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EQUIPMENT INVENTORY, STATUS AND UTILIZATION REPORTING

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This instruction implements AFPD 21-1, *Air and Space Maintenance*. It establishes inventory, status, and utilization reporting for selected aerospace vehicles and equipment. This instruction applies to Active Duty, Air National Guard, and US Air Force Reserve Command, and Government plant representatives assigned to commercial contractor facilities. This instruction

implements the material condition measurement reporting requirements of DOD Instruction 3110.5, *Material Condition Reporting for Mission - Essential Systems and Equipment*, September 25, 2006. In addition, it provides guidance and direction for managing aircraft and missile equipment throughout the Air Force. Refer recommended changes and questions about this publication to AF/A4LM using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. For the purpose of this instruction and development of maintenance policy, Lead Commands are Air Combat Command, Air Mobility Command, Air Force Special Operations Command, Air Education and Training Command, Air National Guard, Air Force Reserve Command, Air Force Space Command and Air Force Material Command. As it pertains to weapon system specific issues or requirements, AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems* takes precedence. This publication may be supplemented at any level and does not require HAF OPR approval or coordination. Ensure that all records created as a result of process 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 Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrim/rims.cfm**.

(AETC) AFI 21-103 is supplemented as follows: This supplement applies to all Air Education and Training Command (AETC) aircraft and trainer maintenance activities. It does not apply to Air National Guard or Air Force Reserve Command units. The reporting requirement in this supplement is exempt from licensing according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

Annotate recommendations for change, improvement, or waivers to this instruction on AETC Form 1236, **Request for Improving/Changing AETC Maintenance Publications.** Requests must be approved by the appropriate group commander (or squadron commander, if not assigned to a group) before forwarding to HQ AETC/A4M, 555 E Street East, Randolph AFB TX 78150-4440, for action by HQ AETC/A4MMP.

(COLUMBUSAFB) This instruction implements AFPD 21-1, *Air and Space Maintenance* and AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting.* This instruction establishes procedures for aircraft utilization reporting. These procedures apply to all 14 OG and 14 MX personnel who document, record or report aircraft utilization. This publication applies to Air Force Reserve Command (AFRC) units. This publication does not apply to the Air National Guard (ANG). 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 the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

SUMMARY OF CHANGES

Major changes include defining Reliability, Availability, Maintainability for Pods (RAMPOD) as the tool used for financial reporting to Defense Finance and Accounting Service (DFAS) for all AF externally carried pods (including leased pods) and uses RAMPOD to account for pod assets possessed by the "Total Force" (Active Duty, Air National Guard, or US Air Force Reserve Command). The use of possession purpose identifier (PPI) code "BU" is expanded. Clarifies policy on the use of PPI codes "PJ" and "PR", and provides additional guidance on Operations Group Aerospace Vehicle Utilization Monitor (OG AVUM) responsibilities. Additionally PPI code "BQ" is not authorized when the only reason for the communication with depot engineering has been directed by technical order or previous disposition instructions on an existing condition. Office symbols and publication references were updated throughout. Also, the process for reporting aircraft possessed by depot/contract field teams has been updated. Finally, Chapter 5 has been deleted and Chapter 6 has been updated to provide current policy and procedures for all Communication & Information maintainers.

(AETC) This publication has been substantially revised and must be completely reviewed. Major changes include: renumbered numerous paragraphs to align with the most current version of AFI 21-103; deleted all redundant information requests; Office symbols and publication references were updated throughout. Changed para 2.11.6 regarding the use of Aircraft Purpose Possession Identifier (PPI) code BT, Deleted Attachments 19-39, Minimum Essential Subsystems Lists (MESLs) and added procedures for MESL management in para 2.25.8.1-2.25.8.3.

(COLUMBUSAFB) This publication has been substantially revised and must be completely reviewed.

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Chapter 1

REPORTING GUIDELINES

1.1. Using Report Information. The Air Force uses the information from reports produced by each reporting system mainly for accounting and analysis. Each reporting system also gives basic historical management information and data on equipment availability and use to all levels of command. Use this information to:

1.1.1. Compute the official Air Force inventory.

1.1.2. Build the Air Force programming documents and their related budget and staffing requirements.

1.1.3. Produce statistical analysis for congressional committees, the Office of Management and Budget, and the Department of Defense.

1.1.4. The MAJCOMs establish capability goals in coordination with the Air Staff to include but not limited to Mission Capable (MC), Total Not Mission Capable Maintenance (TNMCM), and Total Not Mission Capable Supply (TNMCS). These goals enable HQ USAF to assess resource allocation funding on a quarterly basis. The MC-rate goals and plans also go into the yearly DoD Materiel Readiness Report to Congress.

1.1.5. Compute the official Air Force Chief Financial Officer (CFO) Information.

1.2. Correct Reporting. Because the Air Force uses reports named in this instruction to develop and defend the US Air Force Plan, Program, and Budget, correct and timely reporting is critical. Errors in reporting can cause the Air Force to lose needed funding, manpower authorizations, and supplies.

1.3. Offices of Responsibility. The office of primary responsibility (OPR) for this instruction is AF/A4LM, 1030 Air Force Pentagon, Washington D.C. 20330-1030. Offices of collateral responsibility (OCR) are:

1.3.1. AF Aerospace Vehicle Distribution Officer (AVDO) at HQ AFMC, 4375 Childlaw Rd, Area A, Bldg 262, Room N114, Wright-Patterson AFB OH 45433-5006.

