

**BY ORDER OF THE COMMANDER
AIR FORCE RESEARCH LABORATORY
(AFRL)**

**AIR FORCE RESEARCH LABORATORY
INSTRUCTION 23-101**



5 MAY 2016

Incorporating Change 1, 14 JUNE 2016

Materiel Management

***LOGISTICS MATERIEL CONTROL
ACTIVITY (LMCA)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFRL/DSO

Certified by: AFRL/DS
(Col Jon Yost)

Pages: 49

This instruction implements AFI 23-101, Air Force Materiel Management, as well as others within the 23 series. This publication is one of the Air Force Research Laboratory directives for materiel management and provides the basic minimum for LMCA operations. It applies to all AFRL government and contract personnel that perform, plan, schedule, evaluate, supervise or control maintenance of research, manufacturing, test, development, and integration laboratories and work centers. This publication may be supplemented at any level, but all direct supplements must be routed to the Center LMCA Chief (AFRL/DSO) for approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This interim change revises AFRLI23-101 by changing attachment 3.

Chapter 1—GENERAL INFORMATION	4
1.1. Overview.	4
1.2. Compliance Terminology.	4
1.3. Waiver requests for this instruction must include a justification.	4
1.4. Automated Materiel Control System (AMCS).	4
Chapter 2—GENERAL RESPONSIBILITIES	5
2.1. This chapter outlines responsibilities for key leaders and personnel involved in LMCA activities.	5
2.2. AFRL Center LMCA Chief (AFRL/DSO).	5
2.3. Detachment Commanders (Det CC)/Technical Director/Wing (TD/Wing).	5
2.4. LMCA Chief.	5
2.5. LMCA Personnel.	6
2.6. Division Chiefs or Det CC.	7
2.7. Sub-Custodians:	8
2.8. Government Purchase Card (GPC) Holders and Personnel Ordering Equipment/Supplies.	9
Chapter 3—PURCHASING (ACQUISITION) PROCESS	10
3.1. Processing:	10
3.2. Ordering items through the local Logistics Readiness Squadron (LRS).	10
3.3. Special Purpose Recoverable Authorized Maintenance (SPRAM).	11
3.4. Non-Base Supply Requests.	11
3.5. Follow-up Action on Requests.	13
3.6. Special Requirements.	13
Chapter 4—RECEIPT	14
4.1. Roles:	14
Chapter 5—ACCOUNTABILITY	15
5.1. The LMCA Chief will ensure the Automated Materiel Control System (AMCS) is maintained properly as well as ensuring that all supply documents, requests, equipment, etc.	15
5.2. Utilize Reports and Listings.	15
5.3. LMCA Temporary Storage Areas (TSA) and In-transit Property Areas (IPA).	15
5.4. Equipment Management	16
5.5. Special Purpose Recoverables Authorized Maintenance (SPRAM) Management	17

AFRLI23-101 5 MAY 2016	3
5.6. Due In For Maintenance (DIFM)	18
5.7. Report of Survey (ROS)	19
5.8. Managing Government Furnished Equipment/Property (GFE/GFP).	19
5.9. Donation.	19
5.10. Loan Property.	20
5.11. Processing Shipments.	21
5.12. Contract Repair.	22
Chapter 6—DISPOSAL/TRANSFER	25
6.1. Disposal.	25
6.2. Turn-Ins.	25
6.3. Disposition of High Valued Components Containing Military Critical Technologies.	26
6.4. Process Excess Material.	26
6.5. Transfer Excess Material to Another USAF RDT&E organization.	26
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	28
Attachment 2—WAIVER/CHANGE REQUESTS FORMAT	32
Attachment 3—ORGANIZATIONAL SCHEME	33
Attachment 4—AMCS R15 COMMANDERS LISTING	34
Attachment 5—SET-UP OF THE SUB-CUSTODIAN EQUIPMENT JACKET FOLDER	35
Attachment 6—ISSUE REQUEST AF FORM 2005	36
Attachment 7—ISSUE/FIL USING DD 1348-6	37
Attachment 8—AF FORM 9 REQUEST FOR PURCHASE	39
Attachment 9—SPRAM SAMPLE LETTER	41
Attachment 10—TURN IN USING AF FORM 2005 EXAMPLE	42
Attachment 11—AFRL EQUIPMENT DEFINITIONS	43
Attachment 12—DEMIL WORKSHEET	46
Attachment 13—DEMIL CODES	47
Attachment 14—DEMIL CRITICAL FSC LIST	49

Chapter 1

GENERAL INFORMATION

1.1. Overview. Logistics Materiel Control Activity (LMCA) and Research, Development Test and Evaluation (RDT&E) Materiel Managers will be collectively referred to as LMCA throughout this document. This publication prescribes the basic programs to be used by LMCA as well as provides senior and middle management, maintenance supervisors, researchers, engineers, scientists, and technicians the direction for accomplishment of logistics management. LMCA is expected to effectively use assigned resources to ensure mission accomplishment. Supervisors at all levels are responsible to ensure this directive is fully implemented.

1.1.1. Tenant LMCA operations must have a host-tenant support agreement.

1.1.2. Contracts requiring supply support must conform to the 23 series instructions.

1.1.3. Director of Staff (AFRL/DS) implements this instruction, provides policy guidance, and oversees the use of this instruction. Center LMCA Chief determines if optional instructions are required.

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

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

1.2.2. *Should* - Indicates a preferred method of accomplishment.

1.2.3. *May* - Indicates an acceptable or suggested means of accomplishment.

1.3. Waiver requests for this instruction must include a justification. Use the format listed in Attachment 2.

1.4. Automated Materiel Control System (AMCS).

1.4.1. LMCAs will use Automated Materiel Control System (AMCS) for tracking R14 Equipment Detail items within AFRL.

1.4.2. LMCA Chiefs will communicate all AMCS issues to the Center LMCA Chief, who will in turn work with the AMCS System Manager.

Chapter 2

GENERAL RESPONSIBILITIES

2.1. This chapter outlines responsibilities for key leaders and personnel involved in LMCA activities.

2.1.1 AFRL Director of Staff (AFRL/DS). The AFRL/DS will publish policy for LMCA operations.

2.2. AFRL Center LMCA Chief (AFRL/DSO). The Center LMCA Chief will:

2.2.1. Oversee LMCA operations.

2.2.2. Staff any waivers/deviations to this publication.

2.2.3. Serve as the program manager for Automated Materiel Control System (AMCS).

2.2.3.1. Publish an AMCS sub-custodian handbook.

2.3. Detachment Commanders (Det CC)/Technical Director/Wing (TD/Wing). The Det CC or TD/Wing will:

2.3.1. Ensure accountability of organizational equipment.

2.4. LMCA Chief. The LMCA Chief will:

2.4.1. Be the primary equipment custodian on all Logistics Readiness Squadron (LRS) / ILS-S supply accounts.

2.4.1.1. Responsible for accountable property within the organization, even though several sub-accounts may be used for ease of management.

2.4.2. Request establishment, cancellation or changes to equipment detail records.

2.4.3. Maintain a Custodian Authorization Custody Receipt Listing (CA/CRL) Jacket Folder as the equipment custodian.

2.4.3.1. Maintain a copy of the sub-custodian appointment letter.

2.4.4. Contractor LMCA Chiefs must have an “equipment liability clause” in their contract. See CFR clauses below.

2.4.4.1. Clause Part 48 CFR 52.237-2 -- Protection of Government Buildings, Equipment, and Vegetation.
https://www.acquisition.gov/sites/default/files/current/far/html/52_233_240.html or
<https://www.law.cornell.edu/cfr/text/48/52.237-2>

2.4.4.2. Clause Part 52-245-1 -- Government Property.
https://www.acquisition.gov/far/current/html/52_245.html

2.4.4.3. Clause Part 52-245-2 Government Property Installation Operation Services.
<https://www.law.cornell.edu/cfr/text/48/52.245-2> or
http://www.acq.osd.mil/dpap/dars/dfars/html/r20060519/245_5.htm

2.4.5. Ensure Chief Financial Officer (CFO) equipment is properly accounted for in the AF Equipment Management System (AFEMS).

2.4.6. Receive/track Reports of Survey (ROS) from Sub-Custodians and ensure Wing ROS POC has a copy.

2.4.7. When assets are not managed properly, notify the Branch Chief for the office where the problem was found. If problem still isn't resolved within 90 days elevate up to the Technical Director or Division Chief (if so delegated) or if in the 711th then notify the 711 Human Performance Wing (HPW) CC/CL (Commander).

2.4.8. Provide initial and recurring training to the Sub-Custodians.

2.4.9. Verify Sub-Custodians have conducted their annual inventories and signed the AMCS R14/R25 and if required the R15 (or local listing) prior to signing the ILS-S R23/R14/R25.

2.4.10. Review pertinent Allowance Standards (AS) or Allowance Source Code (ASC).

2.4.10.1. Originate, coordinate, and monitor equipment allowance change requests.

2.4.11. Inventory, review and validate justifications for SPRAM authorizations concurrent with the annual inventory.

2.4.12. Approve all materiel manager limited inspectors once they have been properly trained and provide letter to LRS/CC if applicable.

2.4.13. Ensure organization records will be loaded with the proper delivery destinations code that will be associated with the LMCA main receiving or multiple locations if agreed upon by the LMCA Chief.

2.4.14. Coordinate the approval for the use of locally developed LMCA forms with the COR.

2.4.15. Ensure required accountable equipment items have a Unique Item Identification (UII) label and AMCS label attached.

2.4.16. Coordinate on all Government Purchase Card (GPC) equipment and supply purchases prior to the item being purchased.

2.4.17. At least annually will ensure all assets listed on the ILSS R14 report match what is in AMCS.

2.5. LMCA Personnel. LMCA personnel will:

2.5.1. Be the focal point for accountable and non-accountable assets.

2.5.2. Be the focal point for communications with LRS, Defense Logistics Agency (DLA) and contracting for purchases that they are overseeing.

2.5.3. Oversee documents used to request items such as DD Form 1348-6, *DOD Single Line Item Requisition System Document DoD (Manual-Long Form)*, Government Credit Card (GPC) purchases.

2.5.4. Ensure special projects are ordered using a Job Order Number (JON).

2.5.5. Use AMCS to track and manage equipment requests and accountability transactions.

- 2.5.6. Utilize AFEMS to process accountable equipment requests, perform follow-ups and work concerns/issues for these items.
- 2.5.7. Work closely with sub-custodians to ensure equipment accountability.
- 2.5.8. Pick-up and deliver items/equipment from/to sub-custodians. Unless otherwise special arrangements have been made at other locations.
- 2.5.9. Maintain a list of people authorized to receive classified items and provide the up to date list to the LRS.
- 2.5.10. Oversee the LMCA Temporary Storage Areas (TSAs).
- 2.5.11. Process and ship assets as needed.

