicing the deployment theater) as required.

2.6.8.6. The deployed unit CC assigns supervisory responsibility to a deployed unit member when no forward supply account exists. Accompanying personnel may be co-located with the aviation package under control of the deployed unit CC.

2.6.8.7. Use and peacetime replenishment of MRSP assets while deployed will be as specified in MAJCOM to MAJCOM operations orders and agreements.

2.6.8.8. Items consumed while the MRSP is on temporary loan will be replaced by the using organization, insofar as possible, prior to return of the package. If time does not permit, it will be returned to the organization with the existing shortages, and action taken to replace items.

2.6.9. Review Process.

2.6.9.1. Review Schedule and Milestones.

2.6.9.1.1. The PM and affected MAJCOMs will review RSP annually. The review cycle will be timed to conclude in time for Air Staff approval of the requirement prior to the March IT system cycle RSP overlay. The purpose of the review is to update the range of items in authorized RSPs and verify the complete set of data used to compute quantities for those items. The review will include all recoverable items. Stock class 1377 cartridge actuated devices and propellant actuated devices are exempt from annual review. Selected EOQ items, to include the following categories, must also be reviewed: aircraft guns, gun components, aircraft wheels, aircraft tires, aircraft brakes and brake components, and others, as agreed between the PM and affected MAJCOMs. Reviews may be formal (face-to-face and unit funded) or informal (by correspondence). A formal review will be held for all new weapon systems or end items and for all weapon systems or end items undergoing significant changes in configuration or demand rates. The decision to hold a formal or informal review will be made jointly by the PM and affected MAJCOMs. When a weapon system or end item has been reviewed informally for three consecutive years, a formal review will be held. The scheduling of a review is done jointly by the PM and the using commands; the PMs decision is final. Once the review is scheduled, all using commands must provide their required inputs IAW the milestones.

2.6.9.1.2. For major milestones and additional details for the airborne review process refer to AFH 23-123, Vol 2, Pt 1, Ch 2.

2.6.10. Asset Reporting. Levels and assets will be reported in the Air Force Recoverable Assembly Management System (AFRAMS) or equivalent system using document identifier "9QN" format contained in AFH 23-123, Vol 1, Ch 2. Storage:

2.6.11. Storage Management.

2.6.11.1. Maintain all RSP and peacetime assets in serviceable condition. MAJCOMS requiring RSPs to be stored at non-AF locations will be responsible for its maintenance. RSPs are considered supplies of vital importance and must be stored in facilities that meet the fire protection standards identified in the DoD Military Handbook 1008C, *Fire Protection for Facilities Engineering, Design and Construction*.

2.6.11.2. Tenant organizations required to maintain a deployment capability will keep the required manpower authorizations to support the mobility requirement. Host/tenant support agreements will be established to specify who will store and maintain the RSP.

2.6.11.3. Assets authorized for IRSP may be commingled with POS. Assets in MRSP may not be commingled with POS, they should be segregated and clearly marked within the warehouse location.

2.6.11.4. MRSP will be stored in mobility bins or in segregated base warehouse locations. Items too large for mobility bins may be stored on 463L pallets for immediate movement.

2.6.11.5. The maintaining activity must ensure that proper shelf life control, rotation, TO compliance, and inventory practices are followed.

2.6.11.5.1. Care of Supplies in Storage (COSIS), shelf life controls and other inspection functions established for like peacetime assets will be applied to RSP items. All expendables owned by the materiel management activity will be rotated with similar peacetime items to protect their continued serviceability.

2.6.11.5.2. TO and Functional Check. Complete TO compliance actions for RSP assets in the same manner as peacetime stocks and IAW applicable TOs. Functional check requirements, as identified in Sec. 5G, Physical Inventory and Inventory Adjustments, will be performed prior to the item being placed in RSP. The frequency of subsequent inspections or checks will be as specified in the governing TO.

2.6.11.5.3. Inventory. All configurations of RSP and MSK's will be inventoried within 10 calendar days after return from deployment or transfer. All classified assets will be inventoried and stored IAW AFMAN 23-122, Sec. 5C & Sec. 5G of this instruction. All other assets will be inventoried annually. The materiel management activity will seal MRSP bins at the time of deployment. In addition, the gaining materiel management activity will inventory an MRSP when it is received on a transfer or loan from another unit.

2.6.12. RSP Packages:

2.6.12.1. Packages are developed to support the force as it is planned to exist at several specific points in time.

2.6.12.1.1. Contingency packages are built to support the force as it will exist at the end of the current review cycle; therefore the review contingency package will be built to match authorizations for the next fiscal year.

2.6.12.1.2. A buy package is to be input to the next budget cycle after the current review cycle is completed. The review buy package will be built to match authorizations three fiscal years into the future.

2.6.12.2. Independent/Dependent Concept.

2.6.12.2.1. The independent/dependent squadron is a mobility concept designed to recognize wartime deployment and beddown plans for aircraft units. If two aircraft squadrons having the same MDS are programmed to deploy and operate from a single wartime beddown location, an attempt will be made to draw those squadrons from a single wing and tailor unit equipment and manning to recognize the efficiencies inherent to multiple squadron beddown.

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

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

the creation of the working package and associated computations, refer to AFMAN 23-122, Sec. 2F, Readiness Spares Packages and Kits.

2.6.13. Airborne MRSP:

2.6.13.1. In-Place Readiness Spares Package. IRSP includes only the parts needed over and above the normal POS levels expected to be available to a unit during wartime. IRSP use POS for wartime requirements. The AF offsets the Total Wartime Requirement (TWR) by subtracting the amount of POS it expects to be serviceable on-hand, which becomes the additive IRSP Authorized Quantity.

2.6.13.2. The CRSP concept allows MAJCOMs to use either Mobility Readiness Spares Package (MRSP) or IRSP details to manage consumable item support for contingency deployments. The CRSP process provides requirement and asset visibility, has automated transfer and deployment procedures, the capability to provide the correct priority and project-coded replenishment requisitions.

2.6.13.2.1. AF units will maintain all approved CRSP authorizations in the retail systems and in a constant state of readiness to deploy in support of contingency operations. When reconciliation/approved authorization files are received from MAJCOM they will be loaded and requisitioned immediately. The CRSP levels for AF units will be based upon 2 years of demand history data, retrieved using the 7SC data for ERRC XB3/XF3. Where possible and applicable, MAJCOMs should use demand history from multiple bases using the same mission design series (MDS) weapon system. MAJCOMs will use 7SC data to create a list of consumables candidates. MAJCOMs will compute all EOQ requirements and for those items required for the LRU (attaching hardware) apply the higher of the computed quantity versus the QPA required quantity. MAJCOM's will conduct an annual base level review to determine the range of items to be included in the CRSP. Units will provide an AF Form 1032, *WRM Spares List* with valid justification for out-of-cycle changes or items that are not on the 7SC list of candidates.

2.6.13.3. Non-Airborne MRSP:

2.6.13.3.1. Non-airborne requirements are determined by the MAJCOM. The concurrence of the IMS/Equipment Specialist (ES) will be obtained for AF-managed assets. The RSP will include spares necessary to support all end items in the deploying non-airborne Unit Type Code (UTC). Equipment items, including support equipment, may not be included in RSPs. Spare parts, to repair support equipment, may be included in RSP.

2.6.13.4. End Item Serial Number /Purpose Serial Number (ESN/PSN) Structure.

2.6.13.4.1. A standard thirteen-digit serial number structure will be used to identify all RSPs. The PM RSP managers (or subsystem program manager for end items not managed under a PM office) will assign serial numbers in appropriate IT systems.

2.6.13.4.2. Non-airborne reparable authorizations are shown for the “Purpose” or “Mission” they are designed to perform, such as a CRE (Control Reporting Element), or an individual combat communication system (such as GRC-239, Troop-Satellite Support Radio). “Purpose packages” composed of end item packages for individual

components are built in D087H and their supported relationships are established in the ESN/PSN Relationship Table.

2.6.13.5. PM RSP managers will perform file maintenance of the relationship table. MAJCOMs will provide updates to PM RSP managers as required.

2.6.13.6. Mission Support Kit (MSK).

2.6.13.6.1. A MSK is a transportable package of expendable supplies and spares, parts for aircraft, engines, aerospace ground equipment, and communications end items. These items are required to support an AF unit or segment of a unit when deployed for short durations. If deployed for less than 30 days and support (the levels and replenishment requisitions) is from the home base or no replenishment is necessary, then a MSK can be used. Deployed MSKs cannot be replenished from the deployment location, nor is replenishment for spares pulled from home station to fill MSKs authorized. Special priority or Joint Chiefs of Staff (JCS) project codes are not authorized for home station requisitions generated because assets were pulled for an MSK (e.g. if a part is canned to fill a kit and a MICAP is generated to fill the hole). MSKs detail records are usually kept on home station record with a deployed indicator.

2.6.13.7. High Priority Mission Support Kit:

2.6.13.7.1. A HPMSK is an additive air-transportable package of expendable supplies and repair cycle assets designed to support a weapon system at a deployed location. An HPMSK supports selected units by providing a spares package which contain assets that are additive to the base demand level and to worldwide requirement in D200A. The HPMSK is built to support units with unique peacetime operational flying profiles that cannot support with unit Readiness Based Levels (POS). HPMSKs are funded by the owning MAJCOM**.**

2.6.13.7.2. AF/A4L is the approval authority for all HPMSKs. MAJCOMs will forward HPMSK requests directly to AF/A4L. Only in unique situations, and with the approval of AF/A4L, will units with authorized MRSP be authorized an HPMSK. Once approved, HPMSK authorization will be documented in War and Mobilization Plan (WMP) 3, Part III, “RSP Authorization Document.” All approved HPMSKs will be loaded into the appropriate IT system. The ASM will compute HPMSKs using the Direct Support Objective (DSO) and flying profiles provided in the WMP or OPLAN. RSP Non-optimized rules will also apply to HPMSK computations. Any exceptions to computation policy and parameters will be approved by AF/A4L.

2.6.13.8. Temporary High Priority Mission Support Kit (THPMSK)

2.6.13.8.1. A THPMSK is an MSK built to support short term deployments (generally more than 30 days and less than 90 days) and the level/details records are transferred to the gaining host base. Requisitioning action comes from the contingency site to the source of supply. The “transferred to” base increases its Requisitioning Objective (RO) for the THPMSK and the home base RO is reduced by the amount of the THPMSK levels. When THPMSK is an option, MSKs should not be used. The THPMSK is similar to the CHPMSK, except it is used to support contingency operations for a period less than 90 days or to support quick reaction

contingencies (when there is no time to get a CHPMSK approved or when it is unknown if the contingency will last more than 90 days). Also THPMSK levels come only from the deploying unit, the home station RO is reduced for all NSNs loaded in the THPMSK. THPMSKs can become CHPMSKs if the contingency is extended beyond 90 days.

2.6.13.8.2. The Host LRS CC/AO can approve deployed MSK. If the THPMSK option is available to MAJCOMs, MSKs will not be transferred (deployed only). Exceptions must be granted by AF/A4L. (T-2).

2.6.13.9. Contingency High Priority Mission Support Kit:

2.6.13.9.1. CHPMSK and deployed MSK are separate and distinct from HPMSKs. When a deployment or tasking can be accomplished within existing flying hour programs (i.e. aircraft are flying peacetime hours at a site away from home station), the CHPMSK or deployed MSK are the options to use. A CHPMSK should be used when transferring the assets to a contingency and support (replenishment and requisitioning) will come from the contingency base. These packages provide support to tasked units without increasing the worldwide requirement and are not additive requirements. Therefore, additional funding is not required.

2.6.13.9.1.1. CHPMSK levels are provided from the overall worldwide POS requirements not just from the home station of the deploying aircraft. RBL levels are allocated in a way that minimizes worldwide expected backorders. Refer to AFMAN 23-122, Sec. 2F, Readiness Spares Packages (RSP) and Kits for approval procedures and transaction processing to establish CHPMSK.

2.6.13.9.1.2. CHPMSK may also support CRF until demands are sufficient to establish peacetime levels.

2.6.13.9.1.3. AF units supporting split operations (deploying a unit to more than one location) or rainbow unit deployments (aircraft from different units deploying to one location) to support recurring or AEF deployments may use CHPMSKs. Using CHPMSKs for this purpose reduces redundant airlift requirements, alleviates support problems associated with the lack of depth in RSPs for split operation deployments, and minimizes home station support degradation for lead unit rainbow deployments.

2.6.13.9.1.4. CHPMSKs are authorized for tactical JCS coded units supported by IRSP offset levels.

Section 2G—Contingency/Wartime Planning

2.7. Contingency/Wartime Planning.

2.7.1. General Considerations. Planning shall be done IAW AFI 10-401 and AFI 10-403. This section provides the basis for developing and providing materiel management inputs for this planning.

2.7.2. Responsibilities.

2.7.2.1. AF/A4LM.

2.7.2.1.1. **(DELETED)**

2.7.2.1.2. **(DELETED)**

2.7.2.1.3. AF/A4LM is responsible for making materiel management inputs to Volumes 1 and 3 of the War and Mobilization Plan (WMP) annually.

2.7.2.1.4. Submit Unit Type Codes (UTCs) to the AF/A4LM functional manager, AF/A5X, and MAJCOM Manpower & Equipment Force Packaging (MEFPAK) OPR. **(T-2).**

2.7.2.1.5. AF/A4LX planners shall oversee the UTC development process.

2.7.2.2. MAJCOMS will:

2.7.2.2.1. AFMC will assist with Materiel Management planning.

2.7.2.2.2. Develop contingency plans for bases/forces under their command and ensure OPLANs are supportable and Limiting Factors (LIMFACs) /shortfalls are identified and resolved.

2.7.2.2.3. Coordinate and provide guidance with Air Staff, other Service Staffs, MAJCOM counterparts and base-level planners.

2.7.2.2.4. Develop appropriate inputs to the Logistics Annex and materiel management portions to OPLANs. Review other portions of OPLANs to evaluate materiel management requirements.

2.7.2.2.5. Determine personnel and materiel requirements for inclusion in the Time Phased Force Deployment Data (TPFDD).

2.7.2.2.6. Assess organic capability (personnel/materiel) and either task this capability to support the owning command's requirements or offer it to other commands through the WMP, Part 3 (WMP-3).

2.7.2.3. Base level units that are pilot units will:

2.7.2.3.1. Work with their respective MAJCOM on creating, updating and/or deleting an UTC. MAJCOM MEFPAK manager will coordinate with other MAJCOM counterparts prior to approving, changing, and/or deleting UTC. Non-pilot units will request changes through their applicable MAJCOM and not directly back to the Pilot Unit.

2.7.2.3.2. Submit UTCs to the MAJCOM MEFPAK OPR for approval, cancellation or change.

2.7.3. The AF materiel management IT system must support wartime combat operations from any location, whether it is a bare base, a collocated operating base, and/or an existing theater main operating base (MOB) in OCONUS or any other contingency area identified in published operational plans. It must also support the worldwide deployment commitment of tactical and strategic forces as specified in the AF 10-series instructions. During contingencies, maximum materiel management IT system processing support must be provided for direct mission requirements. For degraded operations refer to Sec. 2E of this instruction.

2.7.4. Wartime support for AF forces is provided through the use of peacetime assets plus WRM. On-hand base primary operating stocks will be used to support WRM requirements when sufficient WRM assets are not available to support implementation of an approved AF war plan. The WRM is prepositioned at or near the base of intended use or is transported to the employed bases before, concurrently with, or following the deploying forces. During contingencies, all WRM assets will be integrated with and used as operating stocks.

2.7.5. The LRS CC/AO must ensure prompt and accurate reporting of wartime stocks IAW AFI 10-201 Chapter 4 to facilitate stockpile readiness decisions.

2.7.6. Mobility equipment required to meet wartime taskings will be identified by the MAJCOM and incorporated in either the Weapon System Allowance Standard (WSAS) or a general allowance standard (AS). All mobility equipment authorizations are mandatory and will either be on-hand, on-order, or contained in appropriate budget documents (unless centrally procured). Air Reserve Component (ARC) units tasked to fulfill the same UTC deployment requirements will be similarly equipped so they can be used interchangeably. These requirements are identified by gaining MAJCOMs and incorporated in the WSAS.

2.7.7. The Concept of Operations (CONOPS), developed by AF/A4LX, outlines materiel management operations to support sustained combat operations across the entire spectrum of hostilities.

2.7.8. The base-level materiel management planner will:

2.7.8.1. Coordinate with MAJCOM counterparts and the Plans and Integration Section (LRS/LGRDX).

2.7.8.2. Comply with OPLAN support requirements IAW AFI 10-401.

2.7.8.3. Comply with BSP requirements IAW 10-404, *Base Support And Expeditionary (BAS&E) Site Planning*.

2.7.8.4. Ensure materiel management inputs are provided IAW AFI 10-206, *Operational Reporting*.

2.7.8.5. Monitor Designed Operational Capability (DOC) Statement and SORTS IAW AFI 10-201.

2.7.8.6. Identify training requirements for assigned UTCs and ensure LRS/CC or equivalent cognizance for necessary action.

2.7.8.7. Identify and prioritize all LIMFACs/shortfalls to LRS/LGRDX.

2.7.9. The base materiel management planner will prepare for the actions required of deployed materiel management units deployed and absorbed as component forces in the theater.

2.7.9.1. Home station pre-deployment actions will be IAW AFI 10-403 for the movement of equipment custodians and WRM (RSP, equipment, facilities, and WCDO) and the preparation of the deployment location (bare base or collocated operating base).

2.7.9.2. After full-up communication connectivity, the materiel management UTC will establish accountability of deployed RSP and equipment using the materiel management

IT system tied to the host computer for the deployed location. In-line processing by the host computer starts and normal base materiel management operations begin.

2.7.9.3. Bulk shipments of CBRNE IPE and weapons will be received and stored by the deployed LRS/ Materiel Management Activity until issued.

2.7.9.4. Planning For Redeployment/Reconstitution. This involves redeployment of forces within the AOR to forward operating locations (FOLs) or to home station. The materiel management planner will be aware of the following.

2.7.9.4.1. FOL support will come from the main deployed base. FOLs will be considered off-base organizations of the main base. Support and accountability of assets will be provided and maintained by the main base.

2.7.9.4.2. Redeployment will be accomplished by deployed teams who handle WRM. Property will be shipped in UTC configuration with shortages identified and inventory lists attached to designated locations for reconstitution. Reconstitution will be accomplished at specified sites by deployed reconstitution teams. After reconstitution, assets will be forwarded to prepositioning sites.

2.7.9.4.3. Deployed functional agencies/custodians are responsible for inventorying and processing the accountability of assets through materiel management. Materiel management will then transfer accountability back to the original unit/prepositioning site, and direct property flow of RSPs and equipment.

2.7.10. Planning guidelines for materiel management support at deployed locations.

2.7.10.1. The following general guidelines will be used by the base materiel management planner for operating at the deployed location.

2.7.10.2. The LRS CC/AO will ensure maximum survivability of WRM assets and critical peacetime operating stocks, preferably by storing in hardened shelters. In wartime, critical assets must be dispersed and not stored in a single location. Potential sortie delays caused by dispersal can be tolerated as opposed to total loss of critical spares. The planner will ensure planning is based upon anticipated wartime vulnerability rather than peacetime efficiency.

2.7.10.3. The base materiel management planner will designate alternate demand processing and LRS readiness locations. COOP planning is essential for materiel management operations.

2.7.10.4. A large workload is generated by break-out and issue of WRM, especially auxiliary fuel tanks. Planners will ensure break-out/movement of WRM is practiced and publish adequate procedural guidance. WRM break-out and movement may be the largest materiel management workload early in a contingency.

2.7.10.5. Materiel management planners will identify all buildings projected for materiel management use and, if none exist, plan for storage/work area alternatives. Storage space requirements depend upon the aviation packages being supported. Special care will be given to wartime use of WRM facilities for conversion to general materiel management storage. MAJCOM planners will pre-identify these buildings and binning/warehouse items required to convert from WRM to standard materiel management warehouses.

2.7.11. Logistics Support Decisions.

2.7.11.1. Materiel management planning requires a review of logistics support decisions prior to deployments to ensure selected procedures are consistent with the planned logistics support concept. As a minimum, these decision elements are:

2.7.11.2. Length of deployment (if known).

2.7.11.3. Identification of owning and supporting materiel management IT system accounts. Unless deployed asset accountability transfers at time of deployment, the home base materiel management IT system will be the owning account. Otherwise, the gaining materiel management IT system must be identified as the owning materiel management IT system. Provide designated lateral materiel management IT system support bases including communication routing identifiers, DoDAAC and system designators.

2.7.11.4. Spares Replenishment. Specify when and if replenishment is authorized.

2.7.11.5. Specify if special vehicle and/or general purpose vehicle requirements will be identified and sourced.

2.7.11.6. Requirement for base service store support and scope of operations. This requirement must address whether stocks are planned for initial lay-in and means for replenishment considering length of deployment.

2.7.11.7. The force activity designator (FAD) of unit(s) to be supported.

2.7.11.8. The planned maintenance concept, i.e. remove and replace or remove, repair, and replace or if a transition from former to the latter is planned.

2.7.11.9. The movement of retrograde (reparables) must not be delayed. Deployed units must be aware of where to send reparables.

2.7.11.10. The frequency/method for sending materiel management transactions must be determined.

2.7.11.11. Contracting support and associated funding. Identification shall be made of needed contracting support and the establishment of imprest funds to provide for local purchase materiel management capability.

2.7.12. Other Planning Tasks.

2.7.12.1. Depending upon geographic location, MAJCOM, and mission, the LRS/CC may be responsible for planning actions other than reception. Some of these may include:

2.7.12.2. Planning for Contingency Operating Bases (COB) or Bare Bases. Main operating bases are usually tasked to accomplish base-level deployment/reception planning for COBs and bare bases. The base logistics plans office/wing plans office can identify COB/bare base support responsibilities.

2.7.12.3. Noncombatant Evacuation Operations (NEO) or Noncombatant Emergency & Evacuation Plan (NEMVAC). In areas of hostility and natural disaster, the US military may be tasked to assist the Department of State to evacuate, shelter, and provide for noncombatant personnel. See the base logistics plans office/wing plans office or MAJCOM A4R/A4X for unit responsibilities.

2.7.12.4. Host Nation Support Agreements (HNSA). At overseas locations, LRS planners will be aware of HNSAs. The host nation may agree through negotiations with the Department of State, Service components, and MAJCOMs to provide materiel/services to the US Government for use during a war or contingency. Knowledge of HNSAs significantly enhances planning efforts. However, the planner will have a back-up plan in the event host support does not materialize.

2.7.13. Materiel management Wartime CONOPS

2.7.13.1. CONOPS development will be done in IAW AFI 10-401. CONOPS assumptions include:

2.7.13.1.1. Materiel management operations will be based upon a combination of self-sufficiency and responsive resupply management. Forward stockage, in-theater/regional repair capability, and theater-wide asset management will be employed, when appropriate, to support materiel management operations. Materiel management support systems will be deployed as soon as possible prior to or after the onset of hostilities or contingency and IAW current Operations Plan (OPLAN) taskings.

2.7.13.1.2. Deployable communications to support stand-alone materiel management operations with an eventual communications link for upgrade to on-line operations, in conjunction with resupply management, are critical to combat capability. Communications and resupply management, therefore, must be established as early as possible. Since communication availability is never assured in wartime, data will be accumulated and transmitted by whatever means are available.

2.7.13.1.3. Logistics support may be limited during the initial deployment period. Not all essential materiel can be initially deployed. Therefore, critical spares identified after arrival in the area of hostilities/contingency must be supported through expedited resupply management.

2.7.13.1.4. Materiel management processing by deployed locations will be phased in by site as hardware and communications become available. The centralized capability provided by AFMC SCM-R Weapon System Support Activity is particularly appropriate for supporting combat operations from bare bases or locations that are too far from an established materiel management IT system.

2.7.14. Contingency materiel management support requirements.

2.7.14.1. The materiel management system must be structured to provide uninterrupted support for both in-place and deploying forces. How materiel management support processing is facilitated is largely driven by the scenario. Coordinate with AFMC SCM-R Contingency Operations Activity to ensure uninterrupted materiel management support.

2.7.14.2. Day-to-day operations must mirror contingency operations to the greatest extent possible to minimize disruption and training disconnects.

2.7.14.3. Base self-sufficiency and resupply management responsiveness must be maximized.

2.7.14.4. In-place and deployed materiel management activities will maintain an audit trail on all transactions.

2.7.14.5. Theater resource allocation decisions must be made within the theater command structure.

2.7.14.6. Support must include the entire spectrum of combat materiel including aircraft spares, equipment, vehicles, communications, civil engineering items, CWDE, uniform items, and base reconstitution supplies.

2.7.14.7. Prepositioning WRM, surging depots, and resupply management efforts must be based on coordinated actions between AFMC, the lead command and operating commands.

2.7.14.8. Range and depth of support will depend upon the nature/anticipated length of the contingency and total units to be supported, i.e. deployed units as well as those already in place (support infrastructure).

2.7.14.9. Coordination with AFMC must be standardized as much as possible to accommodate any MAJCOM or contingency.

2.7.14.10. Contingency materiel management concept.

2.7.14.10.1. In-place units will operate with materiel available at the onset of hostilities and critical parts secured by whatever means is available after the contingency operation begins.

2.7.14.10.2. Employment of mobile units will be comprised of two phases. The first phase involves deployment of a materiel management advance echelon (ADVON) Team (LRS/CC and materiel management infrastructure) to include capability of processing materiel management IT system transactions in a degraded operations mode. The second phase involves arrival of materiel management augmentation teams and connectivity with AFMC.

2.7.14.10.3. From the beginning of a contingency until normal materiel management operations are resumed, materiel management support will consist of POS, RSPs, follow-on RSPs and responsive "Express Delivery Service" of high priority items.

Section 2H—Life Cycle Product Support Planning

2.8. Life Cycle Product Support Planning.

2.8.1. The Product Support Manager (PSM) is responsible for developing a program's product support execution plan and documenting it in the Life Cycle Sustainment Plan (LCSP). The LCSP specifically addresses materiel management support. It delineates the PSM's plan for identifying, resourcing and implementing actions to acquire and repair spares, and all classes of supply to ensure the best equipment/capability is available to support the user. For additional detail, reference AFI 63-101, *Acquisition and Sustainment Life Cycle Management* and AFPAM 63-128, *Guide to Acquisition and Sustainment Life Cycle Management and the Product Support Manager Guidebook.*

Section 2I—Provisioning

2.9. AF provisioning policies. AF provisioning policies will comply with requirements in DoD 4140.1-R; DoDI 5000.02; DoD 4100.39-M; DoD 4140.27-M; GEI-STD-007, Logistics Product

Data; MIL-HDBK-502, *Department of Defense Handbook Acquisition*; AFPD 23-1; and AFI 63-101/20-101.

2.9.1. Delegation of Authority. Reference Para **1.1.2.2**.

Section 2J—Weapon System Support Program (WSSP)

2.10. Air Force Participation. Air Force Participation in the Defense Logistics Agency (DLAI 3223). Weapon System Support Program (WSSP).

2.10.1. AF participation in this DLA managed program is required by DODM 4140.01-V2 (February 10, 2014) and is essential to receiving the required level of DLA support for AF weapon systems. WSSP provides Services the capability to identify DLA managed NSNs required to support specific weapon systems. AF weapon systems using DLA managed NSNs are identified in the program by a weapon system designator code (WSDC). DLA managed NSNs are loaded in WSSP against the specific weapon system designator code (WSDC) on which the NSNs are used and each NSN is assigned an essentiality code (EC). EC's indicate the degree to which failure (shortage/stock-out) of a WSSP item affects the ability of a weapon system to perform its intended operation.

2.10.2. Roles and Responsibilities.

2.10.2.1. HAF A8X will:

2.10.2.1.1. Determine criticality/priority (Level A to C) to the AF mission for each system in WSSP.

2.10.2.1.2. DELETED).

2.10.2.1.3. **(DELETED)**

2.10.2.1.4. **(DELETED)**

2.10.2.2. AF/A4LM will:

2.10.2.2.1. Provide department level oversight for management of AF participation in WSSP.

2.10.2.2.2. Initiate annual prioritization review of WSGCs for systems registered in WSSP by requesting a current listing of systems with assigned WSGC from AFMC WSSP functional OPR

2.10.2.2.3. Forward prioritized WSSP WSGC list to DLA.

2.10.2.3. AFMC will: **(T-1).**

2.10.2.3.1. Implement the AF component of WSSP.

2.10.2.3.2. AFMC ESs will be primary focal points for determining and reviewing essentiality codes for NSNs maintained in WSSP for their respective weapon systems. This applies to ES personnel assigned to PM/system sustainment activities and supply chain management organizations. Commodity ES personnel will take the lead assisting AF WSSP Workbench Focal Points in reviewing and assigning ECs as required when systems they manage are considered “common” and used on multiple

weapon systems. Commodity ES supervisors are authorized to grant access to the AF WSSP Workbench as focal points for weapon systems they support. **(T-2).**

2.10.2.3.3. Develop and distribute procedures regarding AF use of WSSP.

2.10.2.3.4. Serve as Functional OPR for the web based AF WSSP Workbench Tool.

2.10.2.3.5. Serve as the submission activity on all new WSDC load/change/delete requests. All requests will be staffed for coordination through HAF/A4LM prior to entry into WSSP.

2.10.2.3.6. Ensure an AF WSSP Workbench monitor is assigned to coordinate WSSP matters and assist weapon system focal points as required within each complex.

2.10.2.3.7. Ensure all DLA managed NSNs which support AF WSDCs are correctly registered (e.g. valid ECs and all other required data) in DLA WSSP and any change data is continually incorporated.

2.10.2.3.8. Establish an AF WSSP Integrated Process Team (IPT), chaired by AFMC and convene IPT meetings periodically. Permanent IPT membership will consist of representatives from AFMC, AF/A4LM, contractor ICPs and DLA.

2.10.2.3.9. Product Support Manager (PSM).

2.10.2.3.10. PSMs will appoint primary and alternate AF WSSP Workbench focal points for WSDCs assigned to weapon systems they support. WSSP focal points will be responsible for maintaining WSSP records assigned to their WSDCs. This includes ensuring NSN adds/changes/deletes are processed through the AF WSSP Workbench. PSM personnel will notify AFMC WSSP Functional OPR when systems are deactivated so WSDCs can be removed from WSSP. **(T-2).**

2.10.2.3.10.1. Essentiality code (EC). 1 will be assigned to all DLA-managed repair parts for an LRU, when lack of that LRU will render the aircraft/weapon system it supports inoperable or grounded. If the aircraft/weapon system is not rendered inoperable or grounded, then the EC should be the appropriate EC other than "1."

2.10.2.3.11. Nominate weapon systems to AFMC to be included in the WSSP program in accordance with the following time frames:

2.10.2.3.11.1. For systems to be provisioned--no later than 4 months prior to the start of the provisioning process.

2.10.2.3.11.2. Systems in the active inventory--no later than 2 months before a system will require DLA parts support.

2.10.2.4. WSSP Eligibility. Only those weapon systems requiring DLA parts support will be registered in the DLA WSSP. Also, support systems/subsystems providing direct and immediate support to weapon systems (i.e., trainers, simulators, engines, support equipment, communications-electronic systems/subsystems) relating to a priority weapon system may be nominated for WSSP inclusion.

2.10.2.4.1. The following guidance will apply for nominating weapon systems:

2.10.2.4.1.1. All new WSDC requests will initially be assigned WSGC level C.

Upgrade to WSGC level A or B will be made, if required, during the next annual WSDC WSGC review.

2.10.2.4.1.2. WSGC level A will be limited to weapon systems designed as instruments of combat, either offensive or defensive, issued to destroy, injure, defeat, or threaten the enemy. These systems require the most intensive management to support performance goals and readiness objectives. WSGC level A may also include weapon systems experiencing long-term readiness problems or failures of supply support where the condition can be improved by management and resource reallocation with DLA.

2.10.2.4.1.3. WSGC level B will be limited priority systems that are designed for and have a primary combatant function, or provide supplemental, direct, and immediate support to a combatant weapon system or situation. These systems require intensive management to support performance goals and readiness objectives.

2.10.2.4.1.4. WSGC level C will be assigned to systems not requiring intensive management to reach assigned performance goals and readiness objectives.

2.10.2.4.2. **(DELETED)**

2.10.2.4.3. **(DELETED)**

2.10.2.4.3.1. **(DELETED)**

2.10.2.4.3.2. **(DELETED)**

2.10.2.4.4. **(DELETED)**

2.10.2.4.5. **(DELETED)**

2.10.2.4.6. **(DELETED)**

2.10.2.4.7. **(DELETED)**

2.10.2.4.8. **(DELETED)**

2.10.2.4.9. **(DELETED)**

2.10.2.5. **(DELETED)**

2.10.2.5.1. **(DELETED)**

2.10.2.5.2. **(DELETED)**

2.10.2.5.3. **(DELETED)**

2.10.2.5.3.1. **(DELETED)**

2.10.2.5.3.2. **(DELETED)**

2.10.3. **(DELETED)**

2.10.3.1. **(DELETED)**

2.10.3.1.1. **(DELETED)**

2.10.3.1.2. **(DELETED)**

2.10.3.1.3. **(DELETED)**

Section 2K—Spare Parts Breakout Program

2.11. Spare Parts Breakout Program.

2.11.1. The objective of the AF Spare Parts Breakout Program (AFSPBP) is to reduce costs by purchasing parts from other than prime weapon-system contractors.

2.11.2. Responsibilities:

2.11.2.1. AF/A4LM

2.11.2.1.1. Establishes AF policy for the AFSPBP.

2.11.2.1.2. Monitors the AFSPBP.

2.11.2.1.3. AF/A4LM forwards the *Spare Parts Breakout Screening Reports* to ASD(P&L)L/SD.

2.11.2.1.4. A4/AFLM and A4/7PY coordinate MAJCOM proposed spare parts breakout initiatives for acquiring data rights, reverse engineering, qualification testing, tooling, and support equipment required for spares breakout to the appropriate Air Staff panel.

2.11.2.2. MAJCOM. MAJCOMs will:

2.11.2.2.1. Designate a command focal point for spare parts breakout issues.

2.11.2.2.2. Assist AFMC in accomplishing spares breakout.

2.11.2.2.3. When designated as the implementing or supporting command, accomplish appropriate taskings as identified in subparagraphs to **Para 2.11.2.3**.

2.11.2.3. AFMC. AFMC will:

2.11.2.3.1. Manage the AFSPBP.

2.11.2.3.2. Develop annual fiscal year screening thresholds in compliance with *Defense Federal Acquisition Regulations Supplement and Procedures, Guidance and Information* (DFARS/PGI) 217.7506.

2.11.2.3.3. Determine the complete data needs, including re-procurement data for inclusion in contracts.

2.11.2.3.4. Give written notification, with rationale, to affected organizations when contracts do not include data requirements.

2.11.2.3.5. Conduct data calls and in-process reviews to ensure that correct and complete data requirements, including re-procurement data, appear in the Engineering, Manufacturing and Development (EMD) or production contract.

2.11.2.3.6. Identify, select, and, develop data item descriptions for inclusion in the EMD or production contract.

2.11.2.3.7. Make sure that contracts properly define data requirements and manage the acquisition according to AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*,.

2.11.2.3.8. Schedule periodic engineering and procurement data reviews to ensure that the contractor is complying with contractual data requirements in supporting the AFSPBP. These reviews should coincide with existing engineering or data reviews.

2.11.2.3.9. Give the offices of the Competition Advocate and Small and Disadvantaged Business adequate notice of the opportunity to take part in an advisory capacity in Contractor Technical Information Codes (CTIC) verification meetings.

2.11.2.3.10. Determine the need for CTIC, initiate contract data requirements and fund for CTIC and associated procurement data.

2.11.2.3.11. Program and budget for acquiring CTIC, re-procurement data, and reverse engineering for initial and replenishment spare parts to support equipment and end items.

2.11.2.3.12. Screen and assign Acquisition Method Codes (AMC) and Acquisition Method Suffix Codes to parts for which AFMC has engineering responsibility.

2.11.2.3.13. Approve and accept DD Form 250, *Materiel Inspection and Receiving Report*, certifying the technical accuracy of engineering data to support the replenishment spare parts procurements.

2.11.2.3.14. Periodically review the screening threshold and recommend changes when necessary.

2.11.2.3.15. Identify the tasks within the Logistics Support Analysis required to supplement the AFSPBP for the system being acquired.

2.11.2.3.16. Identify those peculiar parts that require engineering evaluation support.

2.11.2.3.17. Request necessary help from responsible non-AFMC engineering activities to do technical screening and subsequent AMC and Acquisition Method Suffix Code (AMSC) assignment.

2.11.2.3.18. Ensure that the technical engineering information to support initial and replenishment spare parts procurements is adequate for engineering review. (Use Defense Federal Acquisition Regulation Supplement (DFARS) and Procedures, Guidance, and Information (PGI) [DFARS PGI]217.7506 to make this determination.)

2.11.3. The DFARS PGI 217.7506 requires DoD personnel involved with design control, acquisition, and management of any centrally managed replenishment or provisioned part to evaluate the part for competitive buy to reduce its cost. AFMC must buy parts without compromising configuration integrity, safety, and performance.

2.11.3.1. Not Used.

2.11.3.2. AFSPBP applies to:

2.11.3.2.1. Any centrally managed replenishment or provisioned part for military systems and equipment.

2.11.3.2.2. All DoD personnel involved with design control, acquisition, and management of such parts including, but not limited to project, program, and system managers, technical personnel, contracting officers, legal counsel, inventory managers, inspectors, and small business specialist and technical advisors.

2.11.3.3. The AFSPBP does not apply to:

2.11.3.3.1. Foreign military sale peculiar items.

2.11.3.3.2. INS items.

2.11.3.3.3. Local Purchase.

2.11.3.3.4. Obsolete items.

2.11.3.3.5. Phase out parts.

2.11.3.3.6. Parts acquired under other specifically defined initial support programs.

2.11.3.3.7. Items with annual buy values below the threshold developed by DoD components or field activities.

2.11.3.3.8. Component breakout

2.11.3.4. An AMC and AMSC are assigned to provide the best possible technical assessment of how a part can be procured.

2.11.3.4.1. The technical assessment will be based on factors such as: the availability of adequate technical data, the government's rights to use the data, technical restrictions placed on the hardware, and breakout cost versus projected savings.

2.11.3.4.1.1. A part does not have to be coded as noncompetitive based on an initial market survey that only uncovers one interested source. If sufficient technical data is in the government's possession to enable other sources to manufacture an acceptable part and there are no technical restrictions on the part which would preclude other sources from manufacturing it, the part should be coded competitive. **Note:** Component breakout under DFARS PGI 217.7506.

2.11.4. General Guidance:

2.11.4.1. The breakout program develops supplemental procedures, processes and policies to accomplish the screening process detailed in DFARS PGI 217.7506.

2.11.4.2. To aid breakout to competition or direct purchase, AFMC identify, select, and screen parts for breakout as early in an acquisition as possible.

2.11.4.2.1. This AFMC review should occur during the provisioning cycle. However, because parts are not fully standardized early in the acquisition process, the optimum solution may be breakout to the actual manufacturer.

2.11.4.3. AFMC Breakout Program Managers apply resources and assign priorities to those parts that have the greatest opportunity for breakout and potential savings.

2.11.4.4. The AF may not deny any firm the opportunity to demonstrate its ability to furnish a part that satisfies AF needs. For specific guidance regarding qualification, refer to FAR 9.202.

2.11.4.4.1. The evaluating AF activity expedites its evaluation and gives a decision to the demonstrating firm or provides status within 60 days. The contracting officer need not delay a proposed award to give a potential offeror an opportunity to demonstrate its ability to meet the qualification standards.

2.11.4.4.2. The AFMC Air Logistics Complex may consider parts manufactured by approved sources, and then offered by surplus or other nonmanufacturing sources. Restrictive codes or low annual buy value does not preclude such consideration.

2.11.4.4.3. Dealer or other nonmanufacturing sources must give the AF all necessary facts to prove that the proposed parts meet the AF's needs. The AF considers authorized dealers and distributors identified through appropriate contracting documents as nonmanufacturing sources of commercial items.

2.11.4.5. To aid breakout decision making, the AF may use contractors' experience in developing, designing, manufacturing, and testing equipment.

2.11.4.5.1. The AF may get technical information from the contractor through the GEIA-STD-007 as part of the provisioning process or directly from the contractor, applying DFARS PGI 217-7506.

2.11.4.5.2. The AF designates contractor technical information as CTIC. The AF may not delegate responsibility for determining AMC and AMSC to a contractor.

2.11.4.5.3. AFMC request contractor help in screening selected parts only after weighing the benefit expected from the contractor's technical information and the cost to the government of obtaining such help. Program managers may not request contractor help for:

2.11.4.5.3.1. Parts covered by government and industry specifications.

2.11.4.5.3.2. Parts that are commercially available.

2.11.4.5.3.3. Non-developmental items.

2.11.4.5.3.4. Parts for which data is already available.

2.11.4.5.4. Contracts to obtain technical information require impartial technical evaluations conducted by competent personnel using applicable technical data. The government incurs no cost for duplicate screening of parts.

2.11.4.6. Upon receipt of a funded MILSTRIP requisition from an authorized AF activity or a Military Interdepartmental Purchase Request (MIPR) from an authorized agency/service, AFMC will screen for items that the AF has engineering responsibility and are not assigned an Acquisition Method Code.

2.11.4.7. Inadequate or incomplete procurement data packages limit competition for future procurement candidate items. Buying required data or acquiring the necessary data through reverse engineering may relieve the limitations. However, the life-cycle savings should clearly exceed the expected cost of acquiring data, or reverse engineering.

2.11.5. Identifying, Selecting, and Screening Parts:

2.11.5.1. Provisioned parts are subject to breakout.

2.11.5.1.1. Throughout this breakout process, the AF should purchase items directly from the actual manufacturer whenever possible to avert added distributor and retailer costs.

2.11.5.1.2. Actual screening of provisioned parts is not normally practical because the parts lack design stability.

2.11.5.2. Generally, program managers need to periodically replenish provisioned parts.

2.11.5.2.1. Managers may use provisioning lists or similar lists of new parts for selecting parts for screening.

2.11.5.2.2. Managers base screening priorities on design stability, performance stability, and anticipated replenishment. They also consider buy values, buy quantities, and the availability of technical data.

2.11.5.2.3. Managers should make efforts to fully screen parts as they enter the inventory.

2.11.5.2.3.1. Parts should meet the above criteria.

2.11.5.2.3.2. The managing activity should program parts for replenishment procurement.

2.11.5.3. AMCs and AMSCs are valid until the next assigned review date. The review may vary by organization and part. Coding activities may assign a review date of less than 5 years if available information indicates that no change in code is expected.

2.11.5.3.1. Suspense dates may vary with the circumstances surrounding each part.

2.11.5.3.1.1. AMSCs may receive suspense dates of: 24 months or less, 3 years, 5 years or 10 years.

2.11.5.3.1.2. Items with a 1G or 2G code do not require a suspense date. However, management may dictate a periodic review of the parts assigned these codes.

2.11.5.3.2. Program managers track the availability of data and the technical status of proposed actions to improve the competitive status until completion.

2.11.5.4. When an activity generates a buy requirement estimated to be over the screening threshold for a part without the current AMC or AMSC, the part is submitted for screening actions according to either the full or limited screening procedures in accordance with DFARS PGI 217.7506.

2.11.5.5. Challenges to a suspect AMC/AMSC will be reviewed to verify the code.

2.11.5.6. When events occur which may improve the competitive condition of a part and may result in recoding, management must conduct the screening and subsequent recoding promptly without waiting for future procurement requests. Examples of actions that fall into this class are:

2.11.5.6.1. Receipt of a technical data package.

2.11.5.6.2. Release of proprietary rights.

2.11.5.6.3. Completion of a reverse engineering project.

2.11.5.7. Screening procedures for parts may vary depending on circumstances. No set of rules cover all conditions. Program managers may make an informed decision to breakout without following the procedures step-by-step in every case. However, they should do the following in all cases:

2.11.5.7.1. Obtain, consider, and record the necessary supporting facts.

2.11.5.7.2. Involve contractors in the decision-making process only to the extent of providing technical information.

2.11.5.7.3. Document any coding conferences with industry.

2.11.5.7.4. Determine through screening whether a part is suitable for competitive acquisition.

2.11.5.7.4.1. It may be possible to break out the part for direct purchase from the actual manufacturer.

2.11.5.7.4.2. Parts with data belonging to the actual manufacturer and not likely to be procured by the government are particularly suited to direct purchase. Such direct purchase is particularly appropriate if the manufacturer assumes total responsibility for the part, including its design, quality control, and testing.

2.11.5.7.5. For each screened part, establish a file to document and justify the decisions and results of all screening efforts. Keep this file on-hand to supply historical data for subsequent screening.

2.11.5.7.6. After a part gets an AMC and AMSC, screening does not cease. The screening process continues as the AF receives documentation or contractor responses until management assigns a competitive code or exhausts all efforts to improve the code status.

2.11.5.7.7. Before completing the recoding action, the responsible engineering activity reviews and concurs with proposed changes to all screening packages.

2.11.6. Reporting Instructions:

2.11.6.1. *The Spare Parts Breakout Screening Report* (RCS DD P&L [QS&A]714A) is a cumulative semiannual report detailing the accomplishments of the breakout program. The report describes full and limited screening for provisioning and replenishment parts by the number of different NSN for each AMC.

2.11.6.2. *The Spare Parts Acquisition Report* (RCS: DD P&K[QS&A] 714B) is a cumulative semiannual report documenting all spare part purchases during the current fiscal year. The report describes the number and extended-dollar value of different NSNs purchased for each AMC.

2.11.6.3. The AF maintains actual cost-savings (or cost avoidance) data attributable to the AFSPBP and include the data in the semiannual *Spare Parts Acquisition Report.*

2.11.6.4. The AF purchases reported in the *Spare Parts Acquisition Report* may not match the screenings reported in the *Spare Parts Breakout Screening Report* because of time differences between screenings and actual purchases and procurement lead-times.

2.11.6.5. The AFSPBP Costs required for the *Spare Parts Breakout Screening Report* come from the SH069-LO3, *RC Managers Cost Center Report*. Activities should use EEIC 392, *Other Civilian Personnel Compensation, Gross Obligation* to reflect their costs.

2.11.6.6. Reports are due to AF/A4LM 30 days after the end of each reporting period (October through March and April through September).

2.11.6.7. Correct and revise the midyear reports in the year-end reports. Year-end reports may not be revised.

Section 2L—Tanks, Racks, Adapters, and Pylons (TRAP)

2.12. Tanks, Racks, Adapters, and Pylons (TRAP).

2.12.1. Roles and Responsibilities.

2.12.1.1. AF/A4LM will develop procurement buy programs according to Global Reach/Global Power Team decisions. Decisions will be coordinated with AF/A5RC

2.12.1.2. AF/A5RC:

2.12.1.2.1. Directs budget execution for TRAP commodities based upon established WRM TRAP requirements published in the Nonnuclear Consumables Annual Analysis (NCAA). Budgetary constraints and 3400 TRAP procurement funding execution time lines will be closely monitored to ensure success in getting critical assets on contract in a timely manner.

2.12.1.2.2. Chairs the Munitions Working Group (MWG).

2.12.1.2.3. Visits applicable combat theaters, MAJCOMs, and combatant commands (COCOMs) to conduct Theater Working Group (TWG) meetings.

2.12.1.2.4. Publishes TRAP requirements in the NCAA annually and distributes the document to the AFMC TRAP Program Office. The assumptions and methodology used to develop WRM TRAP requirements will be included in the NCAA.

2.12.1.3. MAJCOMs will:

2.12.1.3.1. Designate a TRAP OPR to ensure TRAP materiel management data is properly loaded into the applicable materiel management IT system.

2.12.1.3.2. Project and include TRAP WRM maintenance requirements in their O&M budget submissions within PE28031F.

2.12.1.3.3. AFMC.

2.12.1.3.3.1. The AFMC TRAP Activity will:

2.12.1.3.3.1.1. Maintain data for TRAP allocated to each theater for WRM.

2.12.1.3.3.1.2. Champion funding for NCAA TRAP requirements and shortfalls. Coordinate with applicable AFMC aircraft PM for funds to procure any existing or projected TRAP.

2.12.1.3.3.1.3. Assist PM with funding projected TRAP shortfalls if the

applicable PM is unable to secure funds.

2.12.1.3.3.1.4. Schedule annual meetings with Air Staff, MAJCOM, and AFMC support personnel to resolve problems in TRAP management and to discuss budget execution objectives.

2.12.1.3.3.1.5. Participate in aircraft Weapons Product Improvement Working Group meetings in the interest of effective and efficient worldwide TRAP management.

2.12.1.3.3.1.6. Fabricate, coordinate, and prioritize worldwide distribution plans for newly procured TRAP.

2.12.1.3.3.1.7. Conduct trend analysis and provide recommendations to HAF, MAJCOMs, applicable TRAP depots, and senior AF leaders on effective and efficient management of TRAP.

2.12.1.3.3.1.8. Maintain oversight and posture of TRAP items assigned to the Standard Tanks, Racks, Adapters, Pylons Program (STRAPP).

2.12.1.3.3.1.9. Forecast annual Second Destination Transportation (SDT) requirements for bulk CONUS/OCONUS distribution/retrograde of TRAP. Prioritize and execute annual TRAP SDT movement plan based on funds received.

2.12.1.3.3.1.10. Act as sourcing authority to combatant theaters and combat MAJCOMs for TRAP.

2.12.1.3.3.1.11. Determine and recommend TRAP items for disposition based on existing on-hand inventories and projected NCAA and POS requirements.

2.12.1.3.3.2. PM will:

2.12.1.3.3.2.1. Consider the standard delivery configuration of each aircraft MDS use code as described in the applicable aircraft - 21 technical manual and the projected fleet size when determining Alternate Mission Equipment (AME)/Normally Installed Equipment (NIE) TRAP requirements.

2.12.1.3.3.2.2. Procure a standard complement of AME/NIE for new aircraft in the initial aircraft procurement with major end item funds. Original aircraft buys normally include 10% over the initial AME/NIE requirement levels. This action supports the routine inspection and repair cycles and initial TRAP item condemnations, if any.

2.12.1.3.3.2.3. Fund TRAP requirements when an AME/NIE requirement develops after aircraft production is complete. If, after a thorough search by the PM, TRAP item procurement funds may be used to procure newly identified TRAP items when BP1000 funds are not available.

2.12.2. TRAP Categories.

2.12.2.1. WRM. WRM TRAP assets include the following subcategories: combat, current operations, and forward presence.

2.12.2.2. Peacetime Operating Stocks. POS TRAP assets include the following subcategories: AME, NIE, Test and Evaluation, and training. **Note:** All categories of TRAP assets are subject to consumption during wartime and peacetime operations.

2.12.3. Funding.

2.12.3.1. TRAP items are procured with 3400/72834/63817 CAM funds; LEAN Support Equipment (SE). This includes TRAP war consumables previously procured with aircraft 3010/BP17 funds. Care must be exercised to ensure TRAP procurement funds (3400/72834/63817) can be executed within the FY they are received since these funds are one (1) year funds.

2.12.3.2. WRM is war consumables equipment purchased with 3400/72834/63817 CAM (LEAN SE) funds. These additional TRAP items are used to replenish projected losses that are forecast to occur during wartime operations.

2.12.4. TRAP Requirements Determination.

2.12.4.1. WRM TRAP requirements will be determined annually through a year-long process that begins with the MWG. Attendees will include various representatives from Air Staff, AFMC TRAP Activity, applicable sustainment depots, the combat MAJCOMs, and other key personnel.

2.12.4.2. The latest theater war plans, force structure documents, operational, and other pertinent inputs will be reviewed at the TWG meeting(s) to develop and determine WRM TRAP requirements.

2.12.4.3. Modeling, war plan review, current and projected force structure review, and manual inputs will be used to develop viable, defendable WRM TRAP requirements.

2.12.4.4. WRM TRAP requirements will be published in the NCAA. The NCAA provides near term (budget year) WRM requirements; out year (6 years hence) WRM TRAP requirements; TRAP Inventory Objectives (IO); and midterm TRAP requirements.

2.12.4.4.1. Budget year requirements will be considered in determining near term stockage levels.

2.12.4.4.2. The out year WRM requirement is based on projected inventories of TRAP items and supported munitions; it is the basis for determining excesses for demilitarization, foreign military sales, etc., when compared to IOs.

2.12.4.4.3. The out year TRAP IO supports an optimum mix of existing and developing weapons and is used as a basis for procurement decisions. The IOs may be less than the sum of MAJCOM-identified WRM TRAP requirement.

2.12.4.4.4. The midterm WRM TRAP requirements will be used for continuing trend analysis.

2.12.4.5. WRM TRAP item apportionment will be computed in the NCAA and identified as theater starter objectives.

2.12.4.6. TRAP requirements will be forwarded to the AFMC TRAP Activity and TRAP IMs. TRAP requirements will be file maintained and implemented in the applicable AFMC materiel management IT system’s instructions for scheduling TRAP depot repair

actions. These coordinated instructions, along with the current near and out year NCAA TRAP requirements, will be transmitted to each applicable AFMC Air Logistics Complex for review.

Chapter 3

SOURCING OF MATERIEL

Section 3A—Overview

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

Section 3B—Local Purchase and Retail Sales

3.2. Local Purchase and Retail Sales.

3.2.1. Local Purchase (LP), is a request for supplies and equipment which is initiated from a materiel management information technology system and transmitted through an interface with the local Contracting office or equivalent. Local purchase is an authorized SOS as defined in Part 8 of the Federal Acquisition Regulation (FAR). Requests for items of supply to be locally procured may be requested only after all government supply and mandatory sources have been exhausted. Public law requires all federal agencies to micro-purchase products less than $3,000 IAW with the FAR 13.2 and 2.101 using the GPC outlined in the FAR 13.301 and AFI 64-117. The procurement of Local Purchase items will comply with the Air Force Green Procurement Program which supports Executive Order 13514, October 5, 2009, *Federal Leadership in Environmental, Energy, and Economic Performance*; the FAR, Subpart 23.4—*Use of Recovered Materials and Biobased Products*; and AFI 32-7001, *Environmental Management*.

3.2.2. For AF retail supply accounts, the use of LP is defined for the following customer requests:

3.2.2.1. Cataloged NSN's with a unit price over $5,000 with an Acquisition Advice Code of "L".

3.2.2.2. Non Cataloged items requiring equipment accountability with a unit price over $5,000.

3.2.3. Responsibilities.

3.2.3.1. AF/A4LM is responsible for:

3.2.3.1.1. Providing overall LP supply policy guidance

3.2.3.2. AFMC is responsible for:

3.2.3.2.1. Exercising technical control of the LP program for assigned commodities.

3.2.3.2.2. Reviewing items assigned to determine method of management.

3.2.3.2.3. Providing LP supply for items coded LP, where sources could not be found locally.

3.2.3.2.4. Authorizing waivers for investment items, providing obligation authority to cover the cost of the item plus transportation cost from the vendor, and recommending sources of procurement.

3.2.3.2.5. Capturing and processing demand data for local purchase items processed outside the supply system.

3.2.3.3. Base-level organizations.

3.2.3.3.1. Originators of LP requests will ensure funding is available, provide a full description of the requested item, provide required multiple commercial sources as defined by the FAR and if requested, justification letters through the organization commander or designated authority.

3.2.3.3.2. LRS/Materiel Management Activity personnel will validate documentation and process the LP requests in a materiel management IT system and provide item descriptions to base contracting for input into the Standard Procurement System (SPS). **(T-3).**

3.2.3.3.3. Contracting Office or equivalent approves and procures the item.

3.2.3.3.4. Contracting Response/Assistance on LP requisitions. Military Standard Requisition and Issue Procedures (MILSTRIP) processing time standards do not apply to LP requisitions.

3.2.4. Management Method for AF-Managed Items.

3.2.4.1. AFMC will not catalog items as LP if they are end items or if any of the following conditions exist:

3.2.4.1.1. The item is coded NWRM.

3.2.4.1.2. The item affects safety of flight.

3.2.4.1.3. The item affects the configuration of the NHA.

3.2.4.1.4. The item is design unstable, i.e. number of design changes may occur in the future

3.2.4.1.5. The item requires inspection and QA in the manufacturing process to comply with specific government technical specifications and standards.

3.2.4.1.6. The item requires technical data beyond the normal commercial handbook or operating instructions and parts list.

3.2.4.1.7. The item is classified and/or requires special security characteristics.

3.2.4.1.8. The item is required to support a number of end items and/or locations to make central procurement more cost effective.

3.2.4.1.9. The items are on hand in depot stock.

3.2.4.2. AFMC will catalog item as LP if none of the conditions above apply, and if one or more of the following conditions exist:

3.2.4.2.1. The item is available as a standard commercial item.

3.2.4.2.2. The item is an investment item that is required for initial installation.

3.2.4.2.3. The item is a non-logical spare that is procured on a one-time basis.

3.2.4.2.4. The item is a system designated as command supported.

3.2.4.2.5. The item has a base identifiable source other than a prime AF contractor (Lockheed, Boeing, Pratt and Whitney, etc.).

3.2.5. LP of AF Centrally Managed Items. The policy for LP of centrally managed items comes from the DFARs. LP of centrally managed items is authorized if judged to be in the best interest of the government in terms of quality, timeliness, and cost.

3.2.5.1. Exceptions. It is not necessary that every item be advantageous. This exception does not apply to:

3.2.5.1.1. Items necessary for war reserve or war mission requirements, required for unit deployment, or to support the industrial base. This includes weapons of military application

3.2.5.1.2. Items that are coded NWRM.

3.2.5.1.3. Items with special security characteristics

3.2.5.1.4. Items which are dangerous such as explosives or munitions. Refer to AFI 21-201 and AFI 21-200, Munitions and *Missile Maintenance Management*.

3.2.5.1.5. Drugs or pharmaceuticals.

3.2.5.1.6. Items directly related to the operation of a weapon system, subsystem, or its support equipment. Weapon systems include aircraft, space, missile, engine or ground command/control/communication. Approval to purchase weapon system items will be accomplished IAW AFI 64-117.

3.2.6. Retail Sales functions (formerly known as Base Service Store (BSS)).

3.2.6.1. Operational Scope. Retail Sales items are defined as Commercial type items, including items obtained from commercial sources and GSA. These items fall within the LP micro purchase threshold outlined in the FAR 2.101, 13.2 and 13.301.

3.2.6.2. Use of the GPC card, GSA Stores or other contracted operations are the primary and preferred method to support Retail Sales items. MAJCOM's must obtain approval from AF/A4LM to establish operations in support of Retail Sales items.

3.2.6.3. Use of Materiel Management IT systems for Retail Sales items is prohibited.

3.2.6.4. Retail Sales at Contingency locations.

3.2.6.4.1. Request for items which are defined as Retails Sales will be supported by use of GPC, Blanket Purchase Agreements or other methods defined by DoD Contingency Contracting Policy.

3.2.6.4.2. AF personnel supporting contingency operations in the AOR are authorized to purchase assets from local DoD materiel management activities (e.g., U.S. Army). Prior to going to the local DoD materiel management activities, all AF units in the AOR will obtain written approval from the AF activity responsible for materiel management support within the AOR (e.g. the host Expeditionary Logistics Readiness Squadron).

Section 3C—Receipt Processing

3.3. Receipt Processing.

3.3.1. AF/A4L shall retain final approval authority for receipt processing policy.

3.3.2. Delegation of Authority. Reference para **1.1.2.2**.

3.3.3. Effective April 2010, the AF began efforts to merge base transportation and retail materiel management receiving tasks into a single, seamless operation, under the control of the Traffic Management AFSC 2T0X1. Reference AFI 24-203 for additional information on receipt processing.

3.3.3.1. Local Manufacture. In order to reduce transportation and handling costs, the FSC will process receipts for local manufacture items.

3.3.3.2. Excluding Local Manufacture, performance of receipt process duties other than by Receiving Element (LGRDD) of the Deployment and Distribution Flight (LGRD) will only take place to maximize efficiencies and only if approved in writing by the Installation Transportation Officer and unless otherwise exempted in AFI 24-203.

3.3.3.3. Materiel Management IT systems will acknowledge receipt processing and respond to follow-ups from wholesale activities (see AFH 23-123, Vol 2, Pt 1, Ch 2 for additional information).

Section 3D—Item Management

3.4. Item Management. Item Management **(**IM) includes world-wide distribution and redistribution, quantitative materiel requirements determinations, budget estimates, provisioning, cataloging, repair programs, marketing and other related functions (i.e., Reliability Improvement Warranties [RIW], Plant Clearance Automated Reutilization Screening System (PCARSS), Special Tooling/Special Test Equipment [ST/STE]). AF IM policies will comply with requirements in DoD 4140.1-R; DLM 4000.25-M; DLM 4000.25-1-M, *Military Standard Requisitioning and Issue Procedures* (MILSTRIP); DLM 4000.25-2-M, *Military Standard Transaction Reporting And Accounting Procedures (MILSTRAP)*; DoD 4100.39-M*;* DoD 4140.26-M*;* DoD 4140.27-M; Joint Regulation AMC-R 700-99/NAVSUPINST 4790.7/AFMCR 400-21/MCOP4410.22C, *Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items*, Federal Acquisition Regulation (FAR); Defense Federal Acquisition Regulation Supplement; DoD 5010.12-M, *Procedures for the Acquisition and Management of Technical Data*; AFPD 23-1; Military Standard MIL-PRF-49506, *Logistics Management Information;* AFI 20-110; and AFI 23-120, *Air Force Spares Requirement Review Board*.

3.4.1. Delegation of Authority. Reference Para **1.1.2.2**.

Section 3E—Diminishing Manufacturing Sources and Material Shortages (DMSMS)

3.5. Diminishing Manufacturing Sources and Material Shortages (DMSMS). DMSMS is the loss or impending loss of manufacturers of items or suppliers of items or raw material. DMSMS is caused when manufacturers of items or raw material suppliers discontinue production. DMSMS policies will comply with requirements in DoD 4140.1-R; DoD

Standardization Document 22 (SD- 22), *Diminishing Manufacturing Sources and Material Shorts: A Guidebook of Best Practices and Tools for Implementing a Proactive DMSMS Management Program*; DoD SD-5, *Market Research*: *Gathering Information About Commercial Products and Services*; and AFI 63-101.

3.5.1. Delegation of Authority. Reference Para. **1.1.2.2**.

Chapter 4

MAKE AND MAINTAIN MATERIEL

Section 4A—Overview

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

Section 4B—Time Compliance Technical Order (TCTO)

4.2. Time Compliance Technical Order (TCTO).

4.2.1. TCTOs are intended to expedite the accomplishment of retrofit changes to end articles/items, parts, and materiel within specific time periods and reduce the probability of accidents/unreliability of systems or equipment due to non-compliance IAW TO 00-5-15, *Air Force Time Compliance Technical Order Process*, AFI 21-200, *Munitions And Missile Maintenance Management*, and AFI 21-101. For maintenance activities that are non-Aircraft, refer to AFPD 21-1, Air And Space Maintenance, for the governing maintenance publication.

4.2.2. Responsibilities.

4.2.2.1. AFMC: **(T-2).**

4.2.2.1.1. Will develop wholesale TCTO procedural guidance to enable AF policy implementation as required.

4.2.2.1.2. Will procure, assemble, store, and distribute organic TCTO kits.

4.2.2.1.3. May direct base assembly of TCTO kits with lead MAJCOM concurrence.

4.2.2.2. Maintenance Activities. Maintenance activities at base level are responsible for implementing the TCTO program at the base level: TCTO publication distribution; coordination of TCTO matters; identification and submission of TCTO kit requirements; installing kits; and advising LRS/Materiel Management Activity of impending transfers of aircraft or end items. Maintenance advises the FSC of any kit excesses and/or changes required.

4.2.2.3. LRS/Materiel Management Activity:

4.2.2.3.1. LRS CC/AO. The LRS CC/AO will appoint a TCTO kit monitor in writing, from the FSC or equivalent. **(T-3).**

4.2.2.3.2. Ensure Storage and Control of TCTO Kits. The LRS/Materiel Management Activity stores kits and establishes controls to prevent loss or unauthorized use of kits and their components.

4.2.2.3.3. LRS/Materiel Management Activity Chief Inspector. The Chief Inspector will screen supply stocks for TCTO applicability, update materiel management IT systems, tag affected materiel, maintain copies of active TCTOs, and notify maintenance of stock screening results.

4.2.2.4. LRS/Materiel Management Activity TCTO kit monitor.

4.2.2.4.1. The TCTO monitor will requisition all TCTO kits using normal MILSTRIP procedures IAW AFMAN 23-122, Sec. 5B, Order and Requisitioning. Monitors will maintain a listing of all current TCTO requisitions and ensure accurate status on a monthly basis. **(T-2).**

4.2.2.4.2. Establishment and Maintenance of TCTO Kit Files. When the TCTO Kit Monitor receives notification of a TCTO from the Maintenance Plans and Scheduling, they will establish and maintain a file for all documents pertaining to the TO. **(T-2).**

4.2.2.4.2.1. The TCTO Kit File will contain:

4.2.2.4.2.1.1. The TO publication.

4.2.2.4.2.1.2. AF Form 2001, *Notification of TCTO Kit Requirements*.

4.2.2.4.2.1.3. Copy of receipt documents.

4.2.2.4.2.1.4. Kit availability notice or copy of transaction history showing transaction (latest notice only).

4.2.2.4.2.1.5. Notification of kit shipments. These notifications may be maintained in a central file provided that the letters, messages, and the AF Form 2001 are cross-referenced

4.2.2.4.2.2. TCTO kit reconciliations. These assets are reconciled with the LRS/Materiel Management Activity on a monthly basis. The purpose of this reconciliation is to validate kit availability, shortages, excesses, due-outs, and due-ins.

4.2.2.4.3. Will ensure establishment of a TCTO Kit Item Record.

4.2.3. Kit Guidance.

4.2.3.1. TCTO kits will contain all parts/material necessary to accomplish the modification, except as noted in TO 00-5-15.

4.2.3.2. Kitted TCTOs are assembled at the wholesale level and provided free of charge to base units.

4.2.3.3. Non-kitted TCTOs are assembled by the end user or customer at the base level when directed by AFMC and lead command concurs.

4.2.4. Assembly of Kits.

4.2.4.1. TCTOs will indicate how the kits will be assembled, obtained, and funded.

4.2.4.2. Billing Base-Assembled TCTO Kits. To make it easier to bill expenses incurred for the base assembly of TCTO kits, an OCCR and Project Funds Management Record (PFMR) are loaded for each kit and/or source of funds. The supply activity will load the OCCR using an organization code in the 100-999 series and type organization code K. **(T-3).** The responsibility center/cost center code will be 99xxxx, as provided by Accounting & Finance (A&F). Upon receiving authority to assemble a kit at base level, the TCTO Kit Monitor will furnish A&F the TCTO kit number, the appropriate funding source, and the A&F disbursing station number.

4.2.4.3. Inclusion of Unauthorized Materiel in TCTO Kits. When a modification requires materiel not authorized for inclusion in the kit--such as explosives, NWRM, munitions, or medical items--the item or system manager (IM/SM) responsible for the modification will provide appropriate funding for the required materiel to the activity developing or assembling the kit. **(T-2).** The end user activity will then obtain the required materiel. All such items will be kitted separately and identified as part of the total TCTO kit so that proper safety measures can be taken. **(T-2).**

4.2.4.4. Deviations from the Complete Kit Guidance. Deviations from the complete kit guidance require waivers agreed to by the lead command. Acceptance of a deviation from the complete kit concept accepts the financial and manpower burden of kit buildup at base level. Host command LRS/Materiel Management Activities will accept responsibility for kit buildup of incomplete TCTO kits waived by a tenant unit's MAJCOM. **(T-2).** Items excluded from TCTO kits by waiver are acquired from existing organizational resources or purchased through regular supply channels as necessary. Waivers may be approved by the AFMC Cryptological System Activity when the AF Cryptologic Depot is the PM/Technical Content Manager (TCM) (not AFMC managed). See **TO 00-5-15** for the policies on granting waivers. **Note:** When the need is urgent and a using command has adequate materiel assets but not at the requiring bases, it may be necessary to redistribute the materiel laterally to complete the TCTO kits.

4.2.5. Shelf Life Item Control.

4.2.5.1. Kitted TCTOs containing shelf life items will be assigned a shelf life code of the shortest shelf life item in the kit. **(T-2).**

4.2.5.2. When shelf life items become outdated, normal shelf life control procedures will apply IAW AFMAN 23-122, Sec. 5C, Physical Asset Management. **(T-2).**

4.2.6. TCTO items will only be released for MICAP conditions. **(T-2).**

4.2.7. Incomplete Kits. AF bases/activities will notify the PM/TCM responsible for the TCTO of any kit shortages. **(T-2).**

4.2.8. Rescission of TCTO. Rescission of the TCTO will be done IAW TO 00-5-15. **(T-2).**

4.2.9. Completed TCTO Kit Files. Upon completion of TCTO, the completed jacket file will be retained as specified in the AF Records Disposition Schedule. **(T-2).**

Section 4C—Repair

4.3. Repair.

4.3.1. LRS/Materiel Management Activity roles and responsibilities.

4.3.1.1. Participate in the RNEP program IAW AFI 21-101.

4.3.1.2. LRS CC/AO. Has overall responsibility for the repair cycle process. Additionally, the LRS CC/AO will ensure repairable/non-repairable parts are processed through repair channels IAW DoD 4140.1-R.

4.3.1.3. The FSC serves as the LRS CC/AO designated representative to manage the repair cycle process. FSC also ensures materiel management personnel physically verify

the correct item is being returned by maintenance and validates the corresponding documentation. The FSC is also responsible for daily coordination with maintenance to ensure accurate status and continuous flow of DIFM assets.

4.3.1.4. Maintenance. Maintenance is responsible for removed DIFM items. The Maintenance Commander or equivalent will ensure removed items are physically returned to the LRS/Materiel Management Activity within prescribed guidelines. **(T-2).** Refer to AFI 21-101, TO 00-20-1, *Aerospace Equipment Maintenance Inspection Documentation, Policies, and Procedures,* and TO 00-20-3, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System,* for maintenance guidance. For maintenance activities that are non-Aircraft, refer to AFPD 21-1 for the governing maintenance publication.

4.3.1.4.1. The Documented Cargo section will pick up recoverable item (DIFM) returns. The DIFM items will be picked up from on-base issue/drop off points and delivered to the FSC. Customers will ensure that items contain proper documentation prior to pick up. Proper documentation includes: AFTO Form 350, Reparable Item Processing Tag, condition tags and DD Form 1348-1A, Issue, Release/Receipt Document or AMS label. If an item is missing required packaging, an AF Form 451, Request for Packing Service, will be included with DIFM returns IAW AFI 24-203. See AFMAN 23-122, para 6.2.2.5.3. for documentation required for FOB returns resulting from ICBM weapon system deactivation and/or modification. Documented Cargo personnel are not required to inspect or complete documentation. The FSC will inspect/process DIFM assets IAW with AFMAN 23-122, Sec. 6B, Returns. FSC personnel will take delivery of DIFM items and coordinate with the owning unit for discrepancies with packaging and/or documentation. **(T-2).**

4.3.2. DIFM management. The materiel management IT system establishes a DIFM record and tracks the unserviceable asset until it is repaired, evacuated, or condemned.

4.3.2.1. All DIFM monitors will attend Block IIB Repair Cycle Training. **(T-2).**

4.3.2.2. Multiple DIFM indicators. The materiel management IT system will reject a DIFM issue processed for a quantity of more than one each. If more than one of a particular item needs to be requested, the customer will submit a multiple DIFM request (with document justification, e.g. TO reference) to the LRS/Materiel Management Activity for approval. The LRS will retain document justification for duration of the DIFM indicator. **(T-3).**

4.3.2.3. Maintenance turnarounds (TRN). The LRS/Materiel Management Activity will maintain close coordination with maintenance activities to expedite turnaround processing.

4.3.2.3.1. The LRS/materiel management activity will appoint a primary and alternate TRN manager in writing to act as the single point of contact for all TRN actions. **(T-3).**

4.3.2.3.2. DIFM turn-ins. All DIFM assets will be returned to the LRS/Materiel Management Activity in the appropriate reusable container with the required documentation IAW Sec. 6B, Returns of this instruction. **(T-2).**

4.3.2.3.3. DELETED

4.3.2.4. DELETED

4.3.2.5. Non-2LM reparable items will be turned-in by Maintenance within 4 days for serviceable assets and 10 days for unserviceable assets. The determination of the disposition of these assets; whether the assets can be repaired or not, should be made within the threshold criteria stated above. If the asset can be repaired and is cost beneficial to repair, management may decide more time is needed to complete the repair. In this case, the correct DIFM code should be applied to accurately reflect the status and location of the asset. If the asset cannot be repaired the asset will be turned-in by Maintenance to allow resupply. Unauthorized delays in the repair cycle process should be reported to correct any actions or processes causing the delays.

4.3.2.5.1. DELETED

4.3.2.5.2. DELETED

4.3.2.6. DELETED

4.3.2.6.1. DELETED

4.3.2.7. DIFM status/location update. To accurately control DIFM assets, the status and location of the item will be known and appropriately reflected at all times. **(T-3).**

4.3.2.7.1. Customers with a maintenance information system will update DIFM location and status daily. **(T-3).**

4.3.2.7.2. Customers without a maintenance information system will notify FSC of any status changes so appropriate inputs are reflected in the materiel management IT system. **(T-3).**

4.3.2.8. DELETED

4.3.2.9. DIFM inventory. A repair cycle asset management list will be used to manage and control DIFM assets on a daily basis. A DIFM inventory will be conducted on a quarterly basis with the appointed DIFM monitor and FSC personnel. **Note:** When discrepancies are discovered between DIFM record balances and the physical count, the LRS/Materiel Management Activity will request a special inventory. For further details refer to Sec. 5G, Physical Inventory and Inventory Adjustments of this instruction. **(T-2).**

4.3.3. Base contract maintenance. Any item in stock requiring contract maintenance will be controlled using DIFM procedures. Items processed to contract maintenance will not update historical demand data in the materiel management IT system. **(T-2).**

4.3.4. Product Quality Deficiency Report (PQDR). items. Guidance regarding these items can be found in TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*. Deficiency report exhibits. Items identified to show materiel deficiency conditions will be processed as unserviceable deficiency report exhibit turn-ins IAW with TO-00-35D-54. The LRS/Materiel Management Activity will store deficiency report exhibits until final disposition instructions are received. **(T-2).**

4.3.5. AWP Management.

4.3.5.1. AWP responsibilities are as follows:

4.3.5.1.1. MAJCOMs will: **(T-2).**

4.3.5.1.1.1. Monitor AWP customer backorders ensuring the system reflects the current shipment status and/or delivery date.

4.3.5.1.1.2. Perform lateral support or follow-up transactions.

4.3.5.1.1.3. Act as the final decision authority for global evacuation decisions. These decisions will be based on enterprise support, e.g., health of the end-item, centralizing reparables for CANN possibilities, support of assets required for repair. As necessary, AFMC SCM-R Weapon System Support Activity will coordinate these decisions with MAJCOM, Depot and/or Base personnel. The C-ICP is the final decision authority for C-ICP managed assets.

4.3.5.1.1.4. Further details of AWP Management are identified in AFMAN 23-122, Sec.4C, Repair.

4.3.5.1.2. LRS/Materiel Management Activity. The LRS CC/AO:

4.3.5.1.2.1. Will ensure primary and alternate wing AWP monitors are appointed in writing to manage wing/base AWP program. **(T-3).**

4.3.5.1.2.2. Conduct a semiannual surveillance of the wing AWP program. **(T-2).**

4.3.5.1.2.3. Ensure all wing AWP monitors attend repair cycle training within 30 days of appointment and be certified in AWP management core tasks. This certification will be documented in training records. Monitors will closely monitor the AWP program to ensure assets are returned to serviceable condition and pieces are feasible. **(T-2).**

4.3.5.1.3. Maintenance activities.

4.3.5.1.3.1. A primary and alternate AWP monitor will be appointed in writing for each maintenance activity to manage their own individual AWP program and liaison with the LRS/Materiel Management Activity. These individuals are required to attend Supply Course - Block IIB training. This certification will be documented in training records. **(T-3).**

4.3.5.1.3.2. Monitors will closely monitor the AWP program to ensure assets are returned to serviceable condition as soon as possible and to determine if cross-cannibalization of serviceable bits and pieces is feasible. **(T-3).**

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

Section 4D—Time Change Items

4.4. Time Change Items.

4.4.1. Time Change management. A time change manager will be assigned from the Flight Service Center and be appointed in writing by the Materiel Management Flight Chief or equivalent. **(T-3).**

4.4.2. The time change manager will coordinate time change requirements with maintenance and will maintain supporting documentation IAW AFI 21-101 and TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*. For maintenance activities that are non-Aircraft, refer to AFPD 21-1 for the governing maintenance publication.

Chapter 5

DELIVERY OF MATERIEL

Section 5A—Overview

5.1. Overview. This chapter outlines AF guidance for the supply chain materiel management processes associated with the delivery of materiel. These processes include Order and Requisitioning; Physical Asset Management; Equipment Management; Document Control and Detail Records, Record Reversal and Correction, Physical Inventory and Inventory Adjustments; SPRAM; Inspection and Related Operations; Management of Discrepant, Counterfeit and Suspect Counterfeit Materiel; Stock Positioning; and Materiel Disposition. As listed in Attachment 1A, various DoD and AF publications are reference sources for this publication. For this chapter**, DLM 4000.25-1-M, DLM 4000.25-2-M DLM 4000.25-6-M, *Department of Defense Activity Address Directory (Activity Address Code Sequence),* DoD 4140.1-R, DoD 4140.27-M.**

Section 5B—Order and Requisitioning

5.2. Order and Requisitioning.

5.2.1. Roles and Responsibilities.

5.2.1.1. AFMC SCM-R Stock Control Activity will: **(T-2).**

5.2.1.1.1. Ensure order fulfillment from the time a customer puts a requirement into the system until it is satisfied by directing distribution actions as needed.

5.2.1.2. AFMC SCM-R Stock Control Activity and LRS/Materiel Management Activities not centralized under AFMC:

5.2.1.2.1. Receive and process customer requisitions (to include modifiers and cancellations). and provide status. Ensure any issues that affect aircraft readiness are addressed before cancellation/termination action is initiated, as the items under contract could be used for future demands.

5.2.1.2.2. Track requisitions through completion (e.g. – cancellation, receipt, receipt acknowledgement, among other actions) with some requiring special emphasis (e.g. overdue/lost shipments, MICAPs, AWP).

5.2.1.2.3. Reconcile requisitions with the SOS quarterly via automated response using the appropriate materiel management IT system to ensure requisitioned materiel is still required and valid.

5.2.1.2.4. Oversees airlift challenges, centrally managed exception codes, supply difficulty requests, and the special requirements programs.

5.2.1.3. LRS/Materiel Management Activities will: **(T-2).**

5.2.1.3.1. Manage local purchase/local manufacture requisitions, cancellations and status. Ensure any issues that affect aircraft readiness are addressed before

cancellation/termination action is initiated, as the items under contract could be used for future demands.

5.2.1.3.2. Validate UND A&B requirements with requesting activities monthly and UND C requirements quarterly.

5.2.1.3.3. Manage the Tracer Action Reconciliation (TAR)

5.2.1.3.4. Submit non MICAP part number requests to the SOS.

5.2.1.3.5. In support of DoD's Tire Commodity Management Privatization, order aircraft tires IAW DLA's Tires Successor Initiative. The procedures in AFMAN 23-122, Sec. 5B, Order and Requisitioning, outline how residual AF stocks will be ordered "free issue" until depleted and how tires will be ordered IAW with this initiative. **(T-1).**

5.2.1.3.6. Manage locally assigned Issue Exception (IEX) codes.

5.2.1.4. Unit Commanders will ensure individuals initially assigned as organizational resource advisors and organizational materiel control personnel attend Block I, General Materiel Management Indoctrination. **(T-3).**

5.2.1.5. Materiel Management Customers will: **(T-3).**

5.2.1.5.1. Submit, validate, and request modifications/cancellations of requisitions (i.e. orders, backorders or due-outs).

5.2.1.5.1.1. Validate backorders for their organization each month to determine if the item is still required.

5.2.1.5.2. Upon identification that a backorder is no longer required, promptly submit cancellation request.

5.2.2. Requisition submission. The establishment and transmission of AF-generated materiel management requisitions will comply with DLM 4000.25-1-M, DLM 4000.25-2-M, and DoDD 8190.1, *DoD Logistics Use of Electronic Data Interchange (EDI). Standards*. **(T-0).**

5.2.3. MICAP Management. MICAP customer backorders are one of the highest forms of expedite backorder established in customer retail supply systems. MICAP conditions require intense scrutiny and verification to ensure item shortages are satisfied locally by all means possible prior to backorder establishment.

5.2.3.1. Responsibilities.

5.2.3.1.1. AF/A4LM and MAJCOMs.

5.2.3.1.1.1. MAJCOMs must identify annually, SRANs which require a global freeze and specific RSPs where 100% floor freeze is required. Global freeze allows view capability but restricts automatic shipment. The 100% floor freeze still gives the view capability (sourcing only) but restricts automatic shipment. This impacts the processing of MICAPS. As such, MAJCOMs must plan accordingly. They will submit requests for authorization/approval to AF/A4LM no later than 1 June each calendar year. A message of approved authorizations, 100% floor and global freeze, will be transmitted to MAJCOMs/ AFMC SCM-R Weapon System Support Activity for their information and dissemination to

subordinate units by AF/A4LM on or about 1 August of each calendar year **(T-2).**

5.2.3.1.2. AFMC SCM-R Weapon System Support Activity will: **(T-2).**

5.2.3.1.2.1. Validate base level MICAP checks (i.e. TO, NHA, PBR) are accomplished prior to requisitioning.

5.2.3.1.2.2. Review all Program Depot Maintenance cannibalization and AFMC Maintenance and Regeneration Activity pull requests.

5.2.3.1.2.3. Direct overall weapon system operational support, to include current unsupportable MICAPs and AWP Management.

5.2.3.1.3. AFMC SCM-R Weapon System Support Activity and LRS/Materiel Management Activities Will: **(T-2).**

5.2.3.1.3.1. Reconcile MICAP requirements with the appropriate maintenance IT system.

5.2.3.1.3.2. Ensure lateral and depot requisition action are not active simultaneously for the same MICAP request.

5.2.3.1.3.3. Requisition MICAP requirements from the SOS or satisfy through lateral redistribution. Update current status in the applicable materiel management IT system. **Note:** Units will follow the MICAP lateral support and sourcing logic procedures outlined in AFMAN 23-122, Sec. 5B, Order and Requisitioning. **(T-2).**

5.2.3.1.3.4. Coordinate sourcing and movement of all MICAP requirements at Forward Supply Locations (FSLs) with 618 TACC/XOCL.

5.2.3.1.4. LRS/Materiel Management Activities will: **(T-2).**

5.2.3.1.4.1. Confirm supported end-item is not mission capable.

5.2.3.1.4.2. Verify all local resources are exhausted prior to submitting and reporting MICAP backorder.

5.2.3.1.5. Transient Aircraft Support for AF aircraft (to include ANG and AFRC). Transient parts will be requisitioned (or issued) by the base supply activity at the transient base (where the aircraft is physically located), regardless of cost and SOS. Reference the Financial Management and Special Logistics Support Sections of this instruction for more details. **(T-2).**

Section 5C—Physical Asset Management

5.3. Physical Asset Management.

5.3.1. General Management Guidance. The care and safe-keeping of AF and DoD property is the materiel manager's primary responsibility IAW DoD 4140.1-R. The following general policies will be applied to all aspects of physical asset management.

5.3.2. Safety. All managers and supervisors must incorporate Operational Risk Management (ORM) within the workplace. Identify, eliminate or control, and document hazards to minimize risk associated with uncertainty in the decision-making processes. Safety

procedures established in AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, will be adhered to.

5.3.2.1. Personnel will wear the proper safety clothing and equipment when handling hazardous material**. (T-2).**

5.3.2.2. Leakage or spillage of hazardous commodities. If leakage or spillage occurs, contact the Bioenvironmental Engineering Services (BES) and Base Safety Officer immediately and pursue proper clean up or disposal of material.

5.3.3. Storage Policy. The provisions of DLM 4000.25-2-M, and AFJMAN 23-210 control the storage of all supplies and equipment unless amended by this instruction. Because of safety and environmental considerations, some items may need to be stored separately by commodity. When there is a conflict between the general storage provisions contained in AFJMAN 23-210 and the specific storage directions in a TO, the specific provisions of the TO will apply.

5.3.3.1. Item Accountability and Control.

5.3.3.1.1. Security of Materiels and Storage. All physical asset management operations will follow the standards of security of materials and storage locations IAW DoD 4140.1-R. **(T-0).**

5.3.3.1.2. Classified and/or Sensitive Materiel. Guidance for handling classified material is found in Sec. 10B of this instruction.

5.3.3.1.3. NWRM. NWRM will be handled IAW AFI 20-110. Additional information can also be found in Sec. 10B of this instruction.

5.3.3.1.4. Pilferable Materiel. Items coded with a pilferable Controlled Inventory Item Code (CIIC) will be afforded adequate protection IAW Sec. 10B of this instruction and AFJMAN 23-210. **(T-0).**

5.3.3.1.5. Hazardous Materiel. These assets will be handled and stored IAW AFI 32-7086. Additional information can also be found later in this section.

5.3.3.1.6. Property Locations. Warehouse personnel will assign and maintain permanent (primary) warehouse locations for each serviceable item stocked IAW AFJMAN 23-210. (**T-0).**Every attempt will be made to consolidate property storage to a single location. These locations will provide the appropriate level of protection and safe-guard property from any unnecessary deterioration and/or damage. When possible, materiel will be kept in covered storage areas/facilities. Those items maintained in outside storage areas will be afforded proper protection which may include the use of plastics, tarps, or portable shelters. **(T-2).**

5.3.3.1.7. Discrepancies. If any item identity and/or condition discrepancies exist, a fully qualified inspector, not to include limited inspectors, will resolve the discrepancy. More information concerning inspector responsibilities can be found in Sec. 5I of this instruction.

5.3.3.1.8. Tail Number Bins (TNB). TNB will be maintained IAW AFI 21-101. **(T-2).**

5.3.3.1.9. Suspect materiel. For base suspect materiel a qualified inspector will determine if the materiel is unsuitable and pursue appropriate actions. More information concerning inspector responsibilities can be found in Sec. 5H of this instruction.

5.3.3.2. Documentation. Ensure appropriate documentation is accurately prepared and maintained IAW DoD and AF applicable guidance.

5.3.3.3. Movement. LRS/Materiel Management Activity personnel will ensure assets are properly protected and accounted while in transit. Specifically, they will secure the assets to prevent excessive movement, properly package for movement, and protect assets (to include recovery and re-use of reusable containers) from inclement weather. Personnel will also follow all applicable TOs and/or Transportation regulatory guidance. **(T-2).**

5.3.3.4. Preservation.

5.3.3.4.1. Functional Check. When materiel is identified as requiring functional check materiel management personnel will coordinate with appropriate maintenance personnel to ensure proper serviceability of assets. **(T-2).**

5.3.3.4.2. Shelf-life management policies and procedures are contained in DoD 4140.27-M, *Shelf Life Management Program* and will be followed for stocking, storing and issuing shelf life designated material. **(T-0).** Additional information can be found at the DoD Shelf-Life Program web site **https://headquarters.dla.mil/j-3/shelflife**. The material owning organization, regardless of material origin, is responsible for costs related to assets Shelf-Life testing. **(T-2).**

5.3.3.4.2.1. AF/A4LM is responsible for shelf-life management policies within the AF and serves as a member of the DoD Shelf-Life Board **(T-1).**

5.3.3.4.2.1.1. MAJCOM A4R will designate a representative office to serve as POC for shelf-life matters.

5.3.3.4.2.1.2. Inspection Element will serve as POC for base shelf-life program. **(T-2).**

5.3.3.4.2.1.2.1. Ensure unit shelf-life monitors are properly trained in all aspects of shelf-life management.

5.3.3.4.2.1.3. Supported Organizational commanders will appoint shelf-life monitors and ensure they are properly trained in all aspects of shelf-life management for items in their care. **(T-3).**

5.3.3.4.2.1.4. **(DELETED)**

5.3.3.4.3. Electro-Static Devices (ESD). All ESD items will be handled and stored IAW TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment*. Additionally, ESD will be consolidated for placement in storage and as feasible segregated from other items. **(T-2).**

5.3.3.4.4. Precious Metals. These items will be handled and stored IAW DoD 4160.21-M, and IAW Sec. 6C, Disposal, Demilitarization and PMRP of this instruction. **(T-0).**

5.3.3.4.5. TCTO. For TCTOs refer to Sec. 4B, TCTO of this instruction.

5.3.3.4.6. Warranty/Guarantee. A qualified inspector will determine if the item is warranty/guarantee and will initiate action to assign the appropriate exception code to the item record in the applicable materiel management IT system. Refer to Sec. 5I, Inspection Operations and Related Operations of this instruction for further guidance. **(T-3).**

5.3.3.4.7. Materiel management activities will comply with the AF Reusable Container Program as detailed in AFI 24-203 to ensure high levels of protection for assets during storage or shipment

5.3.4. Manage Materiel in Stock.

5.3.4.1. Storage Guidance. Items with safety and environmental considerations will be stored separately by commodity. **(T-2).**

5.3.4.1.1. Host LRS units supporting Forward Supply Locations will store supported aircraft wheels and tires in a built-up configuration. **(T-2).**

5.3.4.1.2. SA/LW Storage/Security Requirements. For SA/LW storage/security requirements, refer to AFI 31-101, Integrated Defense and DoD 5100.76, Safeguarding Conventional Arms, Ammunition, and Explosives (AA&E).

5.3.4.2. Warehouse planning. AFMC will be informed when a base warehousing facility, operating under the retail materiel management system, plans to build or redesign a warehouse. Warehouse planning will include Mechanized Materiel Handling System (MMHS). consideration. Reference Sec. 7B of this instruction for further details. **(T-2).**

5.3.4.3. Storage locations. Property will be maintained in fixed warehouses, supply points, transportable spares packages/support kits, or in maintenance activities to include in-use assets. **(T-2).**

5.3.4.3.1. Assigning Primary Storage Locations. Warehouse personnel assign and maintain permanent (primary) warehouse locations for each serviceable item stocked IAW AFMAN 23-122, Chapter 5, Section 5C.

5.3.4.3.2. Assigning Reserve Storage Locations. Warehouse personnel may establish temporary reserve (secondary) locations on an as-required basis.

5.3.4.3.2.1. The LRS CC/AO will establish controls to ensure reserve locations are assigned only as a last resort and that they are promptly deleted when no longer needed. **(T-3).**

5.3.4.3.2.2. Warehouse personnel cross-reference bin labels or the bin label/holder of both permanent (primary) and reserve (secondary) locations.

5.3.4.3.3. Items under detail record management (e.g., RSPs, unserviceable details, in-use equipment, etc.) may contain duplicate storage locations; however, the storage facility must have the capability to cross-reference the applicable document number to maintain the audit trail and item accountability at all times. **(T-3).**

5.3.4.3.4. Warehouse personnel will obtain the inventory schedule, conduct and document warehouse validations within 10 days prior to the inventory start date. **(T-3).**

5.3.4.4. Supply points. Supply points are an extension of warehouse stock. The supply point authorization will not exceed the RO. Organizational Requests to exceed the RO must be submitted to the LRS/Materiel Management Activity. The organizations requesting a supply point will coordinate with LRS/Materiel Management Activities and provide the necessary space and facilities. The LRS/Materiel Management Activity will maintain overall accountability and control of supply point assets. Supply point monitors will be appointed in writing by their organizational commander to manage and account for supply point assets. **(T-3).**

5.3.4.4.1. Supply point reconciliation. Semiannual reconciliations of all supply points are mandatory. Reconciliations will be performed by Supply Point Monitors. The reconciliation will review items less than authorization, verified excesses, and balance discrepancies. One of the semiannual reconciliations will be done at the same time as the annual supply point inventory. **(T-3).**

5.3.4.4.2. Buildup items. Repair cycle items requiring buildup before use will be identified and accounted for on supply point records by LRS. **(T-3).**

5.3.4.5. Warehouse change documents. Warehouse personnel will validate warehouse change documents and take appropriate action within one duty day. **(T-3).**

5.3.5. Select and Move Materiel.

5.3.5.1. Selecting assets for issue. Warehouse personnel will take prompt action to select and move assets for issue within the following designated timeframes based on issue priority: **(T-2).**

5.3.5.1.1. Over the counter requests will be selected immediately.

5.3.5.1.2. Expedite requests for delivery will be selected within 30 minutes.

5.3.5.1.3. Routine requests will be selected within 12 hours from the initial point of request. **(T-2).**

5.3.5.1.4. Warehouse Refusals. If a warehouse location does not contain sufficient assets to fill the order, warehouse personnel will initiate warehouse refusal procedures IAW AFMAN 23-122 Sec. 5C, Physical Asset Management. If the assets are not located within 24 hours, initiate a special inventory. **(T-2).**

5.3.5.1.5. Zero Balance Validation. Warehouse personnel will validate zero balances and if stock remains, request a special inventory. **(T-2).**

5.3.5.1.6. Delivery of large, bulky or heavy items will be accomplished IAW AFI 24-301, *Vehicle Operations*.

5.3.5.1.7. Controlled materiel. All materiel management personnel will ensure proper custody chain of the item is maintained IAW Sec. 10B of this instruction. **(T-2).**

5.3.5.1.8. Organizational Refusals. Customers may refuse to accept an item because it is misidentified, unserviceable, damaged, unsuitable substitute and/or issued in

excess quantity at time of delivery. Wrong item customer orders or items received due to customer failure to cancel a due-out do not constitute an Organizational Refusal. The document and property will be returned to Inspection personnel for further processing IAW **Sec. 5I**. **(T-2).**

5.3.6. Shipments.

5.3.6.1. Inspection and marking. Warehouse personnel will ensure the correct item and quantity are selected prior to shipment. One hundred percent inspection action will be applied to all items shipped. **(T-3).**

5.3.6.2. Inspector/Limited Inspector will verify shipments to ensure proper identification, security classification, marking, labeling and tagging IAW MIL-STD 129. All shipments will be bare item inspected. Particular attention will be given to dated items to ensure fulfillment of criteria in DoD 4140.27-M. The inspector will sign and/or stamp the materiel management IT system document. **(T-3).**

5.3.7. Bench Stock.

5.3.7.1. LRS CC/AO Responsibilities. The LRS CC/AO is responsible for: **(T-2)**

5.3.7.1.1. Creating and maintaining organizational bench stock records and bin labels for organizational bench stocks.

5.3.7.1.2. Ensuring bench stock management products are available for use by organizations

5.3.7.1.3. Supporting organizational routine and urgent bench stock replenishment requests.

5.3.7.1.4. Creating and maintaining bench stock records to document requested and approved customer bench stock authorization requests.

5.3.7.1.5. Review bench stock requirements.

5.3.7.1.6. Deliver bench stock assets to on-base customers.

5.3.7.2. Organizations requiring a bench stock will: **(T-3).**

5.3.7.2.1. Request to establish bench stock. The supported organization commander will submit a letter to the LRS CC/AO requesting the establishment of a bench stock. The letter will also specify a maximum dollar threshold for the unit price on bench stock details. Organizational bench stock request letters will be maintained by the LRS/Materiel Management Activity for as long as the organization is authorized a bench stock.

5.3.7.2.2. Dollar Thresholds. Exceeding the established dollar threshold for any item requires a letter of justification from the supported organization commander. This letter will be maintained on file in the LRS/Materiel Management Activity attached to the original bench stock request letter.

5.3.7.2.3. Bench stock storage. Organizations will provide secure storage facilities for each bench stock IAW AFI 23-111.

5.3.7.2.4. Appointing bench stock monitors. The supported organization commander will appoint a bench stock monitor in writing. The letter will be maintained by the LRS/Materiel Management Activity until superseded by appointment of a new bench stock monitor.

5.3.7.3. Bench Stock Monitors will: **(T-3).**

5.3.7.3.1. Complete Supply Customer Training, Block I (General Supply Indoctrination) and Block IIA (Bench Stock Management).

5.3.7.3.2. Establish controls for shelf life IAW DoD 4140.27-M.

5.3.7.3.3. Monitor bench stock item balances and flag items for replenishment. Reorder through appropriate IT system when the on-hand balance is less than or equal to 50% of the authorized stock level.

5.3.7.3.4. Review bench stock transactions (e.g. backorders).

5.3.7.3.5. Perform a quarterly review of recommended additions, changes and deletions to the bench stock.

5.3.7.3.6. Perform a semi-annual bench stock review and an annual validation of the bench stock IAW AFMAN 23-122, Sec. 5C, Physical Asset Management. One of the semi-annual reviews may be conducted in conjunction with the annual validation. These reviews and validation shall be documented. **(T-3).**

5.3.8. Individual Protective Equipment.

5.3.8.1. Roles and Responsibilities.

5.3.8.1.1. AF/A4LE:

5.3.8.1.1.1. Will establish policies and procedures for managing Individual Protective Equipment (IPE) material for IBA, Advanced Combat Helmet (ACH), A-Bag, B-Bag and C-Bag components**. (T-1).**

5.3.8.1.1.2. Has the authority to establish distribution centers to support operational requirements.

5.3.8.1.1.3. Delegation of Authority. Reference para 1.1.2.2 for delegation of authority regarding the storage, management and redistribution of IPE and CWDE excess.

5.3.8.1.2. MAJCOMs will: **(T-2).**

5.3.8.1.2.1. **(DELETED)**

5.3.8.1.2.2. Validate and/or input into MICAS Web all installation IBA, A, B, and C-bag requirements (authorization) changes. This will be done annually in conjunction with the annual authorization/requirement guidance.

5.3.8.1.2.3. Utilize tariff sizing concept to determine sizes required. Tariff sizing chart is available in **Figure 5.1**.

5.3.8.1.2.4. May deviate from bulk storage requirements for high threat areas (HTAs) and medium threat areas (MTAs).

5.3.8.1.2.5. AFMC Consolidated Mobility Bag Activity will: **(T-1).**

5.3.8.1.2.5.1. Centrally store and manage excess stock CWDE assets IAW DoD 4140.27-M, AFJMAN 23-210, and applicable TOs and manuals, until excess stock is exhausted.

5.3.8.1.2.5.2. **(DELETED)**

5.3.8.1.2.5.3. **(DELETED)**

5.3.8.1.3. LRS/Materiel Management Activities will: **(T-2).**

5.3.8.1.3.1. Use the appropriate mobility accountability IT system to:

5.3.8.1.3.1.1. Manage and account for operational IPE; and

5.3.8.1.3.1.2. Ensure current line item authorizations are reflected.

5.3.8.1.3.1.3. Asset management for Tactical Air Control Party, Combat Control Team, Pararescuemen, Battlefield Weather/Combat Weather, Special Operations Weather, Explosive Ordnance Disposal, Office of Special Investigations, and Survival Evasion Resistance and Escape will be maintained IAW AFPD 10-35, Battlefield Airmen. IBA accountability for Special Tactics Operation Forces belonging to USSOCOM will be managed and maintained in the Special Operations Forces Sustainment Asset Visibility Information Exchange (SAVIE) System. Battlefield Airman Management System (BAMS) and SAVIE are NOT managed by LRS/Materiel Management Activities. As the Defense Response Force (DRF), Security Forces personnel may be issued gas masks when directed by the WG/CC as part of the Integrated Defense Risk Management Process (IDRMP). When issued for home-station use, the Joint Service general Purpose Mask (Protective Masks) will be maintained IAW AFMAN 23-122.

5.3.8.1.3.2. Provide secure storage and management of IPE items identified in Tables **5.1**, **5.2**, and **5.3** and associated training gear for the base. Specific requests to store and manage tenant IPE assets will be documented in the Host Tenant Support Agreement (HTSA). Note: Storage and management of nonstandard items is the responsibility of the using unit.

5.3.8.1.3.2.1. Maintain inventory IAW AFJMAN 23-210, and DoD 4140.27-M, and TO's: 11D1-3-11-1, *Operators Manual, Individual Equipment Decon Kit, M295*; 11H2-14-5-1, *Operating Instructions, Paper, Chemical Agent, M8*; 11H2-2-21, *Operators Manual, Paper, Chemical Agent Detector, M9*; 14P3-1-131, *Operation and Maintenance Instructions with IPB, Aircrew Chemical-Defense Ensemble*; 14P3-1-141, *Operation and Maintenance Instructions, Chemical Protective Ensemble*; 14P4-1-151, *Chemical Biological Canisters and Filter Element*; 14P4-15-1, *Operation and Maintenance Instructions for Chemical Biological Mask Type, MCU-2A/P*; 14P4-18-1, *Operator Instructions, Mask, Chemical Biological, Land Warrior, M45*; 14P4-18-2, *Unit Maintenance Manual For Mask, Chemical Biological, Land Warrior, M45*; 14P4-20-1, *Mask, Chemical Biological, Joint Service Purpose Field, XM50 and* TM 10-8470-208-10, *Technical Manual operator manual for*

Improved Outer Tactical Vest (IOTV) and Improved Outer Tactical Vest.

5.3.8.1.3.2.2. Bulk store IPE. Maintain no more than 20% in a built up configuration unless requirement exists to support a medium or high threat overseas location.

5.3.8.1.3.2.3. Physically separate operational and training IPE assets.

5.3.8.1.3.2.4. Perform and document annual physical inventory of all IPE IAW Sec. 5G, of this instruction.

5.3.8.1.3.2.5. Ensure inspections and tests are accomplished IAW applicable item TOs and supplements as defined in paragraph listed above.