2.6. Division Chiefs or Det CC. The Division Chief or Det CC may delegate the following responsibilities to the Branch Chief. The Division Chief will:

- 2.6.1. Sign the Integrated Logistics System-Supply (ILS-S) consolidated custody receipt listing (R23) or Custodian Authorization/Custody Receipt Listing (R14) report for annual inventory.
- 2.6.2. Establish an adequate number of equipment/ Special Purpose Recoverables Authorized Maintenance (SPRAM) sub-accounts.
 - 2.6.2.1. Appoint the LMCA Chief as the Single Point Equipment Custodian for the site/location.
- 2.6.3. Review and approve assets managed on the AMCS R15 or local listing now as the Commander's Visibility Report. (see [Attachment 3](#) for organizational scheme for RDT&E)
 - 2.6.3.1. Designate in writing types of items that will be added to the AMCS R15 or local listing (See [Attachment 4](#)).
 - 2.6.3.1.1. Determine when these items will be inventoried.
 - 2.6.3.2. One report from AMCS may be processed with R14 and R15 items listed for proper signature. If R15 assets are tracked by means other than AMCS then the Branch Chief will develop procedures for inventory.
- 2.6.4. Appoint a primary and alternate Sub-Custodian in writing for all equipment accounts.
 - 2.6.4.1. Ensure a complete inventory is completed by new sub-custodian with 60 days of being appointed.
 - 2.6.4.2. Division Chief will work with the LMCA Chief on any extensions to transfer the account to the new sub-custodian. Total days will not exceed 90 days from the date appointed as sub-custodian.
- 2.6.5. Ensure Sub-Custodians complete inventories and sign the AMCS R14 and the R15 (or local listing) or R25 (SPRAM) report by the account's annual inventory date.
 - 2.6.5.1. Sign the report after the Sub-Custodian has performed the inventory.
 - 2.6.5.2. Unsigned Equipment Accounts. If the responsible authority for AMCS R14/15 allows primary/alternate sub-custodians to depart the duty station or unit without designating a new replacement to receipt for the equipment account within 45 calendar

days prior to departure, then the responsible authority for the R14/R15 will immediately sign the CA/CRL and accept responsibility.

2.6.6. Appoint individuals in writing as SPRAM Sub-Custodians, as well as the establishment of, changes to, or cancellation of SPRAM accounts.

2.6.6.1. Certify all SPRAM authorizations upon completion of annual concurrent validation/inventory via signature on the R25 to ensure all authorizations are current accurate, and necessary for mission support.

2.6.7. Provide a list of personnel authorized to receive classified items to the LMCA office.

2.6.8. The Division Chief or Det CC will sign the AMCS R14 and the R15 (or local listing) report within 90 days of assuming position and after each annual inventory.

2.7. Sub-Custodians: Helps/assists LMCA Chief to perform equipment custodian responsibilities.

2.7.1. Sub-custodians are to be considered as property custodians. Property custodian duties are described in AFI 23-111.

2.7.2. Be responsible for equipment assigned to their sub-account(s).

2.7.3. Receive initial and recurring Sub-Custodian training from LMCA.

2.7.4. Perform an annual inventory of accountable equipment and sign the AMCS R14 and the R15 (or local listing) and the R25 (SPRAM) reports.

2.7.4.1. Forward to LMCA Chief after Division Chief signs AMCS R14 and the R15 (or local listing) and the R25 (SPRAM) reports.

2.7.5. Maintain a Sub-Custodian CA/CRL Jacket Folder for each organization account they are sub-custodians of (see Attachment 5 for set-up of jacket folder) or use a local policy checklist.

2.7.6. Ensure records are current and reflect the latest changes to the account.

2.7.6.1. Notify the Division or Branch Chief and the LMCA Chief and initiate the Report of Survey (ROS) within 15 days. Provide the ROS paperwork to the LMCA. See AFMAN 23-220 Chapter 5 for timeframe.

2.7.7. Ensure all acquired equipment is reported to LMCA within 10 duty days from the date the item was received.

2.7.7.1. Provide required documentation (DD Form 1348-6 or equivalent) for local purchase items and include all indicative data.

2.7.8. Ensure that prior to any item leaving the organization that it is processed through the LMCA (Tech Transfer and contracting office should also be involved). IE: All shipments for calibrations or repairs (except local PMEL) and Cooperative Research and Development Agreement (CRADA), Education Partnership Agreements (EPA's) and Government Furnished Equipment (GFE) and Government Furnished Materiel (GFM) requests.

2.7.8.1. For local operations such as Precision Measurement Equipment Laboratory (PMEL); hand receipts and equipment items sent for calibration/repair do not need to be coordinated through LMCA.

2.7.9. Track and account for items signed out on a hand receipt.

2.7.10. Identify and process excess assets through LMCA.

2.7.11. Prepare items for turn-in; ensure all paperwork is attached to the property.

2.7.11.1. The item must be properly purged and demilitarized (DEMIL) prior to shipping or LMCA picking up the item.

2.7.12. If agreed to by the Division/Branch Chief Sub-Custodians may enter the current location (building and room locations) of equipment on their accounts into AMCS.

2.7.13. Ensure that all equipment items tracked in AMCS (R14/R15 details) have an AMCS label attached.

2.8. Government Purchase Card (GPC) Holders and Personnel Ordering Equipment/Supplies. GPC holders will:

2.8.1. Coordinate with LMCA, prior to purchasing any equipment items.

2.8.2. Ensure equipment items are received and processed through the local LMCA office within 10 duty days of obtaining assets.

Chapter 3

PURCHASING (ACQUISITION) PROCESS

3.1. Processing: The Sub-Custodian is the key to ensuring timely and accurate purchasing of equipment items required. To obtain more information or correct errors, LMCA may return paperwork or contact the Sub-Custodian.

3.1.1. General Roles.

3.1.1.1.1. Sub-custodians will:

3.1.1.1.2. Complete sub-custodian portion of applicable supply documents and submit to LMCA.

3.1.1.1.3. Fill out supporting documents and submit to LMCA or base agency such as required for Communications Security (COMSEC) and Hazardous Material (HAZMAT) material per AFI 32-7086, *Hazardous Materials Management*.

3.1.1.1.4. Provide LMCA with an appropriate JON, if applicable.

3.1.1.1.5. Post documents in Sub-Custodian Jacket Folder or if need be a separate designated location until action is complete. If sub-custodian must use another location; it must be document in the sub-custodian folder as to where the other location is.

3.1.2. LMCA will:

3.1.2.1. Check the advertised list in AMCS/ AFRL Investment Management Search Tool (AIM) to see if another location has an excess asset that may be transferred.

3.1.2.2. Complete LMCA portion of applicable supply documents/systems.

3.1.2.3. Enter applicable information into AMCS.

3.1.2.3.1. Ensure accountable items are listed on the CA/CRL Annual Inventory (R14), if applicable the Organizational Visibility List (R15), or local listing or Special Purpose Recoverable Authorized Maintenance (R25).

3.1.2.4. For Base Supply requested items: inform the Sub-Custodian of document number and status of request. (Goal to be within 2 duty days).

3.1.2.5. Provide a copy of the form to the Sub-Custodian, LRS (if applicable) and retain a copy in Sub-Custodian folder or suspense file until action is complete.

3.1.2.6. Identify the COMSEC items that must be tracked within the COMSEC Material Control System (CMCS) and follow procedures for accountability.

3.1.2.6.1. Ensure all COMSEC items are authorized under ASC 658.

3.2. Ordering items through the local Logistics Readiness Squadron (LRS).

3.2.1. Ordering National Stock Numbered (NSN) Assets. The AF Form 2005 (see Attachment 6) will be filled out IAW AFH 23-123 V2 PT 1 Chapter 5.

3.2.1.1. All items that are considered Hazardous Material (HAZMAT) will require additional justification and be processed IAW local procedures.

3.2.2. Ordering Repair Cycle (RPC)/ Due in For Maintenance (DIFM) Assets. Follow guidance in AFH 23-123 V2, PT 1, Chapter 4, Section 4C. The Branch Chief signs the approval letter for DIFM assets. Sub-custodian will provide the letter to LMCA.

3.3. Special Purpose Recoverable Authorized Maintenance (SPRAM).

3.3.1. Sub Custodian will:

3.3.1.1. Prepare and forward authorization, issue, and turn-in transactions subject for SPRAM to LMCA for processing.

3.3.1.2. Provide justification by citing supporting documentation when requesting new or increased authorizations for all categories of SPRAM assets.

3.3.1.3. If initial issue Sub-Custodian will ensure there is money loaded against the supply account.

3.3.2. LMCA will:

3.3.2.1. Process request for SPRAM asset(s) through LRS.

3.3.2.2. Ensure an annual inventory is performed by Sub-Custodian.

3.3.2.3. Use SPRAM Flag of “Z” of which means “Other”.

3.3.2.4. If the asset is to be used with the T2 Modification program, accountability will be within AMCS.

3.3.2.5. Initial issue will be processed within the ILS-S, no R25 detail in ILS-S will be created.

3.3.2.5.1. Item will be accounted for with AMCS using the R25 accountability for AMCS only.

3.3.2.6. Set-up main Custodian Equipment Jacket folders for each R25 account and follow guidance IAW AFMAN 23-122 Table 5.5. NOTE: Sub-custodians will include these within the sub-custodian equipment folders.

3.3.2.7. See [Attachment 9](#) for a SPRAM SAMPLE Letter.

3.4. Non-Base Supply Requests. (Local Purchase)

3.4.1. **DD Form 1348-6, DOD Single Line Item Requisition System Document** (see Attachment 7 and 11). For accountable assets:

3.4.1.1. Sub-Custodian will:

3.4.1.1.1. Submit a completed DD Form 1348-6 or locally devised form to LMCA.

3.4.1.2. LMCA will:

3.4.1.2.1. Ensure DD Form 1348-6 or locally devised form is filled out correctly IAW AFH 23-123, V2, PT 1, Chapter 3. Process the TRIC “FIL” or send form to LRS for NSN assignment.

3.4.2. **AF Form 9, Request For Purchase** or **AFRL Form 36** (see [Attachment 8](#)).