5.3.8.1.3.2.6. For centralized purchases executed at the Air Force Consolidated Mobility Bag Activity (CMBA), ensure all receipts are properly processed for incoming property marked for the LRS IPE warehouse. Receipts for CMBA centralized AF purchases of IPE are distinguished from other receipts by the FB4880 document number. Notify the CMBA upon receipt of assets shipped to ensure the receipt is properly processed and accounted.

5.3.8.1.3.3. Utilize expired shelf life assets for training IAW AFI 10-2501 to the maximum extent possible.

5.3.8.1.3.3.1. **(DELETED)**

5.3.8.1.3.4. The IPE Element's equipment custodian will maintain accountability of extra small masks (M45) on a Customer Authorization/Custody Receipt Listings (CA/CRL). Upon issue, the equipment custodian will coordinate with EAE to transfer accountability from LRS CA/CRL to member's unit CA/CRL.

5.3.8.2. Authorizations. IPE Element will receive mobility equipment requirements (authorizations) for IBA, A-Bag, and B-Bag from the Logistics Plans and Integration Section and requirements (authorizations) for C-Bags from the Civil Engineer Squadron, R&EM Flight, NLT 1 January of each year IAW AFI 10-403. **(T-3).**

5.3.8.3. Stock levels for IPE are based on:

5.3.8.3.1. The applicable percentages (from **Table 5.1**) of the total number of positions in the applicable UTCs as listed in UTC Availability Listing (formerly AEF Libraries) for each wing/installation (J-suffix UTCs may not have the same requirements unless directed by the owning command); and

5.3.8.3.2. Requirements defined in AFI 10-2501 (i.e., HN forces).

5.3.8.3.3. MAJCOMs and Installations will use tariff sizing for CWDE items as prescribed in **Figure 5.1**. **(T-1).**

Table 5.1. Individual Protective Equipment Stock Levels.

UTC Posture Code	C-Bag Note 1, 2, 3	Protective Mask Note 1	A-Bag Note 1,2,4	B-Bag Note 1,2,4	IBA Note 1	IFAK Note 1

	HTA/ MTA	LTA	HTA/MTA	LT A				
A/DW	100%	60%	100%	100%	60%	25%	60 %	60%
A/DWS	100%	60%	100%	100%	60%	25%	60%	60%
Note 1: MAJCOMs may authorize additional equipment using notional tasking history or expected taskings as the baseline. MAJCOMs must justify and document.								
Note 2: Reduced stock levels will be achieved through attrition.								
Note 3: The contents (quantity of individual items) contained in the C-Bag are specified in **AFI 10-2501**, **Table 5.6.** If an A-Bag is not issued then a web belt will be issued with the C-Bag								
Note 4: A and B bag contents are located in **Tables 5.2**. and **5.3.**								
HTA-High Threat Area MTA-Medium Threat Area LTA-Low Threat Area								

Table 5.2. General Purpose Mobility Bag Contents (TYPE A).

ITEM	QUANTITY	REMARKS
Kit, Bag	1	
ACH (w/cover).	1	
Modular Sleep System	1	Supersedes the moderate/cold weather bags through attrition.
Canteen	1	
Cup, Canteen	1	
Cover, Canteen	1	
Web Belt	1	
Pouch, Ammo, Double Magazine, (M9).[1]	1	Supersedes single magazine pouch through attrition.
Pouch, Ammo (M16/M4).	2	
Note 1: Installation should have 2 M9 ammo pouches for each M9 weapon authorization. A single double M9 ammo pouch can be substituted for two single ammo pouches.		

Table 5.3. Extreme Cold Weather Mobility Bag Contents (TYPE B).

ITEM	QUANTITY
Kit, Bag	1
Mitten, Set	1
Lined Field Cap	1
N3B Parka [1]	1
Mukluks [2]	1
Mukluk Liners [2]	1
Socks, Cold Weather	1
Note 1: ECWCS Gen III Parka, Extreme Cold can be substituted for the N3B Parka Weather.	
Note 2: Extreme Cold Vapor Barrier Boots can be used as substitute for Mukluks and Mukluk Liners.	

Figure 5.1. Tariff Sizing for Prescribed Mask and Ensemble Items.

Tariff Sizing for Prescribed Mask and Ensemble Items

Item	Size	Percentage
M-50 JSGPM	Small	20%
M-50 JSGPM	Medium	65%
M-50 JSGPM	Large	15%

Item	Size	Percentage
AFS Overboot	Small	19%
AFS Overboot	Medium	33%
AFS Overboot	Large	38%
AFS Overboot	X-Large	10%

Item	Size	Percentage
JB2GU Glove	Small	19%
JB2GU Glove	Medium	33%
JB2GU Glove	Large	38%
JB2GU Glove	X-Large	10%

Item	Size	Percentage
JSLIST Coat	Small/X-Short	1%
JSLIST Coat	Small/Short	3%
JSLIST Coat	Medium/Short	16%
JSLIST Coat	Medium/Regular	29%
JSLIST Coat	Medium/Long	10%
JSLIST Coat	Large/Regular	21%
JSLIST Coat	Large/Long	14%
JSLIST Coat	X-Large/Regular	2%
JSLIST Coat	X-Large/Long	2%
JSLIST Coat	XX-Large/Long	1%
JSLIST Coat	XXX-Large/Long	1%

Item	Size	Percentage
JSLIST Trouser	Small/X-Short	1%
JSLIST Trouser	Small/Short	3%
JSLIST Trouser	Medium/Short	16%
JSLIST Trouser	Medium/Regular	29%
JSLIST Trouser	Medium/Long	10%
JSLIST Trouser	Large/Regular	21%
JSLIST Trouser	Large/Long	14%
JSLIST Trouser	X-Large/Regular	2%
JSLIST Trouser	X-Large/Long	2%
JSLIST Trouser	XX-Large/Long	1%
JSLIST Trouser	XXX-Large/Long	1%

5.3.8.4. Training IPE assets are computed IAW with AFI 10-2501. NOTE: Each installation will determine requirements for training IPE taking into consideration the installation's annual training requirements and historical demand data for training IPE. This will be coordinated with and validated by the MAJCOM. **(T-2).**

5.3.8.5. Funding.

5.3.8.5.1. AF/A7CX centrally funds C-Bag components IAW AFI 10-2501.

5.3.8.5.2. All other IPE is locally funded (O & M) and requisitioned by the LRS/Materiel Management Activity through the wing.

5.3.9. SA/LW Storage Management. SA/LW will be stored and handled IAW AFI 31-101 and AFI 31-117, *Arming and Use of Force by AF Personnel,*, AFI 36-2226, *Combat Arms Program,* AF CAT 21-209, *Grounds Munitions*, DoD 4500.9-R Part I, *Defense Transportation Regulation, Passenger Movement,* DoD 5100.76-M and TO 11W3-3-5-4 and TO 11W3-5-5-42.

5.3.9.1. IPE is responsible for storage of SA/LW assigned to the LRS and IAW Host/Tenant Support Agreements. When requested and storage is available, IPE may provide courtesy storage of SA/LW for other organizations.

5.3.9.2. LRS/CC will designate in writing personnel authorized to perform duties associated with firearms protection and control IAW AFMAN 31-229, *USAF Weapons Handling Manual*.

5.3.9.3. Access to SA/LW storage facilities.

5.3.9.3.1. Personnel authorized unescorted access will be identified by the LRS/CC or equivalent by letter. The letter will include: individual' names, rank/grade, duty title, security clearance, and units of assignment. **(T-3).**

5.3.9.3.2. A current, signed copy of the authorization letter will be posted within the SA/LW storage areas and on file. **(T-3).**

5.3.9.3.3. Each organization utilizing the SA/LW storage vault for courtesy storage will provide a letter identifying personnel authorized to remove SA/LW.

5.3.9.4. Inspection of SA/LW.

5.3.9.4.1. The owning/using activity is responsible for ensuring maintenance and inspection requirements are met (except for SA/LW in storage for the Air Force Reserve), cleaning and packing, regardless of the storing activity.

5.3.9.4.2. SA/LW will be inspected as prescribe in AFI 36-2226, TO 11W3-3-5-4 and TO 11W3-5-5-42.

5.3.9.5. Shipment of SA/LW. The owning organization and Traffic Management package SA/LW for shipment IAW current Special Package Instruction (SPI), and TO 11W3-3-5-4, TO 11W3-5-5-42, AFMAN 10-401, Vol 2 *Planning Formats and Guidance*, AFI 24-101, DoD 4500.9-R *and* DoD 5100.76-M.

5.3.9.5.1. Under normal processes, custodians will not use DD Form 1149, *Requisition and Invoice/Shipping Document* to transfer equipment, it bypasses

programmatic controls. However, the following are exceptions to the usage of DD Form 1149.

5.3.9.5.2. Deployment Transition Center (DTC) attendees will turn in their weapons to the Distribution Section, Cargo Movement Element at the Expeditionary Theater Distribution Center. These weapons will be shipped via DD Form 1149. **(T-2).**

5.3.9.5.3. General Officers will ship their weapon via DD Form 1149. This weapon may be shipped via this mode during initial receipt from Small Arms Program Office and permanent change of station. **(T-2).**

Section 5D—Equipment Management

5.4. Equipment Management.

5.4.1. Equipment management guidance covers both organizationally owned BC 9 equipment ERRCD NF, Equipment Management Code (EMC) 1 and reportable organizational equipment NF/ND EMC 2-5, excluding vehicles.

5.4.2. Roles and Responsibilities:

5.4.2.1. AF/A4LE. AF/A4LE establishes policy governing operation and maintenance of the AF Equipment IT System.

5.4.2.1.1. Approves and publishes data services processing instructions required for the AF Equipment IT System.

5.4.2.1.2. Furnishes MAJCOMs, DRUs, FOAs advanced information regarding, operational and logistics concepts, aircraft, missile, and systems programming data, and other planning data considered essential in the development of equipment allowance standards and authorization data in support of new weapons systems.

5.4.2.1.3. Provides, through the AF Program Document "Units, Bases and Priorities" (short title "PD"), the applicable main operating base supporting each forward or dispersed operating base.

5.4.2.1.4. Issues special orders through Plans and Programs used to notify the applicable MAJCOM/LRS of all unit activations, deactivations, transfers, redesignations, mission changes and moves within the command. Force structure information is received periodically from the Program Document system (PD:K002).

5.4.2.2. MAJCOM/DRU/FOA CEMO will provide guidance and oversight to AFMC SCM-R Equipment Activity and EAEs based on their specific roles and responsibilities. CEMOs will: **(T-2).**

5.4.2.2.1. Redistribute equipment and issue equipment authorizations and allowances based on war and peacetime needs of AF units.

5.4.2.2.2. Review, validate, and report equipment requirements are matched to COMPES LOGMOD (Contingency Operations Mobility Planning and Execution System, Logistics Module) Unit Type Code (UTC) equipment requirements for approval by the Equipment Review Approval Authority.

5.4.2.2.3. Verify and coordinate clearing of rejects and variances.

5.4.2.2.4. Perform Pre-deployment Planning and Organizational Responsibilities.

5.4.2.2.4.1. Appoint one person to serve as a representative to EPWG.

5.4.2.2.5. Participate with AFMC Allowance Standard Activity in the determination of items in the allowance standard and the Basis of Issue (BOI) of support equipment (SE).

5.4.2.2.6. Ensure the maintenance of the auditable accountable records (verified by physical inventories) for units assigned to the command and tenant units under the jurisdiction of the command.

5.4.2.2.7. Ensure complete and verified reports of all equipment authorized and/or in the possession of command assigned units and tenant units under their jurisdiction for reporting purposes.

5.4.2.2.8. Conduct analysis, management studies, and reviews as required ensuring an effective, responsive, and economical command equipping system is fully supporting the assigned mission.

5.4.2.2.9. Develop, maintain, and report forecast authorization equipment data as required, to project equipment requirements in support of programmed/unprogrammed unit actions.

5.4.2.2.10. Manage the Reporting Organization File (ROF) program.

5.4.2.2.11. Authorizes changes to a specific unit's or weapon systems authorization, input command allowance change request into the Equipment IT system and forward the approved change to the EAE and AFMC SCM-R Equipment Activity.

5.4.2.2.12. Perform Chief Financial Officer oversight for assigned bases.

5.4.2.2.13. Coordinate with functional managers for the prioritization of support equipment requirements.

5.4.2.2.14. Perform a biennial configuration review to ensure changes to unit data sets in AFEMS are calculated correctly.

5.4.2.2.15. Review, approve, and submit Local Purchase (LP) and Local Repair (LR). Waiver Request for AF Equipment Items Centrally Managed and Procured NF/ND Nonexpendable Items with Alpha Budget Codes (further defined in **5.4.9**) to AFMC. Refer to specific requirements for LP and LR Waiver Request provided in AFMAN 23-122 Section 5D.

5.4.2.2.15.1. Ensure redistribution of equipment is not possible to satisfy the urgency of the mission requirement.

5.4.2.2.15.2. Consider the overall effect of realigning funds to fulfill the requirement through procurement or repair.

5.4.2.2.15.3. Ensure prioritization categories have been assigned appropriately and if requirement is in the AF Equipment IT system, ensure the prioritization categories match. Prioritization categories are further defined in AFMAN 23-122 Section 5D **paragraph 5.4.29.3.2.8**.

5.4.2.3. AFMC. Responsible for implementing and managing the AF Equipment IT System. Specific responsibilities include:

5.4.2.3.1. Develop, publish, and implement detailed directives and procedures for the system, which includes development of policies for HAF approval.

5.4.2.3.2. Maintaining an automated system to disseminate allowance and catalog data to the MAJCOM.

5.4.2.3.3. Technically advising and assisting MAJCOM equipment management offices (CEMO) in matters affecting the equipment management system.

5.4.2.3.4. Evaluating, for approval/disapproval, recommendations received from MAJCOMs relative to the equipment materiel management IT system (process and data system) deficiencies or proposed improvements.

5.4.2.3.5. Development and implementation of changes in policy, procedures, data system design and operating/maintenance techniques direct by HAF.

5.4.2.3.6. AFMC Allowance Standard Activity. The AFMC Allowance Standard Activity is responsible for developing (in conjunction with the MAJCOMs) and maintaining allowance standards that are matched to COMPES LOGMOD (Contingency Operations Mobility Planning and Execution System, Logistics Module). Unit Type Code (UTC) equipment requirements for approval by the Equipment Review Approval Authority and identify the appropriate amount of support equipment needed to sustain a weapon system for peace-time and war time operations.

5.4.2.3.6.1. Line by Line Allowance Standard Review and Desktop Audit Allowance Review. Allowance Standard (AS) reviews are scheduled by the Allowance Manager (AM) and coordinated with the MAJCOM Command Equipment Management Office (CEMO). The AM chairs the AS review. **(T-2).**

5.4.2.3.6.1.1. MAJCOMs request reviews for such things as a change in mission, operational or maintenance concepts, or conversion from one weapon system to another, or determined to be mission critical. The activity requesting the review must justify the review, and obtain coordination from other using MAJCOMs.

5.4.2.3.6.1.2. The AM will arrange for the required representation at the conference. This representation should include: Lead MAJCOM CEMO's, MAJCOM Command Functional Area Manager, Pilot Unit representation, contractors, or activities having subsystem or related support responsibilities and other MAJCOMs utilizing the subject AS.

5.4.2.3.6.1.3. At least 30 days prior to convening the AS review conference, the AM will furnish conferees an agenda and an updated AS working copy to be used at the conference. **(T-2).** MAJCOMs will review the working copy and have a command position, by item, prior to the conference. If a MAJCOM cannot participate, their comments will be submitted to the lead CEMO prior to the AS review.

5.4.2.3.6.1.4. The AM makes the final determination as to items and the BOI

on the AS, except those items that are directed or controlled by HQ USAF.

5.4.2.3.6.2. Act for, and in the name of, the CSAF, in the development, approval/disapproval, publication, and revision of equipment allowances.

5.4.2.3.6.3. Assign and maintain WRM composition codes to allowance standards.

5.4.2.3.7. AFMC is responsible for developing buy/budget projections and initiating procurement actions for centrally procured NSNs to support current and forecasted (future) requirements. AFMC manages centrally procured, government furnished equipment (GFE).

5.4.2.3.7.1. Review Local Purchase Waiver Requests.

5.4.2.3.7.1.1. The Equipment Policy and Procedures Implementation Office will assign a tracking control number to Local Purchase Waiver Requests and act as the focal point between the MAJCOM CEMO and the applicable ALC Integrated Product Team (IPT). members. **(T-2).**

5.4.2.3.7.1.2. The IPT will: **(T-2).**

5.4.2.3.7.1.2.1. Critical Requirements will be reviewed within 10 working days.

5.4.2.3.7.1.2.2. If LP is approved, the IPT will provide the following: **(T-2).**

5.4.2.3.7.1.2.2.1. Source for procurement of the item and any special instructions required.

5.4.2.3.7.1.2.2.2. Scope of approval including quantity approved and expiration date of the waiver.

5.4.2.3.7.1.2.2.3. Funding will be provided for Investment items/Direct AF Element of Expense Investment Code or (EEIC). 638 Operations & Maintenance (O&M) items. Refer to AFMAN 23-122 for exclusions.

5.4.2.3.7.1.2.3. Review other services Local Purchase Waiver Request in accordance with Joint Regulation AMC-R 700-99, NAVSUPINST 4740.7, AFMCR 400-21, MCO PRR10-22C, “Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items,”

5.4.2.3.7.1.3. The IM will: **(T-2).**

5.4.2.3.7.1.3.1. Ensure the applicable requisition(s). is appropriately coded

5.4.2.3.7.1.3.2. Confirm the requisition(s). as delivered.

5.4.2.3.7.1.3.3. Maintain the LP Waiver Request in history files for 2 years after confirmation of asset receipt.

5.4.2.3.7.1.3.4. Update procurement history files and assume materiel management.

5.4.2.3.7.2. Review Local Repair Waiver Requests.

5.4.2.3.7.2.1. The Equipment Policy and Procedures Implementation Office

will assign a tracking control number to Local Repair Waiver Requests and act as the focal point between the MAJCOM CEMO and the applicable ALC Integrated Product Team (IPT). members. **(T-2).**

5.4.2.3.7.2.2. The IPT will: **(T-2).**

5.4.2.3.7.2.2.1. Review the urgency of need and determine the support options. They will have a defined number of days to work the issue based upon the Prioritization Category assigned to the requirement.

5.4.2.3.7.2.2.1.1. Critical Requirements will be reviewed within 10 working days.

5.4.2.3.7.2.2.1.2. Important Requirements will be reviewed within 15 working days.

5.4.2.3.7.2.2.1.3. Routine Requirements will be reviewed within 25 working days.

5.4.2.3.8. AFMC SCM-R Equipment Activity: The AFMC SCM-R Equipment Activity primary responsibility is to ensure the AF approved IT system data is accurate and up-to-date. AFMC SCM-R Equipment Activity duties include:

5.4.2.3.8.1. Complete the quarterly Equipment Authorization and On Hand Balance Reconciliation

5.4.2.3.8.2. Clear equipment rejects/variances (except for vehicles) in the appropriate materiel management IT system.

5.4.2.3.8.3. Review Allowance Source Code Listings.

5.4.2.3.8.3.1. Conduct allowance reviews of miscellaneous ASC's (with representation from using commands, functional area manager, PMs, IMs, and other AF agencies) annually. During review, invalid equipment authorizations will be deleted and excess items will be turned-in and redistributed.

5.4.2.3.8.4. **(DELETED)**

5.4.2.3.8.5. **(DELETED)**

5.4.2.3.8.6. Notify gaining LRS/Materiel Management Activity of incoming transfer assets.

5.4.2.3.8.7. When notified of a deployment, process transfer, loan, or RDO requests as directed by CEMO.

5.4.2.3.8.8. Track deployments/transfers.

5.4.2.3.8.9. Manage Shipment Movement Follow-Up Notices.

5.4.2.3.8.10. **(DELETED)**

5.4.2.4. LRS CC/AO. The LRS CC/AO provides overall management of the base equipment.

5.4.2.4.1. The LRS CC/AO or designated representative will conduct face-to-face responsibility briefings with all incoming squadron commanders, to include tenant

organizations, within 90 days of incoming commanders' arrival. The briefing will include organizational commander responsibilities for the management and Unique Identification Device (UII) marking of equipment, responsibility for appointment of custodians in a timely manner, GPC uses for purchasing equipment and appropriate IT system used to account for these items. **(T-2).** The LRS CC/AO may perform this briefing via telecom for geographically separated units that he/she supports. **(T-3).**

5.4.2.4.2. Establish a base level equipment review and authorization activity that will ensure only those equipment items necessary to support the mission are in-use or on order and are matched to COMPES LOGMOD (Contingency Operations Mobility Planning and Execution System, Logistics Module). Unit Type Code (UTC). equipment requirements. **(T-3).**

5.4.2.4.3. Establishes and maintains accurate accountable records for all units supported by the accountable officer.

5.4.2.5. EAE. The EAE will: **(T-2).**

5.4.2.5.1. Schedule annual organizational visits NLT 30 December for the upcoming year, to ensure custodians are adequately performing their accountability responsibilities.

5.4.2.5.1.1. During the visit, EAE will physically verify location and accountability of all capital equipment, NWRM and COMSEC assets.

5.4.2.5.1.2. EAE will physically check 10% of in-use equipment listed on the custody receipt listing and ensure all in-use equipment checked is properly marked with the appropriate Unique Item Identification (UII). **(T-2).**

5.4.2.5.1.3. Prepare a written memorandum signed by the LRS CC/AO for the organizational commander/responsible officer, summarizing the visit and listing the discrepancies found. The organizational commander will be required to provide corrective actions on any findings noted within 30 days of the initial memorandum. **(T-3).**

5.4.2.5.1.4. For Geographically Separated Units (GSUs), conduct annual telecoms to address issues and must visit the units at least once every three years. **Note:** MAJCOMs must request a waiver in writing to AF/A4LE for any deviations from the GSU visit guidance. The waiver request will include justification along with an estimated date for visits to start. **(T-1).**

5.4.2.5.2. Attend base deployment concept briefings and process transactions to deploy or transfer equipment.

5.4.2.5.3. Validate custodians complete Block III Computer Based Training (CBT). Provide and document initial and annual AF/A4LE equipment custodial supplemental training. Ensure COMSEC and IUID training is provided. COMSEC training is mandatory for custodians who oversee COMSEC assets.

5.4.2.5.4. Update base level equipment data, such as organization configuration data and equipment custodian profile data.

5.4.2.5.5. Ensure Chief Financial Officer (CFO) data is loaded in AF approved IT system: Statements of Federal Financial Accounting Standards (SFFAS) No. 6 and Accountability of Equipment, IAW the CFO Act of 1990. SFFAS No. 6 outlines capitalization and depreciation of general property, plant, and equipment (PP&E). SFFAS No. 6, states any CA/CRL asset that meets the following criteria must be capitalized, depreciated, and reported on the annual financial statements. If the combined cost of the components comprising a system exceeds $100,000, the personal property must be capitalized and depreciated. **(T-2).**

5.4.2.5.5.1. All assets meeting capitalization requirements must be recorded in AFEMS with the following data: acquisition cost, acquisition date, serial number/unique identifier, and the fund designator. **(T-2).**

5.4.2.5.6. Coordinate with AFMC SCM-R Equipment Activity on all equipment transactions impacting the movement of equipment assets such as redistribution orders and equipment transfers.

5.4.2.5.7. Manage Low Speed Vehicles (LSV)., Other Government Motor Vehicle Conveyances (OGMVC) and “non-registered vehicle” trailers (with the exception of the LSVs, OGMVCs and “non-registered vehicle” trailers purchased with Non-Appropriated Funding [NAF]) on EAID accountable records

5.4.2.5.7.1. Low Speed Vehicles (LSV) are centrally procured and cannot be purchased by field units. All requests to add LSVs to unit equipment account will be denied and the host LRS Vehicle Management Flight will be contacted.

5.4.2.5.7.2. All requests to add an authorization and purchase OGMVCs will be routed IAW AFI 24-302 prior to approval. See AFI 24-302 for definition of “OGMVC".

5.4.2.5.8. **(DELETED)**

5.4.2.5.9. Coordinate GPC purchases of equipment/SPRAM IAW AFI 64-117.

5.4.2.5.10. Work with custodians to clear all variances

5.4.2.5.11. Maintain CA/CRL Jacket Files. Ensure only CA/CRLs generated by ILS-S are used. Note: Vehicle records do not fall under the responsibility of EAE.

5.4.2.5.12. Perform annual configuration data review.

5.4.2.5.13. Perform annual weapons and semi-annual COMSEC reconciliations.

5.4.2.5.14. Review requisitioning of equipment items from DLADS to ensure the requesting organization has a valid equipment authorization established.

5.4.2.5.15. Provide Customer Service the names of equipment custodians upon appointment and change of custodian.

5.4.2.5.16. Validate and authorize AF equipment items prior to processing all issues for non-centralized bases.

5.4.2.5.17. The EAE will validate allowance change requests**. (T-2).**

5.4.2.5.18. Ensures organizational requests that exceed allowance standard quantities, or recommended changes to the standard, are forwarded through MAJCOM channels for approval/disapproval.

5.4.2.5.19. Prepare and record all equipment turn-ins.

5.4.2.6. Organizational Commander Responsibilities. The using organizational commander in coordination with the LRS CC/AO will establish custodian responsibility for in-use/in-place equipment. **(T-3).**

5.4.2.6.1. Appoint primary and alternate equipment custodians in writing for all equipment accounts in his/her organization. Custodians may be commissioned officers, NCOs, warrant officers, contractors (as specified in contract), or civilians (minimum civilian grade is GS-5 or other equivalent civilian pay grade series). Local wage rate (LWR) employees (foreign employees in host countries) may be appointed primary or alternate custodian ONLY if the host country's laws hold them financially liable.

5.4.2.6.1.1. The appointment letter will be signed by the commander and should include:

5.4.2.6.1.1.1. Custody receipt account code.

5.4.2.6.1.1.2. Section title.

5.4.2.6.1.1.3. Name and grade of primary and alternate custodians.

5.4.2.6.1.1.4. Organization and shop code.

5.4.2.6.1.1.5. Building number of the custodian's duty section.

5.4.2.6.1.1.6. Telephone number/Email address

5.4.2.6.1.1.7. Signature for both the primary and alternate equipment custodians.

5.4.2.6.2. Establish local program that provides visibility and audit trail capability for all BC9 equipment items with a cost less than $5,000. All BC9 equipment items with a cost of $5,000 or greater must be accounted for in an AF approved IT system. **(T-2).**

5.4.2.6.3. Ensure all GPC equipment purchases are coordinated through the EAE prior to purchase.

5.4.2.6.4. Initiate Reports of Surveys for missing property within 15-days of being notified assets are missing.

5.4.2.6.5. Ensure strict materiel management discipline of the organization.

5.4.2.6.6. Appoint primary and alternate deploying equipment custodians for all equipment accounts with use code A (mobility) assets. Custodians may be commissioned officers, NCO's, warrant officers, contractors (as specified in contract), or civilians (minimum civilian grade is GS5 or other equivalent civilian pay grade series).

5.4.2.6.7. Ensure owning custodian(s) conduct periodic mobility equipment reviews with the UDM to ensure tasked equipment is identified with the proper UTC in the

AF Equipment IT System and are matched to COMPES LOGMOD (Contingency Operations Mobility Planning and Execution System, Logistics Module). Unit Type Code (UTC) equipment requirements.

5.4.2.6.8. Ensure appointed custodians conduct inventories of all accountable property as required/scheduled.

5.4.2.7. Organizational Custodian responsibilities. Equipment custodians are responsible for equipment on their account. Custodians may be held financially liable for such equipment if it becomes lost, damaged, or destroyed.

5.4.2.7.1. Complete Block III Computer Based Training (CBT), COMSEC and IUID training, and AF/A4LE supplemental training prior to assuming equipment custodian duties.

5.4.2.7.1.1. Custodians with COMSEC/CCI assets under their management and control will complete the AFEMS COMSEC training module. **(T-2).**

5.4.2.7.2. Request establishment, cancellation or changes to equipment detail records.

5.4.2.7.3. Manage equipment assets under their control, perform annual inventories and matched to COMPES LOGMOD (Contingency Operations Mobility Planning and Execution System, Logistics Module). Unit Type Code (UTC) equipment requirements.

5.4.2.7.4. Submit Allowance Change Requests. Provide EAE with justification supporting any Allowance Change Request.

5.4.2.7.5. Notify EAE of upcoming deployment and provide a list of assets to be transferred/deployed.

5.4.2.7.6. Immediately report any excess authorizations, allowances, or in-use assets to the LRS EAE.

5.4.2.7.7. Notify EAE of when there is a change of command /appointing official.

5.4.2.7.8. Validate equipment authorizations and backorders. Turn-in excess and request cancellation of unneeded backorders and requisitions**.**

5.4.2.7.9. Ensures that all items are on-hand and serviceability/condition is properly recorded in the IT system.

5.4.2.8. Deploying Equipment Custodian Responsibilities. The primary/alternate deploying equipment custodian has the following responsibilities:

5.4.2.8.1. Complete Deployed Equipment Custodian training prior to all deployments.

5.4.2.8.2. Conduct an inventory with the owning custodian, prior to processing for movement, to identify assets to be deployed/transferred.

5.4.2.8.3. While deployed, act as the single point of contact in the deploying organization on all matters relating to the deployed equipment.

5.4.2.8.4. Upon notification of termination of deployment, notify ELRS/AFMC SCM-R Equipment Activity of assets to be returned.

5.4.2.8.5. Upon return to home station, perform a 100% inventory of returned assets, with the original owning equipment custodian to ensure all assets were received/returned.

5.4.2.8.6. Notify EAE after inventory completion and within 24 hours of return of deployed equipment.

5.4.3. Accountability of Equipment.

5.4.3.1. Accountable Property Records. DoD 7000.14-R, Volume 4 and DoDI 5000.64 establishes policy requirement for DoD agencies regarding government owned assets/equipment. The DoD has an obligation to safeguard property from theft, abuse, waste, and unauthorized use. All persons entrusted with the management of Government property shall possess and continually demonstrate an appropriate level of competence and proficiency in property accountability and management. These personnel have financial liability to compensate for property lost, destroyed, or damaged because of their mismanagement or negligence while in their use, care, custody, or safeguarding.

5.4.3.1.1. Accountable property records shall be established for all property purchased, or otherwise obtained, having a unit acquisition cost of $5,000 or more; leased assets (capital leases) of any value; and assets that are sensitive or classified. Property records will be kept current and shall provide a complete trail of all transactions, suitable for audit i.e. a transaction-based history of asset activity. Accountable property records shall reflect current status and location, until disposition of property. **(T-2).**

5.4.3.1.2. EMC Equipment Not Requiring EAID Accounting. Equipment items that do not require authorized/in-use detail records are assigned EMC 1. EMC 1 equipment is included in allowance standards but as a general rule is not subject to EAID accounting. EMC 1 equipment costing $5,000 or greater must be accounted for in an AF approved IT system. EMC 1 equipment that does require EAID accounting includes the following items: **(T-2).**

5.4.3.1.2.1. Mobility items (use code A). The MAJCOMs have the option to waive this requirement for NF1 items stored in mobility bags.

5.4.3.1.2.2. WRM (use code D).

5.4.3.1.2.3. WRM joint use (use code C).

5.4.3.1.2.4. Weapons AFI (controlled item code N).

5.4.3.1.2.5. EMC 1 equipment items that are related to a substitute or a preferred item that is not EMC 1. Relationship in this case is by document number since EMC items are assigned without regard to ISG relationship.

5.4.3.1.3. Equipment accounts will be inventoried a minimum of annually (semi-annual for COMSEC and controlled items, with the exception of pilferable assets). CA/CRL will be signed by custodian(s) and unit commander using original or digital

Controlled Access Card (CAC) signature, within 15 workdays (30 workdays for off-base units) of the date. **(T-2).**

5.4.3.1.3.1. Conduct annual CA/CRL inventories IAW AFI 23-101 Chap 5 Sec. 5G. Identify all equipment over $5000 to confirm that items are on the CA/CRL. Use the R14 produced by ILS-S. Listing should not be used to add items to the CA/CRL, but to ensure accountability is established for all applicable equipment items in the work place. Once identified, the custodian will contact EAE to determine/establish accountability. **(T-2)**

5.4.3.1.4. Unsigned Equipment Accounts. If a commander allows primary/alternate equipment custodians to depart a duty station or unit without designating a new replacement to receipt for the equipment account within 45 calendar days prior to departure, the commander will immediately sign the CA/CRL and accept responsibility. **(T-2).**

5.4.3.2. BC 9 items purchased using the GPC which meet the established criteria for accountability must be reported to the EAE to determine if accountability is to be established using the AF approved IT system. Organizational Commanders are responsible for establishing accountability for any BC 9, EMC 1 assets that do not meet accountability criteria for equipment materiel management IT system reporting. **(T-2).**

5.4.3.3. UII. The EAE will work with the custodian to ensure that UIIs are applied and associated with equipment data. **(T-2).** UII construct and application for managed equipment shall be done IAW MIL-STD-130. This is mandatory for all assets on the CA/CRL with the exception to assets that have formal UII waivers from AF/A4LE. The equipment custodian will advise the EAE when replacement labels are required. **(T-3).**

5.4.3.3.1. Most capitalized assets contain an Identaplate that reflects the manufacturers serial number. If no serial number can be found, the equipment custodian will contact EAE for assignment of a number. When the EAE provides a locally assigned serial number to a capital asset, the custodian must engrave the serial number on the asset where it is visible. **(T-2).**

5.4.3.3.2. Exception: When engraving has the potential to affect form, fit, and function, the EAE will contact the Cognizant/Chief Engineer before engraving and maintain in documentation of the approval/disapproval from the Chief Engineer in TAB C of the CA/CRL jacket folder. **(T-2).**

5.4.3.3.3. EAE must maintain a central log for all serial numbers assigned to the custodian. EAE will assign a 13-position serial numbers as follows: **(T-3).**

Table 5.4. Serial Numbers.

POSITIONS	POSITIONS SERIAL NUMBER DATA
Positions 1-4	Base SRAN. **Note:** Only use numeric part of the SRAN i.e. 4488.
Positions 5-11	Four digit calendar year, three digit Julian date

Positions 12, 13	Two digit number beginning with 01 each day

5.4.3.4. All in-use identity changes for equipment assets require certification from a qualified inspector. The LRS CC/AO will appoint individuals of the EAE to act as limited inspectors. The LRS CC/AO may appoint individuals from the Inspection Element. In addition, the LRS CC/AO may appoint and train individuals in supported Geographically Separated Units (GSUs) when the travel time to the GSU is more than one duty day by the most economical means of transportation. The LRS CC/AO will use written notification to delegate this authority to individuals. **(T-3).**

5.4.3.5. Reports of Survey will be initiated IAW AFMAN 23-220, DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, or Destroyed* and AFI 20-110, *Nuclear Weapons Related Materiel Management.*

5.4.3.6. Fixed Ground Communications-Electronics (C-E) Equipment. Fixed ground C-E equipment is non-tactical, which means it is not moved from one location for tactical deployments. C-E equipment includes all radio, wire, and any other means used for the electrical and visual transmission and reception of information or messages in the clear or by cryptographic means; radar and radiation aids to Air Traffic Control and navigation and enemy aircraft warning and interception; electronic weather equipment, electronic countermeasure devices, and related electronic systems and equipment.

5.4.3.7. Space weapons systems consist of ground stations and systems which may be deployed in tactical strategic roles. These systems consist of all ground electronic devices and components for missile warning and space surveillance control.

5.4.3.7.1. After installation of fixed ground C-E equipment, all end items (ERRCD NF/ND) specifically identified as major items in a project package are maintained and accounted for on EAID records.

5.4.3.7.2. Real property C-E items in FSC 5410 and 5445 are accounted for within C-E. Only items in these stock classes identified as real property are not accounted for on EAID details.

5.4.3.8. Aircraft/Missile Installed Equipment Aircraft/missile installed equipment is nonexpendable items formerly listed in the -21 series TOs and accounted for on AF Form 2691, *Aircraft/Missile Equipment Property Record*.

5.4.3.8.1. Authorizations for these items are for maintenance, safety, and protective (MSP) equipment, collective protection system, and alternate mission equipment (AME). AFMC system/IMs and the using command determine these authorizations when an organization gets its weapon system or during allowance standard review. AFMC SCM-R Equipment Activity will maintain authorized/in-use detail records for aircraft/missile installed equipment. Aircraft installed -21 equipment coded NF/ND for various aircraft are exempt from day-to-day EAID transaction processing. Account for and control this equipment according to each MAJCOM supplement to AFI 21-103.

5.4.3.8.2. In-use balances will be updated based on the information provided in the annual inventory. Discrepancies are resolved using reports of survey, equipment transfer orders, etc. Requisition replacements using activity code P with an authority for issue flag R, MAJCOM-directed projects.

5.4.3.9. Cranes, Hoists, Monorails, Rails, and Trolleys. All moveable items are included in an allowance standard and will be accounted for on EAID detail; non-moveable items will RPIE and accounted for through C.E.

5.4.3.10. Crested China/Crystal Issued to Special Command Positions (Air Force). These items should be accounted for on the appropriate Organizational Visibility Listing. General Officers assigned to a special command position are authorized to purchase the china/crystal issued to the position upon his/her retirement. These purchases are limited to the AF crested china/crystal.

5.4.3.11. Food Services Activities appropriated funded equipment. All appropriated fund (APF) support equipment, including collateral equipment, for non-self-supporting activities are listed in allowance standards and funded through appropriated fund sources and will be accounted for on EAID records. **(T-2).**

5.4.3.12. Military Affiliate Radio System (MARS). Equipment. Equipment for MARS stations will be maintained on authorized/in-use detail records. (**T-2).**

5.4.3.13. Military Missions, Air Attaches, and AF Sections of Advisory Groups. Separate EAID will be assigned to each military mission attaché, or section of an advisory group for which the AF has been designated to provide support. **(T-2).**

5.4.3.14. Military Working Dogs. Military working dogs (MWD) are scout, sentry, patrol, tracker, and detector narcotic/contraband dogs the AF requires for a specific purpose, mission, or combat capability. AFI 23-126(I), *DoD Military Working Dog Program* and AFI 31-121, *Military Working Dog Program*, contain processing policies and procedures for MWD. These dogs will be maintained on authorized/in-use detail records.

5.4.3.15. Other Government Managed Vehicle Conveyances (OGMVCs). OGMVC are slow moving conveyances (e.g. golf carts, scooters) not meeting LSV criteria. (Exception is Other Government Motor Vehicle Conveyances (OGMVCs) purchased with NAF monies) will be accounted for using criteria IAW AFI 24-302. **(T-2).**

5.4.3.15.1. All OGMVCs will have an authorized in-use detail record established in equipment account. OGMVCs will also have a non-CFO record established in the applicable materiel management IT system. Non-CFO record will include: serial number, part number, Commercial and Government Entity (CAGE) code, manufacturer's name, acquisition date, acquisition cost, and fund designator "GF". Exceptions are those purchased with NAF. **Note:** Additional guidance for accounting for other equipment items can be found in AFMAN 23-122, Sec. 5D, Equipment Management. **(T-2).**

5.4.3.15.2. Approval of authorizations for OGMVCs will be at base level; however, Ground Safety and Vehicle Management coordination is required. **(T-3).**

5.4.3.16. Portable Buildings. A portable building is defined as a small, shed-type structure with less than 300 square feet with no permanently installed Base Civil Engineer utility hookups. These buildings are not suitable for human habitation and do not satisfy requirements for permanent real property. They are designed to be moved intact from one place to another by means of a flat-bed trailer and, therefore, are not considered vehicular (wheeled) equipment. Portable buildings are purchased with budget code 9, local purchase (JBB) funds.

5.4.3.17. Training Equipment. Training equipment authorizations required to support training courses outlined in Education and Training Course Announcements or developed IAW AETCI 36-2203 or AETCI 36-2221 for resident school, field training detachment (FTD), and flying training courses are derived from allowance standards (AS) of the same functional area or weapon system allowance standard.

5.4.3.17.1. Individual basis of issue (BOI) for AETC training equipment requirements will not be cited in allowance standards due to variation in student loads, duration of courses and other variable factors which preclude identity of fixed allowances. The only exceptions to this policy are nuclear weapons-related equipment cited in AS 805 (Nuclear Weapons Training), weapons-related equipment cited in AS 538ACFB (AETC Students/Deployers Requiring Weapons Training), and COMSEC/CCI equipment (Serialized Report Code "C").

5.4.3.17.2. A single organization and shop code will be established for each course or FTD weapon system Mission Design Series (MDS) Training units with equipment in multiple locations may have multiple equipment accounts. The unit's organization identification code (Org ID) will be consolidated at the appropriate level (i.e., wing, group, squadron) and will be assigned by HQ AETC/A4R. (**T-2).**

5.4.3.17.2.1. The equipment custodian will provide a single AETC Form 120, *Training Equipment List*, or AETC Form 120A, *Field Training Equipment List*, for each course or MDS. The AETC Form 120/120A is utilized as the allowance standard for the course or FTD. Custodians will list items in stock number sequence and indicate maximum authorizations. **(T-2).**

5.4.3.17.2.2. A new AETC Form 120/120A will be provided whenever the custodian requests authorization changes, additions, or deletions. The AETC Form 120/120A must accompany a cover letter signed by the Organizational/Detachment Commander, Director, or Flight Chief. The letter must indicate any required authorization changes and identify any quantity that supply must order. The letter and AETC Form 120/120A will be kept in the Master Jacket File and the Custodian Jacket File. The new AETC Form 120/120A and signed cover letter will replace superseded forms and letters in both files. **(T-2).**

5.4.3.17.3. The LRS EAE will cite the AS of the functional area or weapon system followed by alpha "O" (e.g., 734OOOO). **(T-2).**

5.4.3.17.4. Equipment authorizations on the AETC Form 120/120A will be validated annually by the custodian. **(T-2).**

5.4.4. Allowance Standards-Issue and Control.

5.4.4.1. Basis of Issue (BOI). The BOI in allowance standards is normally the maximum quantity for nonexpendable items which may be authorized. BOI for funded (BC 9) Equipment are advisory only and are not restricted to the identified users. **Note:** The commander is authorized to exceed the BOI in weapons system support allowance standards if the prime authorization is base funded (BC9). Base funds cannot be used to procure alpha budget coded items.

5.4.4.2. Allowance Standard Items. Allowance standards normally list the master item in the ISG. All prime authorization records will reflect the stock number prescribed in the allowance standard. A prime NSN will not be substituted for another prime. If another prime meets your requirement, submit a change request.

5.4.4.3. ASCs 081, 082, and 083 are reserved for special equipment management purpose and may only be used when directed by AF/A4LE. These ASCs will only be used when a need exists to account for equipment which has been returned from a theater of operation, deployment, or other significant operation. **(T-2).** The approval period is not to be indefinite and is to be sufficient to resolve the problems necessitating use of these ASCs.

5.4.4.4. Nonexpendable Items. Generally, only nonexpendable items will be listed in allowance standards. (Expendable items may be listed for the user's information). Personnel may request quantities of expendable items that exceed the basis of issue in applicable allowance standards, except for specialized tools, personal retention and survival items, components of bench sets, and WRM. EMC 1 items are normally excluded from EAID accountable records, but may be included in allowance standards.

5.4.4.5. Authorizations for training equipment required to support training courses outlined in education and training course announcements and developed IAW AETCI 36-2203 or 36-2221 are derived from allowance standards of the same functional area or weapon system allowance standard.

5.4.4.5.1. Individual basis of issue (BOI) for AETC requirements will not be cited in allowance standards due to variation in student loads, duration of courses and other variable factors which preclude identity of fixed allowances. The BOI cited for AETC use is one per instructional group. An instructional group is the maximum number of students whose training may be accomplished using one set of course related support equipment.

5.4.5. Transfer and Deployment of Equipment.

5.4.5.1. Transfer of accountability will be the preferred method to move equipment. Movement of all accountable equipment in support of contingency, humanitarian, and/or disaster relief operations will be accomplished using transfer procedures when an ELRS or host materiel management support is available. **(T-1).**

5.4.5.1.1. National Emergency. To support national emergencies, transfer procedures will be followed. **(T-1).** All replacement issues should be processed with the name of the emergency or national disaster listed in the “mark for field”.

5.4.5.1.2. NWRM. For guidance applicable to NWRM assets, refer to Sec. 10B of this instruction.

5.4.5.1.3. The primary method to move equipment for ANG and AFRC will be to deploy not transfer. Transfer of ANG and AFRC equipment can only occur when the ANG/AFRC CEMOs have determined that it is excess to their needs. Excess ANG and AFRC equipment will follow transfer procedures. Transfer of ANG and AFRC equipment that is not excess can only be transferred if DoDI 1225.6; AFI 10-402, *Mobilization Planning* and AFH 10-416, *Personnel Readiness and Mobilization* are complied with first. Additionally, at least 45 days prior to initiating ANG/AFRC equipment transfers, gaining MAJCOMs will provide a replacement plan to AF/A4LE for staffing and subsequent approval with the SECDEF through the Assistant SECDEF for Reserve Affairs (ASD (RA).). AF/A4LE will forward the approved plan and proposal for withdrawal, diversion, or reduction of equipment to the ANG/AFRC CEMOs. **(T-1).**

5.4.5.2. Deployment. The use of deployment procedures are authorized under the following conditions:

5.4.5.2.1. There is no ELRS or host materiel management support available at the gaining operating location.

5.4.5.2.2. To support the movement of equipment for peace time exercises, short-term contingencies of less than 30 days and training deployments.

5.4.5.2.3. When an individual deploys with equipment issued on a per individual basis (1 each to an individual) such as military working dogs and weapons.

5.4.5.2.4. When aircrew flight equipment assets remain on the aircraft during deployment and return to home station.

5.4.6. Registered Equipment (RE). Registered Equipment or motor vehicles, are assets identified with budget code V and an ERRC of NF5 or ND5. These assets are managed by the Vehicle Management and Analysis section. Refer to AFI 24-302 for REM guidance.

5.4.7. General SA/LW Management.

5.4.7.1. SA/LW are defined as carbines, grenade launchers, machine guns, pistols, recoilless, weapons, revolvers, rifles, shotguns, etc. Serialized control and reporting applies only to complete weapons or the part of the weapon which the serial number is stamped or etched, such as the receiver or frame.

5.4.7.2. SA/LW assets will be accounted for on a separate equipment account by serial number. Due to system limitations there will be no more than 80 items per equipment detail record. **(T-2).**

5.4.7.3. Authorizations. Annually, the MAJCOM A4R (Logistics Plans and Integration office) will determine (via AFI 10-403 and AFI 10-2501) the minimum mobility SA/LW requirements in conjunction with mobility bag authorizations (NLT 1 January). **(T-1).**

5.4.7.4. AFMC SCM-R Stock Control /Equipment Management Activity or Base Level equivalent will provide the applicable SA/LW Item Manager with the NSN, QTY and Condition Code of excess SA/LW and coordinate disposition for subsequent processing of all shipment transactions IAW disposition instructions. **(T-2).**

5.4.7.5. For shipment of weapons, refer to Para **5.3.9.5** and subparagraphs

5.4.7.6. Small Arms to Senior Military and Civilian Officials. Senior Military and Civilian Officials (including AFRC and federally recognized ANG general officers) may be issued the standard Air Force sidearm IAW AFI 31-117 by submitting a letter of request to AF/DPG (AF/REG for AFR GOs) for verification. This letter of request must contain an appropriate organizational mailing address and a Stock Record Account Number (SRAN) for the weapon.

5.4.7.7. Using organizations will not procure SA/LW. Units will only purchase SA/LW accessories (i.e. holsters, magazine, magazine pouches, slings, cleaning supplies, etc.) approved by HQ AFSFC/SFXW for local or Commercial-Off-The-Shelf (COTS) purchase. The base Combat Arms Section is the focal point for all authorized weapon parts procurement and replacement IAW AFI 36-2226.**).**

5.4.8. For Base Closures/Transfers refer to Sec. 2B, Stockage Policy of this instruction for appropriate guidance.

Section 5E—Document Control and Detail Records

5.5. Document Control and Detail Records. Document Control monitors supplies and equipment documents that establish the LRS CC/AO's accountability of stock items. Document Control will ensure any action affecting the stock record account is processed through the applicable materiel management IT system. See AFMAN 23-122, Sec. 5E Document Control and Detail Records.

5.5.1. MAJCOM will: **(T-2).**

5.5.1.1. Special Delinquency Extension. For on-base transactions, and off-base issues and shipments, the MAJCOM will review or revise delinquency extensions as required. On-base transactions are authorized to be given a maximum extension of 15 calendar days and off-base transactions are authorized to be given a maximum extension of 30 calendar days.

5.5.1.1.1. Distances between LRS/Materiel Management Activities and consolidated DLADS have increased, and because of efforts to conserve fuel, MAJCOMs are authorized to extend the deadline past 30 days for off-base transfers. The MAJCOM will not grant across-the-command extensions; each base will apply for its own extension.

5.5.2. AFMC SCM-R Computer Operations will: **(T-2).**

5.5.2.1. Complete Forced Record Alteration Change processing for supported bases including ANG/AFRC satellites off of supported host accounts.

5.5.2.2. Retain original Forced Record Alteration Change output documentation.

5.5.2.3. Ensure a copy of Forced Record Alteration Change output documentation is available.

5.5.3. Organizational Commanders/Officer In Charge (OIC) of supported units:

5.5.3.1. Submit a letter certified by their unit security manager to the LRS CC/AO which identifies individuals authorized to receive classified and NWRM.

5.5.3.2. For classified equipment, the organization will submit all requests to appoint or change a custodian directly to the EAE. **(T-3).**

5.5.3.3. Every June and December the organization reviews the Authorization Receipt Listing provided by the LRS CC/AO, annotates required changes, signs and dates the listing, and returns it to the LRS CC/AO.

5.5.3.4. Retain the classified and NWRM authorization receipt listing (from Document Control/Customer Service) until an updated listing is received.

5.5.4. LRS CC/AO. In addition to Organizational Commander responsibilities.

5.5.4.1. Ensure document control support for satellite and other accounts directly assigned to the LRS/Materiel Management Activity and for satellite accounts in categories III and IIIA not assigned to the LRS/Materiel Management Activity.

5.5.4.2. Authorize use of stamps in lieu of written signature IAW **Para 5.5.7.4.1** of this chapter.

5.5.4.3. Inventory of transferred MRSP/MSK kits is mandatory.

5.5.4.4. Select option for retention of non-fileable documents (reference **Para 5.5.8.2** of this chapter) as applicable.

5.5.4.5. Sign Forced Record Alteration Change or equivalent documents.

5.5.4.6. When an automated asset tracking IT system is utilized; select option for maintaining the Classified and NWRM Authorization Receipt Listing. **Note:** Receipt authorizations for Classified and NWRM will be maintained on separate listings. **(T-2).**

5.5.4.7. Provide a letter of receipt authorization to activities authorized to process classified and NWRM property. This letter will identify the LRS/Materiel Management Activity representatives authorized to receive classified and NWRM property. **(T-3).**

5.5.5. Materiel Management Flight Commander/Chief (may be delegated to QA OIC/ Superintendent) will approve electronic Forced Record Alteration Change requests through AFMC SCM-R Quality Assurance Activity. **(T-3).**

5.5.6. Materiel Management Flight Chief will approve access to auditable documents for other than Document Control personnel, maintain a written copy of approval, and use local controls to limit access. **(T-3).**

5.5.7. Document Control responsibilities:

5.5.7.1. Security. Auditable documents will be maintained in a secure location.

5.5.7.2. Records Dispositions. Accountable documents will be filed and disposed IAW the AFRDS.

5.5.7.3. Document Removal. Removal of documents will be controlled via AF Form 614, *Charge out Record*. (**T-2).**

5.5.7.4. Quality Control. Document Control will perform quality control checks. At a minimum, document number, stock number, quantity and unit of issue are compared between each document and the materiel management IT system record for accuracy. Additional quality control checks are as follows:

5.5.7.4.1. All hard copy accountable documents will be signed in blue or black ink. **(T-2).**

5.5.7.4.1.1. Classified items. Only individuals identified on the classified authorization listing can sign for classified items. Immediately report security incidents to the LRS CC/AO and the squadron security manager if unauthorized individuals have signed for property.

5.5.7.4.1.2. Issues.

5.5.7.4.1.3. Sensitive and pilferable items including bench stock issues and releases and/or with an extended cost of $1,000 or more.

5.5.7.4.1.4. Reimbursement/refund issues (except non-sensitive bench stock issues).

5.5.7.4.1.5. Only individuals identified as equipment custodians are authorized to sign for equipment items, expendability expandability/recoverability/reparability cost designator (ERRCD) ND and NF. If the custodians are absent, the organization commander is authorized to sign for the items.

5.5.7.4.1.6. Receiving reports for local purchase or consignee inspection and acceptance.

5.5.7.4.1.7. Shipping documents. Check for the inspector's stamp or signature and the inchecker's stamp or the signature of a representative from Packing and Crating.

5.5.7.4.1.8. Transfers to Defense Logistics Agency Disposition Services.

5.5.7.4.1.9. Warehouse change notice documents.

5.5.7.4.1.10. COMSEC items. The COMSEC custodian will sign or initial all documents for COMSEC items. **(T-2).**

5.5.7.4.1.11. NWRM items. Only individuals authorized on NWRM Authorization Receipt Listing can sign for NWRM items. If an individual is not on this listing and has signed for property, immediately contact the LRS CC/AO and the squadron security manager.

5.5.7.4.2. Specific Quality Control Checks. For each of the following document categories, you must also check the information listed below: **(T-3).**

5.5.7.4.2.1. Due-out release documents.

5.5.7.4.2.1.1. Verify all other bench stock documents for warehouse personnel have initialed or stamped the document.

5.5.7.4.2.2. Turn-in documents. For all turn-ins, check for inspector’s stamp or signature. For REM vehicles, check for inchecker’s stamp or signature.

5.5.7.4.2.3. Receipts. For material physically inspected, check for inspector’s stamp or signature. Except for REM vehicles, check for inchecker’s stamp or signature.

5.5.7.4.2.4. Shipment. Check for inspector’s stamp or signature and inchecker’s

stamp or signature from outbound cargo.

5.5.7.4.2.5. Transfers.

5.5.7.4.2.5.1. Condemned radioactive transfers. The off-line shipment document will be signed by the LRS/transportation activity and filed with the transfer document. **(T-3).**

5.5.7.4.2.5.2. **(DELETED)**

5.5.7.4.2.5.3. MRSP/MSK transfer. When a transferred MSK listing is received, the gaining base Document Control checks it against the materiel management IT system document control records to be sure processing is complete. After verifying that 100% processing was done, Document Control personnel sign the listing and forward it to the deployed unit's materiel management personnel to use in solving inventory problems when the unit returns to home station. See AFMAN 23-122, Sec. 2F, Readiness Spares Packages and Kits for further procedural guidance. **Note:** Personnel responsible for storage and receipt of the MRSP/MSK will attach a certification statement to the MRSP/MSK transfer listing. See AFMAN 23-122, Sec. 2F, Readiness Spares Packages and Kits for further procedural guidance.

5.5.7.5. Supporting documentation control checks. In some cases supporting documentation is required such as reports of survey, statement of charges, cash collection vouchers and reports of discrepancy in shipment. When applicable, file supporting documentation with the materiel management IT system source document.

5.5.7.6. Manual Accounting documents. Document control records will match the handwritten manual accounting documents.

5.5.7.7. Organizational refusals. If an organization refusal requires turn-in action, the organization's refusal document must include the inspector's stamp or signature and the applicable turn-in document number. For retail outlet individual equipment items, IEE personnel, rather than the inspector, will sign the document**. (T-3).**

5.5.7.8. Record Reversal Actions. Document Control will reverse transactions when the materiel management IT system control record and the source document do not match. (**T-2).**

5.5.7.9. Delinquent Documents:

5.5.7.9.1. Standard Delinquent Requirements. A document becomes delinquent on the sixth calendar day after the processed date on the document control record for on-base organizations and satellites on the 11th calendar day for off-base organizations unless it contains a modified delinquent requirement. Delinquency requirements are modified for some documents because of their processing requirements.

5.5.7.9.2. Classified. All classified items (including NWRM) are delinquent after 3 calendar days.

5.5.7.9.3. SA/LW. All controlled item codes N, 2, 3, 4, 5, 6, or 8 source documents that apply to SA/LW are delinquent after 3 calendar days.

5.5.7.9.4. COMSEC/CCI documents. All COMSEC documents with NSNs which have materiel management codes of CA, CK, CR, CO, CY, or CL are delinquent after 3 calendar days.

5.5.7.9.5. Off-base issues at bases operating under the main base or satellite are delinquent after 10 calendar days.

5.5.7.9.6. Off-base shipments having priority 01-08 are delinquent after 5 calendar days. Off-base shipments having priority 09-99 are delinquent after 10 calendar days.

5.5.7.9.7. Transfers to the Defense Logistics Agency Disposition Services. On-base transfers to DLADS are delinquent after 15 calendar days. Off-base transfers to DLADS are delinquent after 30 calendar days. Property that is batch-lotted will become delinquent using the same 15 and 30-calendar day standards. **(T-2).**

5.5.7.9.8. Documents created during unit training assembly (UTA). Some ARC units are only manned part time on UTA activity weekends, rather than with full time technicians. Documents for UTA are delinquent a maximum of 3 calendar days after the next UTA.

5.5.7.9.9. Retail outlet items. Due-out releases for retail outlet items held for customer pickup are delinquent after 10 calendar days.

5.5.7.10. Processing Delinquent Documents. Delinquent documents will be processed IAW AFMAN 23-122. **(T-2).**

5.5.7.11. Document Filing. Files will be maintained IAW AFRIMS. External work files contain source documents which Document Control will keep for a specified time. Management sets up files according to the specific document categories. These files are arranged in either document number sequence or ascending Julian date serial number sequence.

5.5.7.11.1. Fileable. All LRS/Materiel Management Activities will retain all hard copy or IT/electronic image source documents for 6 years and 3 months coded for the following transactions : **(T-3).**

5.5.7.11.1.1. Issue Transactions

5.5.7.11.1.2. Maintenance Issue Transactions

5.5.7.11.1.3. Turn-in Transactions

5.5.7.11.1.4. Receipt Transactions

5.5.7.11.1.5. Local Purchase Receiving Transactions

5.5.7.11.1.6. Bench Stock Issue Transactions

5.5.7.11.1.7. Directed Shipment Transactions

5.5.7.11.1.8. Shipment Transactions

5.5.7.11.1.9. Unit of Issue and/or Unit Price Change Transactions

5.5.7.11.1.10. Identity Change Transactions

5.5.7.11.1.11. Disposal Transactions

5.5.7.11.1.12. FED Transactions

5.5.7.11.1.13. Condition Code Changes

5.5.7.11.1.14. 1GP Transactions

5.5.7.11.1.15. Record Reversal Transactions

5.5.7.11.1.16. Kit Detail Transactions

5.5.7.11.2. In the event the IT system identifies a contrary disposition for these transactions, this instruction takes precedence.

5.5.7.11.3. Non-fileable. These documents will be maintained for 15 calendar days. **(T-3).**

5.5.7.11.4. Additional Filing Requirements. If an audit, inspection, or other reason requires Document Control to keep destroyable documents after a specific time, maintain the documents in a separate file. Do not mix them with documents normally filed by Document Control.

5.5.7.11.5. Permanent Document Files. Document Control maintains permanent files as directed by AFRIMS and as noted in **Para 5.5.7.11.1**. For conflicts between AFRIMS and this instruction, documents will be retained for the longest period indicated. Indicative and price/unit of issue change documents which meet the fileable criteria will be filed separately in stock number and transaction date sequence. File all other documents in permanent files in ascending or descending sequence. The following permanent documents will be filed and maintained by Document Control: **(T-2).**

5.5.7.11.5.1. All classified and NWRM.

5.5.7.11.5.2. All environmental health items identified IAW AFI 32-7086.

5.5.7.11.5.3. To include all of the following ERRCDs, regardless of the extended cost dollar value:, ND3, ND4, ND5, NF3, NF4, NF5, and all ERRCD NF1/NF2 with an extended cost greater than $999.99.

5.5.7.11.5.4. All receiving documents except local purchase, with an extended cost dollar value greater than $1,000.

5.5.7.11.5.4.1. Local Purchase receiving documents are fileable regardless of the extended cost dollar value. Also, if an SF 364, *Report of Discrepancy*, or SF 361, *Transportation Discrepancy Report*, was prepared to correct a discrepancy in receipt, file a copy with the receiving documents and maintain.

5.5.7.11.5.5. All repair cycle DIFM issues and turn-ins with ERRCD of XD/XF with an extended cost greater than $999.99.

5.5.7.11.5.6. All sensitive, pilferable, and control item code 7 items.

5.5.7.11.5.7. All shipping documents with an extended cost greater than $1,000, including transfers to DLADS and shipment of vendor-owned containers or AF-owned containers returned for credit.

5.5.7.11.5.8. Transactions with non-AF activities including bench stock.

5.5.7.11.5.9. Reimbursement or refund issue and turn-in documents including bench stock having an extended dollar value of $1,000.00 or more and as indicated by the materiel management IT system.

5.5.7.11.5.10. Turn-ins with forced credit.

5.5.7.11.5.11. Turn-ins with interchangeable relationship.

5.5.7.11.5.12. Documents associated with these transactions:

5.5.7.11.5.12.1. Equipment/WRM Package Deployment Transaction

5.5.7.11.5.12.2. EAID/In-Use Inter-Custody Receipt Transfer Transaction

5.5.7.11.5.12.3. SPRAM Inter-Custody Receipt Transfer Transaction

5.5.7.11.5.12.4. Establishment of SPRAM Accountability Transaction

5.5.7.11.5.12.5. Equipment/WRM Packages Receipt of Transfer Transaction

5.5.7.11.5.12.6. Non-EAID Equipment Detail Update Transaction

5.5.7.11.5.12.7. Spares Deployment Transaction

5.5.7.11.5.12.8. Equipment/SPRAM Deployment/Return Transaction

5.5.7.11.5.12.9. EAID Accountability Termination Single Selection Transaction

5.5.7.11.5.12.10. Equipment/SPRAM Accountability Transfer Transaction

5.5.7.11.5.12.11. EAID/In-Use Identity Change Transaction

5.5.7.11.5.12.12. Due-out release transaction

5.5.7.11.5.12.13. Identity/Condition Change Transaction(s)

5.5.7.11.5.12.14. Spares Transfer Transaction

5.5.7.11.5.12.15. Reversals of any of the transactions

5.5.7.12. Retrieve Forced Record Alteration Change Request details from **https://private.amc.af.mil/635SCMG/CST/SCMGeFIX/Default.aspx**. Ensure base approval was completed and file a copy in serial number order in a permanent document filed.

5.5.7.12.1. The original Forced Record Alteration Change output documentation is maintained in the LRS/AFMC SCM-R Computer Operations Activity. Copies of the output documents are forwarded to Document Control for filing.

5.5.7.13. Supporting Document Files. Maintain permanent files for the following supporting documents:

5.5.7.13.1. All documents of a manual or automated materiel management IT system for which a direct image document register is not produced.

5.5.7.13.2. Any document with information on it or attached to it for managers, auditors, or inspectors to determine the disposition of an item.

5.5.7.13.3. Equipment management documents as required in Sec. 5E of this instruction.

5.5.7.13.4. Written requests for reversal of a direct charge. File with the record reversal documents.

5.5.7.13.5. Notice of lost or missing documents.

5.5.7.13.6. Original local purchase receipts. (File for 6 years and 3 months to meet legal requirements.)

5.5.7.14. NWRM Inventory Documentation. Maintain permanent files for the following supporting documentation:

5.5.7.14.1. NWRM appointment letters IAW AFI 20-110.

5.5.7.14.2. Records of NWRM Audits and Inventories.

5.5.7.14.3. Certificate of Transfer of Accountability.

5.5.7.15. Shipment Suspense Records/Details. Document Control will manage shipment suspense records/details manually or via the materiel management IT system. **(T-2).**

5.5.8. Receipt Authorization Requirements for Controlled Property. Documents that authorize individuals to receive classified property must be prepared and maintained separately from documents authorizing individuals to receive unclassified supplies and equipment. **Note:** If the LRS CC/AO opts to maintain the Classified and NWRM Authorization Receipt Listing in the Customer Service Function, Document Control will receive a copy of the list (either hard copy or electronic copy) in order to complete quality control edits on non- asset tracking IT system prepared documents.

5.5.8.1. Maintain a separate file of individuals authorized to receipt for classified and NWRM property and upon request, provide this information to the asset tracking IT system security administrator.

5.5.8.2. Maintain a separate file of signed letters of authorization. Signed letters of authorization will be destroyed upon filing the validated semiannual Authorization Receipt Listings.

5.5.8.3. Prepare Classified and NWRM Authorization Receipt Listings from the receipt authorizations and distribute copies IAW AFMAN 23-122, Sec. 5E, Document Control and Detail Records.

5.5.8.4. Perform a semiannual revalidation of authorizations to receipt for classified and NWRM property each June and December.

Section 5F—Record Reversal and Correction

5.6. Record Reversal and Correction.

5.6.1. Record Reversal and Correction requirements.

5.6.1.1. The materiel management IT system will have the capability for reversing transactions (formerly known as Reverse Post (RVP)).

5.6.1.1.1. The LRS/CC/AO will designate qualified Materiel Management (AFSC 2S0). personnel to process reversal inputs. **(T-3).**

5.6.1.1.2. Record reversal will not be used for REM transactions. The Vehicle and Equipment Management Support Office (VEMSO) will initiate and process reverse inputs to correct errors involving vehicles if the base RE transactions are centralized under them.

5.6.1.2. Record Reversal and Correction procedures are identified in AFMAN 23-122, Sec. 5F, Record Reversal and Correction.

5.6.1.3. Record Reversal will be processed by originating section restricted by materiel management IT system permissions.

5.6.2. Record Reversal and Correction Research.

5.6.2.1. Conduct research to identify all transactions affecting Record Reversal and Correction (RRC) prior to processing.

5.6.2.2. Ensure the sequence for reversal of each transaction is correct and applicable detail records are loaded for the document number being reversed.

Section 5G—Physical Inventory and Inventory Adjustments

5.7. Physical Inventory and Inventory Adjustments. Inventories and inventory adjustments of all property held by AF activities will be conducted as provided in this section and as outlined in AFMAN 23-122, Sec. 5G, Physical Inventory and Inventory Adjustments. **(T-2).**

5.7.1. Physical Inventory Control Program (PICP). AF Materiel Management Activity storage facilities will maintain a PICP per DoD 4140.1-R, DLM 4000.25-2-M, DoDI 5000.64 to provide for the economical stewardship of DoD and AF materiel system. **(T-0).**

5.7.1.1. Physical inventories will be conducted using the floor-to-book/book-to-floor method for all assets IAW DoDM 4140.01, *DoD Supply Chain Materiel Management Procedures.* Floor to book refers to physically checking the entire work area to ensure items are accounted for on the appropriate APSR. Under no circumstances will computer balances be reflected on the HHT or inventory count/recount sheets. **(T-1).** Reference AFMAN 23-122, Chap 5, Sec 5G for inventory count procedures.

5.7.2. Responsibilities.

5.7.2.1. **(DELETED)**

5.7.2.2. MAJCOMs will ensure their assigned bases/installations have implemented effective inventory control measures IAW PICP guidance. **(T-2).**

5.7.2.3. AFMC will: (**T-2).**

5.7.2.3.1. Request a worldwide inventory as required, on specific items that may be located at other AF activities.

5.7.2.3.2. Conduct a pre-inventory survey at their depot storage activities prior to the inventory deadline date to ascertain that housekeeping and other operating factors impacting the inventory are in order. The time selected for this survey will be far

enough in advance of the inventory deadline date to allow ample time to correct any deficiencies noted during the survey.

5.7.2.4. The LRS CC/AO is responsible for the safekeeping and management of materiel management inventories and will ensure implementation and compliance with PICP guidance for materiel under their control and/or supervision. **(T-3).**

5.7.3. Adjustment to accountable records. All adjustments or corrections to accountable records will be accomplished within 30 days following initial comparison of the count to the record balance IAW DLM 4000.25-2-M and DoD 7000.14-R.

5.7.4. Planning and conducting inventories.

5.7.4.1. Establishing an inventory schedule. Within the LRS, the Inventory Section or equivalent in other materiel management activities will establish an inventory schedule by fiscal year to ensure all items assigned a warehouse location and/or on a detail record (to include IPE) are inventoried at the designated frequency. **(T-3).** The warehouse validation schedule will follow the inventory schedule for type stock record account codes B and E, and satellites. **(T-3).** Out-of-cycle inventory counts will not satisfy quarterly, semiannual, or annual complete inventory requirements. The LRS CC/AO has the authority to conduct inventories more frequently for assets on their accountable record.

5.7.4.2. Closed warehouse inventory. A closed warehouse inventory is the normal method for conducting inventories. During a closed warehouse inventory, only emergency issue transactions are removed from the warehouse. Emergency issues are defined as priority designator 01-08 requests. Ensure all transactions affecting locations have been pulled or putaway prior to a physical count. Emergency issues will be processed as degraded operations transactions and will be recorded on the inventory recap sheet. The materiel management officer will exercise care to ensure that the warehouse does not remain closed to normal receipts and issues for an unreasonable length of time and is immediately reopened after completion of the count. **(T-3).**

5.7.4.3. Open warehouse inventory. An open warehouse inventory is a method whereby normal receipt and issue transactions continue during the course of the inventory. Supply documents that are processed on and subsequent to the deadline date until completion of count, and what affects the stock record balances, will be recorded and considered in the physical count process.

5.7.4.4. Inventory types. Only two types of inventory counts are authorized to ensure the accuracy of base materiel inventory records. They are complete counts and special counts. Complete inventories will only be taken by the closed warehouse method.

5.7.4.4.1. Complete Inventory Counts. Complete inventory counts are designed for conducting inventory counts of all items within specified parameters; i.e., location or category of property. Complete inventory counts are conducted using the closed warehouse-method of inventory. This method applies to all stock record account codes, satellites, and custodial accounts. Procedures for conducting complete inventory counts are in AFMAN 23-122, Sec. 5G, Physical Inventory and Inventory Adjustments.

5.7.4.4.2. Special Inventory Counts. Special inventory counts are used to reconcile out-of-balance conditions that are discovered during other than complete inventory counts. Special inventory counts apply to all on-hand and in-use supply and equipment items and may be conducted in either the open or closed warehouse method or IAW applicable higher level guidance (e.g. higher headquarters message).

5.7.4.5. Requirements for classified, sensitive, and pilferable items.

5.7.4.5.1. Inventory personnel must possess a security clearance equal to the highest category of classified materiel that they inventory. **(T-2).**

5.7.4.5.2. Waivers of research for minor inventory adjustments are not permissible for classified, pilferable, or sensitive items.

5.7.4.5.3. For automatic data processing equipment (ADPE) inventory procedures reference AFI 33-112 for guidance.

5.7.5. Inventory adjustment approval, certification and reporting accuracy.

5.7.5.1. Approval/Authentication of inventory adjustments. All inventory adjustment which does not qualify for automatic adjustment will be approved by the Materiel Management Flight Commander /Chief or equivalent prior to processing the adjustment. Approval requires verification all inventory post count validation and pre-adjustment research actions have been completed. **(T-3).**

5.7.5.2. Tracking and reporting inventory accuracy. The LGRM or equivalent is responsible to ensure causative research is accomplished IAW criteria listed in para **5.7.10.3** of this instruction for inventory adjustments. Causative research results will be analyzed and used with other inventory adjustment and discrepancy trend data; fraud, waste, and abuse indicators/reports; and for reviewing other management/security products to monitor the integrity of base resource management processes. This analysis will be formally presented to the LRS CC/AO. Refer to para **5.7.11** for more information. **(T-3).**

5.7.6. Inventory frequency. The frequency of inventory counts is specified based upon category of item.

5.7.6.1. All materiel management and equipment items, in storage or in use, will be subject to inventory count as follows: **(T-2).**

Table 5.5. Inventory Frequency.

Items in DIFM (DIFM assets will be inventoried by the maintenance DIFM monitors.).	Quarterly
Classified (to include NWRM, CCI/COMSEC and SRC-C items). Controlled item codes A thru H, K, L, O, S, and T	Semiannual (Mar/Apr) and Sep/Oct).
Sensitive (including CCI/COMSEC and SRC-C	Semiannual (Mar/Apr) and

items). Controlled item codes 1, 2, 3, 4, 5, 6, 8, 9, Q, R, and $	Sep/Oct).
Base Level SA/LW **Note:** Individual units are responsible for conducting monthly inventories for daily in use weapons, Semiannual February and August.	Semiannual
RSP, MSK, WRM	Annual/within 10 days of return from deployment or transfer/loaned from another unit
Recoverables (XD/XF).	Annual
Consumables (XB).	Annual
Equipment in Warehouse (Other than Classified and Sensitive).	Annual
Equipment In-Use (Other than Classified, Sensitive and Weapons).	Annual
SPRAM	Annual
Supply Point Note: At GSUs, supply point inventories will be conducted by the GSU. The LRS will accomplish an inventory every three years along with the EAE visit to coincide with 5.4.2.5.1.	Annual
Pilferable	Annual
Unserviceable	Quarterly
IPE	Annual
NOTE: All inventories will be performed using floor-to-book/book-to-floor method.	

5.7.6.2. Waiver of requirements for inventory.

5.7.6.2.1. Local management is authorized to delay and reschedule inventory work within the same fiscal year without approval of higher headquarters.

5.7.6.2.2. Delay of inventory work up to the end of the next fiscal year is authorized by the MAJCOM if such action is deemed appropriate and advisable.

5.7.6.2.3. AF/A4LM will approve suspension of inventory work or delay in the accomplishment of inventory of a selected lot longer than two fiscal years.

5.7.7. Special inventories.

5.7.7.1. Special inventories will be accomplished and necessary adjustments made without delay but NLT 30 days IAW DLM 4000.25-2-M.

5.7.7.2. Misidentified Serialized Control CCI/COMSEC Items. Special inventory procedures must be used to re-identify serialized control CCI/COMSEC items.

5.7.8. Inventory Accuracy Standards.

5.7.8.1. Inventory Accuracy standards are set IAW DLM 4000.25-2-M (Table C7.T1).

5.7.9. Automatic Inventory adjustment guidance.

5.7.9.1. The dollar value for automatic inventory adjustment, computed by multiplying the adjusted quantity by the unit price, is within the following limits:

5.7.9.1.1. Pilferable items less than $100.00.

5.7.9.1.2. Controlled item code U, unclassified items less than $1,000.00. **Note:** Items with controlled item code 7, although considered unclassified for storage and handling purposes, require research prior to adjustment. The loss, theft, unlawful disposition, and/or recovery of an item in this category will be investigated in accordance with DLM 4000.25-2-M and DoD 7200.10-M. **(T-0).**

5.7.10. Inventory Research. The objective of inventory research is to identify causes for out of balance conditions. Specific types of errors can include errors in inventory counts, transaction processing, and transactions that may not have been posted to the recap sheet. As a minimum the following research will be conducted: **(T-3).**

5.7.10.1. Post count validation will be done for all out of balance discrepancies **(T-3).** Post count validation is a comparison of physical count to recorded balances with consideration for transactions that have occurred since the date of last inventory. Post count validation research ends when the accuracy of the original inventory count has been verified or when any necessary recounts have been taken.

5.7.10.2. Pre-adjustment research will occur on all manual adjustments. Pre-adjustment research is a review of potential discrepancies, which involves the review of all transactions to include supporting documentation: catalog change actions, shipment discrepancies, and un-posted or rejected documentation occurring since the last completed inventory; the last location reconciliation which included quantity; or back one year whichever is sooner. The purpose of pre-adjustment research is to determine the correct balance. Pre-adjustment research ends when the balance has been verified or the required adjustment quantity has been determined.

5.7.10.2.1. For Unclassified and Pilferable assets, the maximum time to complete pre-adjustment research is 7 calendar days.

5.7.10.2.2. For NWRM, Sensitive and Classified assets, the maximum time to complete pre-adjustment research is 5 calendar days.

5.7.10.3. Causative research will be accomplished for all pilferable items valued over $100, all other controlled items, DIFMs, and adjustments greater than $1,000. **(T-2).** The purpose of causative research is to identify, analyze, and evaluate the root cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after a thorough review of the transactions, no conclusive findings are possible.

5.7.11. Inventory Analysis. An analysis will be made of inventory adjustments that have been processed and potential variances resolved. Analysis can reveal trends that can be a valuable tool toward gaining effective asset control by identifying areas of current and potential high loss. Inventory Analysis will be performed monthly to accomplish the following: **(T-3).**

5.7.11.1. To identify failures in the control systems so improvements can be made.

5.7.11.2. To reduce similar discrepancies in the future.

5.7.11.3. To evaluate indicators of trends or system problems for corrective action.

5.7.11.4. To ensure that the proper inventory adjustment and proper controls were asserted.

5.7.11.4.1. For inventory adjustment of AF items with a Security Classification, to ensure actions required for Threat Reduction/Controlled Material items were followed. See AFMAN 23-122, Sec. 5G, Physical Inventory and Inventory Adjustments for appropriate procedures.

5.7.11.5. For areas with a high rate of inventory adjustments, extra controls will be instituted selectively by the LRS CC/AO or equivalent **(T-3).** These controls will include:

5.7.11.5.1. Additional research to identify systems/operational deficiencies causing an inventory adjustment, high loss items and possible pilferage.

5.7.11.5.2. Initiation of a report of survey.

5.7.11.5.3. Disciplinary action as required.

5.7.11.5.4. Establishment of studies and action items to correct deficiencies.

5.7.11.5.5. Elevation of levels authorized to review, certify and approve inventory adjustments.

5.7.11.5.6. Referral of systems problems to higher echelons with recommended solutions.

5.7.11.5.7. Follow-on actions of analysis.

Section 5H—Special Purpose Recoverables Authorized Maintenance (SPRAM)

5.8. Special Purpose Recoverables Authorized Maintenance (SPRAM).

5.8.1. SPRAM assets are ERRCD code XD/XF items used by maintenance to perform functions such as detecting or isolating a fault, calibrating or aligning equipment, and duplicating an active system installed in an aircraft or on-line equipment. SPRAM includes items listed in the -21 TO's and are used to conduct approved Air Education and Training Command (AETC) training courses.

5.8.1.1. This section is applicable to AF activities providing or employing SPRAM. **Note:** The exclusion of -21 TO items in the SPRAM program is optional if the owning MAJCOM is using other methods to maintain accountability and visibility. The owning MAJCOM has to provide the central IM an annual update of asset position.

5.8.2. SPRAM management. SPRAM assets are managed on detail records accounted for by LRS/Materiel Management Activity. This ensures additional SPRAM assets are procured if requirements exceed asset availability. Recoverable assets accounted for by a different method, such as supply points, do not require transfer to SPRAM details. SPRAM flag is a code used to identify the types of requirements authorized for retention of SPRAM assets.

5.8.3. Responsibilities.

5.8.3.1. MAJCOMs.

5.8.3.1.1. All SPRAM requirements will be forwarded to MAJCOM headquarters for submission to the Program Manager (PM) or designated to the Product Support Manager (PSM). Data will include the stock number, quantity, end item supported, (i.e. C-17) and justification and a statement of funding availability (funded or unfunded). MAJCOMs will forward requests to the PSM for final approval with a statement of unit/MAJCOM funding availability for the requested items. The lead MAJCOM that owns the AOR for an AEF deployment location is responsible for budgeting and funding (3400 O&M) for steady state common use requirements. Examples of common use requirements shared by all deployed units are SPRAM test stations and sampling analyzers. Once MAJCOM receives PSM approval with supporting documentation, the MAJCOM will forward a copy of approval documentation and notify the supported activity to requisition the asset. **(T-2).**

5.8.3.1.2. SPRAM Requirements for aircraft maintenance/Cost per Flying Hour (CPFH) programs, replacement, replenishment will be funded by the appropriate Funds Holder. The Centralized Asset Management (CAM) office is the Funds Holder for most active duty CPFH programs (excludes Air Mobility Command (AMC) strategic airlift and Air Force Special Operations Command (AFSOC). The Air National Guard, Air Force Reserve Command, AFSOC and AMC (C-5 and C-17) are responsible for their individual SPRAM/Flying Programs. All other (i.e., non-flying hour) replacement/replenishment SPRAM requirements will be paid for by the owning MAJCOM or using organization. MSD charges Exchange Price if a carcass is returned, otherwise the Standard Price will be charged.

5.8.3.1.3. Exceptions.

5.8.3.1.3.1. XF3 items are not on SPRAM details unless MAJCOM or a higher authority so directs for a specific program.

5.8.3.1.3.2. Recoverable assets accounted for by a different method, such as

supply point, do not require transfer to SPRAM details.

5.8.3.1.3.3. SPRAM assets may satisfy MICAP requirements. However, SPRAM requirements will not be misused as a means to routinely fill MICAP requirements.

5.8.3.2. AFMC will: **(T-2).**

5.8.3.2.1. Identify/select SPRAM items during the provisioning process.

5.8.3.2.2. Provide MAJCOMs SPRAM requirements identified during initial provisioning

5.8.3.2.3. Consider SPRAM requirements in buy computations. PM/EAIM approval is required for SPRAM authorizations.

5.8.3.3. Group Commander or equivalent within the scope of specified responsibilities and authority:

5.8.3.3.1. Reviews and certifies as the approval authority, all requests for SPRAM authorizations submitted by SPRAM custodians.

5.8.3.3.2. Ensures all SPRAM assets are properly maintained and safeguarded. **Note:** These actions may be delegated by the Group/CC to the Squadron Commander. Delegation below that level is not authorized.

5.8.3.4. Organization Commander.

5.8.3.4.1. Ensures all mission-essential SPRAM assets are on-hand or on-order to support the assigned or programmed functions and unit mission. Annually, certifies by signing the SPRAM listing all authorizations are current and necessary for mission support. This will be done in conjunction with the annual inventory or upon assumption of the account. **(T-3).**

5.8.3.4.2. Appoints capable individuals as SPRAM custodians and alternates, including establishment, change, or cancellation of SPRAM accounts. Custodians may be commissioned officers, noncommissioned officers, civilians or contractors (as specified in contract), and must be mutually agreed upon by the organization commander and the LRS/CC. This applies to active duty AF and Reserve personnel. Foreign nationals or local wage rate employees (foreign nationals in host countries) may be appointed as primary or alternate SPRAM custodians only when they may be held pecuniary liable under the laws of the host country. A new primary custodian or alternate is appointed when both the primary and alternate custodian will be absent simultaneously for 45 or more calendar days, or when either custodian is reassigned or separated. **(T-3).**

5.8.3.4.2.1. Ensures primary and alternate SPRAM custodians, not previously trained, attend block training courses provided by the LRS CC/AO.

5.8.3.4.2.2. Ensures primary and alternate SPRAM custodians receive within every 2 years refresher block training courses provided by the LRS CC/AO.

5.8.3.4.2.3. Ensures qualified individuals are preselected as SPRAM custodians on all unit deployments. Individuals will be identified to the host LRS CC/AO to

receive training regarding management of SPRAM assets during deployment. **(T-3).**

5.8.3.4.2.4. Ensures personnel are aware of policies and guidelines established in AFI 23-111 and AFI 20-110.

5.8.3.4.2.5. **(DELETED)**

5.8.3.5. Primary and Alternate SPRAM Custodian.

5.8.3.5.1. Upon assignment and every two years thereafter as a custodian, attend training on responsibilities, current policies, and procedures with EAE.

5.8.3.5.2. Performs initial, annual and periodic inventories of SPRAM assets.

5.8.3.5.2.1. Periodic inventories and validations occur when there is a change of primary custodian, when requested by the Organization Commander or higher authority, or when directed by MAJCOM.

5.8.3.5.2.2. Ensures that all items are on-hand and serviceable.

5.8.3.5.2.3. Validate SPRAM authorizations and backorders. Turn-in excess and request cancellation of unneeded backorders and requisitions.

5.8.3.5.3. Concurrent with annual inventory, specifically determine whether the original justification is still valid and annotate the annual validation accordingly. If a change in mission and/or number of end items supported has occurred since the last validation, custodians must provide rationale if there is no corresponding change in authorizations.

5.8.3.5.3.1. Provides SPRAM listing to organizational commander for their certification and signature that authorizations are current and necessary for mission support.

5.8.3.5.3.2. Maintain justification documentation for all SPRAM authorizations until the authorization is deleted.

5.8.3.5.3.3. Reports at once, any incorrect authorizations and excess on-hand assets to the EAE.

5.8.3.5.4. Verifies the SPRAM listing received from the EAE to ensure data are complete and accurate. Signs and returns the SPRAM listing to EAE within 15 workdays from the production date on the SPRAM listing (off-base organizations are allowed 30 workdays).

5.8.3.5.5. Furnishes all information and documentation required to change SPRAM records to be relieved from accountability or responsibility for items lost or destroyed.

5.8.3.5.6. Makes sure the custody account has been properly transferred to the new custodian when responsibility ends, and the custodian is cleared by EAE.

5.8.3.5.7. Provides justification to EAE citing supporting documentation when requesting new or increased SPRAM authorizations. Supporting documentation includes TO references, maintenance directives, correspondence, etc. PM/EAIM

approval is required for SPRAM authorizations. Also, the EAIM may challenge requests for suspect excess quantities.

5.8.3.5.7.1. The methodology for computing the SPRAM quantity will be included in the justification. For example, a maintenance directive states a quantity of two SPRAM assets are required per aircraft and 24 aircraft are assigned to the organization. The SPRAM quantity authorized under this justification would be 48 each.

5.8.3.5.8. Performs a due-out validation with the EAE in the LRS/Materiel Management Activity.

5.8.3.5.9. Establishes an accounting method or system that allows immediate identification of SPRAM assets stored or used outside the custodian's workcenter. This may be done by using hand receipts (AF Form 1297, *Temporary Issue Receipt*), logs, letters, charts, etc. and is normally documented in a local MOI.

5.8.3.5.10. Provide EAE a listing of all SPRAM assets to be transferred or deployed indicating the duration, location, and any special actions required. The custodian determines if any requirements on order at the time of transfer action will remain on-order or be cancelled.

5.8.3.6. The EAE or equivalent is responsible for SPRAM processes. EAEs will **(T-3).**

5.8.3.6.1. Report SPRAM authorizations and balances in the appropriate IT system. This data is reported as changes occur to SPRAM asset levels or when other changes occur to the applicable NSN.

5.8.3.6.2. Maintain a copy of each letter requesting changes to SPRAM authorizations in a folder along with the current SPRAM listing and the custodian appointment letter. Letters may be destroyed when a new SPRAM listing signed by the SPRAM custodian is received.

5.8.3.6.3. Review all SPRAM authorizations annually and certify them as valid. Certification may occur during the annual SPRAM inventory and may be noted on the approved SPRAM listing.

5.8.3.6.4. Maintain SPRAM Custodian Files.

5.8.3.6.5. Review justification for SPRAM authorizations concurrent with the annual inventory.

5.8.3.6.5.1. Specifically determine whether the original justifications are still valid and validate annually.

5.8.3.6.5.2. Delete invalid SPRAM authorizations, turn in excesses and cancel unneeded requisitions.

5.8.3.6.5.3. Maintain justification documentation for all SPRAM authorizations until the authorization is deleted.

Section 5I—Inspection and Related Operations

5.9. Inspection Operations and Related Operations.

5.9.1. Inspection operations include verifying identity, security classification, condition (as certified by maintenance inspectors), status, markings, tagging, and labeling of property at AF activities IAW DoD 4140.1-R and AFJMAN 23-210. Note: Inspection Programs and Inspector Qualifications for Munitions Inspectors will be IAW AFI 21-201, TO 11A1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*, Individual Item TOs, Air Force Qualification Training Package (AFQTP) for Munitions Inspector Qualification and Certification (2W0X1), and the AFSC 2W0X1 Career Field Education and Training Plan (CFETP).

5.9.2. Responsibilities.

5.9.2.1. Commanders. The LRS CC/AO will appoint in writing an individual as Chief Inspector to oversee the COSIS Program IAW AFMAN 23-125, *Stock Readiness*, this includes all inspection functions within the Deployment and Distribution flight. **(T-2).**

5.9.3. Chief Inspector (LRS/Materiel Management Activity). Chief Inspectors are responsible for identifying, monitoring, testing, protecting, and preserving warehouse stock for the LRS CC/AO.

5.9.4. LRS Limited Inspector (LRS/Materiel Management Activity). The chief inspector may authorize personnel to perform some duties designated as inspection functions. The limited authority must be identified in writing by the chief inspector. Inspection duties are decentralized to various asset management functions within LRS requiring inspection actions. Inspection duties for assets will be performed in each respective functional area (e.g. Receiving and Storage Operations). **(T-3).**

5.9.5. Inspector qualification requirements. The following are minimum basic requirements considered to be essential for the individual in order to adequately perform duties and responsibilities of a materiel management inspector. Inspectors must:

5.9.5.1. Be qualified in the use TOs, stock lists, parts catalogs, and specifications to determine the completeness and/or condition of an item**. (T-3).**

5.9.5.2. Have a working knowledge of the applicable accounting systems used at the activity where the inspector is assigned to assure the proper processing of condition/identity changes.

5.9.5.3. Know who is the functional inspector for specialized areas such as: fuels/lubes, lumber, munitions, weapons, small arms, preservation and packing, etc.

5.9.6. Authorized Inspectors and their general responsibilities.

5.9.6.1. The AF quality control representative is the quality control inspector directly responsible for government quality control functions at a particular facility or group of facilities, who is authorized to inspect and accept supplies and services for the government.

5.9.6.2. The maintenance inspector is a person authorized by the maintenance function of an AF organization or activity to perform the following inspection functions:

5.9.6.2.1. Insure quality of production with respect to repair, overhaul, modification, local manufacture, or restoration to a serviceable condition of all materiel and equipment at AF activities according to standards prescribed by higher authority.

5.9.6.2.2. Determine the final condition of property repaired, reclaimed, manufactured by a maintenance activity or removed from service, condemned property when directed by higher authority, and, when requested, determine the final condition of property received or stored by a supply activity.

5.9.6.2.3. Insure that reinspection dates prescribed by TOs are properly computed and entered on applicable tags or labels, or are included on the markings used in lieu of such tags and labels in connection with all property processed by the maintenance activity.

5.9.6.2.4. Maintain or re-establish the identification of materiel restored to a serviceable condition, and establish the identification of articles locally manufactured, as well those reclaimed or removed from major assemblies or complete units by a maintenance activity.

5.9.6.3. The materiel management inspector is a person authorized to perform the following inspection functions:

5.9.6.3.1. Establish and maintain the final identification and classification of all property received, stored, issued, or shipped.

5.9.6.3.2. Identify property known or suspected to be damaged or to have deteriorated or corroded during use, storage, or shipment.

5.9.6.3.3. Insure that reinspection dates prescribed by TOs are properly computed and entered on the applicable tags or labels or are included on the marking used in lieu of such tags and labels to identify property received, stored, issued, and/or shipped by a supply activity.

5.9.6.3.4. Accept or reject property received on local purchase orders or contracts requiring inspection and/or acceptance at destination.

5.9.6.3.5. Ensure documentation accompanies all property received, stored, issued, and shipped by a Materiel Management Activity, and directed condemned property when such action is prescribed by directives of higher authority.

5.9.6.3.6. Establish and maintain inspection controls on materiel within the TO compliance (TOC) category to insure that inspection dates will permit the availability of serviceable stock. **Note:** When condition status is in question or when the serviceable tag has been lost, defaced or obliterated and not chargeable to the originator of the shipment, the logistics inspector/personnel must bench check the assets through authorized maintenance personnel to determine final condition. Under no circumstance will logistic inspectors/personnel sign documentation attesting the property condition when its status is questionable.

5.9.7. Inspection Program.

5.9.7.1. COSIS Inspection Program. The Chief Inspector annually will conduct an overall COSIS inspection for each warehouse. The Chief Inspector will schedule, conduct, and provide reports of the COSIS inspection program. Copies of the COSIS inspection report will be provided to the inspected activity to accomplish corrective actions. Inspection personnel will then perform a follow-up inspection within 10 days to

ensure discrepancies were corrected. These discrepancies will be briefed to the LRS CC/AO or designee until resolution. Forward copies of COSIS reports to LRS/QA. **(T-3**).

5.9.8. General Requirements.

5.9.8.1. Marking, Tagging, Labeling. General Requirements for: marking, tagging, labeling, XD2 (Reparable) Items, and Incoming Shipments are outlined in MIL-STD-129, "Marking for Shipment and Storage", and MIL-STD-130, "Identification Marking for US Military Property." This guidance will be followed by AF activities and contractors. **(T-2).**

5.9.8.2. Barcode labels, machine/human readable markings, labels, or tags are for identification purposes only. Identification on the outside container must match the DD Form 1348-1, *DoD Single Line Item Release/Receipt Document*, or DD Form 1348-1A, *Issue, Release/Receipt Document*. If the outside container does not match the DD 1348-1/1A, the container must be opened to properly identify the item. If the actual property does not match the DD 1348-1/1A, follow Supply Discrepancy Report procedures outlined in AFMAN 23-122, Sec. 5C, Physical Asset Management. DD Form 1574/-1, *Serviceable Tag – Materiel*, will be used to identify property and the remark field will contain the statement: ID PURPOSES ONLY. Materiel management personnel will not sign DD Form 1574/-1 stating the condition of an item.

5.9.8.3. Removal and Disposition of Tags and Labels. The chief inspector is responsible for the removal, replacement, necessary destruction, or obliteration of tags and labels unless otherwise required by applicable TOs or directives.

5.9.8.3.1. Tagging of Excess Property. Excess property authorized for transfer to the DLA Disposition Service will not be retagged unless the property has in fact been properly condemned.

5.9.8.4. Authorized Forms. The materiel management inspector of the activity concerned will ensure that all materiel is properly identified, and the legibility/permanence of the information is maintained on all authorized forms as prescribed in TO's MIL-STD-129 and MIL-STD-130. **(T-2).**

5.9.8.4.1. Forms for Turn-In(s). Identification and Condition: DD Form 1574/-1 will accompany all turn-ins and be placed on the outside of the container. All forms will be completely filled out with a legible signature from a certified maintenance inspector stating the identification of the asset and the condition. **(T-2).**

5.9.8.5. DELETED

5.9.8.6. Condition. Serviceable property will be accompanied with condition paperwork (DD Form 1574/-1 or contractor forms (i.e. FAA, Certificate Of Conformity, DD Form 250, etc.). This includes the inspector's name/signature or the inspector's stamp certifying the condition of the asset on the outside of the container. If condition paperwork is not located on the outside of the container, but the item is properly identified, and no suspected damage is apparent; the accompanied DD 1348-1/1A will suffice as condition paperwork. The DD 1348-1/1A must be affixed to the outside container (packing slip) for tracing purposes. No further labeling/tagging or opening containers are required. Exception: Bulk assets will be stenciled when appropriate. When

supplies are Stenciled standard required data contained on the DD Forms 1574/1574-1 (i.e. bulk items) will be used. **(T-2).**

5.9.8.7. Identification Requirements For XB/XF (Expendable) Items: Expendable serviceable items being received, stored, or issued; shall be received, stored, issued, or shipped without any, condition paperwork of any kind as long as the serviceability is not compromised. If the condition status is unknown, use to SDR procedures outlined in AFMAN 23-122, Sec. 5C, Physical Asset Management. Locally purchased materiel will be identified with commercial tags, labels, or markings; refer to AFMAN 23-122, Sec. 3B, Local Purchase and Retail Sales for appropriate procedures.

5.9.8.7.1. Identification of Multiple Packaged Items. Each package or unpackaged component part which is physically unattached to an assembly, group, kit, or set, collectively identified and listed as a single item of materiel management, will be appropriately condition tagged or labeled.

5.9.9. Inspection Requirements.

5.9.9.1. ESD Items. Unit, intermediate, and exterior packs containing electrostatic discharge sensitive items susceptible to damage from environmental field forces (electromagnetic, magnetic, radioactive, and electrostatic due to environmental or mechanical processes) will be marked according toMIL-STD-129 and handled IAW AFMAN 23-122, Sec. 5C, Physical Asset Management. **(T-2).**

5.9.9.2. Shelf Life Coded Items. Shelf life codes are established in the retail materiel management system to identify the number of months new items may remain unused in storage before they must be reconditioned or condemned. **Note:** The shelf life code does not identify the shelf life remaining on any particular unit(s) of on-hand stock. Shelf Life coded items are managed and stored IAW the policies contained in DoD 4140.27-M.

5.9.9.2.1. Controlling Items in Storage. To control items in storage, Inspection personnel will at least quarterly process a listing of the item records for all items assigned shelf life codes. Refer to AFMAN 23-122, Sec. 5C, Physical Asset Management for shelf life procedures. **(T-2).**

5.9.9.3. For guidance on TCTOs refer to Sec. 4B, TCTO of this instruction.

5.9.9.4. Identification of Discrepant Material. To ensure the right items are identified as unsuitable for AF use. Inspection personnel will notify base customers via daily bulletins, newsletters or phone calls as a means of notification. The basis for notification depends upon the type of item, i.e. messages concerning items peculiar to one organization will not be published in daily bulletins or newsletters. **(T-2).**

5.9.9.4.1. Suspect Materiel Flag. Upon notification and subsequent identification of an unsuitable item, Inspection personnel will process a stock control data load input; see AFMAN 23-122, Sec. 5C, Physical Asset Management, for processing information. The length of time an item will be coded as suspect materiel will be published in the applicable directives. If not, the code will remain on the item record for one year. **(T-2).**

5.9.9.4.1.1. When suspect materiel is received or turned-in, Inspection personnel will determine if the materiel is unsuitable or not and dispose of unsuitable items

according to the disposition instructions provided in the applicable directive. They return suitable items to a serviceable condition IAW AFMAN 23-122, Sec. 5C, Physical Asset Management. If disposition instructions must be obtained, the inspector notes the corrective actions to be taken and signs/stamps and routes the management notice IAW AFMAN 23-122, Sec. 5C, Physical Asset Management. **(T-2).**

5.9.9.4.2. Disposition. Remove on-hand unsuitable items from storage locations and dispose of them according to the disposition instructions furnished in the applicable directive. When disposition instructions have not been provided, process a stock control data load input to change the condition of the assets to supply condition code J. This will suspend the items on an unserviceable detail until disposition instructions can be obtained.

5.9.9.4.3. Materiel Suspect Code Listing. Each month Inspection personnel must request a utility program to list all stock numbers having materiel suspect codes assigned to them. **(T-2).** Inspection forwards one copy of the listing to Distribution Flight and another copy to Flight Service Center, who in-turn uses them during Degraded Operations. Inspection personnel maintain a working copy until a new monthly listing is printed.

5.9.9.5. Supply Discrepancy Report. The Report of Discrepancy (ROD)/Supply Discrepancy Report, SF 364, is filed by receiving activities to record item or packaging discrepancies attributable to the shipping activity see **DLM 4000.25, Vol 2, Ch 17** . SDRs are prepared for non-receipt of lost or misplaced requisitions (shipments) after Cargo Movement or equivalent confirms non-receipt of lost or misplaced requisitions (shipments). Use the Enterprise Solution-Supply (ES-S) SDR function or the DoD Web-SDR system as the primary means to submit SDRs and SF 364 when the ES-S SDR function or the DoD Web-SDR system is not available. Corrective action will be taken depending on the source/nature of any discrepancy, and will involve proper identification and condition of materiel. Any subsequent action taken will be determined only by qualified and authorized inspectors.

5.9.9.6. Warranty/Guaranty Items. Items under warranty/guaranty require special handling. Inspection personnel will ensure the following procedures are adhered to: **(T-2**).

5.9.9.6.1. Routing of Warranties. Copies of warranties will be attached to property and routed to the activity responsible for maintaining the warranty. **(T-2).**

5.9.9.6.2. Inspection must coordinate with base maintenance activities and with contract repair services to ensure warranty/guaranty data are properly routed. Exact procedures and checklists to ensure warranties/guaranties are fully utilized will be locally developed. Generally, Inspection forwards a copy of the annotated receiving document and the applicable warranty to the appropriate activity or office listed below: **(T-2).**

5.9.9.6.2.1. The Base Civil Engineer for items that Civil Engineering maintains or repairs.

5.9.9.6.2.2. Vehicle Management Flight for new motor vehicles according to AFI

24-302 and TO 36-1-191, *Technical and Manual Reference for Motor Vehicles*.

5.9.9.6.2.3. Other maintenance offices as appropriate. Processing of centrally managed or procured items under warranty as described in AFMAN 23-122, Sec. 6B, Returns.

5.9.9.6.2.4. Other activities maintaining warranty/guaranty and serialized control item data. This action will be accomplished as specified by MAJCOM rules. **(T-2).**

5.9.9.6.3. Warranted or Guaranteed Items Requiring Repair. Normally, organizations will process warranted or guaranteed items requiring repair directly to Contract Maintenance. For exceptions to this guidance, either the AFMC IM or the ICP will provide instructions for processing the item or FSC involved. **(T-2).**

5.9.9.6.4. Supply Inspectors normally manage the functional check program for the LRS/AO. At the option of the LRS CC/AO or the MAJCOM, the functional check program for RSPs may be managed separately. The LRS CC/AO and the AMXS and MXS/CC of Maintenance will jointly agree on an individual to act as the Maintenance contact point. **(T-3).**

5.9.9.7. Items in MRSPs. If the MAJCOM or LRS CC/AO has not directed otherwise, War reserve will review dated items in MRSP using the Shelf Life Control Listing. The MAJCOM or local management may direct Inspection personnel to perform this task using the Shelf Life Control Listing provided by the MRSP monitor.