3.4.2.1. Sub-Custodian will:

3.4.2.1.1. Follow local contracting procedures.

3.4.2.2. LMCA will:

3.4.2.2.1. Ensure all accountable items are reported on R14 (AMCS and ILS-S) or AMCS R15 or local reports.

3.4.3. Government Purchase Card. Follow AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*.**3.4.3.1. Sub-Custodian will:**

3.4.3.1.1. Coordinate all GPC purchases for equipment thru LMCA.

3.4.3.1.2. Coordinate to have the item delivered to LMCA or a pre-arranged location for proper accountability. If item is too large it may be delivered directly to the unit or location of use.

3.4.3.2. LMCA will:

3.4.3.2.1. Ensure DD Form 1348-6 or locally devised form is filled out correctly IAW AFH 23-123, V2, PT 1, Chapter 3. Process the TRIC "FIL" or send form to LRS for NSN assignment.

3.4.3.2.2. Ensure accountable items are processed to be reported on R14 (AMCS and ILS-S) or AMCS R15 or local reports.

3.4.3.2.3. Track request and follow-up as needed.

3.4.4. New Equipment Requests.**3.4.4.1. Sub-Custodian will:**

3.4.4.1.1. Provide enough information for the LMCA personnel to assess the proper accountability within AMCS or ILS-S.

3.4.4.2. LMCA will:

3.4.4.2.1. Establish an EAID record in AMCS by assigning an open transaction label number and entering an asset code of: "ON_ORDER".

3.4.4.2.2. Create an Equipment Log Record for the request. LMCA will use the log # submitted by the sub-custodian.

3.4.4.2.3. Review AMCS for all locations to see if there is a like item or if there is any in "advertised" status available for use.

3.4.4.2.4. Prepare/review AF Form 601, Equipment Action Request, or within AFEMS complete a TACR if required. **NOTE:** Use of ASCs 040, 049 and 067 are authorized for items that are directly applied to a project or in direct support of RDT&E project(s) when the items cannot be identified as (or properly substituted for) equipment authorized in existing ASC's. They are approved at base level.

3.4.4.2.4.1. ASC 049 is used for RDT&E support for items that have a valid NSN.

3.4.4.2.4.2. ASC 040 is used for items with a locally assigned stock number.

3.4.4.2.4.3. ASC 067 is used for RDT&E phot optical/instrumentation

3.4.5. **Military Interdepartmental Purchase Requests (MIPRs)** will be processed through the resource advisors. LMCA should coordinate on all MIPRS to ensure any equipment or accountable items are picked up within AMCS and the ILS-S.

3.5. Follow-up Action on Requests.

3.5.1. Sub-Custodian will:

3.5.1.1. Notify LMCA if Estimated Ship Date (ESD) is unacceptable and request a more suitable date.

3.5.2. LMCA will:

3.5.2.1. Use management tools to track requests ordered through LRS.

3.5.2.2. Review reports monthly to identify request with bad or incorrect status.

3.5.2.3. Work with LRS or AFMC SCM-R (IE: Equipment Activity) to obtain proper or improved status for the request.

3.6. Special Requirements.

3.6.1. **Munitions.** Must be ordered through the local Munitions Accountable Systems Officer. LMCA will not process munition type requests.

3.6.2. **Test Projects or Programs.** Requests must have the appropriate JON and must be approved by the designated approving authority. AF Form 1445, *Materials and Equipment List*, may be used in-conjunction with DD Form 1348-6.

3.6.3. **Test, Measurement and Diagnostic Equipment (TMDE).** Requires written Precision Measurement Equipment Laboratory (PMEL) approval prior to purchasing.

3.6.4. **Engines.** Follow AFI 20-115.

3.6.5. **Targets.** Targets are pulled from DLADS and are generally destroyed during use. The residue will be turned into DLADs as scrap.

3.6.6. **Vehicles.** Must meet requirements in AFI 23-101 section 5.4.2.5.7. These assets are managed by the Vehicle Management and Analysis section IAW AFI 24-302, Chapter 4.

3.6.7. **IT Equipment.** Must meet requirements AFMAN 33-153, *Information Technology (IT) Asset Management (ITAM)*.

3.6.7.1. Computer (IT) monitors may be tracked on the AMCS R15 or local listing or AFEMS AIM-T.

3.6.7.2. Computer systems not listed on the base ADPE (AIM/T) report may be tracked on the AMCS R14/R15 or local listing.

Chapter 4

RECEIPT

4.1. Roles:

4.1.1. Sub-Custodian will:

4.1.1.1. Ensure all items are processed through LMCA.

4.1.1.2. Perform an inspection of the item for damage and match against requisition document. Notify LMCA if there is any damage or discrepancy.

4.1.1.2.1. Ensure items marked as Electronic Static Discharged (ESD) are opened within the proper environment.

4.1.1.3. Send copy of receipt documentation, with DD 1348-6 or locally devised form for all equipment items received to LMCA within 10 duty days.

4.1.2. LMCA will:

4.1.2.1. Be the central receiving point for all sub-account equipment. The LMCA Chief will work with the TD's to set-up other receiving points as needed.

4.1.2.2. Work problems with assets that are received damaged or incorrectly; with the proper agencies.

4.1.2.2.1. Ensure items marked as ESD are opened within the proper environment.

4.1.2.3. For local purchase request accounted for on R14 ensure DD 1348-6 or locally devised form documentation is complete, update AMCS and send documents to LRS.

4.1.2.4. For local purchase request accounted for on R15 or local listing ensure DD 1348-6 or locally devised form documentation (used for proper description of item) is complete and updated in AMCS.

4.1.2.4.1. Items that are considered appropriate to be listed on an R15 or local listing do not need to be loaded within the ILS-S. They will be accounted for in AMCS.

4.1.2.5. Ensure a Unique Item Identification (UII) label is attached to all accountable R14 NSN assets and record the number in AMCS.

Chapter 5

ACCOUNTABILITY

5.1. The LMCA Chief will ensure the Automated Materiel Control System (AMCS) is maintained properly as well as ensuring that all supply documents, requests, equipment, etc. are properly maintained and/or filed. NOTE: A supply document is an authorized property accounting form that shows receipt, release, shipment, issue, transfer, adjustment, or other property disposition.

5.1.1. Documentation

5.1.1.1. Sub-Custodians will:

5.1.1.1.1. Provide LMCA as much information as possible for supply and equipment actions.

5.1.2. LMCA will:

5.1.2.1. Utilize the AMCS system as the automated document control system. **NOTE:** The transactions within AMCS serve as the primary index to the transaction audit trails. These registers should show a clear transaction trail from the time the document number request is assigned until the property is received. The transactions should be used as a log to ensure no request is left unprocessed.

5.1.2.2. Specifically designate a primary and alternate who will sign documentation output from ILS-S transactions.

5.1.2.3. Dispose of these files IAW AFI 33-364, *Records Disposition--Procedures and Responsibilities*.

5.1.2.4. Maintain a list of primary and alternate Sub-Custodians within AMCS for all organizational codes.

5.1.2.4.1. Use the Sub-Custodian list to ensure that only individuals authorized sign for accountable equipment.

5.2. Utilize Reports and Listings.

5.2.1. LMCA will:

5.2.1.1. Review and screen ILS-S management products, for accuracy and discrepancies; follow-up and take corrective actions.

5.2.1.2. Determine the frequency of the "as required" reports and coordinate each month with the LRS or Reginal Supply Squadron, to ensure all needed reports and listings are scheduled on the monthly master computer schedule.

5.3. LMCA Temporary Storage Areas (TSA) and In-transit Property Areas (IPA).

5.3.1. LMCA personnel will:

5.3.1.1. Ensure materials stored in TSA/IPA are not commingled with other project items.

5.3.1.2. Ensure items in the TSA/IPA are properly tagged to identify noun, condition, and identification and listed on a report. This report must be posted within the immediate area or made available easily upon request.

5.3.1.3. Ensure materials in the various TSA/IPA are properly stored and notify the TD/WG CC of improper use.

5.3.1.4. Maintain disposition status for items in the TSA/IPA. Document all movement of materials in and out of the holding areas with the appropriate forms. For example, using AF Form 1297, *Temporary Issue Receipt*.

5.3.1.4.1. Document the movement by marking the location of each item that is moved to/from the TSA/IPA on the forms.

5.3.2. Temporary Storage Areas (TSA).

5.3.2.1. **The Sub-Custodian will:**

5.3.2.1.1. Receive letter/email stating the POC, date items are to be stored and list of assets that require storage.

5.3.2.1.2. Submit a letter signed by site commander/director/division or branch chief to LMCA on what, why and timeframe the item requires special storage.

5.3.2.1.3. Annually, review with LMCA the listing of all assets in TSA to ensure the items have a valid forecasted needed.

5.3.2.2. **LMCA personnel will:**

5.3.2.2.1. Utilize holding areas for control, storage, and disposition of equipment and supplies.

5.3.2.2.2. Process a hand receipt within AMCS if required.

5.3.2.2.2.1. Obtain Sub-Custodians signature and provide document to equipment section.

5.3.2.2.3. Annually; review the list with the Sub-Custodian to ensure the items have a valid forecasted needed.

5.3.3. **In-transit Property Areas (IPA).**

5.3.3.1. **LMCA personnel will:**

5.3.3.1.1. Use IPA to store equipment and supplies awaiting turn-in (TIN), shipment, or disposition instructions.

5.3.3.1.2. Ensure items in the IPA are properly identified with noun, condition of the item.

5.3.3.1.3. Maintain an inventory of all assets in IPA.

5.4. **Equipment Management**

5.4.1. Sub-Custodian will:

5.4.1.1. Maintain an equipment jacket folder or per local guidance. At a minimum they must meet the intent of AFMAN 23-122 Chapter 5, Table 5.5 for Equipment Custodian folders.

5.4.1.2. Perform an annual inventory of all equipment listed on the AMCS Equipment report.

5.4.1.3. Perform a semi-annual inventory of COMSEC/CCI/Weapons.

5.4.1.4. Work closely with LMCA to resolve any problems with inventory.

5.4.1.5. May enter in AMCS the location of the items accounted for on the R14 and R15.

5.4.1.6. Attend refresher training every 2 years from LMCA personnel.

5.4.1.7. Ensure documentation (purchase or acquisition of the assets) is available to support validation of CFO assets.

5.4.2. LMCA personnel will:

5.4.2.1. Ensure annual inventories are completed on time.

5.4.2.2. Provide Sub-Custodian with AMCS reports.

5.4.2.3. Maintain a folder IAW AFMAN 23-123 Chapter 5, Table 5.5.

5.4.2.4. Assist Sub-Custodian with the annual inventory if required by local policy.

5.4.2.5. Annually review the Sub-Custodians equipment Jacket folder for compliance.

5.4.2.6. Verify accountability of all capital equipment/Chief Financial Officer - CFO assets and ensure documentation is available to support valuation.

5.4.2.7. Verify accountability of COMSEC/CCI/Weapons equipment semi-annually.

5.4.2.8. Assist the Sub-Custodian to resolve any problems with the inventory.

5.4.2.9. Perform hands on inventory of at least 10% of assets listed on the R14/R25 reports and if directed by Branch Chief the R15 assets, for each account once per year. (May use the ANSI Standard).

5.5. Special Purpose Recoverables Authorized Maintenance (SPRAM) Management

5.5.1. Sub Custodian will:

5.5.1.1. Maintain a Sub-Custodian equipment jacket folder separate from the R14 and R15 jackets.

5.5.1.2. Inventory all SPRAM assets annually using the AMCS R25 (SPRAM) listing.

5.5.1.2.1. Validate that all assets are still required; sign and return inventory the R25 report to LMCA.

5.5.1.2.2. Attend training from LMCA.

5.5.1.2.3. Attend refresher training every 2 years from LMCA.

5.5.1.2.4. Provide LMCA a letter of justification for any new request. Branch Chief may sign this letter. (See [Attachment 10](#))

5.5.2. LMCA will:

5.5.2.1. Provide training to SPRAM Sub-Custodian on duties of SPRAM. (IAW AFI 23-101, AFI 23-111 and AFI 20-110)

5.5.2.2. Ensure that assets are still required.

5.5.2.2.1. Ensure all assets with ERRC of XD and XF are accounted for in AMCS.

5.5.2.3. Coordinate with Branch Chief for signature of the AMCS/ILS-S R25 report.

5.5.2.4. Ensure annual inventories are completed on time.

5.5.2.5. Provide Sub-Custodian with AMCS R25 report.

5.5.2.6. Assist Sub-Custodian with the annual inventory if need be.

5.5.2.7. Review the Sub-Custodians Equipment Jacket folder for compliance.

5.5.2.8. Maintain justification documentation for SPRAM authorizations until the authorization is deleted.

5.5.2.9. Return the signed LRS R25 report to LRS within 15 workdays from the production date on the listing from LRS.

5.5.2.9.1. When turning in asset turn it into LRS as repairable.

5.5.2.10. If an XD/XF item is on a SPRAM detail and is mutilated or modified beyond repair and the modification does not convert to a new NSN, the item must be turned in condition code H, and if no longer required; obtain documentation from sub-custodian that describes the rationale for processing the "TIN". Process the "TIN" to remove it from the SPRAM account.

5.5.2.10.1. If determined the RDT&E function will continue to use the asset in unserviceable condition for further RDT&E the asset will be re-identified to a "L & P stock number" as "NF3" and maintained on R14 as equipment under 040.

5.5.2.10.2. When the item is no longer required, it will be turned into DLA Disposition Services (DLADS).

5.5.2.11. Process request as initial issue when the item will be irreversibly modified and its identity changes; or when it will be destroyed in test or research that prevents it from being returned to the Air Force inventory for its original intended use.

5.5.2.11.1. The customer sends a justification letter to the LMCA, who will process the request through LRS.

5.5.2.11.2. The LRS commander or materiel management flight chief that is designated in writing, is the final authority for reviewing and approving or disapproving initial issue request for XD/XF items used in direct support of RDT&E.

5.6. Due In For Maintenance (DIFM)**5.6.1. Sub-Custodian will:**

5.6.1.1. Provide an initial issue justification letter to LMCA.

5.6.1.2. Coordinate funds with FM to ensure funds are loaded within the LRS account to cover the expense of the item.

5.6.2. LMCA will:

5.6.2.1. Approve or disapprove request; if disapproved provide a reason why.

5.6.2.2. Request, if LMCA is not able to process the request in ILSS then forward it to LRS process the request (Issue-“ISU”).

5.6.2.3. Send a copy of the letter to the LRS Repair Cycle Section if processed by LMCA.

5.6.2.4. Monitor any DIFM updates.

5.6.2.5. Reviews D23 report daily if there are DIFM details.

5.6.2.6. Notify the LRS repair cycle activity when repair cycle assets have been modified to ensure an identity change (FCH) is processed within the ILS-S to reflect the new NSN for the modified asset.

5.7. Report of Survey (ROS)

5.7.1. Sub-Custodian will:

5.7.1.1. Identify to LMCA immediately on any lost, damaged or stolen asset.

5.7.1.2. Provide LMCA with all information on the item.

5.7.2. LMCA will:

5.7.2.1. Process the ROS IAW AFMAN 23-220.

5.7.2.2. Ensure all action completed to remove accountability from Sub-Custodians account.

5.8. Managing Government Furnished Equipment/Property (GFE/GFP).

5.8.1. This section is being held in reserve.

5.9. Donation. (EPA).

5.9.1. **Sub-custodian will: NOTE:** Follow AFI 61-301, *The Domestic Technology Transfer Process and the Offices of Research and Technology Applications* for all EPA requests.

5.9.1.1. Ensure the donee and donor has entered into a written agreement prior to donation of property.

5.9.1.1.1. All subsequent donations to an EPA shall be documented as an appendix or attachment to the EPA.

5.9.1.1.2. Obtain directors approval for donation agreements.

5.9.1.1.3. The donation agreement must have a reference number or other unique identification symbol assigned by the donor organization.

5.9.1.1.4. Contact LMCA and Tech Transfer Office to advertise the item within AMCS or within the owning agency for minimum of 10 duty days.

5.9.1.2. Coordinate with LMCA on the shipment of the item.

5.9.1.3. Ensure the asset has been DEMILed or is able to be donated based on the items DEMIL code.

5.9.1.3.1. NSN items require item manager (IM) approval to be donated.

5.9.1.4. Provide a copy of the EPA agreement to LMCA.

5.9.2. LMCA will:

5.9.2.1. Ensure there is a proper active agreement.

5.9.2.2. Process the asset in AMCS using the “Transfer” option.

5.9.2.3. Ensure a completed signed copy of the donation agreement is kept on file in the laboratory for three years after the research equipment/defense laboratory equipment has been received by the donee.

5.9.2.4. If the assets is loaded within ILSS, process a “1ETX” transaction upon authorized receipt from the receiving entity.

5.10. Loan Property. To include RDO, EPA, and CRADA’s. NOTE: Follow AFI 61-301, *The Domestic Technology Transfer Process and the Offices of Research and Technology Applications* for all CRADA requests.

5.10.1. Sub-Custodian will:

5.10.1.1. Notify LMCA when a serviceable asset is being considered for a loan as soon as possible.

5.10.1.2. Ensure the lonee has entered into a written agreement prior to the loan of property.

5.10.1.2.1. Provide LMCA copies of the EPA/CRADA agreement showing the items that will be loaned.

5.10.1.2.2. Properly identify the item(s) that will be loaned to include the AMCS/EMAS label number to LMCA.

5.10.1.2.3. All subsequent loans done on an EPA or CRADA shall be documented as an appendix or attachment to the Agreement.

5.10.1.3. Obtain directors approval for loan agreements.

5.10.1.3.1. The agreement must have a reference number or other unique identification symbol assigned by the organization.

5.10.1.3.2. Ensure a completed signed copy of the agreement must be kept on file in the laboratory for the length of the loan.

5.10.1.4. Provide the item(s) to LMCA for proper shipping or provide shipping paperwork to LMCA.

5.10.1.5. Ensure the asset has been DEMILed.

5.10.1.6. Contact POC of EPA/CRADA when the agreement is within 30 days of expiring and make arrangements to get the items returned or have agreement modified.

5.10.1.6.1. Ensure LMCA is provided with any extension to the loan agreement.

5.10.1.7. Inventory loaned equipment annually. This inventory may be accomplished by correspondence from the lessee verifying the assets are still on hand

5.10.1.8. Redistribution Order (RDO). For items that are loaned from one RDT&E unit to another, provide the owning and borrowing LMCAs with a copy of DD Form 1149. Ensure the AMCS/EMAS label number is listed on the DD Form 1149 as well as the dates/duration of the loan.

5.10.1.8.1. If the RDO loan will be greater than 6 months, provide LMCA the borrowing units information as well as POC.

5.10.1.9. Notify LMCA when the asset has been returned, within 10 workdays of the item being returned.

5.10.2. LMCA will:

5.10.2.1. Follow AFI 61-301, *The Domestic Technology Transfer Process and the Offices of Research and Technology Applications* regulations.

5.10.2.1.1. Ensure there is a proper active agreement.

5.10.2.2. Process the asset in AMCS using the "On_LOAN/GFE" option.

5.10.2.2.1. Enter into AMCS the agreement number, POC, date shipped, agreement expiration date, etc.

5.10.2.3. Coordinate or ship the asset to the organization.

5.10.2.4. For RDO action – LMCA will notify the 440 Supply Chain at 440SCOS.GWX.CEMO@us.af.mil and CC AFMC/A4RM at afmc.a4rm.jalc.sup@us.af.mil on the same email.

5.10.2.5. When the item is returned to the government, enter the date returned into AMCS using the ON_LOAN information screen and select "Yes" on the "ON_LOAN DELETE? Pop up window. Thus putting the asset back to ON_HAND in AMCS.

5.11. Processing Shipments.

5.11.1. Sub-Custodian will:

5.11.1.1. Provide the item or shipping information to LMCA.

5.11.1.2. Ensure all items will be shipped through LMCA or shipping information provided to LMCA.

5.11.2. LMCA will:

5.11.2.1. Process action within AMCS to place the item in asset code "HAND RECEIPT", "IN WORK" or "ON LOAN." Loans will show the Julian date of expiration in the ASC field: for example, 04093078. Enter the loan number in the location field.

5.11.2.2. If the sub-custodian has not provided a DD1149, prepare an electronic DD Form 1149, Requisition and Invoice/Shipping Document and annotate the authority of purpose.

5.11.2.3. File the DD Form 1149 in the Sub-Custodian Equipment Folder and place a copy in the loan jacket or other suspense file until the asset is returned.

5.12. Contract Repair.

5.12.1. Sub-Custodian will:

5.12.1.1. If need be provide LMCA with all data needed to complete request or action.

5.12.2. LMCA will:

5.12.2.1. Track and monitor request and ensure follow-ups are accomplished in a timely manner.

5.12.2.2. Use a control register to monitor contract repair items.

5.12.2.3. Process annual maintenance contract requests and follow-ups according to local base procedures.

5.12.2.4. Develop local procedures in how follow ups on Contract Repair Service Requests will be handled.

5.12.3. **Administrative & Janitor (A&J) stocks** are authorized at each LMCA when directed so by Commander/Director and will be centrally located. These items are paper, pens, highlighters, cleaners: IE. Office type material and supplies.