5.9.9.8. Processing Condemned Items. Condemned items will be processed according to AFMAN 23-122, Sec. 5I, Inspection and Related Operations. **(T-2).**

5.9.9.9. Special Storage, Handling, and Inspection Requirements. There are numerous categories of items and circumstances where alternate or additional procedures for storage, handling, and inspection are required. Examples include: Controlled items, items requiring functional check prior to issue, hazardous commodities, shelf-life control, assets pending modification, and items that may have a warranty/guaranty associated with them. See AFMAN 23-122, Sec. 5C Physical Asset Management for detailed procedures required to manage assets that require special storage, handling, and inspection requirements.

5.9.9.10. Special Inspection Requirements.

5.9.9.10.1. Inspection Offline Checklist. Inspection personnel maintain a file/list of items unsuitable for AF use (suspect materiel), functional checks, and TCTOs that are not loaded during the initial screening. Items must remain in the file/list at least 1 year or sooner if the situation or condition affecting the item has been resolved or rescinded.

5.9.9.10.2. At least monthly, Inspection personnel will use a local management program to determine if any items have been subsequently loaded. When any of the items in the file/list are loaded, Inspection must then take the action required by the appropriate directives and ensure the correct codes are loaded.

5.9.9.11. Tagging Requirements for Materiel Directly Affected by TCTO.

5.9.9.11.1. Applicable to the AFMC Air Logistics Complexes.

5.9.9.11.1.1. Materiel spares in stock with outstanding TCTO requirements will be tagged TO compliance (TOC), condition code "D" with a DD Form 1576/1576-1, *Test Modification Tag - Materiel* upon receipt of the TCTO except when the TCTO will change the item's form/fit/function (change in NSN and part number), or when specific serial number controlled items are affected. In the case of serial number controlled items, only the serial numbers identified will be tagged TOC.

5.9.9.11.1.2. There are instances when only a portion of the existing stock may require TOC action. However, all units in stock will be tagged TOC upon receipt of the TCTO. The IM will treat these items as management review items.

5.9.9.11.1.3. When serviceable materiel with no outstanding TCTOs is turned in from organizational/intermediate or depot level maintenance to supply, the serviceable tag/label (DD Form 1574/1574-1) will be annotated with the following phrase in the remarks block: "The following TCTOs have been complied with: (list all TCTO numbers in the remarks block and/or on the back of the tag)." The annotation is not required whenever the item being returned has undergone TOC action involving modification and resulted in a change in NSN or part number. Material being turned in to supply with an outstanding TCTO(s) will be tagged with a DD Form 1576/1576-1 tag or label as condition code "D" (TOC), and the phrase "TCTO (numbers(s)) not complied with" will be annotated in the remarks block.

5.9.9.11.1.4. Material in a condition other than serviceable will not require tagging as TOC. The maintenance activity will determine outstanding TCTO requirements at the time of repair.

5.9.9.11.2. Applicable to AF bases. Items requiring modifications which change their form, fit, or function will be assigned NPPC 4 or TCTO flag with DD Form 1576/1576-1.

Section 5J—Management of Discrepant, Counterfeit and Suspect Counterfeit Materiel

5.10. Management of Discrepant, Counterfeit and Suspect Counterfeit Materiel.

5.10.1. Non-conforming or malicious materiel reporting, investigating, and resolution processes promote the ability to identify, report, and correct discrepant materiel issues before they impact mission capability and/or present a serious hazard to the safety or health of AF personnel, or to operational readiness. Discrepant materiel management procedures are delineated in TO 00-35D-54.

5.10.2. Counterfeit Materiel Management. Counterfeit materiel management is a subset of discrepant materiel management. When counterfeit and/or suspect counterfeit materiel is identified (usually during the execution of discrepant materiel management procedures), additional actions must be taken IAW DoDI 4140.67, DoD Counterfeit Policy. **(T-0).** This section provides additional guidance for the handling of counterfeit materiel. Information contained within this chapter applies to all Air Force (AF) activities or agencies and personnel managing, issuing, receiving, storing, shipping and tracking of materiel. This

guidance is applicable to all AF Class V, VII, or IX items. Manage non-stock listed or raw material discrepancies IAW AFI 91-202, *The U.S. Air Force Mishap Prevention Program*, DoD 4140.1-R, and DoD 4160.21-M.

5.10.2.1. Assistant Secretary of the Air Force for Acquisition (SAF/AQ) shall:

5.10.2.1.1. Ensure acquisition strategies address the risk of counterfeit goods entering the supply chain.

5.10.2.1.2. Develop and maintain performance measures to determine effectiveness and efficiency of anti-counterfeit programs.

5.10.2.1.3. Establish processes to ensure counterfeit or suspected counterfeit materiel information is evaluated for weapon system program risk and that risk mitigation plans are developed and implemented.

5.10.2.1.4. Establish guidance to ensure PMs address the reduction of the occurrence of counterfeit materiel entering the supply chain. Mitigate potential for counterfeit materiel during life cycle sustainment planning and document in the Life Cycle Sustainment Plan (LCSP) IAW AFPAM 63-128.

5.10.2.1.5. Establish procurement source management controls to include the process for selection, evaluation, approval, and removal of procurement sources.

5.10.2.2. Assistant Secretary of the Air Force for General Counsel (SAF/GC) shall:

5.10.2.2.1. Provide support for all legal matters pertaining to discrepant materiel, including providing appropriate representation on working groups associated with counterfeit mitigation activities.

5.10.2.2.2. Share appropriate legal information on discrepant and/or counterfeit materiel issues and activities.

5.10.2.3. Assistant Secretary of the AF for Installations, Environment and Logistics (SAF/IE) shall, in collaboration with AF A4/7, establish and maintain policy for the proper handling, storing, and disposing of discrepant materiel.

5.10.2.4. AF/A4/7 shall establish implementing guidance on the proper handling, storing, stock screening and disposal of discrepant materiel for AF-used items, regardless of SOS.

5.10.2.5. Air Force Office of Special Investigations (AFOSI) shall:

5.10.2.5.1. Provide investigative support on suspect counterfeit items to determine if intent to deceive warrants legal and or remediation actions.

5.10.2.5.2. Share appropriate information on counterfeit issues and activities with other AF components, and DoD agencies.

5.10.2.5.3. Provide information on potential flight or product safety hazards to SAF/GCR, Contractor Responsibility and inform the AF Safety Center for safety determination IAW AFI 51-1101, *The AF Procurement Fraud Remedies Program*.

5.10.2.5.4. Refer all counterfeit discrepancies to the AFMC for stock screening.

5.10.2.6. Air Force Chief of Safety (AF/SE) shall:

5.10.2.6.1. Publish and maintain safety instructions and guidance to ensure compliance with the procedures in this document.

5.10.2.6.2. Distribute hazard information through various recurring publications and periodic summaries IAW AFI 91-202.

5.10.2.6.3. Evaluate referred raw material, non-stock listed (that cannot be identified as an AF Class V, VII, or IX item), and unidentifiable items.

5.10.2.6.4. Refer raw material discrepancies to the AFMC or Air Force Space Command (AFSPC) for evaluation.

5.10.2.7. MAJCOMs shall: **(T-1).**

5.10.2.7.1. Ensure personnel who manage, repair, store, and procure AF materiel are trained with respect to their job function to prevent, detect, report, handle, and protect discrepant materiel products through the existing Product Quality Deficiency Reporting (PQDR) processes; including retention of the suspected counterfeit materiel until investigation resolution. For additional detail, reference **Sec. 4C, Repair** of this instruction.

5.10.2.7.2. Ensure all personnel submit discrepant or suspected counterfeit materiel for review through the Joint Discrepancy Reporting System (JDRS) program IAW TO 00-35D-54.

5.10.2.7.2.1. Ensure stock screening of discrepant materiel is conducted and track removal from the AF inventory.

5.10.2.7.3. AFMC and AFSPC shall also: **(T-1).**

5.10.2.7.3.1. AFMC. Maintain the Discrepant Materiel Reporting Program (DMRP) that is charged with ensuring a closed loop reporting process for the AF by utilizing a single point of entry for discrepant materiel.

5.10.2.7.3.1.1. The DMRP does not alter or replace the current USAF Deficiency Reporting, Investigation, and Resolution program governed by T.O. 00-35D-54, but utilizes its strengths to address discrepant materiel notices received from sources other than JDRS.

5.10.2.7.3.1.2. Report counterfeit materiel information and Government Industry Data Exchange Program (GIDEP).

5.10.2.7.3.1.3. Designate a command OPR to collect data on occurrences of suspect counterfeit materiel on items managed by each command. Provide data on occurrences of suspect counterfeit materiel to HAF as required.

5.10.2.7.3.1.4. For AF-managed items, report the occurrence of suspect counterfeit materiel to all users.

5.10.2.7.3.1.5. For AF-used items, but the AF is not the Primary Inventory Control Activity (PICA), report the occurrence of suspect counterfeit materiel to the managing service/agency. Additionally, ensure all AF users are notified.

5.10.2.7.3.1.6. Coordinate with AFOSI authorities to ensure a closed loop process is established for counterfeit materiel reporting.

5.10.2.7.3.1.7. Ensure stock screening of discrepant materiel is conducted and track removal from the AF inventory.

5.10.2.7.3.2. AFSPC. Designate counterfeit reporting officials in all logistics repair, supply and distribution centers, complexes and directorates to act as the focal point for counterfeit materiel reporting and program action. One official can be designated at a geographical location to represent multiple functions.

5.10.2.7.3.2.1. Designate a command OPR to collect data on occurrences of suspect counterfeit materiel on items managed by each command. Provide data on occurrences of suspect counterfeit materiel to Headquarters Air Force (HAF) and AFMC's Discrepant Materiel Reporting Program (DMRP) as required.

5.10.2.7.3.3. **(DELETED)**

5.10.2.7.3.4. **(DELETED)**

5.10.2.7.3.5. **(DELETED)**

5.10.2.7.3.6. **(DELETED)**

5.10.2.7.3.7. **(DELETED)**

Figure 5.2. (DELETED)

5.10.3. Suspected counterfeit materiel will be submitted, analyzed, and a resolution determination will be made using the JDRS (**www.jdrs.mil**) IAW TO 00-35D-54.

5.10.4. Suspect Counterfeit Analysis.

5.10.4.1. AFMC and AFSPC shall: **(T-1).**

5.10.4.1.1. Analyze all suspect counterfeit items to validate initial determination that item is suspect counterfeit.

5.10.4.1.2. If the item is determined to be non-compliant, (i.e., it is not confirmed as suspect counterfeit) process as a normal deficient item IAW TO 00-35D-54.

5.10.4.1.3. If the item is confirmed to be suspect counterfeit:

5.10.4.1.3.1. Report suspect counterfeit occurrence to the centralized designated office.

5.10.4.1.3.2. Create initial report in GIDEP. The GIDEP website can be found at http:///.

5.10.4.1.3.3. Update the initial JDRS report until closeout IAW TO 00-35D-54.

5.10.4.1.3.4. Conduct a risk analysis to include technical risk and personal safety IAW MIL-STD-882C, *Military Standard: System Safety Program Requirements.* Develop and implement risk mitigation actions as appropriate.

5.10.4.1.3.5. Segregate suspect counterfeit item to prevent re-entry into the supply system by returning it in “L” SCC. Materiel will remain segregated and held as evidence for potential legal procedures and/or contracting action. Materiel

shall not be disposed of until released by AFOSI and/or other legal authorities. Follow appropriate disposition instructions.

5.10.4.1.3.6. Determine whether materiel confirmed as suspect counterfeit is present anywhere in the supply chain. Take appropriate action as informed by the risk analysis.

5.10.5. Remediation.

5.10.5.1. AFMC and AFSPC shall: **(T-1).**

5.10.5.1.1. Develop and document metrics that quantify the impact of suspect counterfeit and counterfeit items on:

5.10.5.1.1.1. Personnel Safety,

5.10.5.1.1.2. Materiel Readiness,

5.10.5.1.1.3. Finance (including damages incurred and the cost to cure effects), and

5.10.5.1.1.4. Any other areas of interest.

5.10.6. Investigation.

5.10.6.1. AFMC/AFSPC shall contact AFOSI to initiate investigation of suspect counterfeit materiel. **(T-1).**

5.10.6.2. AFOSI shall investigate all suspect counterfeit items that have been identified to determine if intent to deceive warrants legal and or remediation actions.

5.10.6.3. AFMC/AFSPC shall notify appropriate personnel of the final results of the investigation. **(T-1).**

5.10.7. Restitution. AFOSI, general counsel and the contracting officer will determine the appropriate actions necessary for restitution. **(T-1).**

5.10.8. Disposal. Counterfeit materiel will be disposed IAW this instruction and AFMAN 23-122, Sec. 6C, Disposal, Demilitarization and PMRP. In addition to these procedures, refer to AFI 21-201 for disposition of Class V items.

5.10.9. Security Requirements. As a minimum, all classified discrepant materiel will be protected IAW DoDI 5210.02, *Access to and Dissemination of Restricted Data and Formerly Restricted Data,* and DoDM 5200.01, DoD *Information Security Program* and AFI 31-401. Classified Class of Supply V discrepant materiel will be protected IAW DoD 5100.76-M and AFI 31-101.

Section 5K—Stock Positioning

5.11. Stock Positioning.

5.11.1. Stock positioning decisions will optimize the storage and movement of materiel to meet worldwide customer mission requirements. Stock positioning decisions will be based primarily on achieving responsive and efficient materiel distribution support.

5.11.2. AF stock positioning policies will comply with requirements in DoD 4140.1-R; DLM 4000.25-M; DLM 4000.25-1-M; DLM 4000.25-2-M, *Military Standard Transaction Reporting And Accounting Procedures (MILSTRAP)*; DoD 4140.26-M*;* Joint Regulation AMC-R 700-99/NAVSUPINST 4790.7/AFMCR 400-21/MCOP4410.22C; AFPD 23-1; AFI 20-110; and AFJMAN 23-210.

5.11.3. Automatic Sourcing. Automatic Sourcing will enable a capability to: 1) automate lateral (base to base) support for high priority orders (HPOs) and; 2) automatically redistribute excess (BC 9 only) assets.

5.11.3.1. The Automatic Lateral Support function supports MICAP, AWP, JCS, and/or FSL requirements.

5.11.3.2. The Excess Redistribution function automatically screens outgoing lower priority requisitions for budget code 9 assets to determine if redistributable excess assets are available at other materiel management IT system accounts before forwarding the requisition to the normal source of supply.

5.11.3.3. The Air Force's policy is to laterally distribute serviceable assets from the location that has the least need for the requested item in order to minimize subsequent re-supply actions (by the shipping location) and to ensure that any subsequent re-supply actions (requisitions) will not have a higher priority than the requisition being released. The overall distribution sequence is described in Enterprise Solution-Supply (ESS) manual.

5.11.4. Roles and responsibilities.

5.11.4.1. Delegation of Authority. Reference Para **1.1.2.2**.

5.11.4.2. AFMC will: **(T-1).**

5.11.4.2.1. Direct the reallocation and redistribution of AF-owned materiel to ensure that the right inventory is at the right locations to meet customer requirements by making best value decisions on where to position stocks. **Note:** The Global Ammunitions Control Point directs the reallocation and redistribution of AF-owned Class V materiel IAW AFI 21-201.

5.11.4.2.2. In coordination with DLA (if applicable), determine where stock listed assets are stored unless contingency operations dictate otherwise.

5.11.4.2.3. Maintain oversight of Industrial Plant Equipment (IPE) required for support of AF military organizations. Whereas, the IPE Services Division under DLA's Aviation Engineering Directorate maintains full inventory control of DoD-owned IPE IAW DLAM 4215.1.

5.11.4.2.4. Position assets close to users resulting in improved responsiveness, better support of peace and wartime requirements and reduced distribution costs. This guidance is applicable to all wholesale secondary items stocked by the AF, except war reserves and stocks designated for specific projects. The impact on inventory levels and the associated costs are an important part of the determination process.

5.11.4.2.5. Restrict single point stockage of items to those that are supported by cost and benefit analysis.

5.11.4.2.6. Make arrangements for, and the coordination of intra-AF or interservice support between the affected activities.

5.11.4.2.7. In collaboration with DLA, provide final authority on all proposed agreements involving AF assets/storage sites.

5.11.5. LRS/Materiel Management Activity

5.11.5.1. Customer Service will monitor the results of automatic sourcing. Rejects associated with the A2A/A21/SHP need to be researched and not just "clear carded" to ensure the accurate response to requisitioning of another account. **(T-3).**

Section 5L—Materiel Disposition

5.12. Materiel Disposition.

5.12.1. Roles and Responsibilities:

5.12.1.1. AF/A4/7:

5.12.1.1.1. Will approve and control issuance of weapon system-wide disposal freezes.

5.12.1.1.2. Delegation of Authority. Reference **para 1.1.2.2**.

5.12.1.2. AFMC. AFMC shall: **(T-2).**

5.12.1.2.1. Provide guidance for AF reclamation processes.

5.12.1.2.2. Provide guidance for removal of parts at AFMC Maintenance and Regeneration Activity, including those to support retail-level MICAP requisitions and urgent depot support requirement, along with the associated mini-save list(s) development.

5.12.1.2.3. Direct IM responsibilities as identified in this section.

5.12.1.2.4. Monitor formal disposal freeze notices, revisions, or cancellations within AFMC materiel management operations.

5.12.1.2.5. Through its IMs, will: **(T-2).**

5.12.1.2.5.1. Initiate reclamation actions for AF-managed stock numbers and part numbers.

5.12.1.2.5.2. Use reclamation in place of procurement or repair to obtain components whenever it will result in measurable savings. It will also be used whenever it will provide the fastest means of satisfying a critical requirement or when there is no other known SOS, regardless of savings.

5.12.1.2.5.3. Will determine requirements for parts when end items or assemblies become available for reclamation.

5.12.1.2.5.4. Initiate reclamation requests for items capable of being reclaimed economically or not available from other sources.

5.12.1.2.5.5. Authorize changes/additions/deletions to save lists.

5.12.1.2.5.6. Review and evaluate existing disposal freezes once a year before the annual retention computation.

5.12.1.2.5.7. Justify in writing equipment retention additive requirements to a subgroup master stock number in the requirements data system and review retention additives to ensure they are deleted once they serve their legitimate purpose.

5.12.2. Reclamation.

5.12.2.1. The Department of Defense (DoD) Reclamation Program is prescribed by DoD 4140.1-R and implemented by DoD 4160.21-M, Chapter 13, Reclamation.

5.12.2.2. The authority for reclamation of aircraft is AFI 16-402. Disposal of aircraft will not take place until AF reclamation requirements are met. Failure to do so will result in potential loss of parts. The PM must consider transferring assets to AFMC Aerospace Maintenance and Regeneration Activity for reclamation when non-programmed requirements cannot be met on-site. Non-programmed reclamation must be planned prior to requesting save lists. **(T-2).**

5.12.2.3. AFI 20-115, specifies the authority for retention of aircraft engines.

5.12.2.4. Reclamation processes in this section primarily support AF-managed assets. PM/SSM/EIM organizations supporting CLS weapon system support programs must comply with the intent of DoD reclamation requirements and design CLS reclamation processes accordingly.

5.12.2.5. Reclamations will be based upon the following criteria:

5.12.2.5.1. A justifiable requirement exists.

5.12.2.5.2. Removal must be economical. If it is not economical, the requirement will be based on an extreme urgency or lack of any other known supply sources.

5.12.2.5.3. Based-funded items required locally may be reclaimed by retail activities when the parts can be economically removed and restored to a serviceable condition by the reclaiming activity.

5.12.2.5.4. Resources must be available for the timely repair of reclaimed unserviceable items.

5.12.2.6. Reclaimed items must be returned to proper materiel management activities and maintained on accountable records.

5.12.2.7. Priority reclamation of DLA items must be initiated by DLA or a DLA designated SOS representative.

5.12.2.8. Aircraft that crashed before 19 November 1961, and that remain wholly or partially unrecovered, are considered formally abandoned. The AF neither maintains title to, nor has property interest in, these aircraft.

5.12.2.8.1. The authority for access to, and recovery of, these aircraft, as well as liability for damages associated with their recovery, are matters to be resolved between persons seeking recovery and landowners of the wreckage sites.

5.12.2.8.2. If any human remains are discovered at the site, recovery personnel should immediately contact the nearest United States Embassy or United States military installation. To assist in proper identification of remains, recovery personnel should refrain from further operations at the site pending removal of the remains by United States experts.

5.12.2.9. Programmed/non-programmed disposal freeze requests may be generated by HAF, AFMC, or as a result of a request from an AFMC Air Logistics Complex or ICP.

5.12.3. Review of Potential Reutilization (Excess) Wholesale Stock Prior to Approval for Disposal. All potential reutilization (excess) items must be reviewed prior to disposal to ensure that no known or projected requirements exist.

5.12.3.1. This review will include exploring possible needs due to NHA application, possible modification to a usable configuration, uses for other than its intended purpose and reclamation of component parts.

5.12.3.2. This review may result in the retention of computed excess assets.

Chapter 6

MATERIEL RETURNS

Section 6A—Overview

6.1. Overview. This chapter outlines AF guidance for the supply chain materiel management processes associated with materiel returns and disposal of materiel. These activities include Returns, Disposal and the Precious Metals Recovery Program (PMRP). As listed in Attachment 1, various DoD and AF publications are reference sources for this publication. For this chapter, DoD 4100.39-M, DoD 4140.1-R and DoD 4160.21-M, and DoD 4160.28-M-V2, *Defense Demilitarization Manual* serve as primary DoD reference sources.

6.1.1. Roles and Responsibilities.

6.1.1.1. AFMC will: **(T-2).**

6.1.1.1.1. Update the Reparable Item Movement Control System (RIMCS) data master file to include reparable NSNs under Depot Maintenance Interservice Support agreements (DMISA).

6.1.1.1.2. Direct return of retail assets only if there are insufficient wholesale assets to support the weapon system or end item throughout its remaining life, instead disposal instructions will be provided.

6.1.1.1.3. Control work load volume input to repair contractors to prevent accumulation of excess reparables at the contractor facility.

6.1.1.2. LRS/Materiel Management Activity will: **(T-3).**

6.1.1.2.1. Process all retail level return requests through the FSC.

6.1.1.2.2. Coordinate with maintenance to identify components for which there is base level repair capability as well as no base level repair capability and update repair cycle records. The LRS/Materiel Management Activity will review this information at least semiannually.

6.1.1.2.3. Recover consumable useable material defined by DoD 4160.21-M.

6.1.1.2.4. Establishment of on-base and off-base pick up points for return of consumable materiel.

6.1.1.2.5. Establish agreements with the servicing DLADS that ensure cooperation, support, and assistance.

6.1.1.2.6. All AF materiel management activities processing returns (serviceable and unserviceable) will: **(T-2).**

6.1.1.2.6.1. Conduct bare item inspection to verify the identification and ensure tags and documentation are completed prior to return IAW **Para 6.1.1.3**.

6.1.1.2.6.2. Research shipment shortages thoroughly to attempt to find missing asset and include them in the shipment. When it is impractical to recover component shortages, the release/receipt document listing the shortages will be

certified.

6.1.1.2.6.3. Return reparables only to the shipment DoDAAC contained in the repair cycle record.

6.1.1.2.6.4. Not inspect reparables which are received in error and is automatically transshipped to the applicable repair point, unless there is obvious or suspected evidence that condition or identity is incorrect.

6.1.1.2.6.5. Handle returned assets in such a manner to prevent further damage or cost to the government. Packing and crating will be accomplished as prescribed by appropriate TOs and packaging directives IAW AFJMAN 24-206 (IP), *Packaging of Materiel*.

6.1.1.2.6.6. FOB Materiel. Assets in the possession of base customers that are not correctly accounted for on supply system due-in from maintenance or in-use equipment detail records are commonly referred to as found on base (FOB). AFI 23-111 requires the prompt recording of all property found on an installation not maintained in an account table system. FOB property will be processed by the Flight Service Center. FOB items will be thoroughly researched before being ADDED to the accountable record. Controlled items will not be processed as FOB. Controlled items will use Special Inventory guidance to clear FOB conditions; an ROS will be required to add such items to the accountable record. **(T-2).** See AFMAN 23-122, Table 6.2 for exceptions.

6.1.1.3. Customers in possession of assets will comply with following guidance prior to returning property to the LRS/Materiel Management Activity to ensure proper identification, condition and complete documentation (i.e. forms, tags, reports, etc.):

6.1.1.3.1. TO 00-20-3, TO 00-35D-54, AFI 21-101, AFI 21-102, *Depot Maintenance Management*, AFMAN 24-206 (IP), *Packaging of Materiel*, and AFMAN 23-122. For maintenance activities that are non-Aircraft, refer to AFPD 21-1 for the governing maintenance publication.

6.1.1.4. All activities, which are not in the Stock Number User Directory (SNUD) or equivalent program and therefore do not receive RIMCS data (i.e. contractors, universities, AFROTC), will ship AF reparable materiel to an authorized repair point.

6.1.1.5. All activities will not remove Item Identification Plates or Labels on material being returned.

Section 6B—Returns

6.2. Returns

6.2.1. Assets no longer used by retail materiel management activities will be returned or transferred for disposal. **(T-2).**

6.2.2. Recoverables/Reparables.

6.2.2.1. Maintenance will expeditiously return recoverable items to the wholesale and retail materiel management systems after repair has been attempted (either successfully or unsuccessfully) IAW Sec. 5C.

6.2.2.1.1. Reparable items coded “XD” and “ND.” Serviceable "XD2" items will only be returned to depot stocks or transferred to disposal when directed by the IM.

6.2.2.1.2. Reparable Items Coded “XF,” or “NF.”

6.2.2.1.2.1. To preclude the unwarranted disposal of economically reparable "XF" or "NF" items which are beyond the capability, capacity, or need of the base to repair, the following criteria are established:

6.2.2.1.2.1.1. Items coded "XF" and "NF" will be processed to the DLADS when they are in condemned condition.

6.2.2.1.2.1.2. Reparable "NF" items not in condemned condition and having a line item value (quantity items x unit cost) less than $100 will be processed to DLADS. Items in this category may be held as long as the base considers necessary for possible future repair and reuse.

6.2.2.1.2.1.3. Reparable "NF" items not in condemned condition and having a line item value of $100 or more will be reported to the IMs for disposition instructions.

6.2.2.1.2.1.4. Reparable "XF" items requiring depot repair will be identified in RIMCS.

6.2.2.1.2.1.5. Reparable "XF" items not in the RIMCS will be processed to DLADS, unless critical. (Exception: personnel parachute components).

6.2.2.1.2.1.6. Guidance outlined in this paragraph does not pertain to items recovered by reclamation at the AFMC Aerospace Maintenance and Regeneration Activity.

6.2.2.1.3. When notified to ship reparable (part numbered) Quick Reaction Capability (QRC) equipment to a contractor or depot field team, shipments will be made by the most expeditious means available.

6.2.2.1.4. Shipment of reparable and TCTO materiel to repair contractors.

6.2.2.1.4.1. Reparable and TCTO materiel will be shipped to repair contractors when the appropriate RIMCS data is reflected, except when directed by the IM.

6.2.2.1.4.2. RIMCS applies to all reparables which can appropriately be shipped from the generating activity to the contractor repair facility.

6.2.2.1.5. Movement of Test, Measurement, & Diagnostic Equipment will be done IAW TO 00-20-14, *Air Force Metrology and Calibration Program.*

6.2.3. Consumables items coded XB or NF1.

6.2.3.1. DoD and AF policy mandates all government materiel will be fully used and reused when the materiel can be used effectively, economically, and safely. Activities will never discard usable material. The following guidelines for determining the usefulness of items apply to both on-base and off-base organizations.

6.2.3.1.1. All consumable items, serviceable or unserviceable, having potential use or resale value, will be collected, retained, and returned to the retail Materiel

Management Activity. The retail Materiel Management Activity will reissue and redistribute them, repair and reuse them, or transfer them to DLADS as scrap.

6.2.3.1.2. Air Force Repair Enhancement Program (AFREP) asset returns will be processed IAW AFI 21-123, *Air Force Repair Enhancement Program (AFREP*).

6.2.4. Repair Cycle and Equipment. Returns will be processed IAW AFMAN 23-122, Sec. 6B, Returns. **(T-2).**

6.2.5. NWRM. NWRM items will be returned IAW AFI 20-110 and, Sec. 10B.

6.2.6. **(DELETED)**

6.2.7. Deficiency Report (DR) Exhibit Returns. DR exhibit return actions will comply with TO 00-35D-54. **(T-1).**

Section 6C—Disposal, Demilitarization and PMRP

6.3. Disposal, Demilitarization and PMRP.

6.3.1. Disposal Guidance.

6.3.1.1. DoD 4160.21-M and DoD 4160.28-M, implements the requirements of the Federal Property Management Regulation (FPMR), as it applies to the disposition of excess and surplus materiel.

6.3.1.2. Disposal of serviceable items required to support and maintain an active weapon system or end item is prohibited.

6.3.1.3. Primary Inventory Control Authority (PICA) and Secondary Inventory Control Activity (SICA). PICAs have final disposition authority for assets under their management. Therefore, SICAs will not dispose of items until they receive written authorization from the appropriate PICAs. PICAs will provide SICAs the current "ship to" information for reparable materiel.

6.3.1.4. Retail activities will transfer centrally procured secondary and principal items to disposal only when directed by the IM, unless identified as authorized for immediate transfer to disposal. Component materiel identified by an IM for possible disposal but with potential for reutilization will be transferred to DLADS, unless new information justifies retention.

6.3.1.5. The LRS/Materiel Management Activity may locally-direct transfers to DLADS when: serviceable/unserviceable items are no longer required; the items do not support an active weapon system or end item; and all disposal authority criteria has been met.

6.3.1.6. The LRS/Materiel Management Activity will ensure all of the following disposal criteria are met before local disposal action is taken:

6.3.1.6.1. For consumable items (BC 9) with demands, the disposal criteria is based upon the economic retention level (ERL). Any quantity above the ERL may be disposed of by transferring to DLADS.

6.3.1.6.2. For consumable items without demands, the disposal criteria for BC 8 (XB3, XF3) and BC 9 (XB3, XF3, and NF1) is authorized after 365 days for items with a MIC 3, 4, or blank. These criteria are based upon the date the Stockage Priority

Code (SPC) is assigned. Conversely, MIC 1 and 2 assets may be disposed of after 730 days from the date the SPC is assigned. This only applies to items containing a date SPC 5.

6.3.1.7. Base-level organizations will transfer materiel to DLADS for items not processed through the applicable materiel management IT system. This includes the transfer of scrap and GPC purchased items.

6.3.1.7.1. Segregation of scrap materiel is necessary to minimize DLADS handling costs and to ensure maximum return from the sale of disposed materiel. Segregation of scrap materiel will be accomplished by base organizations initiating materiel transfers to DLADS.

6.3.1.7.2. When items are coded disposal, disposing organizations' items must be turned into DLADS and/or demilitarized prior to transfer IAW the demil code assigned, DoD 4160.21-M, DoD 4160.28-M, and AFMAN 23-122, Sec. 6C, Disposal, Demilitarization and PMRP.

6.3.1.7.3. Disposal of NWRM and scrap from NWRM will follow guidance in AFI 20-110.

6.3.1.7.4. LRS/Materiel Management Activities are authorized to transfer low dollar value property in batch lots to the DLADS on a single shipping document IAW DoD 4160.21-M, Chapter 3, Paragraph B6, Batchlotting; and AFMAN 23-122, Sec. 6C, Disposal, Demilitarization and PMRP.

6.3.2. Demilitarization.

6.3.2.1. AFMC /A4R will act as the AF Demilitarization (DEMIL) Program Administrator. Requests for waiver, modification, exception, or addition to DoD Demilitarization requirements will be submitted to the AF DEMIL Program Administrator, on a case-by-case basis IAW DOD 4160.28-M, Vol 1. AFMC will review, approve and submit to the DoD DEMIL Program Office (DDPO), with a copy to AF/A4LM. **(T-1).**

6.3.2.2. The ESs (contractor equivalent) will assign accurate DEMIL codes to all items, for which they have management responsibility, IAW DoDI 4160.28, *DoD Demilitarization (DEMIL) Program,*. Requests to change an item's DEMIL code will be submitted to DLA Logistics Information Service IAW DoD 4160.28-M, Vol 2.

6.3.2.3. Prior to release of property from DoD custody and control, the owning activity is responsible for ascertaining the demilitarization code for the property and ensuring that it is entered on the transfer document or included in the lease, loan, or sale agreement.

6.3.2.4. The ICP will declassify materiel according to DoD 4160.28-M, and, if required, further demilitarize classified materiel prior to turn-in of the residue, if any, to DLADS. **(T-0).**

6.3.3. Precious Metals Recovery Program. The PMRP will be conducted IAW in DoD 4160.21-M and TO 00-25-113, *Conservation and Segregation of Critical Alloy and Precious Metal Bearing Parts and Scrap*.

6.3.3.1. Roles and Responsibilities.

6.3.3.1.1. AF/A4LM will be responsible for policy and guidance for PMRP

6.3.3.1.2. AFMC will be the Air Force focal point to coordinate on all matters pertaining to the PMRP **(T-1).**

6.3.3.1.2.1. Determine and assign the appropriate Precious Metals Indicator Codes as defined by DoD 4100.39-M, Vol 10.

6.3.3.1.3. MAJCOMs will: **(T-2).**

6.3.3.1.3.1. Ensure an effective PMRP program exists within their command.

6.3.3.1.4. Retail/Base-Level PMRP Manager:

6.3.3.1.4.1. The Materiel Management Flight Chief Inspector will be the installation PMRP manager/focal point for all matters concerning PMRP. **(T-2).**

6.3.3.1.4.2. The PMRP manager will maintain a list of the organization's PMRP monitor's/alternate's name, phone number, location and, as applicable, type of recovery equipment, kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used. **(T-2).**

6.3.3.1.4.3. The PMRP manager will visit each participating activity at least once every 24 months for review of operations, documentation, and adherence to overall program requirements. A report of findings will be maintained and corrective action on discrepancies tracked through completion. **(T-2).**

6.3.3.2. All AF activities must establish protection requirements for fine precious metals, precious metals bearing scrap, and high content precious metals bearing items IAW DoD 4160.21-M. **(T-0).**

6.3.3.2.1. Using activities will maintain a file for accountability for silver recovery equipment and supplies provided by DLADS at no cost, kind of precious metals scrap generated, and the kind of fine precious metals and high precious metals content items used.

6.3.3.2.2. Contractor activities operating on an AF installation where precious metals are used or recovery is involved, must ensure that the PMRP is addressed in the Performance Work Statement (PWS) or equivalent. **(T-2).**

Chapter 7

SUPPORTING TECHNOLOGIES

Section 7A—Overview

7.1. Overview. This chapter also establishes policy on the administration and use of the Integrated Logistics System – Supply (ILS-S). The policy described in this section is applicable to all subsystems of the ILS-S (the Standard Base Supply System (SBSS), Enterprise Solution-Supply (ES-S), and the AF Supply Central Database (AFSCDB).) except where explicitly excluded. Specific procedures to create and maintain user accounts within each particular subsystem of ILS-S are addressed in AFH 23-123.

Section 7B—Automated Identification Technology (AIT) and MMHS and Other Capabilities

7.2. AIT, MMHS and Other Capabilities.

7.2.1. Automated Identification Technology (AIT). A group of technologies to improve material identification and data collection. The implementation of AIT capability within the AF shall be done through the ELS initiative and IAW DoD 4140.1-R. **(T-0).** The adoption, acquisition and implementation of AIT capabilities shall be accomplished at the enterprise level unless AF/A4L has granted an exception to this guidance. Requests for exception to guidance shall be made in writing and coordinated with MAJCOM A4 and AF/A4LM. **(T-1).**

7.2.1.1. Asset Marking and Tracking (AMT). AMT enables total asset management throughout the supply chain by ensuring the consistent marking and tracking of all assets. AMT automatically identifies and tracks high cost, high impact, and other critical individual components from acquisition through transportation, supply, maintenance, and disposal. This includes consumables and non-serialized assets along with selected assets as identified within the OSD-led Serialized Item Management (SIM) initiative. AMT shall use existing capabilities and policy, such as IUID, and Radio Frequency Identification (RFID).

7.2.2. IUID is a key enabler for automatic data capture on key items. This allows for capture of accurate lifecycle data that can be aggregated and analyzed by planners, engineers, and logisticians to produce predictive maintenance strategies. IUID implementation will meet requirements in MIL STD-130, *Identification Marking of U.S. Military Property,* and DoDI 8320.04.

7.2.2.1. SAF/AQ. The SAF/AQ manages IUID implementation with the acquisition of new assets.

7.2.2.2. AF/A4L. AF/A4L manages IUID implementation and sustainment for legacy items to include Class II, VII, and IX supply items.

7.2.2.3. Radio Frequency Identification. Active RFID supports asset visibility and improved logistic business processes throughout the DoD logistics enterprise. The AF maintains an active RFID infrastructure IAW with DoD policy directives. This infrastructure primarily supports distribution activities tracking shipments to, from and between OCONUS locations. The use of such automatic identification ensures minimal

or no manual data entry, improves data accuracy and timeliness. The supporting AF RFID implementation plan encompasses both active and passive RFID technology in a cohesive environment to support the DoD vision will be IAW DoD and other applicable directives.

7.2.3. MMHS Planning & Programming.

7.2.3.1. Responsibilities:

7.2.3.1.1. SAF/AQ. The SAF/AQ manages the budgeting and execution processes and issues the program authority for all MMHS/Storage Aids Systems (SAS) projects.

7.2.3.1.2. AF/A4L. AF/A4L manages IUID implementation and sustainment for legacy items to include Class VII, IX and II supply items.

7.2.3.1.3. MAJCOM Level. The MAJCOM appoints a MAJCOM Program Manager to manage the MMHS/SAS program and assigns a MAJCOM Focal Point to each funded requirement within that command. The MAJCOM Program Manager is responsible for assembling and prioritizing MMHS/SAS requirements and submitting this list, with Concept Papers for each requirement, annually to AFMC for funding. The MAJCOM Program Manager also advises AFMC of Military Construction (MILCON) projects (e.g. new warehouses and air freight terminals) that may require MMHS/SAS.

7.2.3.1.4. AFMC. AFMC through the AF Mechanized Materials Handling Engineering Office monitors planning and programming processes for all MMHS/SAS projects.

7.2.3.1.4.1. AFMC is the centralized AF program manager for all MMHS/SAS and the OPR for guidance pertaining to MMHS/SAS.

7.2.3.1.4.2. AFMC must approve any proposed modification to an existing MMHS or SAS that originally required AFMC approval and was installed by AFMC. Modifications include changes to equipment, configuration, location, installation, functional changes and programmable controllers. If modifications exceed $100K, AFMC will fund them through the MMHS/SAS program. Modifications under $100K must be funded locally. **(T-2).**

7.2.3.1.4.3. AFMC retains approval authority for configuration of all materiel management support facilities and air terminal facilities, based on the flow of materials and space utilization.

7.2.3.1.4.4. AFMC prioritizes MAJCOM requirements into an AF MMHS/SAS Program. AFMC manages the program based on execution responsibilities, accounts for all projects submitted by MAJCOMs.

7.2.3.1.4.4.1. MAJCOM focal points advocate to AFMC for each MAJCOM's MMHS/SAS program ensuring all requirements are included in the AF Program. The MAJCOM focal point is the liaison between the MAJCOM Program Manager (PM) and the AFMC MMHS/SAS Program Manager.

7.2.3.1.4.5. AFMC PE manages all technical aspects of a project. These include:

the initial evaluation of requirements, cost data, design (i.e. the preparation of drawings and specifications), contracting package, evaluation of technical proposals, and acceptance of installed equipment. If the MMHS/SAS project is associated with a MILCON project, the PE will attend all MILCON Design Conferences.

7.2.3.1.4.6. AFMC coordinates funding, manages obligations and expenditures IAW AFI 65-601, and maintains financial management liaison with SAF/AQ and the AFMC PM.

7.2.3.1.5. Base Level. The Base Project Officer (BPO) is designated by the using organization's commander to be responsible for coordinating all on-site activities of a particular MMHS/SAS project. The BPO will be part of the using activity and be fully involved with project development.

7.2.3.2. Guidance regarding MMHS usage. MMHS includes (but is not limited to) equipment, process controllers, or equipment shelters required to handle materials in a proven, systematic, mechanized manner. **Note:** MMHS does not include systems that require research and development. Systems must be either "off-the-shelf" or made from off-the-shelf components. MMHS also does not include: equipment which is item managed (unless included as part of a total system), general purpose forklifts, ISU containers, conventional pallet jacks, floor scrubbers, refrigerators, and freezers. If a system does not meet the above criteria, AFMC decides whether it qualifies under the MMHS program.

7.2.3.3. Types of MMHS include:

7.2.3.3.1. All types of conveyors, including 463L pallet conveyor.

7.2.3.3.2. Narrow-aisle vehicles (guided by wire, radio, rail, light, or laser).

7.2.3.3.3. Automated storage/retrieval systems (AS/RS), including elevating transfer vehicles (ETVs).

7.2.3.3.4. Carousel storage systems (horizontal and vertical).

7.2.3.3.5. Mobile storage systems.

7.2.3.3.6. Cranes (bridge, trolley, jib, or gantry).

7.2.3.3.7. Lifts (e.g. pallet build-up/breakdown lifts).

7.2.3.3.8. Ball transfer mats.

7.2.3.3.9. SAS.

7.2.3.3.10. Dock levelers.

7.2.3.3.11. Combinations of the above.

7.2.3.4. Storage Aid Systems. SAS includes: mezzanines, modular cabinets, racks, shelving, and bins. It also includes any support equipment required to provide a completely functional storage system, or specialized function within a larger system.

7.2.3.5. Identification of Requirement. The base identifies the need for the project and creates the Concept Paper for the MMHS/SAS project. The base submits the concept

paper, which must be validated and updated annually, to the MAJCOM Program Manager until funded.

7.2.3.6. Economic Analysis. When required by AFI 65-501, *Economic Analysis,* the base is responsible for ensuring an economic analysis is prepared by the installation financial analysis office.

7.2.3.7. Local Infrastructure Improvements. Occasionally, local infrastructure improvements are required to support an MMHS/SAS project. These improvements (e.g. new transformer or fire pump) cannot be funded with MMHS/SAS funds and must therefore be funded through another source.

7.2.3.8. Installation Planning. Installation planning and scheduling will be accomplished after completion of the system design and before contracting of the project. Where necessary, installation plans are built into the MMHS/SAS contract to ensure the equipment installation follows the predetermined plan. Installation plans include orientation of personnel in the concept of operation of the equipment and a plan for maintenance of the system. The base develops this plan with assistance from the PE.

7.2.3.9. Contracting Package. After receiving the contracting package from the PE, the base coordinates the package with the appropriate local organizations. The base directs any comments or questions on the package to the PE, who modifies the contracting package as necessary.

7.2.3.10. Contingency Plan. The base writes a contingency plan for the proposed system. Use of MMHS/SAS must consider enemy attack and power outages. There must be provisions for working around damaged or inoperable equipment and accessing material in support of the mission. The using organization commander approves the plan.

7.2.3.11. Post Award Conference. The base attends the post award conference and assists the Contracting Officer and PE, as requested.

7.2.3.12. Equipment Installation. The base monitors contractor performance during the installation of the equipment, reporting any problems to the PE.

7.2.3.13. Equipment Accountability. The base shall maintain equipment accountability for MMHS/SAS under the applicable materiel management IT system and procedures. **(T-3).**

7.2.3.14. Programming for MMHS.

7.2.3.14.1. Programming Projects. In the second quarter of each fiscal year, AFMC will send a requirements call letter to each MAJCOM requesting an MMHS/SAS Priority List. **(T-2).**

7.2.3.14.2. Project Design. Once an MMHS/SAS project is identified as funded, the AFMC PE begins the design process. MMHS/SAS projects are typically designed for existing (non-MILCON) facilities or newly constructed (MILCON) facilities.

7.2.3.14.3. Non-MILCON Related MMHS/SAS. Design of a project includes collection and analysis of data, equipment selection, development of the layout, and preparation of the contracting package by AFMC. When the contracting package is complete, the PE sends it to the base for review and local coordination.

7.2.3.14.4. MMHS/SAS Associated with a MILCON Project. The process is the same for Non-MILCON related MMHS/SAS. However, the design process must start much sooner (as much as a year before funding), usually with the PE attending the initial MILCON conference (Concept Phase) at the site. The building will be designed around the operation/equipment; it is paramount that the PE determines the appropriate MMHS/SAS before the MILCON process gets underway.

Section 7C—Supply Chain Materiel Management Systems

7.3. Supply Chain Materiel Management Systems.

7.3.1. Compliance: AF materiel management systems shall comply with the requirements of DoD 4140.1-R, and AFI 33-108, *Compatibility, Interoperability, and Integration of Command, Control, Communications, and Computer (C4) Systems*. Use of DoD or AF SCM systems and Item Manager Wholesale Requisition Process IT systems is mandatory for all AF owned assets. AF A4/7 may waive this requirement for systems that it identifies as meeting requirements for visibility and accountability of assets across the supply chain.

7.3.2. Requirement: AF materiel management IT systems shall support tactical and strategic planning and robust maintenance practices as well as implement unimpeded distribution of goods. Concurrently, the systems will ensure proper tracking and identification of assets, support proper sourcing and maintain solid financial management accountability of the AF supply chain.

7.3.3. Capabilities: Provide visibility of AF repair networks capability and capacity to effectively allocate resources and workload to optimized repair planning.

7.3.3.1. Pursue Total Asset Visibility by capturing accurate data and maintaining near real-time asset information.

7.3.3.2. Promote data accuracy by standardizing maintenance of information.

7.3.3.3. Provide the information required for centralized asset management (CAM) to effectively and efficiently allocate resources across the AF.

7.3.3.4. Promote an information exchange network to support coordination and collaboration between the AF and the other DoD Components

7.3.4. Roles and Responsibilities

7.3.4.1. AF/A4LM will ensure materiel management systems requirements are identified and addressed within the AF. **Note:** Users are authorized to run queries from approved materiel management IT systems in lieu of specified reports when the query satisfies the report's intended purpose and is not otherwise explicitly prohibited.

7.3.4.2. MAJCOMs shall ensure that the implementation and use of materiel systems are IAW DoD 4140.1-R, AFI 33-108 and other applicable guidance. MAJCOMs shall review and coordinate requests for new and/or additional systems. **(T-1).**

7.3.4.3. AFMC will: **(T-2).**

7.3.4.3.1. AFMC shall be the AF OPR for acquisition of AF enterprise-level materiel management systems and have the primary responsibility for ensuring data integrity for AF materiel management systems.

7.3.4.3.2. Be responsible for the operability of materiel management systems at the AF enterprise level and ensuring capabilities meet procedures outlined in DoD 4140.1-R.

7.3.4.3.3. Ensure security mechanisms are in place to provide secure and uncompromised exchange of information.

7.3.4.3.4. Be responsible for providing role based security access to materiel management systems.

7.3.4.3.5. Develop and implement common operating environment IAW DoD 4140.1-R.

7.3.4.3.6. Ensures the materiel management IT systems properly supports and implements AF policies and procedures at the retail level.

7.3.4.4. LRS/Materiel Management Activity will: **(T-3).**

7.3.4.4.1. Support core logistics readiness systems while maintaining a common operating environment IAW DoD 4140.1-R.

7.3.4.4.2. Ensure the use of materiel systems are IAW DoD 4140.1-R and AFI 33-108.

7.3.4.4.3. Provide through systematic management procedures effective, standard, and controlled automated data processing (ADP) support for base-level LRS/Materiel Management Activity operations.

7.3.4.4.4. Provide standard data processing system fundamentals, work processes, and methodology, for the training, development, and maintenance of functional ADP LRS/Materiel Management Activity personnel.

7.3.4.4.5. Submit system specific requirements to execute a computer replacement plan.

7.3.4.4.6. Maintain integrity of local item records.

Section 7D—Readiness Driver Program

7.4. Readiness Driver Program.

7.4.1. To improve overall weapon system mission capability, the AF will operate a Readiness Drivers Program (AFRDP) that:

7.4.1.1. Provides the capability to identify and track items having the greatest negative impact on mission capability, categorizing them in terms of the severity of the impact.

7.4.1.2. Provides capability to identify the underlying constraints impacting item availability.

7.4.1.3. Develops, documents, and executes a constraints resolution plan for each identified constraint impacting item availability for items in the AFRDP.

7.4.1.4. Provides management visibility to track weapon system (WS) constraints and resolution plans affecting multiple items or incidents to improve overall WS planning, item availability, mission capability (MC), and operations support to the warfighter.

7.4.1.5. Results in progressive and conclusive elimination of constraints such that both the number of AFRDP incidents and the magnitude of their mission impact are continually reduced.

7.4.1.6. This guidance compliments and is concurrent with implementation of DoDI 3110-05.

7.4.2. Responsibilities.

7.4.2.1. AF/A4LM will:

7.4.2.1.1. Provide and coordinate AFRDP policy, and procedural guidance with MAJCOM s, DLA/J-3 and other DoD logistics support activities, as required.

7.4.2.1.2. Ensure the automated data system for the program within the scope of approved AF A4/7 programs supporting a common operating picture.

7.4.2.2. AFMC will: **(T-2).**

7.4.2.2.1. Be the lead functional OPR for data system support to the AFRDP and provide program management oversight to the AFRDP.

7.4.2.2.1.1. Develop and oversee the necessary processes and execution to provide an effective AFRDP.

7.4.2.2.1.2. Identify changes needed to AFRDP policy/process issues and pursue them accordingly.

Section 7E—Integrated Logistics System-Supply (ILS-S)

7.5. Integrated Logistics System-Supply (ILS-S).

7.5.1. **System Administration.** The Supply community has the responsibility to administer the ILS-S system access and security program in accordance with the identification and authentication procedures outlined in this publication, AFMAN 33-282, *Computer Security (COMPUSEC),* ILS-S Program Management Office (PMO)-produced Rapid Communications Messages (RAPCOMs) and other security guides as applicable. All users are required to submit an automated System Authorization Access Request (SAAR). The DD Form 2875 may be used in situations where an automated submission method is not available or is prohibited by DISA. The level of approval required on the SAAR will be based on the user's status (for example, type of user and location). Access will only be permitted for those functions required for mission accomplishment.

7.5.2. **Controlled Access.** A high degree of control over the ILS-S system and data access to logistics data is warranted due to security and proprietary data issues. ILS-S has several security features that will lock user accounts and render the account inaccessible. Accounts will only be unlocked after positive identification is made in person with a CAC, an encrypted email or use of the Telephone Challenge Word. The authentication method is at the discretion of the ILS-S Administrator. Passwords will only be transmitted from the

administrator to the user by means of encrypted email. ES-S access is granted through the Air Force Portal using CAC authentication. **(T-2).**

7.5.2.1. **Restrict Direct SBSS Access**. Direct access to the SBSS is limited to users with a validated mission need for functions not supported in any other component of ILS-S. All requests for direct access to the SBSS made by personnel outside the AFMC SCM-R Computer Operations and AFMC SCM-R Information Technology Activity must be requested in writing and approved by HAF/A4LM. A signed copy of this authorization will be maintained with the SAAR and reviewed quarterly by the AFMC SCM-R Computer Operations Activity during validations. The coordination can be done by signed email. All requests will be reviewed and validated annually by HAF/A4LM to ensure direct SBSS access is still warranted. **(T-1).**

7.5.2.2. **Tiered Administration**. ILS-S is based on a tiered administration concept that includes a hierarchy of system administrators. Higher level administrators manage lower level administrators and lower level administrators manage the users. Further details on the tiered administration concept can be found in the ES-S User's Manual Chapter 29.