5.12.4. **Logistics Support Stocks (LSS)** will be a general term used that could include Bench Stock, Working Stocks, and Component Stocks and will follow the 23 series AFI's.

5.12.5. Storing and Maintaining Working Stocks.

5.12.5.1. **Support Stock Plan.** A storage plan called the Support Stock Plan will be created for each work area that utilizes expendable stocks.

5.12.5.1.1. The plan must be approved by the branch chief or equivalent. The LMCA Chief or Branch Chief will ensure the stock is properly stored. File the plan in LMCA and put a copy of the approved plan in each work area concerned. Plans must be redone and re-approved annually to make sure they are correct and that security and issue control methods adequately provide internal controls. The Support Stock Plan must contain the following elements:

5.12.5.1.2. Requesting Activity (Office Symbol, Organization code).

5.12.5.1.3. Stock Location (Bldg. no., Room no., Subdivision).

5.12.5.1.4. Primary Stock Monitor (Name, Rank/Grade, and Phone Number).

5.12.5.1.5. Alternate Stock Monitor (Name, Rank/Grade, and Phone Number).

5.12.5.1.6. Issue Control Methods.

5.12.5.1.7. Approximate Number Working Stock Line Items.

5.12.5.1.8. NSN and/or part number, if known.

5.12.5.1.9. Item name.

5.12.5.1.10. Date Established, Date Reviewed, Date of Next Review.

5.12.5.1.11. Signature of approval authority/official.

5.12.5.1.12. LMCA Review Signature and Date.

5.12.5.2. **Annual Review.** When conducting annual reviews, LMCA or Branch Chief will ensure the following:

- 5.12.5.2.1. That there is an approved plan.
- 5.12.5.2.2. That information on the plan is current and correct.
- 5.12.5.2.3. That bins and listings are properly cross-referenced.
- 5.12.5.2.4. That items are not commingled.

5.12.6. **Non-NSN RDT&E Equipment.** This equipment consists of nonstandard items that have been purchased with RDT&E funds. They are items that are unique to RDT&E activities and are not listed in Federal supply catalogs.

5.12.7. **Materiel Manager Inspector.** Inspection operations include verifying, security classification, condition (as certified by maintenance inspectors), status, markings, tagging, and labeling of property at AF activities IAW DoD 4140.1-R and AFMAN 23-210. (per AFI 23-101 Section 5I).

5.12.8. Holding Areas.

5.12.8.1. **Purpose:** This section prescribes holding area procedures for control, storage, issue, and disposition of equipment and supplies. Protect delicate equipment and supplies, keep it in a serviceable condition. Holding areas are: In-transit Property Area (IPA), and Temporary Storage Area (TSA), Project Holding Area (PHA).

5.12.8.2. General discussion: Three types of storage areas are authorized; IPA, TSA and PHA. The TSA is authorized for storage of RDT&E and other materials for anticipated use. To enter an asset into the TSA, the user must notify the equipment custodian/sub-custodian for all accountable assets. Submit a letter to LMCA signed by site commander or director/ division chief containing the following information:

- 5.12.8.2.1. NSN and/or part number, if known.
- 5.12.8.2.2. Item name.
- 5.12.8.2.3. Point of contact (POC) and telephone number.
- 5.12.8.2.4. Length of required TSA use (not to exceed 12 months).
- 5.12.8.2.5. Special handling or storage instructions.

5.12.8.3. To extend timeframe in TSA, the customer must justify, in writing, the reason for the extension. Include the original letter contents.

- 5.12.8.3.1. Use of TSA beyond 24 months should be limited to only the most unique cases.

5.12.8.4. The IPA is typically used to store equipment and supplies awaiting TIN, shipment, or disposition instructions. Ensure items in the IPA are properly identified. Document movement of materials in and out of the IPA with appropriate forms; annotate location, date and time on forms.

5.12.8.5. Project Holding Areas are provided to allow researchers to preplan and order materials required for a specific research project in advance of need. Materials obtained for this purpose shall be sequestered, under control, and in reserve for use on the specific

project. Project holding areas are intended to temporarily store materials researchers order in advance of starting a specific research project/requirement.

5.12.8.6. The following actions will be performed when maintaining an IPA, TSA or Project Holding Area:

5.12.8.6.1. Project holding areas shall not be used to store attrition stock such as work order residue.

5.12.8.6.2. Materials stored in project holding area shall not be commingled.

5.12.8.6.3. Clearly identify items as Project Holding Area, and maintain a record of what is currently contained in the project holding area and what assets are still due in.

5.12.8.6.4. If materials in the project holding area are not properly stored or is abused; notify the Branch Chief.

5.12.8.7. Holding Accounts. Use holding account data base files for every accountable item in the TSA, IPA or PHA.

5.12.8.7.1. The IPA is used when items are held pending issue, in transit, or repair and return.

5.12.8.7.2. Maintain disposition status for items in holding area.

Chapter 6

DISPOSAL/TRANSFER

6.1. Disposal.

6.1.1. Excess Equipment.

6.1.1.1. Sub-Custodian will:

6.1.1.2. Identify to LMCA that you have serviceable excess items.

6.1.1.3. Ensure items are available for shipment/turn-in.

6.1.1.4. Fill out local spreadsheet or form provided by LMCA that shows the item information such as the item description, label number, NSN, the excess quantity and the unit price, the disposal condition code.

6.1.2. LMCA will:

6.1.2.1. If asset is serviceable mark the asset “Advertised” within AMCS or work with the sub-custodian to mark it.

6.1.2.1.1. Ensure assets are advertised for 60 days based on the date the item was selected as “Advertised” within AMCS.

6.1.2.1.2. When excess equipment assets are generated, activities without storage facilities and other unique limitations are specifically authorized to advertise the items at a minimum of 10 workdays.

6.1.2.2. Ensure items are available for shipment/turn-in if the item is in their possession.

6.1.2.3. Turn-in property to LRS or DLADS if no transfer requests are received.

6.2. Turn-Ins.

6.2.1. Sub-Custodian will:

6.2.1.1. Coordinate with LMCA when an asset needs to be turned in.

6.2.1.2. Provide the essential information that is needed to fill out the TIN paperwork. (See LMCA for any local procedures).

6.2.1.3. Mark the condition tag whether the item has a military application.

6.2.1.3.1. Ensure person certifying the data on the condition tag is listed on the cert approval letter for their branch.

6.2.1.4. Ensure forms are attached to the item for pickup; the forms must show the EMAS label number, stock number, in-use detail number, noun, and sub-custodian account code.

6.2.1.5. Ensure the item is purged of all liquids, gases, etc. and provide applicable certification documentation to LMCA.

6.2.2. LMCA will:

6.2.2.1. Have personnel sign AF Form 1297, *Temporary Issue Receipt*, or the AMCS hand receipt for items picked up. Customer will be provided a copy of this form.

6.2.2.2. Prepare AF Form 2005, *Issue/Turn-In Request* or equivalent for the TIN request. If turn-in is through LRS coordinate with the LRS to have the transaction processed through ILS-S.

6.2.2.2.1. Ensure non-equipment (EAID) items are turned into DLADS.

6.2.2.3. Ensure condition tags are properly filled out and attached.

6.2.2.3.1. Indicate if the item is on the Military Critical Technologies List (MCTL) and requires DEMIL, declassification, or special handling requirement. Ensure the sufficient information is provided to support the assignment of a DEMIL code.

6.3. Disposition of High Valued Components Containing Military Critical Technologies.

6.3.1. Sub-Custodian will:

6.3.1.1. Coordinate with LMCA on the pick up or delivery of the item to LRS or DLADs.

6.3.1.2. Annotate on the turn-in document or local form (DLADs disposition worksheet) and condition tag whether the item has a military application.

6.3.1.3. When applicable the activity will indicate that the item is a MCTL item, requires DEMIL, declassification or special handling requirement.

6.3.1.4. The automatic assignment of DEMIL code "A" to L and P (Local Purchase) stock number is not acceptable. See ([Attachment 13 – DEMIL codes](#))

6.3.2. LMCA will:

6.3.2.1. Coordinate with the customer to ensure the item is picked up properly and delivered to proper agency.

6.3.2.2. Ensure paperwork is correct.

6.3.2.3. Coordinate transaction for turn-in with LRS or DLADs.

6.4. Process Excess Material.

6.4.1. Sub-Custodian will:

6.4.1.1. Notify LMCA when asset is no longer required.

6.4.1.2. Provide LMCA with available technical data, tools, spare parts, and indicative data if available.

6.4.1.3. Coordinate with LMCA when item is ready for pick-up or delivery.

6.4.2. LMCA will:

6.4.2.1. Ensure property is turned into proper agency and transactions are complete.

6.5. Transfer Excess Material to Another USAF RDT&E organization.

6.5.1. Sub-Custodian will:

6.5.1.1. Coordinate the transfer with LMCA.

6.5.2. LMCA will:

6.5.2.1. Ensure RDO action for equipment is coordinated through the CEMO prior to being shipped.

6.5.2.2. Ensure the asset is ready along with available technical data, tools, spare parts, and demand data when it is time to ship the asset.

6.5.2.3. Have the Equipment Accountability Transfer Single Selection transaction (1ETT) processed to the gaining Department of Defense Activity Address Code (DODAAC) and e-mail the output document to the gaining LMCA.

6.5.2.3.1. The gaining LMCA will have the equipment receipt input transaction (FED) processed upon receipt using the document number of the 1ETT.

6.5.2.4. Ensure the requestor provides Transportation Management Organization (TMO) appropriation via e-mail to which packing/crating and transportation costs may be charged.