7.5.2.3. **Administrative and Transaction Groups**. ILS-S Administrative and Transaction Groups will be standardized across the enterprise. All changes will be requested in writing through the requestor's MAJCOM to HAF/A4LM for approval. **(T-1).**

7.5.2.4. **Proprietary Information**. Users assigned to Contractor Inventory Control Points (C-ICPs) will not be granted access to asset and order information from other C-ICPs. The Contractor's Government Sponsor and the IAO responsible for each Administrative Group will ensure compliance to this restriction during quarterly system-generated validations. **(T-2).**

7.5.3. **Automated User Account Validation.** The ILS-S Administrators will perform a validation of user accounts quarterly. The ILS-S Administrator will be notified by an alert or e-mail that a validation is required. **(T-2).**

7.5.4. **User Administration.** Administrators serve as trusted agents to grant and maintain access rights to individual users in their units and Administrative Groups. Organizational commanders whose responsibilities include oversight of ILS-S operations will review and approve or disapprove the SAAR for all users requesting administrative privileges. Commanders, with approval from HAF/A4LM for direct access to the SBSS (discussed in **7.5.2.1**), will also appoint (through DISA) an Alternate IAO (AIAO) for controlling and monitoring SBSS unique security requirements. **(T-1).**

7.5.4.1. **Qualifications.** Only USAF Military/Civilians or Support Contractors working under contract to the USAF can be appointed as ILS-S administrators (including AIAOs). C-ICP users will NOT be appointed as ILS-S administrators.

7.5.4.2. **Appointment.** The AFMC SCM-R Computer Operations Activity will determine the level and responsibility for administering accounts. **(T-2).**

7.5.4.3. **Responsibilities.** Administrators are charged with approving, monitoring and updating user accounts when permissions change. They ensure the appropriate level of approval has been obtained before allowing access to and use of ILS-S applications.

Administrators will also disable accounts immediately in any situation requiring additional research to validate the account. Administrators will immediately archive all accounts that are no longer required to perform the mission. **(T-2).**

7.5.4.3.1. **Understand DoD, DISA and Air Force Policy and Procedures.** Do not rely solely on policy in the instruction. All administrators must also have a thorough understanding of all DoD , DISA and Air Force policy, manuals, handbooks and Security Technical Implementation Guides regarding system and user administration. **(T-2).**

7.5.4.3.2. **Manage System Access Authorization Requests (SAARs).** Maintaining SAARs is mandatory and vital to passing system security audits. Failure to pass a system security audit will result in a re-audit within 90 days and may result in removal as a User Administrator. **(T-1).** SAARs maintained outside ILS-S must be centrally located to enable rapid retrieval, validation and access by auditors. SAARs contain a user's personal data and should only be accessed by those in a "need to know" position.

7.5.4.3.3. **Perform Information Owner Duties.** The Information Owner (IO). capability will only be assigned to administrators charged with local IO duties by the accountable officer. The IO will review all user requests and forward to the IAO for approval/disapproval. The IO must verify the SAAR contains only the minimum privileges required to perform the mission. **(T-1).**

7.5.4.3.4. **Perform Information Assurance Officer Duties.** ILS-S IAOs are only located at the AFMC SCM-R Computer Operations and AFMC SCM-R Information Technology Activity. The IAO will review and approve or disapprove all user requests. The IAO must verify the SAAR contains only the privileges required to perform the mission. Extra scrutiny will take place at this level since the IAO is the last person in the approval chain prior to account creation and privileges being granted. Administrators will not update a data element the user has the capability to update in their profile. All requests to alter permissions in ILS-S will be documented using the automated SAAR. Under no circumstances will an administrator restore or reactivate an account when it is clear the user failed to fulfill their responsibilities or to avoid proper approval and validation by the supervisor, IO or IAO. **(T-2).**

7.5.4.3.5. **Limit SRAN Access**. Administrators will not grant access to multiple accounts when a user's job requires access to a single SRAN. Users may be granted privileges for multiple SRANs if there is a genuine need to access multiple accounts. The IO and IAO will make specific comments justifying the need for access to multiple SRANs on the SAAR to document this exception to policy. All access for base-level users will be reviewed by IO. The IAO assigned to the Admin Group will approve or disapprove all requests regardless of the source of the request. **(T-2).**

7.5.4.3.6. **Validate User Accounts.** Administrators will complete the ILS-S automated validation NLT the user's validation due date to prevent the user's account from being automatically disabled by the system. During the review, Administrators must review the user's history to detect adverse trends such as previously denied access requests, erroneously assigned privileges not aligned with the user's role (such as assignment of multiple SRAN processing privileges for a base-level user),

expiration dates longer than three years and base-level users with the "Get It" , "Release Order" or similar capabilities. Validation of legacy accounts will ensure only those transactions not available in ES-S are assigned to those users approved by HAF/A4LM for SBSS access. **(T-1).**

7.5.4.3.6.1. **Bulk Load Not Authorized.** The bulk uploading of validation data is not authorized without written approval of the AFMC SCM-R Information Technology Activity.

7.5.4.3.6.2. **Review Administrator Accounts.** The AFMC SCM-R Information Technology Activity will validate all SPO and mid-level administrator accounts each quarter during the automated validation. The number of administrators will be maintained at the following ratios: 1 SPO-level admin per 1,500 users across the enterprise and 1 mid-level admin per 500 users across their Administrative Group. The mid-level administrator will validate low- level administrative accounts within their span of control during the automated validation. There will not be more than 2 low-level administrators per 100 users supported at a single location. Two low-level administrators are authorized when the number of supported users is less than 100 users at a single geographical location. SPO-level administrators will only be located in the ILS-S Program Office. With the exception of the NWRM Admin Group, mid-level administrators will only be located at the AFMC SCM-R Computer Operations Activity. SBSS administrators will only be located at the AFMC SCM-R Information Technology Activity and AFMC SCM-R Computer Operations Activity. DISA account validation and audit procedures will be followed to ensure compliance and continued access. **(T-2).**

7.5.4.3.6.3. **Prevent Unauthorized Use.** Administrators at all levels will implement proactive measures to ensure every user's access and privileges are reviewed prior to a change in the user's status. This includes, but is not limited to, transfer (PCS, PCA and new duty positions), retirement, administrative action, changes in employment status or extended absences. The administrator will ensure the user's account expiration date is updated and will archive the user's account(s) NLT 1 duty day prior to the user's last day in that role. This action ensures the user will have to apply for access through the user's new supervisor, IO and IAO at the gaining location to ensure the proper privileges are assigned. This will be accomplished using available technology and processes such as the vMPF in-processing/out-processing checklist functionality, contractor onboarding/departure procedures and locally-developed PCA checklists. **(T-2).**

7.5.4.3.6.4. **Scrutinize Deployment Accounts.** Deployed users must apply for a new account upon arrival in the deployed location through the ILS-S automated SAAR if their duties require processing transactions against the deployed SRAN. The user, deployed supervisor, the IO and the IAO will ensure the account's expiration date is set for the user's re-deployment date. **(T-2).** Home station accounts will be subject to enterprise rules and long absences will result in the account being disabled and archived by ILS-S.

7.5.4.3.6.5. **Scrutinize Contractor Accounts.** Contractors perform vital services

for the Air Force. However, their access to ILS-S is contingent upon an approved and up to date contract authorizing their continued need for access. Administrators at all levels must ensure the expiration date on the contractor's account is the last day of the current contract. Requests for changes to the expiration date must be requested using the ILS-S automated SAAR process and be approved by the Government Sponsor and ILS-S Administrators. Any account that expires due to the end of a contract requires submission of a new SAAR to ensure accurate recording of the company name, contract number and the continued approval of the government sponsor. (**T-2).**

7.5.4.3.6.6. **Scrutinize Multiple Accounts.** There may be an operational need for an ILS-S user to have more than one account. This can occur for several reasons to include joint base processing with separate SBSS accounts within close proximity and supporting COOP operations. All requests for multiple accounts will contain a specific and detailed justification on the SAAR.

7.5.5. **Supervisor/US Government Sponsor Responsibilities.** Supervisors will validate the need for access requested and endorse SAARs. A US Government Sponsor (normally the Contract QAE or Government PMO representative) must endorse (as the Supervisor) all ILS-S SAARs for contractor personnel. The organizational commander will serve as the supervisor for all administrator accounts. Supervisors are also responsible for the timely validation of their subordinates' user accounts. This includes removing privileges during the validation process that are no longer required. It is the supervisor's/US Government sponsor's responsibility to notify the ILS-S Administrator NLT 3 duty days when a user no longer requires access to ILS-S. This notification can be by signed email, in-person or by telephone. **(T-2).**

7.5.6. **User Responsibilities.** ILS-S users are responsible for their actions on the system. This includes the responsibility to protect the ILS-S account(s) and to prevent unauthorized access to the ILS-S.

7.5.6.1. **Protect Account Access.** Account sharing is strictly prohibited. It is a security violation to leave a computer unlocked while a user away from the PC. Violators will have accounts archived by the administrator. The user will re-apply for access after re-accomplishing Information Assurance Training to reinforce security policy and procedures. Users will also contact the administrator immediately if they suspect their account has been compromised. **(T-1).**

7.5.6.2. **Request/Process Account Changes.** Users will update changes to ILS-S profile immediately as a condition of continued access. The ILS-S Automated SAAR will be the only mechanism to request changes to a user's SRANs, capabilities and transactions. Changes to an account not maintained by the automated SAAR require a new SAAR to be approved and routed to the IAO/AIAO. New requests and changes to existing accounts will be completed by the user NLT 3 duty days prior to the operational requirement to allow for proper routing. The user is also responsible for notifying the supervisor/US Government sponsor when ILS-S access or privileges to ILS-S are no longer required. **(T-2).**

7.5.6.3. **Review ILS-S System Messages.** Users will regularly review all policy, procedures, RAPCOMs and the ILS-S SharePoint site to ensure proper use of the ILS-S.

(T-1). Failure to do so may result in the user's account being disabled until appropriate training is completed to ensure compliance.

7.5.7. **Security Manager Responsibilities.** The security manager with access to a user's security clearance information will review the need for access and complete the Security Manager section of the SAAR. **(T-1).** This includes the determination to approve or disapprove the user's access to ILS-S.

Chapter 8

LOGISTICS PROGRAMS AND SYSTEMS

Section 8A—Overview

8.1. Overview. This chapter outlines AF guidance for logistics programs and systems regarding Cataloging and Records Maintenance; Uniform Materiel Movement and Issue Priority System (UMMIPS); AF Uniform Clothing Policy; Price Challenge and Verification Program; and Disposition of Critical Safety Items (CSI). As listed in Attachment 1A, various DoD and AF publications are reference sources for this publication. For this chapter, DoD 4100.39-M, and, DoD 4140.1-R serve as primary DoD reference sources.

Section 8B—Cataloging and Records Maintenance

8.2. Cataloging and Records Maintenance.

8.2.1. Cataloging and records maintenances actions will comply with US Code Title 10, Chapter 145, *Cataloging and Standardization, the* DoD 4100.39-M; the Defense Standardization Program Policies and Procedures Manual, DoD 4120.24-M; DoD 4140.26-M, and DoD 4140.1-R and IAW AFMAN 23-122, Sec. 8B, Cataloging and Records Maintenance. All AF activities and their personnel, including contracted agents/entities, are responsible for ensuring that the policies and procedures are implemented and enforced.

8.2.1.1. Cataloging. Cataloging actions include naming, classifying, describing, and numbering items. It also includes the maintenance and dissemination of that information. AF cataloging operations are conducted within the framework of the Federal Catalog Program (FCP) IAW DoD 4100.39-M.

8.2.1.2. Records maintenance. Records maintenance actions include item record loads; research and processing actions for non-cataloged items; preparing and processing part number loads, changes, and deletions; procedures for preparing and processing changes to essential data on item, detail, and support records. For detailed information regarding these processes, refer to AFH 23-123, Vol 2, Pt 2, Ch 8.

8.2.2. Roles and Responsibilities:

8.2.2.1. The DLIS responsibilities for cataloging and record maintenance support are outlined in DoD 4100.39-M.

8.2.2.2. AF materiel managers at all levels will: **(T-2).**

8.2.2.2.1. Submit cataloging data/action requests IAW AFMAN 23-122, Sec. 8B Cataloging and Records Maintenance.

8.2.2.2.2. Emphasize purging unneeded items from active cataloging records IAW DoD 4140.32-M, *Defense Inactive Item Program.*

8.2.2.3. AF A4/7 establishes and directs AF policy for cataloging and records maintenances.

8.2.2.4. **(DELETED)**

8.2.2.5. MAJCOMs will: **(T-2).**

8.2.2.5.1. Submit catalog problem reports to the AFMC Cataloging Activity.

8.2.2.5.2. Prepare and submit requests for Cataloging Data/Action as needed/required to DLIS.

8.2.2.6. AFMC Cataloging Activity will: **(T-2).**

8.2.2.6.1. Develop and maintain data automation and telecommunication support for AF participation in, interface with, and supplementation of the FCP and standardization programs.

8.2.2.6.2. Provide the oversight for contractors performing cataloging responsibilities to ensure the FCP actions are accomplished and the contractor is in compliance with Public Law (PL) 436, Title 10, United States Code, and Section 487, Title 40, United States Code.

8.2.2.6.3. Serve as the AF liaison for issues and problems between the DLIS Cataloging Center and AF activities.

8.2.2.6.4. Serve as AF contact point for the Federal Logistics Information System (FLIS) Problem Reporting and System Change requests (SCR)

8.2.2.6.5. Develop guidance for Contractor Inventory Control Points (ICP). This guidance will outline performance of cataloging support services functions for specific items, Federal Supply Classification (FSC), subsystems, equipment, assemblies, and components as contracted.

8.2.2.6.6. Manage the AF I&S Grouping Program.

8.2.2.6.7. Disseminate Catalog Management Data Change (CMD).

8.2.2.6.7.1. Changes to AF CMD, such as, ERRC, unit of issue, etc., for all stock listed items will be published in the appropriate AF and DoD systems.

8.2.3. The scope of items to be included and excluded in the FCP are covered in DoD 4100.39-M, Vol 1 and include these elements (refer to **Attachment 1** for further information).

8.2.3.1. Item Entry Control.

8.2.3.2. Technical Data Validation.

8.2.3.3. Provisioning Screening Review and Support.

8.2.3.4. Data Entry and Maintenance Transactions.

8.2.3.5. Cataloging Tools.

8.2.3.6. Item Management Coding (IMC).

8.2.3.7. Supply Support Request processing.

8.2.3.8. Data Dissemination.

8.2.3.9. Standardization.

8.2.4. The AF Form 86, *Request for Cataloging Data/Action* will be used by AF activities to request Federal Supply Catalog actions to the DLIS Cataloging Center. The primary method to submit a request for cataloging action is via the automated AF cataloging system. However, there will be instances where the system will not accept the request or the AF initiator does not have access to the system at their location. In this case, the hard copy AF Form 86 will be necessary. AF Forms 86 are used within the AF only and will not be submitted to other military services (Army, Navy, and Marines) or to a DoD integrated materiel manager.

8.2.4.1. Submittal of cataloging actions by initiators will always be accompanied by Reference Number Category Code and Reference Number Variation Code.

8.2.4.2. When cataloging actions are completed, the AF Form 86, indicating completed action will be returned to the initiator.

8.2.4.3. Purpose and Nature Of Property Classification. The rules and principles concerning the FSC are contained in DoD 4100.39-M, Volume 4.

8.2.4.4. Item Aggregation. In addition to the FSC as a means of item aggregation, the AF uses the Materiel Management Aggregation Code (MMAC). The AF logistics system requires all weapons systems and technology group related items be assigned a MMAC for the purpose of:

8.2.4.4.1. Segregating property according to air and ground application, when not provided for by the FSC and required by supply management.

8.2.4.4.2. Segregating items in specific classes for management purposes, where the FSC is too large or further relationship to an end item is required; such as 1560, 2840, FSG 14, etc.

8.2.4.4.3. Items classified in FSCs 1560, 2810, 2840, 2845, 4935, 4960, and FSGs 14 and 18 must have a MMAC assigned regardless of management assignment (i.e. DLA, AF, other service).

8.2.4.5. Assignment of AF Control Numbers.

8.2.4.5.1. Non-Cataloged (NC) Control Numbers:

8.2.4.5.1.1. New item requests, also referred to as non-cataloged (NC) numbers are assigned a Standard Inter-service Agency Serial Control Number (SIASCN) constructed IAW DoD 4140.26-M-V6, *Supply Support Requests (SSRs*.

8.2.4.5.1.2. The NC Control Number is used when a requirement exists for a new item to enter the supply system. This control number is assigned automatically by the AF system to control and monitor requests for NSN assignment.

8.2.4.5.1.3. SIASCNs are assigned to all potential AF managed items of supply that require NSN assignment. SIASCNs are assigned by the responsible AFMC ICP, which is generally determined by the MMAC (i.e. weapon system mission assignment). Non-weapon system/non-MMAC NSNs (e.g., medical items-FSG 65 and clothing- FSG 84 (except 8475)) will be determined by the FSC.

8.2.4.5.2. Non-Definitive (ND) Control Numbers:

8.2.4.5.2.1. Numbers are assigned by the AF system as a result of an AFMC ICP action to:

8.2.4.5.2.1.1. Identify items not considered to be logical spares, on a one-time basis, for shipment of assets to support a part number requisition, or to show custody in support of an operational requirement.

8.2.4.5.2.1.2. Establish controls within the AF system, on a temporary basis, for one-time buys of consumable (ERRC N), non-logical spares.

8.2.4.5.2.1.3. Support special projects authorized by AFMC.

8.2.4.5.2.1.4. Support non-standard one-time buy items in support of an FMS requirement.

8.2.4.5.2.2. ND numbers are "temporary" control numbers used for accountability. They do not replace NSNs and the use of an ND number is not to exceed one year.

8.2.4.5.3. Kits are assigned "K" numbers when established by AFMC.

8.2.4.5.4. "P" numbers are assigned by bases for control of items having a true manufacturer's part/reference number of 10 digits or less. If the part/reference number exceeds 10 digits or if more than one part/reference number exists for the same item of supply, a "P" serialized number will be used.

8.2.4.5.5. "L" numbers are assigned by bases when a "P" number cannot be used. (i.e. items without a part/reference number). If a valid requirement exists for the assignment of an "L" control number, bases will not be required to submit an AF Form 86.

8.2.4.5.5.1. The assignment, justification, control, review, maintenance of register, cross-reference file, etc. will be the responsibility of the activity having supply support responsibility at that base or MAJCOM.

8.2.4.5.5.2. Any requirement for a new MMAC (suffix code) for MAJCOM numbers must be submitted to AFMC for approval.

8.2.4.5.6. Each item assigned a control number in an accountable file will be reviewed at least once a quarter by the assigning authority to determine the existence of an NSN.

8.2.5. I&S Data.

8.2.5.1. Management of I&S data will be done IAW DLAR 4140.66-- *Elimination of Duplication in the Management and Logistics Support of Interchangeable and Substitutable Items*.

8.2.5.2. Item relationship data are developed, approved, and documented for sending and use throughout the AF and/or by other DoD activities, as required, through the media of the AF I&S Grouping Program. Use of this data provides for more effective new item entry control, utilization of available assets, supply support and orderly attrition of items from the inventory.

8.2.5.3. The AF I&S Grouping Program provides for furnishing I&S data AF-wide on a current basis compatible with related cataloging, distribution, and/or materiel management systems.

8.2.5.3.1. I&S relationships are contained in the AF system and published only after careful research; technical comparison, and assurance that the relationships revealed are within accepted engineering practices and meet functional, physical, qualitative, and prescribed performance requirements.

8.2.5.3.2. Substitution and/or interchange of items of supply will not be authorized and/or orders issued for shipment unless the I&S relationship has been determined IAW the governing TO. Offers of substitute items under status code "BC" that cannot be readily validated through these procedures will be submitted for I&S review and determination IAW base interrogation procedures.

8.2.6. Drawings and Associated Lists.

8.2.6.1. Preparation of government and contractor design activity drawings and associated lists is governed by MIL-T-31000, *General Specification for Technical Data Packages*.

8.2.7. Engineering data.

8.2.7.1. AFI 21-101 provides guidance for engineering data storage, distribution, and control. AFI 21-402, *Engineering Drawing System*, provides guidance and designates responsibilities for preparing, approving, authenticating, revising, and releasing AF engineering drawings, associated lists. All engineering data will be compatible with the Joint Engineering Data Management Information and Control System (JEDMICS).

8.2.7.2. The Engineering Data Manager (EDM) acquires the data necessary to logistically support the end item as stated in program management requirements.

8.2.7.3. Contractor design activity drawings and associated lists for which the government does not have unlimited rights, may not be released outside the government without written permission of the party asserting the limiting rights.

8.2.8. Reference numbers submitted for NSN assignment must meet cataloging guidelines IAW DoD 4100.39-M.

Section 8C—Uniform Materiel Movement and Issue Priority System (UMMIPS)

8.3. Uniform Materiel Movement and Issue Priority System (UMMIPS).

8.3.1. UMMIPS, Force/Activity Designators (FAD), project codes, and materiel priorities and allocations will adhere to guidance in CJCSI 4110.01E, Joint Materiel Priorities and Allocation; DoD 4140.1-R; DLM 4000.25; DLM 4000.25-1, and AFI 16-301, US Air Force Priority System for Resources Management**. (T-0).**

8.3.1.1. **(DELETED)**

8.3.1.2. AFMC will apply: **(T-2).**

8.3.1.2.1. UMMIPS release sequence for non-AF customer requisitions.

8.3.1.2.2. UMMIPS, Execution & Prioritization of Repair Support System (EXPRESS) and/or Spares Priority Release Sequence (SPRS) for AF customer requisitions.

8.3.1.3. Commanders or equivalents of requisitioning activities will ensure the AF Program: Installations, Units, and Priorities (PD) is valid, accurate, and consistent with FADs assigned by higher authority. **(T-2).**

8.3.1.4. Contractors requisitioning from DoD sources of supply will use the FAD and/or priority provided in the contract or by the Contracting Officer.

8.3.2. Roles and Responsibilities.

8.3.2.1. Approve AF-generated project code /nickname requests.

8.3.2.2. Act as the AF OPR for UMMIPS and establishing AF-unique, supplemental priority releasing sequencing policies.

8.3.2.3. Approve programmatic assignment of Required Delivery Date (RDD). "777" for AF-generated project codes.

8.3.2.4. AFMC will: **(T-1).**

8.3.2.4.1. Manage AF-generated project codes (category codes A and B). Complete list of AF generated category A and B project codes can be found at the following SharePoint link: **https://cs3.eis.af.mil/sites/MC-LG-02-63/Retail%20Supply%20Team/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMC%2DLG%2D02%2D63%2FRetail%20Supply%20Team%2FProject%20Code&FolderCTID=0x0120004A91591652ACA14C8693DF19046D4A8C&View={2902B0C7-4E19-4B35-826D-CA7AAAD80D8A}** Program management responsibilities include:

8.3.2.4.1.1. Processing AF-enterprise requests to add or terminate codes.

8.3.2.4.1.2. Maintaining a master list of active and inactive codes.

8.3.2.4.1.3. Certifying project codes to ensure termination dates are not exceeded.

8.3.2.4.1.4. Cancelling or modifying outstanding requisitions upon notification that a project code has been terminated.

8.3.2.4.2. AFMC or MAJCOMs will provide project code nicknames for AF-generated requests. **(T-2).**

8.3.2.5. MAJCOMs will: **(T-2).**

8.3.2.5.1. Ensure outstanding requisitions are cancelled or modified when a specific unit is no longer authorized to use a particular project code.

8.3.3. Commanders or equivalents of requisitioning activities will ensure the AF Program: Installations, Units, and Priorities (PD) is valid, accurate, and consistent with FADs assigned by higher authority.

8.3.4. The UMMIPS release sequence will be applied for non-AF customer requisitions.

8.3.5. The UMMIPS, Execution & Prioritization of Repair Support System (EXPRESS) and/or Spares Priority Release Sequence (SPRS) will be applied for AF customer requisitions.

8.3.6. The AF precedence system is built on the DoD FAD by assigning a relative priority within each FAD IAW AFI 16-301.

8.3.7. Requests to obtain/change FADs and precedence rating assignments will be accomplished IAW AFI 16-301.

8.3.8. Use of locally-assigned project codes (by MAJCOMs and bases) is prohibited.

8.3.9. AF-generated project codes will be effective for the duration of the need. Codes will be assigned a termination date no greater than 24 months, at which time they must be re-evaluated for deletion or renewal.

Section 8D—Air Force Clothing and Textile

8.4. Air Force Clothing and Textile.

8.4.1. Prescribing guidance. Prescribing guidance for AF clothing policy includes: Sections 418 and 419 of title 37, United States Code; Executive Order 10113, *Delegating the Authority of the President to prescribe Clothing Allowances and Cash Allowances in Lieu Thereof, for Enlisted Men in the Armed Forces*, 24 February 1950; DoDD 1338.05, *Armed Forces Clothing Monetary Allowance Policy*, DoDD 5105.22, *Defense Logistics Agency (DLA)*; DoDI 1338.18, *Armed Forces Clothing Monetary Allowance Procedures;* DoDI 4140.63, *Management of DoD Clothing and Textiles (Class II)*; DLAR 4235.2, *Clothing and Textiles Requirements Data*; AFI 23-211, *Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags;* AFI 23-212, *Introduction of New Clothing and Textile (C&T) Items into the DoD Supply System*; AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*; and AFI 36-3014, *Clothing Allowances for Air Force Personnel*.

8.4.2. Roles and Responsibilities.

8.4.2.1. AF/A4LE will:

8.4.2.1.1. Serve as the AF/A4/7 POC on the Uniform Enterprise Working Group (UEWG), co-leading with AF/A1SO.

8.4.2.1.2. Serve as the Air Staff OPR for the MOU between AF and the Army and Air Force Exchange Service (AAFES) regarding operation of the AF Military Clothing Sales Store (AFMCSS).

8.4.2.1.3. Serve as the AF OPR for resolution of fielding and sustainment issues related to uniforms. Provide AFMCSS the AF distribution plan for DLA Troop Support inventory replenishment.

8.4.2.1.4. Serve as a non-voting member on the AF Virtual Uniform Board (AFVUB) and make presentations to the AFUB as required.

8.4.2.1.5. Advise the AFVUB of:

8.4.2.1.5.1. The effect of proposed item changes on uniform inventories using

AFMC inputs on current DLA Troop Support inventories. A4LE will ensure the impact of proposed uniform changes, including funding sources required for residual inventories, is factored into uniform fielding and sustainment planning. **(T-0).**

8.4.2.1.5.2. DLA Troop Support development/procurement capabilities and/or inventories.

8.4.2.1.6. When notified by AF/A1SO of the approval of new uniform clothing items, direct AFMC to coordinate with DLA to enter the items into the materiel management system.

8.4.2.1.7. Participate in and/or represent AF at OSD, DLA or Joint Service meetings involving clothing and textile sustainment policy matters.

8.4.2.1.8. Serve as the AF OPR for programmed funding for the AF cost share for AAFES clothing stockage and revolving replenishment funding for AF mandatory clothing. Incorporate into to **Para 8.4.2**.

8.4.2.1.9. Provide input to AAFES MCSS leadership as needed for sustainment-related policy questions or issues.

8.4.2.1.10. Function as the AF focal point for AAFES inquiries on policies, concepts, interpretations, methods and systems concerning the sustainment of the AF uniform clothing program.

8.4.2.2. AF/A1SO will:

8.4.2.2.1. Serve as AF/A1 POC on Uniform Enterprise Working Group (UEWG), co-leading with AF/A4LE.

8.4.2.2.2. Establish quantitative clothing allowances and, as OPR, publish them in AFI 36-3014.

8.4.2.2.3. Act as the focal point for submitting proposed initial issue and supplemental allowances to the SECAF and OSD, as appropriate.

8.4.2.2.4. Ensure identification of Research, Development, Test & Evaluation (RDT&E) and start-up inventory funding sources of any AFUB-approved item prior to AFMC taking any action on items (i.e., development or procurement action).

8.4.2.2.5. Upon the approval of an optional uniform clothing item, coordinate with AF/A4LE and AFMC to establishing a fielding plan with AFMCSS.

8.4.2.3. AFMC through the AF Uniform Office will: **(T-2).**

8.4.2.3.1. Serve as secretariat for the UEWG.

8.4.2.3.2. Monitor AF-worldwide inventories obtained from DLA Troop Support, including withdrawal, redistribution, and recommend procedures for the management of such assets.

8.4.2.3.3. Develop and implement requisitioning and stock control guidance pertaining to the introduction of new items and phase-out of replaced or deleted

items. This includes development, publication, and distribution of special instructions to requisitioners in controlled multiple address letters (CMALs) or other media.

8.4.2.3.4. Obtain and/or develop procurement support technical data and supply request packages IAW AFJI 23-212 IP, *Introduction of New Clothing And Textile Items into the DoD Supply System*.

8.4.2.3.5. Develop WRM prestockage and special program quantitative requirements.

8.4.2.3.6. Administer the AF clothing quality assurance program, including the processing of related quality deficiency reports for DLA Troop Support assigned items.

8.4.2.3.7. Serve as the logistics liaison point with the DLA Troop Support.

8.4.2.3.8. Upon development of new items, coordinate plans and new or revised specifications with DLA Troop Support.

8.4.2.3.9. Prepare and/or provide evaluation of draft manuals and regulations affecting the AF clothing and textile program, including those for the ANG and Reserve forces.

8.4.2.3.10. Maintain records, obtain data, and develop reports, studies, and projects for internal use or when requested by HAF.

8.4.2.3.11. Initiate actions with DLA Troop Support to fill priority requisitions when items are out of stock in the DLA materiel management systems.

8.4.2.3.12. Participate in periodic reviews of materiel obligations with DLA Troop Support inventory managers.

8.4.2.3.13. Provide technical evaluation of suggestions concerning the AF clothing and textile program.

8.4.2.3.14. Provide a current list of DLA Troop Support generic clothing store items and prices to the AF Clothing Initial Issue Function (AFCIIF), AAFES and HAF. Update the list, through the fiscal year, to reflect changes such as revised prices and new AF uniform clothing items entered into the DLA Troop Support materiel management system.

8.4.2.3.15. Collaborate with HAF A1 and A4 when the AFCIIF ceases issuing an item and establish a recommended phase-out date to AF/A1 (AFI 36-2903 OPR).

8.4.2.3.16. Ensure the AFCIIF makes maximum use of phase-out items within the intent of AFJI 23-212.

8.4.2.3.17. Provide HAF/A1 the prices of initial issue items.

8.4.2.3.18. Provide technical advice to, and serve as a nonvoting member of, the AFVUB as required.

8.4.2.4. MAJCOMs will: **(T-2).**

8.4.2.4.1. Evaluate responsiveness of AFMCSS to customer needs and command requirements and the adequacy of patronage controls. MAJCOM Services staff

(A1S) assistance teams will visit the AFMCSS during their evaluation of base services functions.

8.4.2.4.2. Recommend policy or procedure changes to improve AFMCSS operations. AFI34-211, *Army and Air Force Exchange Service Operations,* contains additional guidance concerning MAJCOM responsibilities for exchange service operations.

8.4.2.5. Base commanders will follow guidance outlined in AFI 34-211, *Army and Air Force Exchange Service General Policies*.

8.4.2.6. Unit commander responsibilities:

8.4.2.6.1. Process airmen scheduled for release from active duty or discharge IAW AFI 36-3208, *Administrative Separation of Airmen,* and AFI 36-3014.

8.4.2.6.2. Disposition of Personal Effects. Process all clothing of deceased personnel obtained IAW AFI 34-511, *Disposition of Personal Property and Effects*, except for items of the uniform required for burial.

8.4.2.7. Air Force Clothing Initial Issue Flight responsibilities:

8.4.2.7.1. AETC through the Air Force Clothing Initial Issue Flight (AFCIIF) is responsible for the storage, issue, alteration, inspection, recovery and disposal of uniform clothing items at Basic Military Training, Lackland AFB, TX. Under no circumstances will airmen be told to accept a poorly fitted garment with the understanding that it can be exchanged at a later date or at their next duty station.

8.4.2.7.2. Airmen Discharged at Lackland AFB Basic Military Training Center/Technical Training Centers. Recover all items of outer uniform clothing (except the complete uniform authorized for travel home) and all new and unused clothing items provided under the clothing monetary allowance system. Unless readily available for turn-in, it is not necessary to recover the following from honorably discharged individuals: USAF insignia tape, individual name tape, and individual name tags. Carefully remove the individual name tape from all shirts prior to turn-in of the shirts.

8.4.3. Special Operating Instructions

8.4.3.1. Fittings. Properly fit each outer garment of the uniform to the individual. Use the try-on method to ensure proper fit.

8.4.3.2. Returns/Replacements of clothing items:

8.4.3.2.1. Issued IAW AS 016 is the responsibility of the issuing organization.

8.4.3.2.2. Procured through the clothing monetary allowance is the responsibility of the individual airman.

8.4.3.3. All Claims will be filed IAW AFI 51-502, *Personnel and Government Recovery Claims*

8.4.3.4. Clothing For Returned Prisoners Of War (POW) and Other Contingencies. Issue uniform items IAW AFI 10-3001 *Reintegration,* and AFI 36-3014.

8.4.3.5. Special Measurement Clothing and Footwear.

8.4.3.5.1. When necessary, use special measurement procedures to obtain DLA Troop Support supplied AF clothing and footwear items. These items are authorized for airmen and officers who cannot be properly fitted in the tariff size range or by authorized alterations. Special measurement support excludes orthopedic, corrective, or remedial footwear; obtain such footwear IAW AFI 23-211.

8.4.3.5.2. AFCIIF will process requisitions for special measurement clothing and footwear by using the DoD EMALL System or equivalent system at DLA Troop Support. **(T-1).**

8.4.3.5.3. AETC may authorize contracts in support of AFCIIF for special measurement clothing and footwear when authorized. Use AF stock funds for this purpose.

Section 8E—Price Challenge and Verification Program

8.5. Price Challenge and Verification Program.

8.5.1. Roles and Responsibilities.

8.5.1.1. All AF personnel:

8.5.1.1.1. Must be alert for instances of apparent overpricing.

8.5.1.1.2. Will submit price challenges and verification directly to the DoD Component that manages the materiel. **(T-2).**

8.5.1.2. The Customer Service or equivalent will provide research assistance to individuals preparing price challenge submissions. **(T-3).**

8.5.2. AFMC will: **(T-2).**

8.5.2.1. Be the AF POC for the validation of AF-managed price challenge submissions. Submissions will be made using the following link: **https://cs3.eis.af.mil/sites/MC-LG-02-63/AFKN_Docs/Price%20Challenges/PRICE%20CHALLENGE%20OR%20VERIFICATION%20FORM.pdf**

8.5.2.2. Coordinate price verification for AF-managed items through DLA Logistics Information Service on the validity of the over-pricing challenge

8.5.2.3. Ensure the appropriate functions update cataloging data in the appropriate materiel management IT system(s) as applicable.

8.5.2.4. Notify the requestor of the final outcome.

8.5.3. Other than AF-Managed Items.

8.5.3.1. Price verification and challenge requests for other than AF-managed Items will be addressed IAW the component's guidelines.

8.5.3.2. DLA Managed Items. Price verification requests for DLA managed items will be addressed IAW DLA Customer Assistance Handbook **https://headquarters.dla.mil/DLA_Customer/Secured/2011DLAHandbook.pdf**.

8.5.3.3. Navy Managed Items. Price verification requests for Navy managed items will be addressed IAW the Navy Price Challenge Hotline, **http://www.navsup.navy.mil/navsup/contact_us/ideas** or **https://www.navsup.navy.mil/apps/ops$pch.pch.pch_form**.

8.5.3.4. Army Managed Items. Price verification requests for Army managed items will be addressed IAW the Army Price Challenge Hotline, **http://contracting.tacom.army.mil/compmgt/apcm_files/apcm.htm**.

8.5.3.5. IDEA Program submission. If the price challenge is successful, the member has the option to submit the approved challenge as a Separate Improvement Process Idea IAW AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program.* Personnel will follow the guidance of AFI 38-401.

Section 8F—Critical Safety Items (CSIs)

8.6. Disposition of Critical Safety Items (CSIs).

8.6.1. Overall Management and Handling of CSIs.

8.6.1.1. Policy for overall management and handling of CSIs can be found in DoD 4140.1-R. The Joint Aeronautical Logistics Commanders (JALC) has also developed Joint CSI instruction, AFI 20-106, *Management of Aviation Critical Safety Items,* which implements a more detailed standardized policy for the management of CSI items.

8.6.2. When a CSI/Flight Safety Critical Aircraft Part (FSCAP) is no longer required, the CSI/FSCAP with required documentation will be provided to the DLA Distribution Services for disposal and demilitarized IAW AFMAN 23-122, Sec. 6B, Disposal, Demilitarization and PRMP.

Chapter 9

SPECIAL REQUIREMENTS

Section 9A—Special Requirements Overview

9.1. Overview. This chapter outlines programs with special requirements for AF materiel management. These requirements include Special Logistics Support; AF Donation and Loan Program; and Security Assistance (including Foreign Military Sales Programs). As listed in Attachment 1A, various DoD and AF publications are reference sources for this publication. For this chapter, DoD 4100.39-M, DoD 4140.1-R, DoD 4160.21-M, and DoD 4160.28-M-V2, DoD 5105.38-M, serve as primary DoD reference sources.

Section 9B—Special Logistics Support

9.2. Special Logistics Support. For certain materiel management operations special logistic support arrangements are essential for the smooth flow of operations. These areas include AMC Forward Supply System (FSS); Project RED HORSE; Alaska Resupply Barge; Logistic Support between the AF and the North Atlantic Treaty Organization; and Logistics Materiel Control Activity (LMCA) support.

9.2.1. AMC Forward Supply System.

9.2.1.1. Purpose. The AMC Forward Supply System (FSS) provides an en route support system for the C-5, *Galaxy*, and C-17, *Globemaster III*, strategic airlifters where assets for these aircraft are not normally available, but where the volume of traffic warrants support. An FSL is an Air Mobility Squadron (AMS)/Supply Activity located at a key point along an AMC airlift traffic route and designed to stock selected aircraft spares and spare parts to support the AMC airlift fleet. The AMC FSS comprises of interrelated network of FSLs, SOSs, Primary Supply Points (PSP) and Forward Supply Points (FSP).

9.2.1.2. Roles and Responsibilities.

9.2.1.2.1. AMC/A4RM will: **(T-2).**

9.2.1.2.1.1. Designate AMC PSPs, FSLs and FSPs.

9.2.1.2.1.2. Coordinate with owning MAJCOM and AFMC SCM-R Weapons System Support Activity before establishing AMC PSPs on non-AMC bases.

9.2.1.2.1.3. Develop and publish AMC supplemental procedures for non-merged FSLs.

9.2.1.2.1.4. In coordination with AFMC SCM-R Weapons System Support Activity, prioritize the FSLs to define the priority of release for requisitions generated by the FSLs.

9.2.1.2.1.5. Apprise owning MAJCOMs and AFMC SCM-R Weapons System Support Activity of FSL-specific data changes.

9.2.1.2.1.6. At a minimum, conduct an annual review of organizational codes used by the FSLs.

9.2.1.2.1.7. Perform a monthly MICAP analysis for each weapon system by location.

9.2.1.2.1.8. Conduct a FSL category code review every two years.

9.2.1.2.2. AFMC SCM-R Weapons System Support Activity will:

9.2.1.2.2.1. Be responsible for the movement and control of forward support spares (both serviceable and unserviceable) between AMC PSPs, FSLs, FSPs and supporting SOSs.

9.2.1.2.2.2. Manage the AMC FSL Asset and Requisition Report to resolve conditions negatively affecting AMC FSS.

9.2.1.2.2.3. Manage the *AMC Contingency Program.*

9.2.1.2.2.4. Justify leveling of FSL items.

9.2.1.2.3. LRS/Materiel Management Activity providing Host Support at FSS locations will: **(T-2).**

9.2.1.2.3.1. Be accountable for prepositioned spares and item accounting procedures.

9.2.1.2.3.2. Ship assets to designated PSPs for those assets identified by the materiel management IT system designation using an *AMC Form 281, MICAP/VVIP/FSS Special Handling*.

9.2.1.2.3.2.1. Ensure requisition exception processing for mated wheels and tires is not overridden. The materiel management IT system designation will stop requisitioning and the AFMC SCM-R Weapons System Support Activity will order manually through the designated PSP.

9.2.1.2.3.3. Disapprove bench stock authorization requests for assets with the designated contractor (Boeing) SOS.

9.2.1.2.3.4. Coordinate with the Air Mobility Squadron (AMS)/QA for status and shipping instructions. Channel QDR tracking for LRS/Materiel Management Activity thru the Air Mobility Squadron/QA. The LRS/Materiel Management Activity does not have access to Information Center (INFOCEN). The QA will have a Point of Contact (POC) at LRS/Materiel Management Activity for QDRs to provide updated status and shipping instructions as soon as it is released. The FSC will process the shipment and move the items to Cargo Movement.

9.2.1.2.4. PSPs will: **(T-2).**

9.2.1.2.4.1. Provide support primarily for built-up items (i.e., wheels and tires).

9.2.1.2.4.2. Coordinate with the Cargo Movement to ensure expeditious processing of reparable FSS receipts for priority processing to the appropriate repair activity.

9.2.1.2.4.3. Coordinate with the Flight Service Center to expedite processing of spares returned to PSPs from FSLs.

9.2.1.3. General.

9.2.1.3.1. Primary FSL re-supply support will come directly from the SOS. **(T-2).**

9.2.1.3.2. FSLs will be embedded into a supporting host LRS/Materiel Management Activity account when an AF materiel management account is present on station. When an AF materiel management account is not available, FSLs will be established as categories IIA and IIIA satellite materiel management accounts with records maintained on an AF materiel management IT system for automated inventory control and asset visibility. **(T-2).**

9.2.1.4. Identification and Exemption Processing.

9.2.1.4.1. FSL-unique items will be identified through the use of exception data coding and assigned Project Code Pacer Haul or Pacer Raven. Assets common to both the LRS/Materiel Management Activity and the FSL will be exempt from exception coding. **(T-2).**

9.2.1.4.2. Items common to both the C-5 and C-17 will assume the application code of the weapon system with the highest demand. **(T-2).**

9.2.1.4.3. FSL items will not be automatically shipped or requisitioned. AFMC SCM-R Weapons System Support Activity will approve all shipments prior to release. **(T-2).**

9.2.1.5. Stockage Requirements.

9.2.1.5.1. Inventory levels will be limited to mission essential (aircraft grounding) assets for C-5 and C-17 weapon systems. **(T-2).**

9.2.1.5.2. Inventory levels will be based on a remove and replace maintenance concept. Three-level maintenance capability does not exist at en route locations. **(T-2).**

9.2.1.5.3. Inventory requirements computation for en route locations is unique. Erratic demand patterns and distribution of assets across the entire en route system will be considered when making stockage decisions.

9.2.1.5.3.1. Level computations will consolidate demand data for the entire en route into a single quantity.

9.2.1.5.3.2. Levels will be distributed based on usage patterns and by FSS category codes.

9.2.2. RED HORSE. RED HORSE units are AF controlled, as explained in AFI 38-101, and fall under using command jurisdiction once deployment has been made. They are a resource to be used at the choice of the using command, and will not fall under the operational control of wing/base commanders, although they are responsive to requirements developed at this level.

9.2.2.1. The magnitude of supplies and equipment needed to accomplish the Project RED HORSE mission such as (lumber, cement, plumbing supplies, construction equipment, etc.) requires special support apart from base civil engineering organizations.

9.2.2.2. Responsibilities.

9.2.2.2.1. The Air Force Civil Engineer Center (AFCEC) in coordination with AFMC will provide: **(T-2).**

9.2.2.2.1.1. Initial formation and initial requirements computations.

9.2.2.2.1.2. Justification of requirements for subsequent AFMC funding of initial supplies and equipment.

9.2.2.2.1.3. Necessary requirements information for AFMC to accomplish funding of initial requirements.

9.2.2.2.1.4. Pursue establishment of an FG DODAAC satellite account at the overseas host IT system support base to which the RED HORSE unit is being deployed.

9.2.2.2.2. The using MAJCOM will. **(T-2).**

9.2.2.2.2.1. Determine mission priorities for Project RED HORSE units, and assignment of specific missions.

9.2.2.2.2.2. Fund all supplies and equipment except initial requirements.

9.2.2.2.2.3. Provide Maintenance of a Project RED HORSE control center for all construction projects to include:

9.2.2.2.2.3.1. Forecasting long-range requirements.

9.2.2.2.2.3.2. Revision of package lists.

9.2.2.2.2.3.3. Monitoring shipment arrivals.

9.2.2.2.3. AFMC will. **(T-2).**

9.2.2.2.3.1. Support HAF and command-directed requirements for materiel to include procurement, assembly, and shipment of necessary items.

9.2.2.2.3.2. Appoint a POC for Project RED HORSE support.

9.2.2.2.3.3. Funding for all initial requirements for RED HORSE units.

9.2.2.2.3.4. Expense items will be procured by the stock fund through the normal stock fund process.

9.2.2.2.3.5. Expense items will be reimbursed from the operations operating budget upon issue from the stock fund.

9.2.2.2.4. RED HORSE unit.

9.2.2.2.4.1. When deployed to a location supported by the AF materiel management IT system, assign the RED HORSE logistics officer to perform duties of the satellite operations officer (see Sec. 1C of this instruction).

9.2.2.2.4.2. When the assignment is to a non-IT system location, assign a RED HORSE logistics officer to coordinate logistics support.

9.2.2.3. Guidance for Overseas Deployments.

9.2.2.3.1. Initial equipment and supplies requirements for overseas deployments by a RED HORSE unit will be computed by AF/PREC. Equipment authorizations will be established through normal procedures using AF tables of allowance.

9.2.2.3.2. Equipment required by RED HORSE units will be authorized, obtained, and accounted for IAW AFMAN 23-122, Sec. 5D, Equipment Management. RED HORSE commanders will insure that equipment marked for their units is not diverted to other activities without MAJCOM approval. **(T-2).**

9.2.2.3.3. The initial EAID for RED HORSE units will be developed by AFCEC. When local conditions dictate additions, normal AF procedures will be followed. Additions beyond the approval authority of the base equipment approval authority will be submitted to AFCEC for action. **(T-2).**

9.2.2.3.3.1. Special equipment required to complete a levied task after deployment will be requisitioned and funded by the host MAJCOM.

9.2.2.3.3.1.1. Locations supported by the AF materiel management IT system will use the appropriate procedures in AFMAN 23-122, Sec. 5D, Equipment Management.

9.2.2.3.3.1.2. Locations not supported by the AF materiel management IT system will coordinate support through their MAJCOM with the AFMC SCM-R Contingency Operations Activity. **(T-2).**

9.2.2.3.3.1.3. Necessary controls will be established to insure that consumption data on nonrecurring demands are not recorded along with the normal base recurring demands. **Note:** The majority of requisitions for Project RED HORSE construction materiel are nonrecurring demands.

9.2.2.3.3.1.4. After materiel has been received and entered in appropriate records, it will be forwarded to the RED HORSE holding area. **Note:** This holding area may be located in a different location separate from the base Materiel Management Activity.

9.2.2.3.4. Redeployment:

9.2.2.3.4.1. Upon HAF approval to redeploy a Civil Engineering Squadron (Heavy Repair) to a new location, the Civil Engineering Squadron (Heavy Repair) squadron will forecast a Project RED HORSE bill of materials. Those items available in the Civil Engineering Squadron (Heavy Repairs) account and through on-base and in-country excesses will be shipped to the new location as appropriate. Only the remaining requirements will be passed to AFMC by the MAJCOMs and will be aggregated and shipped directly to the new location. **(T-0).**

9.2.3. Alaska Managed Geographically Separated Location (GSL) Resupply Barge

9.2.3.1. The guidance covers the resupply of Alaska Managed GSLs, communication sites, and other governmental agencies situated on islands and coasts of the Pacific Ocean, Bering Sea and navigable rivers tributary to those waters. It is applicable to all activities authorized to submit requirements and those that furnish logistical support to the Alaska Managed GSL Resupply Barge.

9.2.3.2. Responsibilities.

9.2.3.2.1. AFMC will: **(T-2).**

9.2.3.2.1.1. Exercise overall surveillance over materiel management and distribution support of the Alaska Managed GSL Resupply Barge project.

9.2.3.2.1.2. Assist and provide guidance to materiel management and transportation activities as necessary to promote efficient and effective accomplishment of Alaska Managed GSL Resupply Barge project.

9.2.3.2.1.3. Receive, compile, and disseminate cargo tonnage data and accomplish transportation functions IAW AFI 24-203.

9.2.3.2.1.4. Will designate point of contact from each SOS supporting this project who will act as AFMC focal points to provide technical and logistics supply support assistance to Pacific Air Forces (PACAF) (611ASUS/LRS).

9.2.3.2.2. PACAF (611ASUS/LRS) will: **(T-2).**

9.2.3.2.2.1. Prepare, edit and fund LP, DLA, GSA items. Prepare a tonnage and commodity listing for use in forecasting weight and cube requirements.

9.2.3.2.2.2. Submit requisitions, except for slated petroleum items, to appropriate CONUS materiel management managers. Submit requirements for slated petroleum items to DLA-Energy, Alaska Subarea Petroleum Office (SAPO), no later than November prior to the shipping season.

9.2.3.2.2.3. The designated CSB will process requisitions for all satellite accounts in MILSTRIP format, on DD Form 1348, *DoD Single Line Item Requisition System Document (Manual)* or DD Form 1348M, *DoD Single Line Item Requisition System Document DoD (Mechanical)* and forward to the appropriate SOS.

9.2.3.2.2.4. Requisitions will cite ALASKA MANAGED GSL RESUPPLY BARGE and the appropriate satellite account address. Requisitions will include the assigned project code and the appropriate priority designator, as well as the required delivery date that must be met to ensure material is required be picked up and transported to the designated location.

9.2.3.2.2.5. All requisitions that have project code 175 assigned will be shipped to the appropriate FGXXXX account number, with a mailing address supported by the military transportation activity or contracted commercial carrier.

9.2.3.2.2.6. Accomplish necessary follow-up to ensure MILSTRIP requisitions are filled and materiel scheduled to be picked up for transport via sea-lift to the Port of Anchorage.

9.2.3.2.2.7. Resolve supply problems and queries from participating agencies pertaining to the Alaska Managed GSL Resupply Barge project. Problems beyond the scope of PACAF (611ASUS/LRS) will be referred to AFMC.

9.2.3.2.2.8. Be responsible for the management of the supply support implemented under this special project. Project Code 175 is assigned to identify

requisitions, including local purchase (LP) type requests, for materiel to be transported via sea-lift and air movement to selected remote Alaska destinations.