THOMAS J. MASIELLO, Major General, USAF
Commander

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

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 29 Oct 13

AFI 33-360, *Publications and Forms Management*, 1 Dec 15

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 20 Sep 11

AFH 23-123V1, *Materiel Management Reference Information*, 8 Aug 13

AFH 23-123V2, Pt 1, *Integrated Logistics System-Supply (ILS-S), Materiel Management Operations*, 8 Aug 13

AFH 23-123V2, Pt 2, *Integrated Logistics System-Supply (ILS-S), Materiel Management Operations*, 8 Aug 13

AFH 23-123V2, Pt 3, *Integrated Logistics System-Supply (ILS-S), Standard Base Supply System Reference*, 8 Aug 13

AFH 23-123V2, Pt 4, *Integrated Logistics System-Supply (ILS-S), Ancillary Components*, 8 Aug 13

AFH 23-123V3, *Air Force Equipment Management*, 8 Aug 13

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 15

AFI 23-101, *Air Force Materiel Management*, 8 Aug 13

AFI 23-119, *Exchange, Sale, or Temporary Custody of NonExcess Personal Property*, 5 Jun 01

AFJMAN 23-209, *Storage and Handling of Hazardous Materials*, 13 Jan 99

AFMAN 23-122, *Materiel Management Procedures*, 8 Aug 13

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 Jul 96

AFMAN 23-227_IP, *Storage and Handling of Liquefied and Gaseous Compresses Gasses and Their Full and empty Cylinders*, 16 Jun 00

AFMCI 23-203, *Excess Non-NSN RDT&E Equipment— AF 847 has been submitted to rescind*

MIL-STD-130N, *Change 1; 16 November 2012, Department of Defense Standard Practice Identification Marking of US Military property*, 30 Nov 11

Adopted Forms

AF Form 9, *Request for Purchase*, 19 Sep 06

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 09

AF Form 2005, *Issue/Turn-in Request*, 26 Aug 08

Abbreviations and Acronyms

AF—Air Force

AFH—Air Force Handbook

AFI—Air Force Instruction
AFMAN—Air Force Manuals
AFEMS—AF Equipment Management System
AFMC—Air Force Materiel Command
A&J—Administrative and Janitorial
AIM—AFRL Investment Management Search Tool
AMCS—Automated Materiel Control System
AS—Allowance Standards
ASC—Allowance Source Code
BPA—Blanket Purchase Agreement
CA/CRL—Custodian Authorization Custody Receipt Listing
CAP—Contractor Acquired Property
CC—Commander
CEMO—Command Equipment Management Office
CMCS—COMSEC Material Control System
CFO—Chief Financial Officer
CCI—Controlled Item Code
CL—Civilian Leader
COMSEC—Communications Security Controlled Item
COR—Contracting Officers Representative
CRADA—Cooperative Research and Development Agreements
CRS—Contract Repair Service
DCMA—Defense Contract Management Agency
DD—Department of Defense
DEMIL—Demilitarized
DET—Detachment
DIFM—Due In From Maintenance
DLA—Defense Logistics Agency
DLADS—Defense Logistics Agency Disposition Services
DOD—Department of Defense
EAID—Equipment Authorization Inventory Data
EPA—Education Partnership Agreement

ILS—S – Enterprise Solution-Supply
ESD—Estimated Ship Date
ESD—Electronic Static Discharge
ETID—Electronic Turn-in Document
GFE—Government Furnished Equipment
GFP—Government Furnished Property
GPC—Government Purchase Card
HAZMAT—Hazardous Material
HQ—Headquarters
IAW—In Accordance With
ILS—S – Integrated Logistics Supply System
ISU—Issue Requester Transaction
IPA—In-transit Property Areas
IT—Information Technology
IUID—Item Unique Identification
JON—Job Order Number
LMCA—Logistics Materiel Control Activity
LRS—Logistics Readiness Squadron
LSS—Logistics Support Stocks
MIPR—Military Interdepartmental Purchase Request
NSL—Not Stock Listed
NSN—National Stock Number
OI—Operating Instruction
PMEL—Precision Measurement Equipment Laboratory
RDT&E—Research, Development, Test, and Evaluation
RDO—Redistribution Orders
RPC—Repair Cycle
ROS—Report of Survey
SCM—R – Supply Chain Management - Regional
SF—Standard Form
SPRAM—Special Purpose Recoverable Authorized Maintenance
TD—Technical Director

TIN—Turn-In

TMDE—Test, Measurement and Diagnostic Equipment

TO—Technical Order

TSA—Temporary Storage Area

Attachment 2**WAIVER/CHANGE REQUESTS FORMAT****A2.1. Waiver/Change Request Format**

A2.1.1. The following format will be used in submitting waiver requests or recommended changes to any logistics publication without a defined process. These requests will be submitted in a memorandum format and shall include the following information.

A2.1.2. Submitting Organization.

A2.1.3. Date.

A2.1.4. Subject: Waiver or Change Request.

A2.1.5. Priority of Request: Urgent or Routine.

A2.1.6. Reference: Include chapter, paragraph, and line number or Table or Figure number.

A2.1.7. Proposed waiver or change requested.

A2.1.8. Background and Discussion. Unique circumstances or history leading up to request rationale for waiver or change and any workaround.

A2.1.9. Recommendation: Desired outcome and identify any alternative processes that will be used.

A2.1.10. Applicability and Duration: Unit to which waiver and change applies and duration of waiver.

A2.1.11. POC: Name, office symbol, DSN, and e-mail.

Attachment 3
ORGANIZATIONAL SCHEME

A3.1. Organizational Scheme

Table A3.1. Organizational Scheme.

Unit Oriented Scheme	Scheme with Major Non-Unit Organizations
Major Command	Major Command
NAF	Center
Wing	
Group	Directorate
Squadron	Division
Flight	Branch
	Section

Attachment 4

AMCS R15 COMMANDERS LISTING

A4.1. At a minimum this list is of items reported as an R15 detailed asset and are not listed on the R14 Detail equipment report.

Figure A4.1. AMCS R15 Commanders Listing.

PAGE NO. 2										DATE:	11 March 2016, 16071	
Specific Assets: ON HAND										Substitute		
Specific Details:										CUSTODIAN AUTHORIZATION/RECEIPT DOCUMENT		Signature
Specific Account: YES										ACCOUNT = 149TF		WORKING COPY
Type:	R15 ORG VISIBILITY											
Sequence:	DOCUMENT NUMBER											
LABEL	DOCUMENT	PRIMARY NSN	SUBSTITUTE NSN	NOMENCLATURE	PART NUMBER	ASC	UNIT COST(\$)					
WARRANTY	DOLI	DOMI	DOLT	MODEL	SERIAL NUMBER	BLD	RM					
MEDICAL IDX	CONTROL ITEM ST	MIPR	ASSETS CODE	ACCOUNTABILITY TYPE	SPECIFIC	FORM 9	FMEL BARCODE					
UII NUMBER				CAGE CODE	MANUFACTURER	ERRC	BUDGET CODE	CIC				
REMARKS												
H01061	149TF - 7000	7730P-PLASMATVS		PLASMA TV		DDDDDD	\$4,100.00					
N	16026	17026	16056	1	ON_HAND	R15 ORG VISIBILITY						
	PILFERABLE							NF1	9	Y		
H01080	149TF - 7000	7730P-PLASMATVS		PLASMA TV		DDDDDD	\$4,100.00					
N	16026	17026	16056	1	ON_HAND	R15 ORG VISIBILITY						
	PILFERABLE							NF1	9	Y		
H01089	149TF - 7000	7730P-PLASMATVS		PLASMA TV		DDDDDD	\$4,100.00					
N	16026	17026	16056	1	ON_HAND	R15 ORG VISIBILITY						
	PILFERABLE							NF1	9	Y		

A4.1.1. This list is developed by the commander or TD.

A4.1.2. Examples. Television, cameras, computer monitors, lens, specialty tools, lawn mowers, lasers, and so forth.

Attachment 5

SET-UP OF THE SUB-CUSTODIAN EQUIPMENT JACKET FOLDER

Figure A5.1. Set Up of the Sub Custodian Equipment Jacket Folder.

Tab A – Current R14 AMCS, Signed

PAGE NO. 2										DATE: 14 May 2014, 14134	
Specific Assets: ON HAND										Substitute	
Specific Details:											
Specific Account: YES										CUSTODIAN AUTHORIZATION/RECEIPT DOCUMENT	
Type: R14 CA/CRL										Signature	
Sequence: DOCUMENT NUMBER										ACCOUNT = 276AH	
										WORKING COPY	
LABEL	DOCUMENT	PRIMARY NSN	SUBSTITUTE NSN	NOMENCLATURE	PART NUMBER	ASC	UNIT COST(\$)				
WARRANTY	DOLI	DOI	DOI	MODEL	SERIAL NUMBER	BLD	RM				
MEDICAL IDX	CONTROL	ITEM	ST	ASSETS CODE	ACCOUNTABILITY TYPE	FORM 9	PMEL	BARCODE			
U11 NUMBER	REMARKS			CAGE CODE	MANUFACTURER	ERRC	BUDGET CODE	CIC	TIME		
J018521	276AH - 0004	5860PMODG0L120		LASER	N/A	040SHOP	\$50,000.00				
N	14121	15121	09274	1	SOLO 120	25158	18	RC24	C19	S2	
			ON_HAND		R14 CA/CRL						
					NEW WAVE RESEARCH	NP3	9	7			
J42008											

Tab B – Information Files

- Hand receipts (AF 1297's or AMCS), DD 1348-6, AF 2005, AF 9's, Etc.;
- Warranty Documents;
- Serial number engraving documentation;
- EPA/CRADA/GFE Support documents
- GPC receipts
- Appointment letter
- Sub-Custodian Training Certificate
- DD1149s for shipments

Tab C – Request/orders in work/suspense

Tab D – Reports of Survey's (DD 200)

Tab E – AF 126, Custodian Request Log

Attachment 6

ISSUE REQUEST AF FORM 2005

A6.1. Responsible to fill out/provide information for AF 2005.

Figure A6.1. Issue Request AF Form 2005.

ISSUE/TURN-IN REQUEST	TRIC 1 2 3 ISU			DEL DIST TOTE BOX 4 5 6			EX Dsc 7	A. INCHECKER, NAME, DATE (TIN) Don Duck, 888-555-1111 REQUEST, TIME & DATE (ISU)											B. INSPECTOR, NAME-STAMP, DATE (TIN)														
	STOCK NUMBER											UNIT OF ISSUE		QUANTITY				C.											DOCUMENT NUMBER				DMO Cond
	NSN 8 9 10 11 5120			NIIN 12 13 14 15 16 17 18 19 20 017865432						ADDN 21 22		23 24 EA		25 26 27 28 29 00002				ACT 30 X		ORG 31 32 33 111		SHOP 34 35 CD		DATE 36 37 38 39 4300		SER. NO. 40 41 42 43 0001		44 R					
	Part Number											E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																					
	D. PART NUMBER/MGFR CODE OR NAME/REMARKS																																
	WORK ORDER		TEX		CON		PAD		SD		PROJECT		PRI		REQ DEL DT		UJC		MARK FOR														
	SHIP TO		51		S1		54		55 56		57 58 59		60 61		AT		CC DC		DOCUMENT NUMBER				POST/POST				F. T.O. PSC AND/OR ERRC						
	45 46 47 48 49 50		M		52 53		01		04		62 63 64		65 66		67 68 69 70 71 72 73 74 75 76 77 78 79 80 00SHOPUSERSAZZ																		
	G. TIME & DATE OF DELIVERY				H. DELIVERY TIME								J. NOMENCLATURE Screw, Wood 1/4 x 5"																				

AF 2005, 20080826, V4 PREVIOUS EDITION WILL BE USED.