9.2.3.3. Requirements will be prepared by remote location activities, as designated by PACAF, and submitted by a Materiel Management function, as designated by PACAF, for requisition actions via the host account. **(T-2).**

9.2.3.4. The selection of commodities, weight, volume limitations and approval of activities to be included in the Alaska Managed Resupply Barge project will be controlled by PACAF (611 ASUS/ LRS). Each participating SOS designated monitor will act as a focal point to resolve supply support problems experienced by the project manager, military transportation activity or contracted commercial carrier. **(T-2).**

9.2.4. Logistic Support between the AF and the North Atlantic Treaty Organization (NATO).

9.2.4.1. AF logistical and financial guidance and procedures for acquiring and transferring logistic support, supplies, and services between the AF and other NATO military forces, and NATO subsidiary bodies deployed in Europe and adjacent waters, are contained in AFI 25-301, *Acquisition and Cross-Servicing Agreement*,.

9.2.5. Logistics Materiel Control Activity (LMCA) Support.

9.2.5.1. The special nature of the support of Research Development Test & Evaluation (RDT&E) programs (including a high rate of demand for nonrecurring, non-NSN, and certain emergency items) prevents the complete use of the appropriate IT system for obtaining such items. Therefore, the following guidance is designed to facilitate the greatest possible use of the appropriate IT system, and to provide effective methods for the RDT&E activities to obtain non-listed and certain emergency requirements directly through procurement channels.

9.2.5.2. LMCA guidance applies to AF RDT&E activities including the following organizations:

9.2.5.2.1. AF RDT&E, including the Aeronautical Systems Division (ASD) (except for ASD flight line support), and their respective support base activities.

9.2.5.2.2. AF Research Laboratory (AFRL)

9.2.5.2.3. Air Force Institute of Technology (AFIT) School of Engineering (for master and doctorate thesis and for faculty research).

9.2.5.2.4. National Air and Space Intelligence Center (NASIC) for Air Force Intelligence Surveillance Reconnaissance Agency (AFISRA)

9.2.5.3. Roles and Responsibilities

9.2.5.3.1. RDT&E activities and/or Customer Logistics Support Teams/Sections will: **(T-2).**

9.2.5.3.2.1. Operate as the supply support focal point between organizational personnel and procurement support activities.

9.2.5.3.2.2. Establish bench stock requirements, validates bench stock requirements semiannually, inventories bench stock locations, and physically

replenishes bench stock bins.

9.2.5.3.2.3. Establish a formal document control system for internal use. This document will be maintained to clearly indicate those documents (requests for purchase, receipts, issues) pertaining to materiel procured by the base contracting activity and will be subject to audit. Subject files will be disposed of according to AFI 33-322, *Records Management Program*,.

9.2.5.3.2.4. Receive requirements from organizations and submit them through the appropriate IT system.

9.2.5.3.2.5. Provide the AO designated funds manager with the estimated sales values for supplies and equipment.

9.2.5.3.2.6. May bypass the standard materiel management system for nonrecurring non-NSN supplies. If direct procurement is used, the sections must perform all necessary research and document preparation.

9.2.5.3.2.7. Forward all equipment requirements requiring approval action to the MAJCOM CEMO through the appropriate equipment IT system on-line Allowance Change Request.

9.2.5.3.2.8. Provide information required by EAE.

9.2.5.3.3. The host LRS CC/AO will be responsible for accounting and reporting of all accountable assets. **(T-3).**

9.2.5.3.4. Authorization.

9.2.5.3.4.1. Authorization. Procedures referring to support stocks and temporary storage areas are limited to RDT&E LMCA's, specifically authorized by AFMC to retain items having an anticipated future usage. This guidance is applicable when the laboratories or centers are supported by either an AFMC base or are supported as a tenant of any other MAJCOM base.

9.2.5.3.4.2. Authorization for Commercial Standard Items. The LMCA is authorized to procure commercial standard items instead of requisitioning NSN or military standard items. This authority covers those instances when the item locally procured is superior to the item available through normal supply either because it is better suited to RDT&E requirements or because it is significantly less expensive.

9.2.5.3.5. Holding Areas.

9.2.5.3.5.1. LMCAs are authorized to establish and maintain Temporary Storage Areas (TSA) and Intransit Property Areas.

9.2.5.3.5.2. Maintain working stocks (normally used on assemblies for a specific project) on the work bench in a neat, orderly manner. Working stocks will be replenished from bench or attrition stocks (items removed from bench stocks due to lack of consumption), or they may be obtained through the LMCA and/or Customer Logistics Support Teams/Sections.

9.2.5.3.6. Equipment Support.

9.2.5.3.6.1. Unless otherwise stated, the equipment guidance in this instruction and procedures in AFMAN 23-122, Sec. 5D, Equipment Management apply to LMCAs. The LMCA will have authority and responsibility for the following: **(T-2).**

9.2.5.3.6.1.1. Equipment authorization approval.

9.2.5.3.6.1.2. Inventory of in-use equipment.

9.2.5.3.6.1.3. Temporary storage.

9.2.5.3.7. Single Custodian Concept. Each organization will use the single custodian concept. An individual will be designated as the custodian for all property within the organization and will be responsible to EAE for the property, even though several sub-accounts are used for ease of management. Each organization will determine the number of accounts needed for effective internal management (that is, individual organizations or off-base locations). Each organization also will maintain on file all supporting documentation for authorization of equipment. **(T-2).**

9.2.5.3.8. Equipment Inventory. The sub-custodian conducts inventory of organizational custody receipt accounts.

Section 9C—Air Force Donation, Loan, and Lease Programs

9.3. Air Force Donation, Loan, and Lease Programs.

9.3.1. For the donation, loan, and lease of AF surplus and foreign excess property to eligible recipients, it is AF policy that any such donation, loan or lease shall comply with the provisions of 10 U.S.C. 2572, as amended; DoD 4140.1-R, DoD 4160.21-M, DoD 4160.28-M-V2, and AFI 23-119. **(T-0).**

Section 9D—Security Assistance

9.4. Security Assistance.

9.4.1. The Security Assistance Program (SAP) is a group of programs authorized by the Arms Export Control Act (AECA) of 1976 and the Foreign Assistance Act of 1961, as amended, by which the US provides defense articles, military training, and other defense-related services by grant, loan, credit, or cash sales in furtherance of national policies and objectives. The SAP is composed of twelve major components. The Defense Security Cooperation Agency (DSCA) outlines these components in DoD 5105.38-M.

9.4.2. This section identifies four of the components that specifically involve AF Supply Chain Management (SCM) requirements: FMS, the Foreign Military Financing Program [(FMFP) also referred to as Foreign Military Sales Credit], leases, and Commercial Export Sales Licensed Under the AECA of 1976. While not identified as one of the major component programs, Excess Defense Articles (EDA) also involves AF SCM requirements. General policies for executing approved programs are in DoD 5105.38-M and AFMAN 16-101, *International Affairs and Security Assistance Management*.

9.4.3. Other forms of DoD logistics support available to foreign countries. Foreign countries may obtain DoD/AF logistics support through support arrangements other than the SAP. If

authorized, foreign countries may obtain assistance through other types of international agreements, to include Acquisition and Cross Servicing Agreements (ACSA), Mutual Logistics Support Agreements, etc. Policy governing the use and operations of these non-SAP programs is not a part of this section.

9.4.4. Delegation of Authority. Reference **Para 1.1.2.2**.

Chapter 10

INTENSIVELY MANAGED AND TRACKED ITEMS

Section 10A—Overview

10.1. Overview. This chapter outlines policies and programs for AF intensively managed and tracked items. These include management of controlled material to include NWRM and other controlled or sensitive items. As listed in **Attachment 1**, various DoD and AF publications are reference sources for this publication. For this chapter, DoD 4140.1-R and AFI 20-110 are the primary DoD and AF references.

Section 10B—Management of Controlled Materiel

10.2. Management of Controlled Materiel.

10.2.1. Management of Controlled Materiel. Controlled materiel encompasses controlled inventory items as defined by DoD 4140.1R, COMSEC, NWRM, select serialized controlled high cost items, and small arms. Policies contained within this chapter apply to all AF activities or agencies managing, issuing, receiving, storing, shipping or tracking AF-owned controlled materiel; to include ANG, AFRC and contractor operations.

10.2.1.1. AF activities will maintain positive inventory control (PIC) and in-transit visibility of inventory through all nodes of the supply chain. Each activity is responsible for the accuracy of the inventory within its custody. **(T-2).**

10.2.1.2. AF activities will designate in writing, personnel authorized to handle/accept controlled material based upon access requirements contained in AFI 31-401 and AFI 31-501, *Personnel Security Program Management*,. The unit security manager certifies all designated personnel.

10.2.1.2.1. Only personnel authorized by the Unit Commander or equivalent are permitted to process transactions for controlled materiel into accountable records systems. All activities will verify individual identification and authorization to accept controlled materiel prior to release. **(T-3).**

10.2.1.2.2. Utilize only the most current authorization list(s) of individuals approved to handle, process, or accept controlled materiel. Maintain the source lists in a single collection point to manage the documents. Organizations are required to update these lists when changes occur.

10.2.1.2.3. AF activities will coordinate with the NWRM Transaction Control Cell prior to the processing of all NWRM transactions. **(T-1).**

10.2.1.3. AF activities will manage documentation for controlled materiel IAW disposition guidance found in the AF RDS and AFI 31-401.

10.2.1.4. AF activities will stamp or mark in red ink each document and/or label with the appropriate item classification phrase (i.e. Classified Item, Controlled Cryptological Item, NWRM, pilferable, COMSEC, or Sensitive, etc.) prior to the issue, receipt, turn-in, or

shipment of controlled materiel. Note - NWRM assets will be stamped in red IAW AFI 20-110.

10.2.1.5. AF activities will ensure the item serial number of the physical asset is annotated onto all documents and/or labels for serialized controlled assets identified with a Serialized Report Code (SRC). **(T-0).**

10.2.1.6. AF activities will not release, requisition or transport AF owned controlled materiel outside of normal MILSTRIP/Defense Logistics Management Standard (DLMS). All AF activities will coordinate acquisition, utilization, and transportation requirements for AF owned controlled materiel with authorized activities. **(T-1).**

10.2.1.7. AF activities will provide training to affected personnel in regards to all DoD and AF policies to be followed in managing, issuing, receiving, storing, shipping or tracking controlled materiel. AF activities will conduct annual controlled item training using the Advanced Distributed Learning Service (ADLS) Special Handling Assets Course - Materiel Management and NWRM training IAW AFI 20-110 to maintain awareness and competence regarding proper management of controlled materiel and will document all training in formal training records.

10.2.1.8. Organizations preparing, packaging and producing documentation will ensure proper item identification. Security classification must appear on documents and tags for all items other than unclassified. **(T-1).**

10.2.1.9. NWRM, SA/LW and COMSEC items are serially controlled to ensure PIC.

10.2.2. Issuing Controlled Materiel.

10.2.2.1. The issuing of controlled materiel requires a signature of receipt on the DD Form 1348-1A or applicable automated paperless system (e.g. ES-S Asset Management) by the person receiving custody of the materiel. Signed documents will be retained in document control files and disposition will be IAW **Para 10.2.1.3** of this chapter. **(T-1).**

10.2.2.2. Supply activities will not issue classified or NWRM materiel to individuals not identified on the most current Classified Receipt Listing or NWRM Receipt Listing. **(T-1).**

10.2.3. Return of Controlled Materiel.

10.2.3.1. AF materiel management activities will open containers for all controlled materiel and perform a bare asset inspection using both an in-checker and inspector to verify the documents, serial number, and part number/stock number match the property. All documents must have a certified inspector signature stamp prior to processing the turn-in transaction. **(T-1).**

10.2.3.2. AF materiel management activities will coordinate with maintenance activities for items with special packaging requirements to maintain the integrity of the container and item. **(T-1).**

10.2.3.3. AF materiel management activities will research and verify the serial number and part number/stock number conversions for all controlled materiel being returned without the serial number or national stock number physically identified on the item. **(T-1).**

10.2.4. Shipping Controlled Materiel. AF activities will comply with guidance in this chapter AFI 24-203, AFI 31-401 and AFI 20-110 for proper shipping of controlled materiel.

10.2.4.1. AF activities will only ship controlled materiel on a DD Form 1348-1A within Defense Transportation System (DTS) approved channels to maintain materiel visibility, accountability, and control. **(T-1).**

10.2.4.2. Each DD Form 1348-1A, created for the shipment of controlled items, will reflect the CIIC definition.

10.2.4.3. An extra set of DD Form 1348-1As (except confidential items) will be provided for use as a hand receipt for shipment processing. The extra set will provide the CIIC, item identification, the CIIC definition and a signature block. Place unsigned copies inside the number one shipping container for use by consignee receiving functions. **(T-1).**

10.2.5. Container Marking.

10.2.5.1. AF activities will ensure the removal, replacement, and necessary destruction or obliteration of authorized tags and labels (i.e. 999, MICAP, 777, etc.) is accomplished while in-checking, stocking, or shipping property unless required by other directives. **(T-1).**

10.2.5.2. For controlled items (except for FMS shipments), the shipping documentation will be placed inside all containers. **(T-1).** Markings which indicate the nature of the materiel and its security classification will not appear on the exterior of each container if it will identify the nature of the shipment. **(T-1).** Identification bar code markings are required. Reference MIL-STD-129 for further information.

10.2.6. Inventory of Controlled Materiel. **(T-1).**

10.2.6.1. AF activities will perform 100% physical inventories for controlled materiel, to include equipment in-use assets.

10.2.6.2. For serialized controlled items, AF activities will physically verify the serial number on the item matches the serial number on the record.

10.2.6.3. AF activities will maintain inventory records IAW DoD 4140.1-R and the AF RDS.

10.2.6.4. AF activities will conduct an investigation to determine if losses were result of theft or misappropriation prior to attributing the loss to an inventory or accountability discrepancy IAW DoD 7000.14-R, Volume 12, Chapter 7 and AFMAN 23-220.

10.2.7. Storage of Controlled Materiel. **(T-1).**

10.2.7.1. AF activities will store controlled materiel according to the security classification and/or security risk or pilferage controls of the item IAW AFJMAN 23-210.

10.2.7.2. AF materiel management activities will ensure controlled inventory items are handled and safeguarded in appropriate storage facilities IAW DoD guidance and AFJI 31-102, *Physical Security* requirements.

10.2.7.3. AF activities will clearly identify the item, classification, and serial number (as appropriate) for all controlled materiel being stored IAW MIL STD-129, *Military Marking for Shipment and Storage.*

10.2.7.4. Clearly marked physical barriers are required to identify NWRM storage areas. If a dedicated warehouse is not available, partition existing warehouses with cages or fencing for NWRM storage. As a temporary interim procedure, activities will use ropes and stanchions clearly marked with "NWRM" signs.

10.2.7.5. Storage activities will apply normal warehousing practices to include separation amongst NWRM (i.e. ESD, classified, magnetized materiel, etc.) and the use of storage locator systems.

10.2.7.6. All NWRM storage facilities, cages, containers, rooms, etc. will have a key and lock program to ensure access to NWRM is limited to authorized individuals These procedures do not apply to organizations with an existing key and lock program identified in AFI 21-201 and/or AFI 21-204, *Nuclear Weapons Maintenance Procedures*,. Also, NWRM secured in GSA approved vaults or WS3 vaults do not require a key and lock program as long as access controls meet the minimum requirements set forth in applicable regulations and guidance.

10.2.8. Serialized Control and Reporting of SA/LW.

10.2.8.1. This section describes guidance for the serialized control and reporting of SA/LW items.

10.2.8.2. SA/LW are man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive.

10.2.8.2.1. SA/LW will be managed by serial number (serially controlled) within the applicable materiel management system.

10.2.8.2.2. Serialized control and reporting applies only to complete weapons or the part of the SA/LW on which the serial number is stamped or etched (receiver or frame). Serialized reporting does not apply to barrels, firing mechanisms, etc.

10.2.8.3. General Reporting. The AFMC SA/LW Serialized Control Activity will maintain a central file of all weapons items by serial number for the AF.

10.2.8.4. Small Arms Referral Inquiries Point of Contact. The LRS CC/AO will assign a single point of contact (POC) for referral of inquiries regarding small arms serial number reports and data.

10.2.8.4.1. Responsibilities of the POC include researching the consolidated transaction history, confirming or correcting of records, scheduling the annual reconciliation, and scheduling any monthly reconciliation when a monthly is deemed necessary by either the POC or LRS CC/AO.

10.2.8.5. Annually, not earlier than 30 April and not later than 10 May, the POC's name, phone number, organizational address, and e-mail address (if available) will be sent to AFMC SA/LW Serialized Control Activity.

10.2.8.6. Weapon Reconciliation.

10.2.8.6.1. Time Frame. All weapons will be reconciled annually with AFMC SA/LW Serialized Control Activity through the applicable materiel management system.

10.2.8.6.1.1. Weapons will be reconciled no later than 30 April.

10.2.8.6.1.2. Reconciliation images transmitted to the appropriate system will arrive no later than 10 May of each year.

10.2.8.6.2. Overages and shortages identified during reconciliation with AFMC will be thoroughly researched, inventoried, and/or appropriate investigative actions initiated.

10.2.9. Serialized Control and Reporting of Communications Security (COMSEC).

10.2.9.1. Overview. This section describes guidance for the serialized control and reporting of communications security (COMSEC) items.

10.2.9.2. COMSEC items are equipment assets and components used to secure official communications.

10.2.9.2.1. COMSEC will be managed by serial number (serially controlled) within the applicable materiel management system.

10.2.9.3. AFMC Cryptological System Activity tracks these items. For assistance, contact the Crypto 24-Hour help desk is Comm. (210) 977-5810/5811 or DSN 969-5810/5811.

10.2.9.4. The LRS CC/AO will assign a single point of contact (POC) for referral of inquiries regarding COMSEC serial number reports and data.

10.2.9.4.1. Responsibilities of the POC include researching the consolidated transaction history, confirmation or correction of records, scheduling the semiannual reconciliations, and scheduling any monthly reconciliation when necessary by the appointed COMSEC POC or LRS CC/AO.

10.2.10. COMSEC Reconciliation.

10.2.10.1. The AF is required (as directed by the National Security Agency) to account for all COMSEC assets requiring serial number control. All COMSEC assets on applicable materiel management system detail records or on hand in supply will be reconciled semiannually prior to 15 March and 15 September.

10.2.10.2. LRS/CC/AO will not maintain visibility of type account B COMSEC (ERRC XD/XF/XB) assets once they are issued to the using organization so they will not be included in the annual reconciliation however, when these items are shipped the applicable materiel management system will report the serial number of the asset and that will overlay to applicable materiel management system to conform to national security agency policy. Note: XD2 COMSEC assets used in support of RDT&E programs and projects that are maintained on SPRAM accounts will be tracked 100% of the time and included in the annual COMSEC reconciliation.

10.2.10.3. Out-of-Cycle Reconciliation. The office of primary responsibility for CCI, AFMC Cryptological System Activity may direct out-of-cycle reconciliation reports with

MAJCOM approval. When bases are directed to do these out-of-cycle reconciliations, transmission of data will be by the same method and to the same places as the scheduled annual reconciliation.

10.2.11. Special Logistics Support for Special Access Required (SAR) Parts Program.

10.2.11.1. Required when normal security methods cannot protect an activity from a known threat, special access controls safeguard operational and technological advantages from potential enemies by limiting access to information about, or observation of, certain weapons, weapon systems, techniques, and operations. The term Special Access Program (SAP), often substituted for "Special Access Required (SAR)", may describe the security control system, the entire effort, and in some cases certain budget information.

10.2.11.2. SAPs must obtain approval to introduce the SAP into a Sensitive Compartmented Information Facility (SCIF) from 497 IG/INS and also negotiate a security agreement with 497 IG/INS. Refer to AFPD 16-7, *Special Access Programs* and AFI 16-701, *Special Access Programs*.

10.2.11.3. Access Requirements. The LRS CC/AO will ensure prior to activation of a special access program that personnel obtain proper clearances and are granted access by the program manager or their designated representative for receiving, handling, storing and issuing SAR materiel. For contracted supply activities the government must include in the Performance Work Statement the requirement for the contractor to have or hire individuals with the proper clearance for SAR processing. The LRS CC/AO will identify the number of individuals required to handle SAR material. Only in rare or unusual instances will office administration personnel be granted access to SAR information, and then only if there is a valid need-to-know. Convenience or efficiency is not legitimate need-to-know criteria.

10.2.11.3.1. The LRS CC/AO will keep the number of personnel authorized to handle SAR materiel to an absolute minimum.

10.2.11.3.2. After the individuals are granted the proper clearance and the storage area is inspected and certified, the program manager or their designated representative must “read” the cleared individuals into the program to allow the proper handling, storage and issue of SAR classified materiel.

10.2.11.3.3. The LRS CC/AO will generate and keep current and authorized list of on base personnel authorized to receipt/handling for SAR materiel. This listing will be used to update the applicable materiel management system and confirm only authorized personnel receive SAR items.

10.2.12. Item Unique Identification (IUID). Program.

10.2.12.1. Overview. This section describes guidance for the capture and reporting of the Unique Item Identifier (UII) for IUID managed assets.

10.2.12.2. The AF is required (as directed by the Department of Defense (DoD)) to capture and report the UII to the DoD IUID registry for all IUID managed assets. LRS personnel are required to scan/enter the UII(s) of IUID managed assets when prompted by the applicable ILS-S system. If UII is unavailable, submit transaction through the ILS-S system.

10.2.12.3. IUID managed assets are identified in the DoD and AF cataloging systems and include Class II, VII and IX supply items. These cataloging systems provide the IUID indicator to the applicable ILS-S system.

10.2.12.4. The LRS CC/AO will assign a single point of contact (POC) for referral of inquiries regarding IUID managed assets.

10.2.12.4.1. Responsibilities of the POC include researching the consolidated transaction history, delivery verification records and audit trail when necessary by the appointed IUID POC or LRS CC/AO.

Chapter 11 (Added-AFRC)

AFRC CLOTHING ISSUES AND REPLACEMENT PROGRAM FOR AIR FORCE RESERVE MEMBERS

11.1. (AFRC) Overview. Ready reserve airmen are entitled to an in-kind uniform clothing issue according to allowances specified in AFI 36-3014, *Clothing Allowance for Air Force Personnel.* This instruction establishes policy for managing the AFRC clothing in-kind system and directs the use of the Kentucky Logistics Operation Center (KYLOC) for the requisition of uniform clothing listed in AFI 36-3014, unless as otherwise defined or directed.

11.1.1. **(AFRC)** This instruction sets forth guidance to be followed by HQ Air Force Reserve Command (AFRC), HQ Air Reserve Personnel Center (ARPC), and HQ Readiness Integration Organization (RIO), and other associated interests, in regards to the Individual Reservist (IR) and Traditional Reservist (TR) programs.

11.1.2. **(AFRC)** This instruction does not provide clothing guidance for the Active Guard/Reserve (AGR) program. The AGR program is covered by AFI 36-2132V2, *Active Guard/Reserve (AGR) Program*. Enlisted AGRs are entitled to an annual clothing allowance. **Note:** Direct clothing concerns not covered by AFI 36-2132V2 to AFRC/A1 policy division.

11.1.3. **(AFRC)** This instruction does not provide clothing guidance to reserve members authorized the wear of civilian clothing. This guidance is covered by AFI 36-3014 and DoD FMR Vol 7A, *Military Pay Policy – Active Duty and Reserve Pay.*

11.1.4. **(AFRC)** All financial documents and systems will follow Financial Improvement Audit Readiness (FIAR) compliance as set forth by AFRC/FM or higher authority.

11.2. (AFRC) Responsibilities:

11.2.1. **(AFRC)** HQ AFRC/A4 will:

11.2.1.1. **(AFRC)** Be the office of primary responsibility (OPR) for all logistics responsibilities and OPR for this instruction.

11.2.1.2. **(AFRC)** Serve as the AFRC primary point of contact (POC) for KYLOC and corporate advocate for all logistics and clothing issues related to this instruction.

11.2.1.3. **(AFRC)** Serve as the primary POC for AFRC units in the establishment of "FS" DoDAAC account IAW AFI 24-230, Maintaining Air Force DoD Activity Address Codes (DODAAC).

11.2.2. **(AFRC)** HQ AFRC/FM will:

11.2.2.1. **(AFRC)** Be the office of primary responsibility (OPR) for all financial management responsibilities and OPR for this instruction.

11.2.2.2. **(AFRC)** Serve as the AFRC primary point of contact (POC) for KYLOC and coordinate with assigned units/wings, HQ ARPC, HQ RIO detachments, or assigned IR field locations to provide accurate line of accounting elements for KYLOC accounts.

11.2.2.3. **(AFRC)** HQ AFRC/FM will establish procedures for accounting, funds status, metrics, etc. to be followed by HQ ARPC/FM (for IRs) and NAF FMs and Wing FMs (for TRs), and distribute funds to be used for the clothing replacement program.

11.2.3. **(AFRC)** HQ ARPC/FM will:

11.2.3.1. **(AFRC)** Be responsible for any accounting, funds status, metrics, etc. for the IR field only (HQ RIO), as required by HQ AFRC/FM, and will control funds allocated for the program.

11.2.3.2. **(AFRC)** Coordinate with HQ RIO on clothing issues that affect the IR population and distribute clothing request guidance.

11.3. (AFRC) Kentucky Logistics Operation Center (KYLOC) Program:

11.3.1. **(AFRC)** All IR and TR enlisted members, regardless of status, will requisition uniforms and clothing from KYLOC as authorized by AFI 36-3014, unless otherwise defined within this instruction (certain provisions may apply to officers) or directed by higher authority. Clothing that is not listed in AFI 36-3014 will be ordered through the local Base Supply FB/FE account or as otherwise defined in this instruction. TA-016 (Organizational clothing) will not be ordered through KYLOC unless further guidance is provided by HQ AFRC.

11.3.2. **(AFRC)** Uniform clothing will not be stocked by HQ AFRC or assigned units/wings, HQ ARPC, HQ RIO detachments, or assigned IR field locations. **(T-2)**

11.3.3. **(AFRC)** Each AFRC unit/wing will establish an "FS" DoDAAC account IAW AFI 24-230, *Maintaining Air Force DoD Activity Address Codes (DODAAC)*. Unit PASCODEs will be used by KYLOC to ship clothing requests to the unit address on file. **(T-2)**

11.3.4. **(AFRC)** ARPC/FM will establish one universal "FS" DoDAAC account which all IRs and RIO detachments will fall under. ARPC/FM will create a unique 6-digit PASCODE for each member requesting clothing. This unique PASCODE will allow clothing request to be shipped to an address identified by the IR. **(T-2)**

11.3.4.1. **(AFRC)** The PASCODE will be formatted IYXXXX where I=Individual Reservist, Y=fiscal year second digit the order is placed (ex: FY 16 = 6), and XXXX=the sequential KYLOC order number placed in that particular FY, starting at 0001 and ending at 9999.

11.3.5. **(AFRC)** All affected will comply with guidance set forth by *Kentucky Logistics Operation Center Implementation* only after approval and implementation by AFRC/A4. **(T-2)**

11.3.6. **(AFRC)** KYLOC will exchange ill-fitting items under the following criteria: **(T-2)**

11.3.6.1. **(AFRC)** KYLOC must be contacted within 90 days of shipping date.

11.3.6.2. **(AFRC)** Exchanges will be for size only (i.e. must be the same item).

11.3.6.3. **(AFRC)** Returned items must be unused, free of defects, and placed in the original packaging.

11.3.6.4. **(AFRC)** Must have original document number and personnel info, if available. **NOTE:** Contact the applicable clothing representative if necessary.

11.3.6.5. **(AFRC)** ARPC/FM (IR) and assigned unit (TR) are responsible for return shipping costs. ARPC/FM will distribute guidance to HQ RIO for IRs to return items as

necessary and how to pay or receive reimbursement for these costs. Exchanges cannot be made through AAFES.

11.3.6.6. **(AFRC)** Customer Service contact information: 859-293-3988 or **custservice@kyloc.com.**

11.3.7. **(AFRC)** If KYLOC experiences a program or system failure, AFRC/A4 will establish a temporary program for the command, to include TRs and IRs. Necessary clothing that is on backorder or unavailable through KYLOC may be acquired through a separate process, as defined in this instruction or as otherwise directed.

11.3.8. **(AFRC)** KYLOC will maintain a historical record of each individual using the DoD ID number.

11.4. (AFRC) AFRC Unit Commanders and ARPC/FM will:

11.4.1. **(AFRC)** Assign clothing representatives. Unit commanders will assign their own representatives(s) for TRs. ARPC/FM will assign a clothing manager to oversee the program for the IR population. Each RIO detachment commander will identify a clothing representative.

11.4.2. **(AFRC)** Maintain program controls and implement/suggest changes to instruction as applicable.

11.4.3. **(AFRC)** Coordinate with AFRC units (TRs) and RIO detachments and assigned field locations (IRs) concerning the clothing program. AFRC units use their servicing Wing FM for financial assistance; RIO detachments use ARPC/FM for financial assistance. **Note:** From hereto forward, whichever applies = proper FM assistance. FM = Financial Management.

11.5. (AFRC) Detachment Commanders (IR) and Unit Commanders (TR) will:

11.5.1. **(AFRC)** Ensure clothing representatives are familiar with the provisions of AFI 23-111, *Management of Government Property in Possession of the Air Force,* and AFI 36-3014, *Clothing Allowances for Air Force Personnel.* **(T-3)**

11.5.2. **(AFRC)** Conduct uniform clothing showdown inspections when deemed necessary (includes officers to ensure compliance). **(T-3)**

11.5.3. **(AFRC)** Approve in writing the issue of new uniform items for enlisted members separating in less than 180 days. Written approval must provide validation for issuance of new clothing. **(T-3)**

11.5.4. **(AFRC)** Process and dispose of clothing and other personal property of deceased personnel in accordance with (IAW) AFI 34-511, *Disposition of Personal Property and Effects*. Provide uniform items for burial if requested by next of kin or a will. **(T-3)**

11.6. (AFRC) Clothing Representatives will:

11.6.1. **(AFRC)** Establish controls and maintain oversight to the program. **(T-3)**

11.6.2. **(AFRC)** Ensure personnel do not obtain free issues of new uniform items within 180 days prior to separation without commander's certification and consent, per 11.4.3. **(T-3)**

11.6.3. **(AFRC)** Not issue more than the authorized clothing items and quantities listed in AFI 36-3014. Direct clothing items and quantities suggestions to AFRC/A4 for review.

11.6.4. **(AFRC)** Ensure the monthly KYLOC Clothing Obligation Reject Analysis Report DoD Activity Address Codes (DoDAAC) address and other relevant information is correct. **Note:** TR unit clothing representatives will submit report to their Wing FM, unless other directed. **(T-2)**

11.6.5. **(AFRC)** Use the Government Purchase Card (GPC) for all purchases. Annotate the proper appropriation to any reimbursement document, if applicable. **(T-2)**

11.6.6. **(AFRC)** Upon receipt of AF Form 656 for clothing request, or other approved form, review individual history in KYLOC to verify previous clothing requests to ensure compliance with regulatory guidance. Individual order history is tracked by each member's DoD ID number.

11.6.7. **(AFRC)** Establish and maintain proper record keeping.

11.6.7.1. **(AFRC)** The AF Form 656, *Clothing Request and Receipt – Male/Female*, AF Form 657, *Personal Clothing Record – Female*, AF Form 658, *Personal Clothing Record – Male*, AF Form 659, *Personal Clothing Claim*, KYLOC source document (Individual Order History) and/or a MAJCOM or unit generated form can be used to record clothing issues/turn-ins to include boots and shoes. Some records may contain multiple source documents (ex: maternity request). **(T-2)**

11.6.7.2. **(AFRC)** If KYLOC document and/or a MACJOM/unit generated form is utilized, it must state: "I certify I have received the articles listed here on in the total value indicated and that they are for my own personal use or that of the person I represent and I will not dispose of them by sale, gift, loan, barter, or pledge to unauthorized personnel." Member must sign next to this statement to certify his/her acknowledgment. Prepare document to locate signature and statement blocks near one another for easier record keeping. **(T-2)**

11.6.7.3. **(AFRC)** Clothing records of personnel discharged or transferred from one reserve organization to another reserve organization are processed IAW AFI 36-2608, *Military Personnel Records System*. **(T-2)**

11.6.7.4. **(AFRC)** Upon discharge/separation, send original AF Forms 656/657/ Form 658/659 and other source documents along with personnel records to the Air Force Personnel Center (AFPC), unless otherwise directed by MAJCOM policy. HQ AFPC/DPSIR, 550 C St West Suite 21Creek Ave, JBSA Randolph, TX 78150 **(T-2)**

11.7. (AFRC) Authorized Clothing:

11.7.1. **(AFRC)** View AFI 36-3014 for mandated list of items. Items of issue for reserve personnel are listed under Attachment 3. Direct clothing items and quantities suggestions to AFRC/A4 for review.

11.7.2. **(AFRC)** Supplemental items, if applicable, are listed under Attachment 4, and would require valid approval. These items would be purchased by the member and reimbursed through the servicing Wing FM or ARPC/FM, whichever applies, by a supplemental clothing allowance or full reimbursement of purchase, IAW regulatory guidance. **(T-2)**

11.8. (AFRC) Early Replacement of Clothing:

11.8.1. **(AFRC)** Early replacement requires a certificate of affidavit written by the member and approved by the unit commander or detachment commander prior to replacement of clothing. **(T-2)**

11.8.2. **(AFRC)** Certificate of affidavit must contain a description of the unique duties or frequency of use which caused the accelerated wear of the clothing item(s). A certificate of affidavit is also required for acts of nature damage, destruction of clothing items, fire loss, or other reasons. **(T-3)**

11.8.3. **(AFRC)** Approved certificate of affidavit will provide the basis for replacement of unserviceable clothing or footwear. Use the AF Form 659 to replace approved items. **(T-2)**

11.8.4. **(AFRC)** Members are liable for decisions rendered by unit commander or detachment commander that cites abuse, gross negligence, or wilful misconduct as the cause for damaged or destroyed item(s) outside Fair Wear and Tear (FWT). See **11.12.3** for guidance on member's liability for destruction of property. **(T-2)**

11.8.5. **(AFRC)** File the affidavit and other documentation per records management guidance, or as otherwise directed. **(T-3)**

11.9. (AFRC) Footwear Instructions:

11.9.1. **(AFRC)** For boots and shoes special measurements, see instructions in AFI 23-101, *Air Force Material Management*, and AFI (Interservice) 23-211, *Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags*.

11.9.2. **(AFRC)** Repair and/or replace boots and shoes that are less than three years old through personal expense. Shoes and boots can be replaced after three years from the date of initial issue. **(T-2)**

11.9.3. **(AFRC)** If KYLOC does not offer options on boots, request in writing to unit commander or detachment commander the desire and need for a separate option that is not available through contracted vendor. If approved, purchase the desired boots and file reimbursement through Wing FM or ARPC/FM, whichever applies. Use the SF 1164, *Claim for Reimbursement for Expenditures on Official Business*, for reimbursement request and attach approval request and purchase receipt.

11.9.4. **(AFRC)** Replacement of dress shoes (black pumps) for female personnel is based on three years wear. Unit commander or detachment commander will validate and approve replacement of the black pumps prior to three-year mark per member's request. See 11.7. for guidance on requesting clothing replacement due to other factors excluding FWT. **(T-2)**

11.10. (AFRC) Special Allowance for Female Enlisted Members:

11.10.1. **(AFRC)** Female enlisted members are authorized a cash allowance or reimbursement for the purchase of women's personal items as prescribed in AFI 36-3014 and DoDFMR Vol 7A.

11.10.2. **(AFRC)** Female enlisted members are authorized a cash allowance to purchase dress shoes (black pumps). Female member will submit request to Wing FM or ARPC/FM, whichever applies. Wing FM and ARPC/FM will follow guidance contained in AFMAN 65-116 V3, 15.2.4.6. **(T-2)**

11.10.3. **(AFRC)** Female personnel are authorized a maternity uniform in-kind: one maternity jumper, one pair of slacks or one skirt, and one long sleeve maternity blues shirt. Request maternity items through Wing FM or ARPC/FM, whichever applies, using AF Form 469, *Duty Limiting Condition Report* (include expected date of delivery) and AF Form 656, *Clothing Request and Receipt – Male/Female*. The AF Form 469 must include the following statement in the space provided, either penned or typed: "The member has been counseled on the mandatory uniform items that must be purchased."

11.10.3.1. **(AFRC)** The maternity clothing may be replaced three years from the date of initial issue, if required, but not prior to the three year mark. Female member can become entitled to a replacement issue immediately following the three-year mark, as applicable.

11.10.3.2. **(AFRC)** Example: First maternity clothing issue dated 27 Apr 2012 per AF Form 469 (or in prior years, the AF Form 422, *Physical Profile Serial Report*). Second issue date cannot occur before 27 Apr 2015. Member can receive clothing on/after 27 Apr 2015, if the AF Form 469 is dated on/after this date. **NOTE:** This does not permit a female member to initiate the AF Form 469 process at a later date during pregnancy in an attempt to circumvent the rule. Members are mandated to update medical readiness immediately after civilian diagnosis. Unit commanders and detachment commanders should exercise stern review for approval/disapproval.

11.10.3.3. **(AFRC)** FWT could be used to request maternity clothing before the three-year mark but unit commanders and detachment commanders must comply with 11.7. to approve such request. **(T-2)**

11.11. (AFRC) Special Orders:

11.11.1. **(AFRC)** KYLOC does not allow for metal or plastic name tag order. If the metal or plastic name tag is required, the member can order on line through the Army Air Force Exchange Service (AAFES), **http://shop.aafes.com**, or other approved sources. AFI 36-3014 does not specify if the metal/plastic name tag is a one-time issue or can be replaced regardless of reason. Guidance set forth as follows:

11.11.1.1. **(AFRC)** Damaged, destroyed, or lost metal or plastic name tag will be the responsibility of the member to replace at own expense, unless **11.12.4** applies.

11.11.1.2. **(AFRC)** Members enlisting without prior service, members transferring to the Ready Reserve program from the IRR program and members transferring from another component will be authorized a reimbursement for the purchase of the metal or plastic name tag, or an in-kind issue through another approved vendor. Contact the Wing FM or ARPC/FM, whichever applies, to receive reimbursement using the SF 1164, if applicable.

11.11.2. **(AFRC)** The Standard Base Supply System (SBSS) or AAFES can be used to obtain uniforms in case of emergency. Direct emergency requests to unit commander or detachment commander.

11.11.2.1. **(AFRC)** An emergency is defined as an item required before it can be ordered and received from KYLOC (i.e. on backorder/unavailable through KYLOC, and/or has an immediate urgent need) or through other reasons (see **11.7** and **11.11**).

11.11.2.2. **(AFRC)** Clothing item(s) must be for a deployment, school, or other requirement as approved by unit commander or detachment commander. **(T-2)**

11.11.3. **(AFRC)** KYLOC does not stock special clothing that is required to meet the requirement of some career fields (ex: cotton ABUs). These uniforms must be purchased locally from an approved vendor, i.e. AAFES or other source.

11.11.4. **(AFRC)** Government Purchase Card (GPC) usage is required for all special orders, unless unavailable through KYLOC. **(T-2)**

11.12. (AFRC) Members Compliance and Liability:

11.12.1. **(AFRC)** Members must comply with uniform requirements. A showdown inspection is recommended to establish the items and quantity differences between AFI 36-3014 allowances for personnel and the serviceable garments available for continued wear. **(T-2)**

11.12.2. **(AFRC)** Members must repair clothing to include special purpose clothing and personal equipment (TA 016) items. **(T-2)**

11.12.3. **(AFRC)** Members are liable for uniform items deliberately or negligently damaged, destroyed, or lost by causes other than FWT. Members must inform unit commander or detachment commander on the damage, destruction, or loss of clothing items. **(T-2)**

11.12.3.1. **(AFRC)** A certificate of affidavit written by the member will be submitted to the unit commander or detachment commander. The certificate of affidavit must contain the reason(s) for the damaged, destroyed, or lost clothing item(s).

11.12.3.2. **(AFRC)** The member will be interviewed by the unit commander or detachment commander (or designated authority) to 1) investigate and research the cause of loss, damage, or destruction of clothing item(s), and 2) to determine if the act(s) was(were) attributable to a member‘s abuse or negligence. The finding is used to assess financial liability against the member responsible or to relieve the member from liability. **(T-3)**

11.12.3.3. **(AFRC)** If liability is accepted by the member, the designated authority will prepare a DD Form 1131, *Cash Collection Voucher*, or a DD Form 362, *Statement of Charges/Cash Collection Voucher*, and process as required by the Wing FM or ARPC/FM, whichever applies. File an approved DD Form 362 or DD Form 1131 to support the AF Form 659 for in-kind issue of the replacements item(s). **(T-2)**

11.12.3.4. **(AFRC)** If liability is declined by the member but there is preliminary evidence of abuse, gross negligence, or willful misconduct resulting in the damage, destruction, or loss of clothing IAW AFMAN 23-220, *Report of Survey for Air Force Property*, the designated authority will prepare a DD Form 200, *Financial Liability Investigation of Property Loss*. File an approved DD Form 200 to support the AF Form 659 for in-kind issue of the replacements item(s). **(T-2)**

11.12.3.4.1. **(AFRC)** Member can appeal a negative finding through an appropriate reviewing authority, such as the Area Defense Council (ADC).

11.12.4. **(AFRC)** Clothing items rendered unserviceable by acts of nature damage, destruction, fire loss, or other reasons as determined by proper investigation do not require a DD Form 200, DD Form 362, or DD Form 1131. Follow guidance set forth in 1.7.3. for replacement of the lost clothing items, and use the AF Form 659 to replace clothing. **(T-2)**

11.12.5. **(AFRC)** Follow guidance set forth in AFH 23-123V2PT1, *Integrated Logistics Systems-Supply (ILS-S), Material Management Operations*, for disposition of excess, serviceable, or unserviceable clothing.

11.13. (AFRC) Clothing Replacement for Transfer:

11.13.1. **(AFRC)** Enlisted members upon initial enlistment, or transfer to the ready reserve program from another component or IRR, or under FWT, are authorized a clothing issue under the in-kind program. The enlisted member will sign the applicable form(s) to request items and upon receipt of items.

11.13.2. **(AFRC)** Officers upon initial entry into officer training school, or equivalent, or revert to an enlisted status, are authorized a clothing issue under the in-kind program. The officer will sign the applicable form(s) to request items and upon receipt of items.

11.14. (AFRC) Clothing Replacement for Fair Wear and Tear (FWT):

11.14.1. **(AFRC)** All enlisted members are authorized a clothing replacement under FWT every three (3) years. Some items are not included under FWT (see **11.14.5**).

11.14.2. **(AFRC)** All reserve members will conduct an inventory of clothing items to ensure they are serviceable and the quantity adheres to AFI 36-3014 guidance.

11.14.3. **(AFRC)** Enlisted members requesting early replacement of uniform items must provide written justification as set forth in 11.7. **(T-2)**

11.14.4. **(AFRC)** Clothing request procedures under FWT:

11.14.4.1. **(AFRC)** Reserve members will complete the applicable form as indicated in **11.6.7.1** and submit to the clothing representative. Unless otherwise directed by MAJCOM or higher authority, local policy or unit commanders will mandate which form to use for TRs and ARPC/FM will mandate which form to use for IRs. **(T-2)**

11.14.4.2. **(AFRC)** The clothing representative will verify the submitted form is complete and verify if the member is eligible for the requested clothing item(s).

11.14.4.2.1. **(AFRC)** Approved: The clothing representative will submit order in KYLOC, notify the member the order was placed, annotate an expected delivery date, and provide copy of the completed form(s) for signature upon receipt of clothing items. **(T-2)**

11.14.4.2.2. **(AFRC)** Disapproved: The clothing representative will notify the member stating reason(s) for disapproval, return the completed form, and await member reply. **(T-2)**

11.14.4.3. **(AFRC)** Upon receipt of the clothing items, the reserve member will certify the following statement on the applicable form: “I certify I have received the articles listed here on in the total value indicated and that they are for my own personal use or that of the person I represent and I will not dispose of them by sale, gift, loan, barter, or

pledge to unauthorized personnel." and return this receipt form the applicable clothing representative. **(T-2)**

11.14.4.3.1. **(AFRC)** Enlisted members will return the AF Form 656 (or approved form) and shipping receipt to the clothing representative within thirty (30) calendar days of shipment receipt. Clothing representatives will request the AF Form 656 (or approved form) and shipping receipt through proper channels if the member has not supplied in a timely manner. Shipping receipt applies to IRs only.

11.14.4.3.2. **(AFRC)** If a damaged, partial, incomplete, or incorrect order was received, notify the applicable clothing representative immediately. The clothing representative will instruct the member on what to do with the shipment, or take other action internally.

11.14.4.3.3. **(AFRC)** Upon receipt of AF Form 656 and shipping receipt, and all requested items are in possession of the member, the clothing representative will update the KYLOC system to close the order.

11.14.5. **(AFRC)** Clothing items not eligible for FWT replacement:

11.14.5.1. **(AFRC)** One-time basic training authorized items will not be considered for FWT: Cotton briefs, bath towels, handkerchiefs, socks, cotton undershirts, and female undergarments.

11.14.5.1.1. **(AFRC)** Enlisted members in the following AFSCs are authorized to replace the quantity of cotton undershirts authorized through FWT every three (3) years: 2FXXX, 2SXXX, 2AXXX, 2TXXX and 3EXXX. The working conditions to authorize this FWT must be approved by the installation commander or Air Force equivalent (RIO CC will approve for IR population). For all other career fields the FWT replacement for the cotton undershirt is six (6) years.

11.14.5.1.2. **(AFRC)** Members must purchase at their own expense the cotton undershirt if an approved replacement had been previously issued during the allotted timeframe (i.e. three (3) years or six (6) years, whichever applies per authority).

11.15. (AFRC) Completion of Approved Clothing Request Forms:

11.15.1. **(AFRC)** Wing FMs and ARPC/FM will provide guidance on the proper completion of any approved clothing request form, IAW FIAR and regulatory guidance. Information Management may need to approve and/or authorize any optional form to be used.

11.16. (AFRC) Physical Training Uniform:

11.16.1. **(AFRC)** Physical Training Uniform (PTU) issue falls under the same initial and replacement processes defined above. PTU gear can be issued once every three years in the amounts authorized in AFI 36-3014, Attachment 3 (see **11.7**).

11.16.2. **(AFRC)** Follow the guidance set forth above for PTU replacement that falls under the categories of early replacement (**11.8**), member's compliance and liability (**11.12**), clothing replacement for transfer (**11.13**), and clothing replacement for FWT (**11.14**).

JUDITH A. FEDDER, Lt Gen, USAF
DCS/Logistics, Installations & Mission Support

(AFRC)

JAMES J. JACKSON, Lt. Gen. USAF
Commander

Attachment 1

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Prescribed Forms

AF Form 36, *Supply Document Register (Manual)*

AF Form 59, *Sealed Pallet Notice*

AF Form 465, *Bench Stock Inventory (Not LRA)*

AF Form 538, *Personal Clothing and Equipment Record*

AF Form 600, *Equipment Control Register*

AF Form 601, *Equipment Action Request*

AF Form 636, *Systems Change Release Document*

AF Form 656, *Clothing Request and Receipt -- Male/Female*

AF Form 657, *Personal Clothing Record - Female Airmen (Air Force Reserve and Air National Guard)*

AF Form 658, *Personal Clothing Record - Male Airmen (Air Force Reserve and Air National Guard)*

AF Form 659, *Personal Clothing Claim*

AF Form 666, *Certification of Charge Sales Accepted by the Finance Officer*

AF Form 668, *Clothing Certificate for Category I Airmen Being Released from Active Duty*

AF Form 1032, *WRM Spares List*

AF Form 1233, *Bulk Storage Summary*

AF Form 1429, *Repair Parts Inventory Balance Record*

AF Form 1815, *Difficulty Report (DIREP) Worksheet*

AF Form 1991, *General Purpose Creation*

AF Form 2001, *Notification of TCTO Kit Requirements*

AF Form 2005, *Issue/Turn-In Request*

AF Form 2006, *Tape Utilization Log*

AF Form 2009-1, *Manual Supply Accounting Record*

AF Form 2011, *Base Supply ADPE Work Request*

AF Form 2206, *Program Layout Format*

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 86, *Request for Cataloging Data/Action*

AF Form 126, *Custodian Request Log*

AF Form 597, *ADPE Maintenance Record*

AF Form 614, *Charge Out Record*

AF Form 616, *Fund Cite Authorization (FCA)*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1000, *IDEA Application*

AF Form 1230, *Standard Reporting Designator (SRD) Candidate Information*

AF Form 1297, *Temporary Issue Receipt*

AF Form 1445, *Materials and Equipment List*

AF Form 1996, *Adjusted Stock Level*

AF Form 2530, *Alarm System Test Record*

AF Form 2691, *Aircraft/Missile Equipment Property Record*.