A6.1.1. Sub-Custodians will:

A6.1.1.1. Call in, email or submit an AF 2005, Stock-Numbered requests, to LMCA.

A6.1.1.1.1. Provide the following information: Name, Phone (Block A), NSN (Blocks 8-22), Quantity (Blocks 25-29), Org (Blocks 31-33), Shop (Blocks 34-35), Part Number (if available) (Block D), Nomenclature (Block J)

A6.2. LMCA will:

A6.2.1. Prepare the proper supply documents and submit to LRS or process in ILSS.

A6.2.1.1. Provide the following information: Unit of Issue (Block 23-24), Activity (Block 30), Date/document # (Blocks 31-43) Demand Code (Block 44), System Designator (SD – Blocks 55-56), Priority (Blocks 60-61), Urgency Justification Code (UJC-Blocks 65-66), Mark For (Block 67-80)

A6.2.2. Ensure accountable items are processed IAW 23 series.

Attachment 7

ISSUE/FIL USING DD 1348-6

A7.1. DD 1348-6.

Figure A7.1. Issue/Fil Using DD 1348-6.

DOCUMENT IDENTIFIER		ROUTING IDENTIFIER		M & S	ITEM IDENTIFICATION* <i>(NSN, FSCM/Part No., Other)</i>																		UNIT OF ISSUE	QUANTITY				DOCUMENT NUMBER																	
FSCM																		PART NUMBER																		UNIT OF ISSUE	QUANTITY				DOCUMENT NUMBER				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35											
I S U																		6 6 5 5 P M O D E L 6 5 4 8 1 E A 0 0 0 0 1 E 1 7 1 D G																											
DOCUMENT NO. (Cont.)																		DEMAND	SERIAL	SUPPLEMENTARY ADDRESS	SIGNATURE	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK																	
DATE																		DEMAND	SERIAL	SUPPLEMENTARY ADDRESS	SIGNATURE	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK																	
4 3 3 5 0 2 3 4 N																							0 1		0 4																				
																		REJECT CODE <i>(FOR USE BY SUPPLY SOURCE ONLY)</i>		IDENTIFICATION DATA																									
																		65 66		*1. MANUFACTURER'S CODE AND PART NO. <i>(When they exceed card columns 8 thru 22)</i> MODEL 6548176																									
																				2. MANUFACTURER'S NAME ACME TOOLS																									
3. MANUFACTURER'S CATALOG IDENTIFICATION																		4. DATE (YYMMDD)				5. TECHNICAL ORDER NUMBER																							
6. TECHNICAL MANUAL NUMBER																		7. NAME OF ITEM REQUESTED SEISMOGRAPHIC INSTRUMENT																											
8. DESCRIPTION OF ITEM REQUESTED MEASURE GROUND MOTIONS AT 1000' BELOW SEA LEVEL, IN METRIC MM, BLUE TOOTH ENABLED, DVD RW, HD DISPLAY 18", KEYBOARD, 110 Voltage, 36 HOUR BACK UP BATTERY, ENGLISH, 4 X 100' CABLES																		8a. COLOR GRAY				8b. SIZE NA																							
9. END ITEM APPLICATION SELF																		9a. SOURCE OF SUPPLY JBB																											
9b. MAKE																		9c. MODEL NUMBER				9d. SERIES				9e. SERIAL NUMBER																			
10. REQUISITIONER <i>(Clear text name and address)</i> MICK MOUSELESS 888-555-8745																		11. REMARKS NF3, \$32,500, BC: 9,																											

DD Form 1348-6, FEB 85 Edition of Apr 77 may be used until exhausted. DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)

A7.1.1. If applicable the Sub-Custodian will provide the following information:

A7.1.2. Part/model number. (Block 1)

A7.1.3. Manufacture Name (Block 2)

A7.1.4. Provide description of the item. (Block 8)

A7.1.5. Quantity and unit of issue. (Blocks 25-29)

A7.1.6. Estimated cost. (Empty block above Blocks 70-80)

A7.1.7. Source name, address, and phone number. (Block 11)

A7.2. If applicable the LMCA will:

A7.2.1. Research part number request to identify if there is a Stock Number, using FEDLOG or D043. LMCA will not use the NSN but can use the indicative data.

A7.2.2. LMCA will load the Stock Number as Local Purchase using a local assigned or part number NSN. Ensure a DD Form 1348-6 is filled out and used to process as a locally assigned Stock Number.

A7.2.3. Determine if item will be equipment accountable under R14 or R15

A7.2.4. Ensure LRS processes request.

Attachment 8

AF FORM 9 REQUEST FOR PURCHASE

A8.1. AF Form 9.

Figure A8.1. AF Form 9 Request for Purchase.

REQUEST FOR PURCHASE				NO.	
INSTALLATION WING				DATE	
TO: CONTRACTING OFFICER LOCAL CONTRACTING OFFICE				CLASS	
THROUGH AFRL TD				CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.	
FROM: (Insert RC/CC, if applicable)					
IT IS REQUESTED THAT SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE					
PURCHASED FOR			FOR DELIVERY TO		NO LATER THAN
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
0001	Pencil sharpener (12 per case) COORDINATION: COMM: _____ HAZMAT: _____ LMCA: _____ Deliver to: LMCA Bldg XXX POC: LMCA Chief _____ Phone: (XXX-XXX-XXXX) _____	10	CS	10.00	100.00
				TOTAL	\$ 100.00
PURPOSE					
DATE	TYPED NAME AND GRADE OF REQUESTING OFFICIAL	SIGNATURE			
		TELEPHONE NO.			
DATE	TYPED NAME AND GRADE OF APPROVING OFFICIAL	SIGNATURE			
I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.					
ACCOUNTING CLASSIFICATION				AMOUNT	
DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL	SIGNATURE			

A8.1.1. If applicable the Sub-Custodians will:

A8.1.2. Provide funding information. IE: Fund Site, Financial Manager (FM)

A8.1.3. Provide Model/Part Number.

A8.1.4. Provide cost.

A8.1.5. Provide description of the item.

A8.1.6. Provide source for item.

A8.2. If applicable LMCA will:

- A8.2.1. Ensure all information is provided.
- A8.2.2. Submit form to contracting.
- A8.2.3. Input items into AMCS when they are received.
- A8.2.4. Track request and follow-up as needed.

Attachment 9
SPRAM SAMPLE LETTER

Figure A9.1. SPRAM SAMPLE Letter.



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESEARCH LABORATORY (AFMC)
NORTH POLE, AK

5 May 2014

MEMORANDUM FOR AFMC/A4RM

FROM: AFRL/XXXXXX

SUBJECT: Special Purpose Recoverables Authorized to Maintenance (SPRAM) Approval

1. Request MAJCOM (AFMC) approval for the authorization of the following XD2 SPRAM asset listed below.

Account: 111XX
Noun: Function Generator
NSN: 6625-01-125-1429 KV
P/N: 178
S/N: AG93053338
Quantity: 1EA
Cost: \$5,678.87
Source: FLZ

2. JUSTIFICATION ---- **NOTE: Justification of being used for RDT&E purposes alone is not acceptable. Need to explain what it will be used for.**

Such as: This function generator is required to perform standardized and DOT tests on high explosives at the High Explosives Research and Development Dynamics Laboratory. This equipment is used for data and signal line testing, scientific data processing recording verification and troubleshooting of electronic equipment. This function generator supports the MNX-808 development program (F-35), Special Effects Munitions (SEM), and the Hard Target Voice Sensing System (HTVS). Program Manager: Becker Muppet AFRL/MMXP 555-4442.

3. STATEMENT OF FUNDING AVAILABILITY: **Explain how the item will be funded.**

Such as: No funding is required since all assets are on hand and currently in-use.

4. If you have any questions, please contact Donald Duck (DSN: 555-4443) or Goofy (555-4441).

JOHN SPRAM, SES, PhD
Director, MICKEY MOUSE Directorate

Attachment 10

TURN IN USING AF FORM 2005 EXAMPLE

A10.1. Responsible to fill out/provide information for AF 2005 for Turn-In (TIN) of items.

Figure A10.1. Turn In using AF Form 2005 Example.

ISSUE/TURN-IN REQUEST	TRIC 1 2 3			DEL DIST TOTE BOX 4 5 6			EX Dsc 7	A. INCHECKER, NAME, DATE (TIN)										B. INSPECTOR, NAME-STAMP, DATE (TIN)																					
	REQUEST, TIME & DATE (ISU)																																						
	STOCK NUMBER										UNIT OF ISSUE				QUANTITY				C.										DOCUMENT NUMBER										DMD
	NSN			NIN						ADDN	23 24		25 26		27 28		29		30		31 32 33			34 35		36 37		38 39		40 41		42 43		44					
	Part Number										E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																												
	D. PART NUMBER/MGFR CODE OR NAME/REMARKS																																						
	WORK ORDER		TEX	CON	FAD	SD		PROJECT		PRI		REQ DEL DT		UJC		MARK FOR																							
	SHIP TO		51	S1	54	55 56		57 58 59		60 61		AT		CC DC		DOCUMENT NUMBER					POST/POST					F. T.O. PSC AND/OR ERRC													
	45 46 47 48 49 50		52 53									62 63 64		65 66		67 68 69 70 71 72 73 74 75 76 77 78 79 80																							
	G. TIME & DATE OF DELIVERY					H. DELIVERY TIME					J. NOMENCLATURE																												

AF 2005, 20080826, V4 PREVIOUS EDITION WILL BE USED.

A10.1.1. If applicable the Sub-Custodians will:

A10.1.2. Submit an AF 2005 to LMCA.

A10.1.3. Coordinate a pick-up time with LMCA.

A10.1.4. Provide the following information: Name, Phone (Block A), NSN (Blocks 8-22), Quantity (Blocks 25-29), Org (Blocks 31-33), Shop (Blocks 34-35), Part Number (if available) (Block D), Nomenclature (Block J). List the LMCA Label # in block B, Serial # in block D, and the Cost in block C.

A10.2. LMCA will:

A10.2.1. Prepare the proper supply documents and submit to LRS or process.

A10.2.1.1. Provide the following information: Unit of Issue (Block 23-24), quantity (Block 25-29), Activity (Block 30), Org/Shop code (Blocks 31-35) Document # (Blocks 40-43), Condition Code (Block 44), System Designator (SD) Blocks 55-56)

A10.2.2. . Ensure accountable items are processed IAW 23 series.