AFTO 350, *Reparable Processing Tag*

AFMC Form 95, *Issue Request*

AFMC Form 200, *Accelerated Delivery Request*

AMC Form 281, *MICAP/VVIP/FSS Special Handling*

DD Form 150, *Special Measurements Blank for Special Measurements/Orthopedic Boots and Shoes*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 250, *Material Inspection and Receiving Report*

DD Form 250-1, *Material Inspection and Receiving Report, Tanker/Barge*

DD Form 361, *Transportation Discrepancy Report (TDR)*

DD Form 362, *Statement of Charges/Cash Collection Voucher*

DD Form 1131, *Cash Collection Voucher*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1150, *Request for Issue or Turn-In*

DD Form 1155, *Order for Supplies or Services*

DD Form 1342, *DoD Property Record*

DD Form 1348, *DoD Single Line Item Requisition System Document (Manual)*

DD Form 1348-1, *DoD Single Line Item Release/Receipt Document*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 1348-6, *Single Line Item Requisition System Document, DoD (Manual - Long Form)*

DD Form 1348-7, *DoD MILSPETS DFSP Shipment and Receipt Document*

DD Form 1348M, *Single Line Item Requisition System Document, DoD (Mechanical)*

DD Form 1387-2, *Special Handling Data/Certification*

DD Form 1574, *Serviceable Tag – Materiel*

DD Form 1574-1, *Serviceable Label – Materiel*

DD Form 1575, *Suspended Tag - Materiel*

DD Form 1576, *Test Modification Tag – Materiel*

DD Form 1576-1, *Test Modification Label – Materiel*

DD Form 1577, *Unserviceable (Condemned) Tag - Materiel*

DD Form 1577-2, *Unserviceable (Reparable) Tag - Materiel*

DD Form 2875, *System Authorization Access Report (SAAR)*

SF 44, *Purchase Order-Invoice-Voucher*

SF 364, *Report of Discrepancy (ROD)*

SF 368, *Product Quality Deficiency Report*

SF 1081, *Voucher and Schedule of Withdrawals and Credits*

OF 83, *NMCS (Not Mission Capable Supply) (Label) (3 x 1 l/2")*

OF 84, *NMCS (Not Mission Capable Supply) (Label) (3 x 5")*

OF 274, *Equipment Warranty (Label)*

(AFRC) ***Adopted Forms***

(Added-AFRC) AF Form 422, *Physical Profile Serial Report*

(Added-AFRC) AF Form 469, *Duty Limiting Condition Report*

(Added-AFRC) Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business*

Abbreviations and Acronyms

2LM—Two-Level Maintenance

AAFES—Army and Air Force Exchange Service

AAO—Approved acquisition objective

ACC—Air Combat Command

ACH—Advanced Combat Helmet

ACSA—Acquisition and Cross Servicing Agreements

ADLS—Advanced Distributed Learning Service

ADVON—Advance Echelon

ADP—Automated Data Processing

AECA—Arms Export Control Act

AEF—Aerospace Expeditionary Force

AETC—Air Education and Training Command

AF—Air Force

AF/A4/7—Air Force Logistics, Installations & Mission Support

AF/A4L—Air Force Directorate of Logistics

AF/A4LE—Materiel Support Division

AF/A4LM—Integrated Life Cycle Management Policy Division

AFCESA—Air Force Civil Engineer Support Agency

AFCFM—Air Force Career Field Manager

AFCAIG—Air Force Cost Analysis Improvement Group

AFI—Air Force Instruction

AFISRA—Air Force Intelligence Surveillance Reconnaissance Agency

AFIT—Air Force Institute of Technology

AFLRB—AF Logistics Readiness Board

AFMC—Air Force Materiel Command

AFMMCAB—Air Force Supply Chiefs Advisory Board

AFMMWG—Air Force Materiel Management Working Group

AFMCCS—AF Military Clothing Sales Store

AFNIC—Air Force Network Integration Center

(Added-AFRC) AFO—Accounting and Finance Office

AFOSI—Air Force Office of Special Investigations

AFPC—Air Force Personnel Center

AFQTP—Air Force Qualification Training Package

(Added-AFRC) AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFROTC—Air Force Reserve Officer Training Corps

AFSC—Air Force Sustainment Center

AFSOC—Air Force Special Operations Command

AFSPBP—Air Force Spare Parts Breakout Program

AFSPC—Air Force Space Command

AFUB—Air Force Uniform Board

AFWCF—Air Force Working Capital Fund

AIT—Automatic Identification Technology

AMC—Air Mobility Command; Acquisition Method Code

AME—Alternate Mission Equipment

AMSC—Acquisition Method Suffix Code

AMT—Asset Marking and Tracking

ANG—Air National Guard

AO—Accountable Officer

AOR—Area of Responsibility

APS—Aircraft Parts Store

APSR—Accountable Property System of Record

(Added-AFRC) ARPC—Air Reserve Personnel Center

AS—Allowance Standard

ASC—Allowance Source Code

ASD—Assistant Secretary of Defense; Aeronautical Systems Division

ASL—Adjusted Stock Level

ASM—Aircraft Sustainability Model

AS/RS—Automated Storage/Retrieval System

AWP—Awaiting Parts

BA—Budget Authority

BAMS—Battlefield Airman Management System

BC—Budget Code

BEAR—Basic Expeditionary Airfield Resources

BES—Bioenvironmental Engineering Services; Budget Estimate Submission

BNCC—Base Network Control Center

BOCR—Business Overhead Cost Recovery

BOI—Basis of Issue

BP—Budget Program

BPO—Base Project Officer

C-E—Communications-Electronics

CA—Cost Authority (AKA Obligation Authority)

CA/CRL—Customer Authorization/Custody Receipt Listings

CAGE—Commercial and Government Entity

CAM—Centralized Asset Management

CAS—Combat Ammunition System

CC—Commander

CCI—Controlled Cryptographic Item

CDM—Contract Depot Maintenance

CEMO—Command Equipment Management Office

CFS—Contractor Field Service

CHPMSK—Contingency High Priority Mission Support Kit

CIIC—Controlled Inventory Item Code

CIP—Capital Investment Program

CLS—Contractor Logistics Support

CLSSA—Cooperative Logistics Supply Support Agreement

CMD—Catalog Management Data

COB—Contingency Operating Base

COMSEC—Communication Security

CONOPS—Concept of Operations

COOP—Continuity of Operations

(Added-AFRC) COS—Chief of Supply

COSIS—Care of Supplies in Storage

CPFH—Cost Per Flying Hour

CRF—Consolidated Repair Facility

CRS—Contingency Retention Stock

CSAF—Chief of Staff of the Air Force

CSAG—Consolidated Sustainment Activity Group

CSAG-S—Supply division of CSAG

CSAG-M—Maintenance division of CSAG

CSB—Computer Support Base

CSWSWG—Contractor Supported Weapon Systems Working Group

CT—Control Team

CTC—Control Team Chief

CTIC—Contractor Technical Information Codes

CWDE—Chemical Warfare Defense Equipment

DDFR—Daily Demand Frequency Rate

DDR—Daily Demand Rate

DFAS—Defense Finance and Accounting System

DIFM—Due-In From Maintenance

DIIP—Defense Inactive Item Program

DLA—Defense Logistics Agency

DLADS—Defense Logistics Agency Disposition Services

DLIS—Defense Logistics Agency Logistics Information Service

DLR—Depot Level Reparable

DLM—Depot Level Maintenance

DMRP—Discrepant Materiel Reporting Program

DMSMS—Diminishing Manufacturing Sources and Material Shortages

DoD—Department of Defense

(Added-AFRC) DODAAC—Department of Defense Activity Address Codes

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DPEM—Depot Procured Equipment Maintenance

DRU—Direct Reporting Unit

DSO—Direct Support Objective

DSP—Defense Standardization Program

DWCF—Defense Working Capital Fund

DWP—Repair Cycle Item which is a component of another Repair Cycle Item that is AWP status

EAE—Equipment Accountable Element

EIM—Engine Item Manager

EISP—End Item Sales Price

ELRS—Expeditionary Logistics Readiness Squadron

ELS—Enterprise Logistics Strategy

EMC—Equipment Management Code

EMD—Engineering, Manufacturing and Development

EOQ—Economic Order Quantity

EPWG—Air Force Equipment Policy Working Group

ERRC—Expendability, Recoverability, Reparability Category

ERRCD—Expendability, Recoverability, Reparability Category Designator

ERL—Economic Retention Level

ERS—Economic Retention Stock

ES—Equipment Specialist

ESD—Electro-Static Devices

ESN—End Item Serial Number

ES-S—Enterprise Solution-Supply

FAD—Force Activity Designator

FAR—Federal Acquisition Regulation

FCP—Federal Catalog Program

(Added-AFRC) FM—Financial Management

FMS—Foreign Military Sales

FOA—Field Operating Agency

FOB—Found on Base

FOUO—For Official Use Only

FSC—Federal Supply Class, Federal Supply Classification or Flight Service Center

FSG—Federal Supply Group

FSL—Forward Supply Location

FSS—Forward Supply System

(Added-AFRC) FWT—Fair Wear and Tear

GFE—Government Furnished Equipment

GFM—Government Furnished Material

GIDEP—Government Industry Data Exchange Program

GPC—Government Purchase Card

GSA—General Services Administration

GSD—General Support Division

GSU—Geographically Separated Unit

GSL—Geographically Separated Location

HAF—Headquarters Air Force

HAZMART—Hazardous Material Pharmacy

HAZMAT—Hazardous Material

HPMSK—High Priority Mission Support Kit

HTA—High Threat Area

I&S—Interchangeability and Substitutability

I&SG—Interchangeable and Substitution Group

IAW—In Accordance With

IBA—Individual Body Armor

ICP—Inventory Control Point

ICS—Interim Contractor Support

IEE—Individual Equipment Element

ILCM—Integrated Life Cycle Management

IIRP—Improved Item Replacement Program

ILS-S—Integrated Logistics Support-Supply

IM—Item Manager

IMC—Item Management Coding

IMDS—-Integrated Maintenance Data System

IMS—Inventory Management Specialist

INS—Insurance

IPE—Individual Protective Equipment; Industrial Plant Equipment

(Added-AFRC) IR—Individual Reservists

IRSP—In-Place Readiness Spares Package

ISSP—Interservice supply Support Procedures

IT—Information Technology

IUID—Item Unique Identification

JALC—Joint Aeronautical Logistics Commanders

JCS—Joint Chief of Staff

JDRS—Joint Discrepancy Reporting System

JR—Job-Routed

(Added-AFRC) KYLOC—Kentucky Logistics Operation Center

LAC—Latest Acquisition Cost

LCSP—Life Cycle Sustainment Plan

LDL—Low Density Level

LGL—Logistics Manager

LGLO—Operations Compliance

LGLOQ—Quality Assurance Section

LGLOR—Resource Management Section

LGLOS—Functional Systems Management Section

LGLOT—Squadron Training Section

LGR—Operations Officer

LGRM—Materiel Management Flight

LGRMC—Customer Support Section

LGRMCE—Equipment Accountability Element (EAE)

LGRMM—Maintenance Support Section

LGRMMM—Maintenance Support Liaison Element

LGRMS—Asset Management Section

LGRMSA—Aircraft Parts Store Element

LGRMSH—HAZMART Element

LGRMSI—Individual Equipment Element

LGRMSP—Individual Protective Equipment Element

LGRMSS—Central Storage Element

LGDRX—Squadron Readiness/UDM

LIMFAC—Limiting Factor

LMCA—Logistics Materiel Control Activity

LRC—Latest Repair Cost

LRS—Logistics Readiness Squadron

LRS CC/AO—LRS Commander/Accountable Officer

LRU—Line Replaceable Unit

LSIS—Local Secondary Item Stratification

LSS—Life Systems Stock

LTA—Low Threat Area

MAJCOM—Major Command

MARS—Military Affiliate Radio System

MEO—Most Efficient Organization

MCR—Materiel Cost Recovery

MEFPAK—Manpower & Equipment Force Packaging

MIC—Mission Impact Code

MICAP—Mission Capable

MILSTRIP—Military Standard Requisition and Issue Procedures

MISTR—Management of Items Subject to Repair

MMAC—Materiel Management Aggregation Code

MMHS—Mechanized Materiel Handling System

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MRSP—Mobility Readiness Spare Package

MSD—Materiel Systems Division

MSG—Mission Support Group

MSK—Mission Support Kit

MTA—Medium Threat Area

MTBF—Mean Time Between Failure

MUP—Mark-Up Price

MWD—Military Working Dog

MWG—Munitions Working Group

MX—Maintenance

MXG—Maintenance Group

NAF—Numbered Air Force; Non-Appropriated Fund

NASA—National Aeronautics and Space Administration

NATO—North Atlantic Treaty Organization

NCAA—Non Nuclear Consumables Analysis

NCO—Non-Commissioned Officer

NEMVAC—Noncombatant Emergency & Evacuation Plan

NEO—Noncombatant Evacuation Operations

NGS—Non-Government Standards

NHA—Next Higher Assembly

NIIN—National Item Identification Number

NJR—Non Job-Routed

NRTS—Not Reparable This Station

NSN—National Stock Number

NSO—Numeric Stockage Objective

NWRM—Nuclear Weapons-Related Materiel

NWRMAO—Nuclear Weapons-Related Materiel Accountable Officer

O&M—Operation and Maintenance

O&ST—Order & Shipping Time

OC—Operations Compliance

OCCR—Organization Cost Center Record

OCONUS—Outside the Continental United States

OGMVC—Other Government Motor Vehicle Conveyance

OIC—Officer In Charge

OIM—Organizational Intermediate Maintenance

OOB—Operations Operating Budget

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

OSD—Office of Secretary of Defense

PA—Program Authority

PAA—Primary Aircraft Assigned

PACAF—Pacific Air Forces

PB—President's Budget

PBL—Performance Based Logistics

PBR—Percent of Base Repair; Program Budget Review

PCLT—Procurement Lead Time

PD—Program Document

PEO—Program Executive Office

PICA—Primary Inventory Control Activity

PICP—Physical Inventory Control Program

(Added-AFRC) PIM—Procedural Information Message

PMAI—Primary Mission Aircraft Inventory

PMIC—Precious Metals Indicator Code

PMRP—Precious Metals Recovery Program

POC—Point of Contact

POM—Program Objective Memorandum

POS—Peacetime Operating Stock

POW—Prisoner Of War

PRS—Potential reutilization Stock

PSN—Purpose Serial Number

PSP—Primary Supply Points

QA—Quality Assurance

QDR—Quality Deficiency Report

QRL—Quick Reference List

RBL—Readiness Based Level

RCDL—Repair Cycle Demand Level

RCT—Repair Cycle Time

RDO—Redistribution Order

REALM—Requirements/Execution Availability Logistics Module

REM—Registered Equipment Management

RFID—Radio Frequency Identification

RID—Routing Identifier

RIMCS—Reparable Item Movement Control System

RNEP—Repair Network Enhancement Program

RO—Requisitioning Objective

ROD—Report of Discrepancy

RSP—Readiness Spares Package

SA/LW—Small Arms/Light Weapons

SAF—Office of the Secretary of the Air Force

SAS—Storage Aids Systems

SCM—Supply Chain Management

SCM-R—Supply Chain Management-Retail

SCOR—Supply Chain Operations Reference Model

SDR—Supply Discrepancy Report

SDT—Second Destination Transportation

SECAF—Secretary of the Air Force

SICA—Secondary Inventory Control Activity

SM—System Manager

SMAG—Supply Management Activity Group

SNUD—Stock Number User Directory

SOO—Satellite Operations Officer

SORTS—Status of Resources and Training Systems

SOS—Source of Supply

SOW—Statement of Work

SP—Standard Price

SPC—Stockage Priority Code

PM—Program Manager

SPRAM—Special Purpose Recoverable Authorized Maintenance

SPRS—Spares Priority Release Sequence

SRD—Standard Reporting Designator

SRU—Shop Replaceable Unit

SSM—System Support Manager

STR—System Transaction Recovery

STRAPP—Standard Tanks, Racks, Adapters, Pylons Program

TAV—Total Asset Visibility

TCM—Technical Content Manager

TCTO—Time Compliance Technical Order

THPMSK—Temporary High Priority Mission Support Kit

(Added-AFRC) TMO—Transportation Management Office

TO—Technical Order

TOC—Technical Order Compliance

(Added-AFRC) TR—Traditional Reservist

TRAP—Tanks, Racks, Adapters & Pylons

TRN—Turnaround

TWG—Theater Working Group

UAP—Unserviceable Asset Price

UCC—Unit Control Center

UDM—Unit Deployment Manager

UII—Unique Item Identifier

UMMIPS—Uniform Materiel Movement and Issue Priority System

UJC—Urgency Justification Code

USD—Under Secretary of Defense

VEMSO—AF Element Vehicle and Equipment Management Support Office

WCDO—Wartime Consumable Distribution Objective

WCF—Working Capital Fund

WRM—War Reserve Materiel

WRMM—War Reserve Materiel Manager

WRMPM—War Reserve Materiel Program Manager

WSAS—Weapon System Allowance Standard

WSGC—Weapon System Group Code

WSSP—Weapon System Support Program

Terms

Active Inventory—Materiel that is expected to be consumed within the budget year (2 years) and materiel that has been purchased to meet specific war reserve requirements.

Active in-use weapon—An active weapon is a weapon issued for duty within a period of 90 days. The weapon may or may not be assigned to an individual.

Actual Unit Price—The latest contract price plus inflation and first destination transportation costs. This price is intended to approximate the price the item will cost on next acquisition.

Additive Requirement—Requirements that are supported by projected requirements (e.g., modifications) rather than past demand experience. Requirements computed outside the recoverable computation.

Aircraft Parts Store—LRS function located near flight line maintenance and functions as a demand processing unit, customer service, and aircraft parts warehouse for maintenance activities.

Aircraft Sustainability Model—The mathematical model used to determine the requirements for recoverable RSP items (in the D087G system) It uses a unit's wartime flying hour program, the range of items determined at the annual review, and the demand rate/indicative data for each item to determine the optimum mix of spares to achieve the target DSO.

Allowance Standard—Authorized document that identifies the amount and type of equipment for an organization.

Approved Acquisition Objective—The quantity of an item authorized for peacetime and wartime requirements to equip and sustain U.S. and Allied Forces, according to current DoD policies and plans. That quantity shall be sufficient to support other U.S. Government Agencies, as applicable.

Awaiting Parts—During the repair process for systems/equipment, parts are ordered for the system/equipment undergoing repair or an end item is being scheduled for a repair process and parts are ordered for a scheduled repair of the system/equipment to start the repair process. The end item system/equipment undergoing repair/being scheduled for repair is AWP when the parts to continue the repair process are backordered or the scheduled repair process will exceed mission requirements.

Base Condemnation Rate—The number of base condemnations divided by the sum base Repair This Station and base condemnations.

Base Consumption Rates—Base consumption rates will be determined by taking the number of failures at base level, over a specific period of time, divided by the operating program for that same time period.

Base Not Repairable this Station Rate—The number of Base NRTS divided by the sum of the base RTS, base NRTS, and base condemnations.

Base Repair Cycle—The number of days that elapse between the time an unserviceable reparable item is removed from use and the time it is made serviceable and ready for issue.

Base Stock Level—This level is computed in support of the base requisitioning objective.

Basic Expeditionary Airfield Resources—US Air Force systems consisting of assets formerly known as Harvest Eagle and Harvest Falcon. BEAR Systems are designed to provide minimum essential troop cantonment facilities (lodging, field feeding, showers, and latrines) and operational support (offices, shops, limited shop equipment, and runway matting). Units using this equipment are expected to deploy with mobility equipment, vehicles and spares peculiar to their operation in sufficient quantities to allow self-support until resupply is established.

Bench Stocks—Stores of ERRC XB3 items kept on-hand in a work center to enhance maintenance productivity.

C-Factor—Multiplier of the standard deviation (square root of the variance) of demand during replenishment. The materiel management system uses the C-factor to selectively increase item special level quantities for stocked items. The C-factor assignment policy is based on item mission impact, historical demand, and unit price criteria

Calendar Time Change Items—Items requiring replacement at regular intervals as specified in appropriate technical orders.

Carcass Cost—The value of an asset when the LRC plus BOCR have been removed from the SP of the item. Carcass cost is also equal to the LAC minus the LRC.

Care of Supplies in Storage—Program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel.

Cataloging—Act of naming, classifying, describing, and numbering each item repetitively used, purchased, stocked, or distributed to distinguish each item from every other item. Also included is the maintenance of information related to the item and the dissemination of that information to item users.

Cataloging Tools—The process of initiating and enhancing documents and procedures required to research, record, and organize logistics information.

Central Locator—a directory, file, or listing used to provide the location of all stored material. Location changes are manually entered onto the central locator. Maintain the central locator in current status for use during degraded operations.

Central Procurement—The purchase of materiel, supplies or services by an officially designated command or agency with funds specifically provided for such procurement for the benefit and use of the entire component or the military departments as a whole.

Central Secondary Item Stratification—An automated capability that applies to wholesale and retail asset and requirements data. The CSIS shall uniformly display the materiel requirements and associated asset status of individual secondary items and generate summaries of essential information. If a methodology other than stratification is used as a foundation, an audit trail to the applicable stratification table shall be submitted to the USD(L&MR). Secondary item assets shall be stratified at least semiannually. One stratification shall be as of September 30 (for inventory reporting and funding reviews), and the other shall be as of March 31 (for budget preparation).

Classes of Supply—Not to be confused with Federal Supply Class, terminology used to divide supplies and equipment into 10 easily identifiable categories of materiel that are depicted by Roman Numerals.

Classified Item—Controlled inventory item/materiel that require protection in the interest of national security.

Command Authority—AFI 51-604, *Appointment to and Assumption of Command*, identifies command authority. Unless otherwise stated, all references to commander in this publication apply to the mission commander at the appropriate level, i.e. squadron, group, wing, etc. Joint Base locations/activities will refer to Joint Basing Implementation Guidance and/or the pertinent Joint Base MOAs for specific guidance on command relationships at that location.

Commodity—A homogeneous aggregation of like items.

Communications-Electronics—Specialized field items concerned with the use of electronic devices and systems for the acquisition, acceptance, processing, storage, display, analysis, protection, disposition, and transfer of information.

Condemnation Requirement—Stock replacements for base and depot condemnations

Consumable Item—Item of supply (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended. Minor parts, tools, and hardware identified by ERRC designator XB3. NF1 items (with IEX E, K) are managed like consumable items. A consumable item cannot be economically repaired by a field or depot maintenance activity. Accountability for consumable items is terminated upon issue.

Contingency Retention Stock—CRS is stock above the AAO and above the ERS level, if one exists, that is held to support specific contingencies.

Contract Termination—The cessation or cancellation, in whole or in part, of work under a prime contractor a subcontract for the convenience of, or at the option of, the government, or due to failure of the contractor to perform in accordance with the terms of the contract.

Controlled Inventory Item Code—Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity.

Control Level—A computed stock level the inventory management specialist or materiel management IT system uses when filling requisitions. Non-programmed requisitions may be filled from depot stocks if the asset position is above the control level.

Coordination—The necessary action to ensure adequate exchange of information to integrate, synchronize, and deconflict operations between separate organizations. Coordination is not necessarily a process of gaining approval but is most often used for mutual exchange of information.

Counterfeit Materiel—An item that is an unauthorized copy or substitute that has been identified, marked, or altered by a source other than the item's legally authorized source and has been misrepresented to be an authorized item of the legally authorized source.

Critical Safety Item—Means a part, an assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapon system if the part, assembly, or equipment contains a characteristic any failure, malfunction, or absence of which could cause a catastrophic or critical failure resulting in the loss of or serious damage to the

aircraft or weapon system, an unacceptable risk of personal injury or loss of life, or an uncommanded engine shutdown that jeopardizes safety.

Customer Oriented Leveling Technique—Used to centrally compute levels for DLA-managed items that have an established demand pattern.

Daily Demand Frequency Rate—The DDFR reflects the average daily number of customer requests for an item. The DDFR differs from DDR in that DDFR is based on the number of customer orders (requests), while DDR is based the number of units of stock requested. DDFR is calculated by dividing the sum of customer requests by the number of days since the item's Date of First Demand (DOFD).

Daily Demand Rate—Average quantity of an item that is used daily. The retail materiel management system computes the DDR using one of the following methods: (1) Bachelor or Substitute Item. Divide the item cumulative recurring demand (CRD) by the difference of the current Julian date minus the DOFD. If the demand experience available is less than 180 days, a difference of 180 mitigates the effect of limited demand experience. (2) Master or Interchangeable Item. Divide the cumulative recurring demand (CRD) for the master and all interchangeable items within the group (for one system designator at a time) by the difference of the current Julian date minus the oldest date of first demand in the master/interchangeable group. If the demand experience available is less than 180 days, a difference of 180 days mitigates the effect of limited demand experience.

Data Dissemination—Various products and events provide logistics information to customers at every level of the supply system.

Data Entry and Maintenance Transactions—Those actions necessary to ensure complete, accurate and current logistics data records (excluding item characteristics data) for an item of supply.

Defense Inactive Item Program—The systematic elimination of inactive items of supply from DoD materiel management systems and the Federal Catalog System.

Defense Logistics Agency Disposition Services—Field activity of the DLA charged with the responsibility of managing all aspects of the process of receiving, storing, marketing, redistributing, and disposing of all materiel determined by elements of the DoD materiel management structure to be excess to the needs of a DoD activity.

Demand—An indication of a requirement (requisition, request, issue, and reparable generation; etc.) for issue of serviceable materiel. Demands are categorized as either "recurring" or "non-recurring."

Demand Level—Stock level for a specific item that is based upon past user demands.

Demand-Support Items—Items that are stocked based on forecasted usage. Demand-supported items are stocked with demand-based requirements on the basis of economics or with limited demand requirements on basis of military mission essentiality.

Demilitarization—Act of destroying the functional or military capabilities of certain types of equipment or material that has been screened through inventory control points and declared surplus or foreign excess. Items that are subject to demilitarization include defense articles on the United States Munitions List, as provided by Section 38 of the "Arms Export Control Act" (22 CFR 121 (reference (aj))). Also included are items on the Commerce Control List of the

Department of Commerce (15 CFR 774 (reference (ak))), and items on the United States Munitions Import List of the Bureau of Alcohol, Tobacco, and Firearms of the Department of Treasury. That term includes mutilating, cutting, crushing, scrapping, melting, burning, or otherwise altering to prevent the further use of that equipment or material for its originally intended purpose, and applies equally to equipment or material in serviceable or unserviceable condition.

Depot Consumption Rates—The number of failures at depot level divided by the appropriate depot program

Depot Level Maintenance—Maintenance performed on materiel requiring major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modifications, testing and reclamation as required.

Depot-Level Reparable Item—A reparable item of supply that is designated for repair at depot level or that is designated for repair below the depot level, but if repair cannot be accomplished at that level, shall have its unserviceable carcass is either forwarded to the depot for repair or condemnation, or reported to the ICP for disposition.

Depot Stock Levels—Depot stock levels represent those levels that are required in support of depot overhaul requirements. These are subdivided into two categories, job-routed (JR) and non job-routed (NJR) stock levels. JR items are those items that are repaired as part of a higher assembly repair. The stock level in support of JR overhaul requirements represents the amount of stock required to prevent delay of programmed overhauls during the subassembly O&ST. NJR items are those items that are removed during an overhaul and turned into supply. The NJR stock level requirement represents the quantity of stock required to support the overhaul line during subassembly O&ST.

Design Control Activity—With respect to an aviation critical safety item, means the systems command of a military department that is specifically responsible for ensuring the airworthiness of an aviation system or equipment in which the item is to be used.

Diminishing Manufacturing Sources and Material Shortages—The loss or impending loss of the last known manufacturer or supplier of raw materials, production parts, or repair parts.

Direction—Guidance to or management of support staff functions. Inherent within command but not a command authority in its own right. In some cases, can be considered an explicit instruction or order. Used by commanders and their designated subordinates to facilitate, channel, or motivate support staff to achieve appropriate action, tempo, or intensity. Used by directors of staff agencies on behalf of the commander to provide guidance to their staffs on how best to accomplish stated objectives IAW the commander's intent.

Disposal Freeze Notice—-A disposal freeze notice is a formal written directive issued by AFMC to withhold certain

Donations—Donable property under the control of a Military Service and/or a Defense Agency authorized for donation by statute to an authorized done.

Economic Order Quantity—Quantity derived from a mathematical technique used to determine the optimum (lowest) total variable costs to order and hold inventory.

Economic Retention Stock—ERS is stock above the AAO that is more economical to retain than to dispose of. To warrant economic retention, an item should have a reasonably predictable

demand rate. If the expected demand for an item is not predictable, yet the expectation for future demand is probable, the item may still have ERS provided the managing DoD Component has a documented rationale that economically justifies retention and is available for audit purposes.

Electronic-Mall—An Internet-based electronic mall designed to make it easier for customers to place and track orders and pay for products.

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

Engineering Support Activity—The organization designated to provide engineering/technical assistance including the development of technical data and engineering criteria, engineering representation, guidance and decisions.

Excess—Materiel that has completed reutilization screening within the Department of Defense and is not required for the needs and the discharge of responsibilities of any DoD activity.

Exchange Price—The price charged to customer's exchanging a reparable item for a serviceable one. This price is the LRC plus **BOCR@LRC** plus MCR.

EXecution and Prioritization of REpair Support System (EXPRESS)—The tool that provides the capability to implement critical initiatives for the requirements, distribution, workload management, and supply reengineering efforts. Key processes in EXPRESS include repair requirements identification; prioritization method employing aircraft availability and deepest-hole methodologies; supportability analysis or repair resources; and output interfaces.

Expendability, Recoverability, Reparability Cost Designator—Cataloging element that indicates whether an item can be economically repaired and what level (base or depot) has the authority to condemn an item.

Extended storage—Only weapons stored and packaged according to applicable special packaging instructions as outlined on **https://spires.wpafb.af.mil/sindex.cfm** fall into this category. All others are considered In-Use. Weapons removed from special packaging become in-use until they are properly returned to storage following the applicable special packaging instructions.

Federal Supply Class—Series of 4 numerals at the beginning of the NSN that designates the general commodity grouping of the item of supply.

Force Activity Designator—Roman numeral (I to V) that the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or a DoD Component assigns to a unit, organization, installation, project, or program to indicate its relative mission essentiality. The FAD is an integral part of the UMMIPS.

Forward Supply Location—Part of the AMC's Forward Supply System and serves as an intermediate stockage location in the AMC Strategic Airlift route structure. Candidate NSNs for stockage at the FSLs are applicable to the C-5 and C-17 strategic airlift.

Found on Base—Assets that are in the possession of base customers that are not correctly accounted for on materiel management IT system due-in from maintenance or in-use equipment detail records are commonly referred to as found on base.

Fuels Operational Readiness Capability Equipment—A group of air transportable fuels assets designed to support US Air Force refueling operations at bare bases, or expands in-place refueling capability of an existing base.

Government-Furnished Material—Material owned by the U.S. Government and furnished to a contractor to use for specific contract purposes. Title to all materiel furnished by the U.S. Government remains with the U.S. Government. GFM is property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. GFM does not include materiel sold by the U.S. Government to a contractor.

Hazardous Materiel—Item of supply consisting of materiel that because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Holding Costs—Those costs associated with the cost of capital, inventory losses, obsolescence, storage, and other variable costs of maintaining an inventory.

Initial Spares—Spares stocked to support a newly fielded weapon system or a modification of a weapon system.

Insurance Item—A non-demand-based, stocked, essential item for which no failure is predicted through normal usage. However, if a failure were to be experienced, or a loss should occur through accident, abnormal equipment or system failure, or other unexpected occurrence, lack of replacement item will seriously hamper the operational capability of a weapon system.

Integrated Materiel Manager—Any DoD activity or Agency that has been assigned integrated wholesale materiel management responsibility for the DoD and participating Federal Agencies. Integrated wholesale materiel management responsibilities include requirements determination, procurement, distribution, overhaul and repair of reparable materiel, and disposal of materiel.

Interchangeable and Substitution Group—Set of items that have similar physical and functional characteristics to the extent that the items can provide comparable functional performance against a given requirement.

Interchangeable Items—An item that possesses such functional and physical characteristics as to be equivalent in performance, reliability, and maintainability, to another item of similar or identical purposes, and is capable of being exchanged for the other item without selection for fit or performance, and without alteration of the item itself or of adjoining items, except for adjustment.

Intransit Assets—Materiel that is between storage locations, either wholesale or retail, or materiel shipped from vendors after acceptance by the U.S. Government, but not yet received by the inventory manager. Intransit assets are not included in the records of wholesale inventory used in the stratification process.

Inventory—Materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal.

Inventory Control Point—An organizational unit or activity within the DoD materiel management system that is assigned the primary responsibility for the materiel management of a

group of items either for a particular Military Service or for the Department of Defense as a whole. In addition to IMM functions, an ICP may perform other logistics functions in support of a particular Military Service or for a particular end item (e.g. centralized computation of retail requirements levels and engineering tasks associated with weapon system components).

Inventory Position—Sum of the on on-hand hand asset quantity and the quantity already on order, minus any existing customer backorder quantity.

Item Entry Control—Item entry control is a process where the cataloging agent examines potential items for inclusion in the FCP. A determination is made by screening the part number of the candidate item with existing items to see if a previously existing item can used in its place. The previously existing item will be coordinated with the AF ES for acceptance.

Item Management Coding—The process of determining whether items of supply qualify for management by the military Services, rather than by DLA or GSA, according to DoD 4140.26-M, Defense Integrated Materiel management Manual for Consumable Items.

Inactive in-use weapon—An inactive in-use is a weapon that has been stored for a period of 90 days without use. The weapon may or may not have been assigned to an individual.

Latest Acquisition Cost—The price paid for an item the last time it was procured from a supplier. The LAC is generally the latest representative contract price obtained. However, it can be based on an earlier buy if that latest procurement is considered non-representative. The LAC does not include any cost recovery or inflation.

Latest Repair Cost—The current year depot repair EISP. The LRC is either obtained from the depot maintenance pricing systems or is a value adjusted by the Inventory Manager or Production Manager based on updated information. When a new item with no reparable history is established, the LRC is systemically calculated at 25% of the LAC.

Logistic Reassignment—Transfer of integrated materiel management responsibilities from one manager to another.

Local Secondary Item Stratification—Is prepared when asset and/or requirements data is not prepared by an automated process. LSIS shall uniformly display the materiel requirements and associated asset status of individual secondary items and generate summaries of essential information.

Low Density Level—Term used to describe adjusted stock levels for non-airborne communications-electronic (C-E) space, weather and missile system items managed by AFNIC. LDLs are used to preposition critical assets on forward supply points near the supported system and are established for items that have very low usage (low daily demand), erratic demand patterns or long MTBF rates.

LRS/Materiel Management Activities—Organizations who perform both retail and wholesale materiel management functions.

Mark-Up Price—The difference between the SP and the exchange price that is added to the exchange price customer account if an unserviceable asset is not returned to the materiel management inventory. This price is a penalty paid by a customer if a DIFM asset is not returned within 60 days. The MUP will be reimbursed upon receipt of a reparable asset to clear the DIFM detail record after 60 days.

Materiel—All items (including ships, tanks, self-propelled weapons, and aircraft; etc. and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. Materiel is either serviceable (i.e. in an issuable condition) or unserviceable (i.e. in need of repair to make it serviceable).

Materiel Cost Recovery—The portion of each exchange price sale that will pay for items needed to be purchased for customer support. The MCR represents the constrained extended year buy portion; the constraint being that it cannot be more than the customer is funded.

Materiel Management—Continuing actions relating to planning, organizing, directing, coordinating, controlling, and evaluating the application of resources to ensure the effective and economical support of military forces. It includes provisioning, cataloging, requirements determination, acquisition, distribution, maintenance, and disposal. The terms "materiel management," "materiel control," "inventory control," "inventory management," and "supply management" are synonymous.

Materiel Manager—See integrated materiel manager.

Measures and Indicators—Encompassing term for the various criteria used to evaluate progress within the assessment process.

Measure of Performance—A quantitative empirical measure of achieved actions against associated planned/required actions and against which a task's or other action's accomplishment, is assessed.

Mission Capability—Failure of the system/equipment prevents performance of the required mission. The end item system/equipment mission capability is identified by the system reporting designator (SRD) as MICAP. The designation MICAP is provided by maintenance activity.

Minimum Replacement Unit—The minimum quantity of an item normally replaced during a maintenance action, often the quantity of a component used for each end item.

Mission Impact Code—Values of 1 through 4 are assigned programmatically to all consumable and recoverable item records during the issue process based upon the Urgency Justification Code (UJC) of customer issue requests, not customer backorders (this is an important distinction that ensures all demanded items are assigned appropriate MICs even when customer requests are issued from shelf stock upon demand). MICs are never programmatically downgraded, but are upgraded to reflect the priority of subsequent higher priority customer demands.

National Stock Number—13-digit stock number used to identify items of supply. It consists of a 4-digit FSC and a 9-digit National Item Identification Number (NIIN).

Negotiated Level—If the quantities computed at base level do not provide adequate support, the MAJCOM may negotiate a special level with the prime inventory management specialist.

Non-Demand-Based—Requirements determination process that is not based on forecasted demand, but qualifies stockage based on other criteria. Types of non-demand-based stockage are insurance stockage, life-of-type buys, and program-based buys.

Not Reparable This Station—Term used to characterize the process of returning items that cannot be successfully repaired by a base maintenance repair shop to a repair activity designated by the wholesale item manager.

Order and Shipping Time—Average number of days between the initiation and receipt of stock replenishment requisitions assuming sufficient stock is available on the depot shelf to satisfy the requisition at the time the requisition is received.

Ordering Cost—Variable costs involved in determining requirements, administrative costs of processing purchase request and cost associated with taking contract actions i.e., all cost from receipt of the order through fulfillment.

Organizational Intermediate Maintenance—That maintenance which is the responsibility of and performed by a using organization on its assigned equipment. These responsibilities normally include the inspection, service, lubrication, adjustment and replacement of parts, minor assemblies, and subassemblies.

Operating Level of Supply—The quantity of materiel required to sustain operations in the interval between requisitions or the arrival of successive shipments.

Operating Requirement—Ensures that all assets removed due to failure will be replaced at the time of removal. It is computed by multiplying the organizational/intermediate demand rate by the operating program.

Partially Redistributable Materiel—The quantity of the on-hand serviceable balance that exceeds the base stockage requirements.

Peculiar item—An item that cannot proven to have similar form, fit, and function; or similar components with minor differences not confirmed through a comparison of part number, technical order, and figure and index. CAGE code, cataloging data, and agreement/disagreement by the SOS are not determination factors.

Percent of Base Repair—Percentage is the average base repair rate for the item over the current and past four quarters. The retail materiel management system calculates the PBR using RTS (repaired this station), NRTS, and condemnation data from the repair cycle record.

Pilferable Item—Controlled inventory item/materiel having a ready resale value or application to personal possession, which is especially subject to theft.

Post-post—Post-post is a legacy term that identified where transactions were posted/input to automated systems after the actions were performed. Additionally, it was informally used to refer to conditions of degraded operations where automated systems are inoperative or when other circumstances impose significant limitations on normal processing capabilities. In this publication, the terms manual processing or Degraded Operations are used to refer to those conditions respectively.

Potential Reutilization/Disposal Materiel—DoD Component materiel identified by an item manager for possible disposal, but with potential for reutilization; or materiel that has the potential for being sent by an item manager to the DLADS for possible reutilization by another DoD Component or by a Federal, State, or local governmental agency, or for disposal through sale to the public.

Precious Metals—FSC 9660 items that are gold, silver, platinum, or palladium granulation and sponges, rhodium, ruthenium, iridium, and osmium recovered from items, such as photographic and x-ray film, spent photographic fixing solution, military accouterments, such as insignia, crucibles, special wires, silver cell batteries, missile and electronic scrap, turnings, desalter kits, brazing alloys, solder, and dental scrap.

Proactive Demand Leveling—Tool that uses global demand data to centrally compute and maintain levels for DLA-managed items that have no demand level and little or no established demand pattern. It proactively lays-in Adjusted Stock Levels (ASL) at one base using demand data from other bases that operate the same weapon system.

Procurement Lead Time—The interval between the initiation of a procurement action and receipt of the products or services purchased as the result of such action.

Production Lead Time—The time interval between the letting of a contract or the placing of an order, and receiving the purchased materiel into the supply system.

Project Code—A three character alpha/numeric code used to distinguish requisitions and related documentation and shipments, as well as for the accumulation of intra-Service performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. Other than OSD and CJCS assigned codes, project codes do not provide or imply any priority or precedence for requisition processing or supply decisions. Reference CJCSI 4110.01E, and DLM 4000.25-1, Appendix 2.13.

Provisioning—Management process of determining and acquiring the range and quantity of support items necessary to operate and maintain an end item of materiel for an initial period of service.

Provisioning Screening Review and Support—Those actions taken to facilitate the best selection, procurement, and cataloging of items of supply required to sustain weapons systems and other government requirements (e.g., technical data validation, data calls, provisioning, guidance conferences, Logistics Support Analysis conferences, etc.).

Readiness—A measure or measures of the ability of a system to undertake and sustain a specified set of missions at planned peacetime and wartime utilization rates. Measures take account of the effects of system design (reliability and maintainability), the characteristics of the support system, and the quantity and location of support resources. Examples of system readiness measures are combat sortie rate, fully mission capable rate, and operational availability.

Readiness Based Level—Adjusted stock level representing a centrally-computed quantity pushed from the AF RBL system. When RBL adjusted stock levels are established, the RBL quantity becomes the peacetime portion of the total base requirement and the demand-based stock level.

Receiving—All actions taken by a receiving activity from the physical turnover of materiel by a carrier until the on-hand balance of the accountable stock record file or in-process receipt file is updated to reflect the received materiel as an asset in storage, or the materiel is issued directly from receiving to the customer.

Reclamation—Process of reclaiming required serviceable and economically repairable components and material from excess or surplus property for return to the proper Materiel Management Activity, whereas the residue is processed as "disposable property."

Reference Number—A part, drawing, model, type or source controlling number that when used in combination with a CAGE code is used to identify an item of production. Additionally, a R/N can be a manufacturer's trade name, specification, or standard number, specification or standard part, drawing or type number.

Reorder Point—Point that, when an item's inventory position (i.e. on-hand stock plus stock due-in minus stock due-out) reaches or breaches, triggers an order to replenish stock.

Repair Cycle Assets—Any recoverable item with an ERRCD code of XD or XF.

Repair Cycle Demand Level—Pipeline stockage model that seeks to fill the O&ST, the base repair cycle time (RCT), and the base NRTS condemned time pipelines. Because each of those pipeline segments and customer demand are variable, the RCDL also includes a safety level quantity. The RCDL also includes an EOQ component for selected XF3 items.

Repair Cycle Process—Process to establish firm control of all unserviceable repair cycle assets from the time they are generated until the time they are returned to the LRS/Materiel Management Activity as serviceable or unserviceable. RCTs start when the DIFM item is issued to the customer, and ends when the item (serviceable or unserviceable) is returned to the LRS/Materiel Management Activity.

Reparable Item—An item that can be repaired at either depot or field level.

Replenishment—Actions to resupply an inventory when the inventory position reaches the reorder point.

Required Delivery Date (RDD)—A date specifying when materiel is actually required to be delivered to the requisitioner and is always earlier or later than the computed standard delivery date. A required delivery date cannot exactly equal a computed standard delivery date. Reference DLM 4000.25, Volume 1.

Requirements Computation—Any mathematical calculation performed to support requirements determination functions.

Requisition—An order for materiel initiated by an established, authorized organization that is transmitted either electronically, by mail, or telephoned to a materiel management source within or external (i.e. sister services, DLA, etc.)to the AF

Requisitioning Objective—Maximum quantity of materiel to be maintained on-hand and on order to sustain current operations and core war reserves. It shall consist of the sum of stocks represented by the operating level, safety level, repair cycle, if applicable, the O&ST level, and authorized additive levels.

Retail—Level of inventory below the wholesale level, either at the consumer level (directly supporting customers) or at the intermediate level (supporting a geographical area).

Retail Inventory—Level of inventory below the wholesale level, either at the consumer level (directly supporting customers) or at the intermediate level (supporting a geographical area).

Retail-Level Supply—Those secondary items stored within DoD intermediate and consumer levels of supply down to and including the Air Force base supply. Retail-level supply does not include end use secondary item materiel.

Retail Stock—Stock held in the custody or on the records of a supply organization below the wholesale level.

Safety Level Quantity—Designed to increase item stock levels in a way that protects retail materiel management system customers of stocked items from variations in O&ST and demand during replenishment lead time.

Save list items—Parts (bits, pieces, assemblies) that are reclaimed from a higher assembly at the direction of the item manager concerned.

Sensitive Item—Controlled inventory item/materiel that requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items of high value, highly technical, or hazardous nature; and small arms and ammunition.

Shelf-Life Item—Item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period shall be assigned to ensure that it shall perform satisfactorily in service.

Special Purpose Recoverable Authorized Maintenance—ERRCD code XD/XF items used by maintenance to perform functions such as detecting or isolating a fault, calibrating or aligning equipment, and duplicating an active system installed in an aircraft or on-line equipment. SPRAM includes items listed in the -21 TO's and are used to conduct approved AETC training courses.

Standard Price—The price customers are charged which, for DoD ICP managed items (excluding subsistence), remains constant throughout a fiscal year except for the correction of significant errors. This price includes the LAC plus the **BOCR@LAC.**

Standardization—AF standardization operations are conducted primarily within the framework of the Defense Standardization Program (DSP) and in accordance with DoD 4120.24-M, DoD Defense Standardization Program Policies and Procedures Manual. The main objectives are to achieve and maintain the highest practicable degree of standardization for items, materiel, practices, procedures, and terminology by preparing standardization documents. In addition to participating in the DSP, the AF standardization mission entails the conduct of, and participation in, various other related programs and projects, including International Standardization Programs, Non-Government Standards (NGS) Bodies, Parts Control Programs, and Overpricing Programs.

Stock Fund—Revolving fund established to finance the costs of inventories of supplies. It is authorized by specific provision of law to finance a continuing cycle of operations. Reimbursements and collections derived from such operations are available for use by the fund without further action by the Congress.

Stock Level—Demand level or an adjusted level.

Stockage Priority Code—Retail materiel management system programmatically assigns SPCs to consumable items. The requirements program uses SPCs to help determine when the items should be stocked for future use. SPCs are also used to prevent item stockage.

Stratification Process—A uniform portrayal of requirements and assets application that is a computer generated, time-phased simulation of actions causing changes in the supply position; e.g., procurement, repair, receipt, issue, termination, and disposal of materiel.

Substitutable Item—An item possessing functional and physical characteristics that make it capable of being exchanged for another only under specified conditions or for particular applications and without alteration of the items themselves or of adjoining items. That term is synonymous with the phrase "one-way interchangeability," such as item B shall be interchanged in all applications for item A, but item A shall not be used in all applications requiring item B.

Supply Chain Operations Reference Model—The SCOR model is a commercially based supply chain integration model used to describe business activities associated with all phases of satisfying a customer demand. The model is organized around the five primary management processes of Plan, Source, Make/Maintain, Deliver, and Return. By describing supply chains using these building blocks, the model may be used to describe supply chains that are very simple or very complex using a common set of definitions.

Supply Support Request Processing—A request by a Materiel Management Activity making them a user of a consumable/field repairable item managed by another Materiel Management Activity.

Suspect Counterfeit Materiel—items, or products in which there is an indication by visual inspection, testing, or other information that it may meet the definition of counterfeit materiel provided herein.

Total Asset Visibility—The capability to provide users with timely and accurate information on the location, movement, status, and identity of units, personnel, equipment, materiel, and supplies. It also includes the capability to act upon that information to improve overall performance of the Department of Defense's logistic practices. Also called TAV. An integrated structure using a command and control process to ensure the quantity, condition, and location of critical assets are visible.

Total OIM Demand Rate—The rate at which an item has failed. It is developed by dividing the sum of the base repaired this station (RTS), base not reparable this station (NRTS), and the base condemnations by the item past program for the period.

Totally Redistributable Materiel—Exists when a base has serviceable shelf stock for items with no historical demand data or base peacetime need (no demand driven or ASL), or when a base has unserviceable assets located in the warehouse.

Tanks, Racks, Adapters, and Pylons (TRAP)—Those items of aircraft suspension and release equipment (S&RE) and aircraft fuel tanks that are subject to in-flight consumption (consumed, jettisoned, expended, etc.) from the platform (aerial vehicle; aircraft) on which it is installed.

Turnaround—The means to record demand data in the materiel management system for either repairs in place or removal, repair, reinstallation of a recoverable item without ordering a replacement item.

Uniform Materiel Movement and Issue Priority System (UMMIPS)—UMMIPS sets priorities for the issuance and movement of materiels. The system enables supply customers to use one of 15 priority designators when requisitioning supply items. These 15 priority designators are based on two components: the UND defines the relative importance of the item ordered to the unit's mission and the FAD defines the relative importance of the unit placing the order. Reference CJCSI 4100.01E.

Unserviceable Asset Price—The price charged to a customer to purchase an unserviceable asset from the ICP. It includes the carcass cost of the unserviceable asset plus the BOCR. UAP is also equal to the SP minus the LRC.

Variable Safety Level—A quantity of materiel stored in addition to the operating level of supply. It is required to be on-hand to permit continuous operations in the event of minor interruption of normal replenishment or unpredictable fluctuations in demand.

War Reserve Materiel—Consists of enterprise managed, dynamically positioned equipment and consumables that contribute to initial operations and provide initial support cross the full range of military operations. It enhances Agile Combat Support capability to reduce the time required to achieve an operational capability and/or produce an operational effect.

Wholesale Stock—Stock, regardless of funding sources, over which the IMM has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.

Wholesale—The highest level of organized DoD supply, and as such, procures, repairs, and maintains stocks to resupply the retail levels of supply.

Attachment 2

UPDATED TERMS FOR AF SUPPLY CHAIN SUPPORT

A2.1. This Attachment provides updated terms for AF Supply Chain Support. See **Table A2.1**

Table A2.1. Updated Terms for AF Supply Chain Support.

	New/Current terms[1]	**Old terms**
1	AFMC Air Logistics Complexes	Air Logistics Centers (ALCs), OC-ALC, OO-ALC, WR-ALC (obsolete SA-ALC and SM-ALC)
2	AFMC Allowance Standard Activity	(AFGLSC – Air Force Equipment Allowance Division), WR-ALC/LETA
3	AFMC Cataloging Activity	(AFGLSC – 401 SCMS/GUMB, Item Identification Flight)
4	AFMC Centralized Asset Management, (AFMC/A4F)	same/no change
5	AFMC Consolidated Mobility Bag Activity	(Consolidated Mobility Bag Control Center CMBCC) AFGLSC – 401 SCMS/GUMG
6	AFMC Cryptological System Activity	Cryptologic Systems Division (CPSD) or HQ Cryptologic Systems Group (CPSG)
7	AFMC Aerospace Maintenance and Regeneration Activity	Aerospace Maintenance and Regeneration Group (AMARG) or Center (AMARC)
8	AFMC SA/LW Serialized Control Activity	AFGLSC -575 Combat Sustainment Squadron CBSS)
9	AFMC SCM-R Computer Operations Activity[2]	AFGLSC Computer Operations Element or GLSC Systems Flight (RPS Console Operator)
10	AFMC SCM-R Contingency Operations Activity	(AFGLSC) Functions--Kit movement & transfers 635 SCOW
11	AFMC SCM-R Equipment	(AFGLSC [Equipment

	Activity	Responsibilities] – 635 SCOW)
12	AFMC SCM-R Information Technology Activity	HQ 754th Electronics Systems Group (ELSG)/ILSSO, DOMH, DOYH, LGSPC, -LRE, Field Assistance Branch, Quality Assurance, control room, Supply Control Center, or Test Director; ESC/HGGG; etc.
13	AFMC SCM-R Quality Assurance Activity	(AFGLSC) Functions--Compliance inspections, proof FIX requests, SBSS release testings, stock screenings; C2 for degraded ops
14	AFMC SCM-R Records Maintenance Activity	AFGLSC Records Maintenance (635 SCOW)
15	AFMC SCM-R Stock Control Activity	AFGLSC Stock Control – (635 SCOW)
16	AFMC SCM-R Weapon System Support Activity	AFGLSC – (635 SCOW)
17	AFMC Security Assistance Activity	AF Security Assistance Center (AFSAC)
18	AFMC TRAP Activity	Air Armament Center (AAC)
19	AFMC Uniform Office	Aeronautical Systems Center (ASC)
20	NWRM Transaction Control Cell (NTCC)	same/no change
21	Support Equipment (SE) Functional Activity	AFGLSC – (405 SCMS/GULA)
Notes	1. These are identification of functions within AFMC and should be considered as that and not organizations. Their identification provides users a means to identify what areas within AFMC need to be addressed with regard to a given subject.	
	2. Air Force Materiel Command Supply Chain	

	Management-Retail (AFMC SCM-R). In some cases this term is used without a specific activity identified. In these cases it covers multiple activities. Contact AFMC/A4RM.	