Attachment 11**AFRL EQUIPMENT DEFINITIONS**

A11.1. For the purposes of defining equipment - RDT&E items and RDT&E support items. For the purposes of defining equipment, these items are defined as all equipment of a durable nature capable of continuing or repetitive (2 years or longer) use by an individual or organization. The overarching criteria, unless stated otherwise within the AFI/AFH/AFMAN's, will be: If the purchase/acquisition cost is below \$5k with a budget code of 9, and the ERRC is NF1, than list the item on the AMCS R15 or local Commanders list. If the purchase/acquisition cost is \$5,000 or above, make the ERRC NF3 and list it on the ILSS R14 CA/CRL (IAW AFI 23-101 5.4.2.6.2). If 3600 monies are used to purchase the asset than create an "L or P" NSN and budget code = 9. Most of the indicative data values are listed in DOD 4100.39-M Vol 10 (such as pilferable, CIC, budget code, etc.). The listing includes the following major categories:

A11.1.1. **Industrial Plant Equipment (IPE)** (R14 Equipment). Plant equipment with a unit acquisition cost of \$5,000 or more that is permanently affixed/fixed location equipment and not readily movable. IPE would include equipment items used for cutting, abrading, grinding, shaping, forming, joining, heating, treating, or otherwise altering the physical properties of materials, components or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations.

A11.1.2. **Industrial Shop Machinery** (most will be R-15 AFRL assets and may be tracked on local listing). These are items typically found in metal/wood fabrication areas such as, drill presses, lathes, band saws, bench grinders, etc.

A11.1.3. **Laboratory Equipment** (close attention to cost is required to ensure the item is captured in the appropriate listing). These items typically aren't categorized as TMDE or Comm/Elect but require accounting, such as, microscopes, vial centrifuges, laser systems/components, autoclaves, chillers, vacuum chambers/pumps, etc.

A11.1.4. **Non-Powered AGE** (R-15 AFRL assets). Those items of portable services handling and maintenance equipment that are not motor or engine driven (with the exception of small electric positioning motors). These items include, but are not limited to, maintenance stands, A-frames, platforms, and hydraulic servicing carts. Remember NSN items must follow indicative data rules IAW the AFIs.

A11.1.5. **Powered AGE** (R14 Equipment). Those items of portable (trailer mounted with towbar) engine or motor driven equipment designed to service, handle and maintain weapon systems. These items include, but are not limited to, trailer mounted generators, hydraulic mules, liquid oxygen carts, liquid nitrogen carts.

A11.1.6. **Special Tools** (Consumable if under \$5k otherwise it must be tracked on the R14). Items of tools designed and developed to perform a peculiar maintenance operation on a specific end item of equipment or component. These items include, but are not limited to wheel/bearing pullers, special jigs, special cradles, alignment devices, vacuum pumps, floor jacks/cranes, engine slings, and those special tools listed in applicable equipment technical orders, etc. If tool is part of a CTK inventory than it does not need to be listed in AMCS.

A11.1.7. **Test, Measurement, and Diagnostic Equipment (TMDE)** (R14 Equipment if over \$5k; under \$5k be listed on R15 or Local PMEL or organization listing.) Devices used

to maintain, evaluate, measure, calibrate, test, inspect, diagnose, or otherwise examine materials, supplies, equipment, and systems to identify or isolate actual or potential malfunction, or decide if they meet operational specifications established in technical documents. These items include, but are not limited to, multi-meters, oscilloscopes, spectrum analyzers, torque wrenches, gauge blocks, micrometers, power supplies, etc.

A11.1.8. **Collateral Equipment** (R14 Equipment if \$5k and over; all others AMCS R15 or local listing – BC 9). Equipment attached to a building or utility that helps the facility operate and not classified as Real Property Installed Equipment. Such as compressor's, generators, etc.

A11.1.9. **Medical Equipment Repair Center (MERC) Controlled Tooling and Equipment.** These items include, but are not limited to, audiometers, patient stimulators, refractometer, respirator spirometer, skinfold caliper, etc. AED's will be listed on AMCS R15 or local listing.

A11.1.10. **Common Electronic Equipment** (R15 AFRL assets). These items include, but are not limited to, non-IT controlled computers, televisions, projectors, camera equipment to include digital cameras, etc. Monitors that are not listed on the AIMT listing will be accounted for on the AMCS R15 or local report. Photographic assets must be listed in TA or otherwise list under TA 040 or 049. Most items are under stock classes 6740, 6750 and 6780.

A11.1.11. **Standard Powered/Non-Powered Shop Equipment** (Consumable if under \$500 otherwise R15 AFRL asset unless over \$5k). These items include, but are not limited to, vises, shop vacuum cleaners, hand trucks, carts, and material handling equipment.

A11.1.12. **Aircraft and Engine Related Components** (R14 Equipment if \$5k and over; all others R15 AFRL asset, or DIFM/SPRAM if applicable). These items include, but are not limited to, landing gear, structural components, fans, compressors, secondary power components, weapons release components, line replaceable units, aircraft tires. NSN items must follow the AFI's.

A11.1.13. **Firearms** (R14 Equipment). These items include, but are not limited to, hand guns, long guns, automatic weapons.

A11.1.14. **Communications/Electronics Equipment** (R14 Equipment if dictated by NSN items or over \$5k and all other items tracked on AMCS R15 or local listing as directed). These items include, but are not limited to, COMSEC-related telephones (STUs/STEs equipment), telephone switches, cable transducer systems, based radios, radar and radiation aids for aerospace vehicle control and navigation, radiating aids for fire control; electronic counter-measures and related radiation, re-radiation, and electronic devices. Must follow DOD 4140.1R. Most all listed under Stock Class 5800. CIC is 9 and must be serial reported.

A11.1.15. **Vehicle Equipment.** These items include, but are not limited to, recreational vehicles, low speed vehicles, recreational trailers, general purpose trailers, vehicles not obtained through the AF vehicle management program. Follow series 24 regulations. Fill out worksheet and work with VCO. If it is an item not managed under the 24 series regs than follow 23 series and list item under the R14 or AMCS R15 (or local listing).

A11.1.16. **Expendable/Consumable:** Consumed in use or becomes a part of a higher assembly.

A11.1.17. **Nonexpendable:** Neither consumed in use nor does it lose its identity by installation on a higher assembly.

A11.2. DO NOT include the following items:

A11.2.1. **Real Property Installed Equipment.** Those items of government-owned or leased accessory equipment, apparatus and fixtures essential to the function of the real property and are permanently attached to, integrated into, or on government-owned or leased property.

A11.2.2. **Standard Office Equipment.** These items include, but are not limited to, typewriters, shredders, calculators, fans. **EXCEPTION:** pilferable office equipment items having a ready value such as cameras, televisions, audio devices, electronic calculators, etc., should be tracked per management discretion.

A11.2.3. **Automated Data Processing Equipment (IT).** These items include, but are not limited to, computers, servers, computer monitors, printers, item controlled through the IT management process. Must follow AFMAN 33-153.

A11.2.4. **Furniture Items.** These items include, but are not limited to, desks, chairs, tables, bookcases, waste baskets, modular furniture and accessories.

Attachment 12
DEMIL WORKSHEET

Figure A12.1. DEMIL Worksheet.

DLA DISPOSITION SERVICES WORKSHEET	
References: DTID	
_____	Stock Number _____
1. Appropriated FSC:	_____
2. Manufacturer's Name:	_____
3. Manufacturer's Part Number:	_____
4. Manufacturer's Model Number:	_____
5. Noun name Best Describing Item:	_____
6. End Item Application:	_____
7. Is this item unique to the military?	_____
8. Is the item commercially available?	_____
9. DEMIL Code you believe should be assigned:	_____
10. Is the item a R&D fabrication?	_____
11. Does the item have potential to have or control offensive or defensive military capabilities?	_____
12. Could this item be considered current state of the art military technology?	_____
13. Reason for assignment of local stock number	_____

Name/Title or Rank:	_____
Phone Number:	_____
Date:	_____
Signature:	_____

Attachment 13
DEMIL CODES

A13.1. Below is a list of approved DEMIL Codes.

Figure A13.1. DEMIL Codes.

DEMIL CODE	EXPLANATION
A	Non-MLI/Non SLI – Demilitarization not required.
B	MLI (Non-SME) – Demilitarization not required. (Trade Security Controls (TSC's) required at disposition).
C	MLI (SME) – Remove and/or demilitarize installed key point(s) as prescribed in DoD 460-21-M-1, or lethal parts, components and accessories. Key points to be furnished by item Technical Manager; generating activity must provide a copy to the DRMO.
D	MLI (SME) – Total destruction of item and components so as to preclude restoration or repair to a usable condition by melting, cutting, tearing, scratching, crushing breaking, punching, neutralizing, etc. (As an alternated burial or deep water dumping may be used when coordinated with by the DoD Demilitarization Program Office).
E	MLI (Non SME) – Additional critical items/material determined to require demilitarization either key point or total destruction. Demilitarization instructions to be furnished by the DoD Demilitarization Program Office. Generating activity must provide a copy to the DRMO.
F	MLI (SME) – Demilitarization instructions to be furnished by the Item/Technical Manager. Generating activity must provide a copy to the DRMO.
G	MLI (SME) – Demilitarization required – AEDA. Demilitarization, and is required, declassification and/or removal of sensitive markings or information, will be accomplished prior to physical transfer to a DRMO. This code will be used for all AEDA items, including those that also require declassification and/or removal of sensitive markings or information.
P	MLI (SME) – Security Classified Item – Declassification and any additional demilitarization and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to AEDA items.
CCLI- Commerce Control List Item – Demilitarization not required. CCLI are non-MLI and are controlled by the U.S. Department of Commerce through the Export Administration Regulation and indicated on the CCL. Each CCL entry is preceded by a four digit Export	

Control Classification Number (ECCN) and those ECCNs ending in the letter “A” or “B” are defined as CCI. These items are subject to Import Certification and Delivery Verification (IC/DV) control and other Trade Security Controls.

Attachment 14**DEMIL CRITICAL FSC LIST**

A14.1. As per DoD 4160.21-M, Chapter 3, paragraph B5

A14.1.1. Federal Stock Class's (FSC) listed below might be considered military in nature and must be DEMILed prior to being turned in or donated to another organization.

Figure A14.1. DEMIL Critical FSC list.

The FSC's are:

1560, 1670
1710, 1720
1810, 1820, 1830, 1840
1905
2305, 2330, 2350
2840, 2845
2915
3690
4230
4470
4921, 4923, 4925, 4927
4931, 4933, 4935, 4960
5810, 5811, 5820, 5821, 5825, 5856, 5840, 5841, 5845, 5850, 5855, 5860, 5865
5963, 5985, 5998, 5999
6615, 6920, 6930, 6940
8470, 8475