1.3.2. Aerospace Vehicle Inventory - AF/A8PE, 1070 Air Force Pentagon, Washington DC 20330-1070.

1.3.3. Intercontinental Ballistic Missile Status - HQ AFSPC, 150 Vandenberg St, Ste 1105, Peterson Air Force Base CO 80914-4470.

1.3.4. Aerospace Vehicle Utilization - AF/A3OT, 1480 Air Force Pentagon, Washington DC 20330-1480.

1.3.5. Aerospace Vehicle Status - AF/A4LM, 1030 Air Force Pentagon, Washington DC 20330-1030.

1.3.6. Communications Status and Inventory Reporting - HQ AFNIC/ESPP, 203 W. Losey St., Room 2100, Scott Air Force Base IL 62225-5222.

1.3.7. Air Launched Cruise Missile Status--HQ ACC/A4WN, 130 Douglas Street, Ste 210, Langley AFB, VA 23665-2791

1.3.8. Externally-Carried Pod Inventory – WR-ALC/ITMS, 205 Perry Street, Suite 100, Robins AFB, GA 31098.

1.4. Allied Publications. For personnel to carry out the procedures in this instruction, Maintenance Information Systems functional user manuals must include:

1.4.1. Detailed rules for filling out the forms.

1.4.2. Instructions for data entry.

1.4.3. Report formats.

Chapter 2

AIRCRAFT, DRONE, AND UNMANNED AEROSPACE SYSTEMS (UAS) INVENTORY, STATUS, AND UTILIZATION REPORTING

Section 2A—Reporting System Overview

2.1. Concepts.

2.1.1. Each Aerospace Vehicle is always possessed by a designated Air Force reporting organization at either the organizational or depot level. The possessing organization or depot will report:

2.1.1.1. The hours it possesses the aerospace vehicle.

2.1.1.2. Changes in aerospace vehicle possession.

2.1.1.3. Status conditions that affect an aerospace vehicle's ability to perform assigned missions.

2.1.1.4. Flying hours and sorties.

2.1.2. If a contractor controls or maintains an aircraft that needs inventory, status, and utilization reporting, the administrative contracting officer must submit the needed reports or information to the agency that asks for them, unless the applicable contract states otherwise. Use these reports whenever it is in the best interest of the Government.

2.1.3. The Weapon System Program Manager is responsible for ensuring CFO data elements are properly reported in Reliability and Maintainability Information System (REMIS) in a timely fashion:

2.1.3.1. Establish the acquisition value of each asset (including the value of the GFM) once the asset is established in REMIS by the AF-AVDO.

2.1.3.2. Determine which modification contracts (organic or contract installed) need to be capitalized for CFO reporting. Initially establish the modification records (serial number and average modification cost) for each asset being modified by the specific modification contract. Once the modification is completed on an asset, enter the specific completion date in REMIS to start the CFO reporting.

2.2. The Reporting System. Units process inventory, status and utilization data using an approved Maintenance Information System (MIS). MAJCOMs, Field Operating Agencies (FOAs), HQ AFMC, HQ USAF, and other authorized users of the Reliability and Maintainability Information System (REMIS) database check the data.

2.3. Transmitting Data. Data will be sent to the REMIS database at specified times.

2.4. Security Classification. Aircraft inventory, status, and utilization data reported under this instruction are unclassified. Do not enter classified data into the MIS or REMIS.

Section 2B—Reporting Responsibilities

2.5. Base and Depot Level Activities. Reporting starts at base or depot-level.

2.5.1. Wing/Group Commanders or depot maintenance directorate responsibilities:

2.5.1.1. Ensure personnel maintain, correct, and report all data using the procedures in AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination* and this instruction.

2.5.1.2. Appoint a primary and alternate AVDO to report inventory status for the unit or depot. By e-mail message, provide the MAJCOM AVDO the name, grade, duty phone, e-mail address, and office symbol of the primary and alternate AVDO annually at the beginning of each fiscal year and as changes in personnel occur.

2.5.1.2. **(AETC)** Provide message to HQ AETC/A4MAA-AVDO. Appoint the MOF PS&D or civilian equivalent as the wing's aerospace vehicle distribution officer (AVDO).

2.5.1.3. Appoint a primary and alternate unit Aerospace Vehicle Utilization Monitor (AVUM) within the operations group to act as the units Point of Contact (POC) to check unit or depot utilization and to verify flying hour inputs with the proper organization every day. Provide the MAJCOM AVDO the name, grade, duty phone, e-mail address and office symbol of the primary and alternate AVUM annually at the beginning of each fiscal year and as changes in personnel occur.

2.5.1.3. **(AETC)** Provide message to HQ AETC/A4MAA-AVDO and HQ AETC/A3RA.

2.5.1.3. **(COLUMBUSAFB)** The Aerospace Vehicle Utilization Monitors (AVUM) and Aerospace Vehicle Distribution Officer (AVDO) are responsible to ensure timely and accurate reporting of aircraft utilization is accomplished IAW the prescribing procedures. Flying time must be entered into the Maintenance Information System (MIS) prior to the aircraft completing its next scheduled sortie.

2.5.1.4. Ensure aircraft status attributed to supply is reported to the Logistics Readiness Squadron (LRS) POC.

2.5.2. Unit and Depot AVDOs:

2.5.2.1. Are the primary POCs for aircraft inventory and status reporting within their organization.

2.5.2.2. Monitor and/or input data in the MIS daily.

2.5.2.3. Resolve any data reporting problems.

2.5.2.4. Ensure equipment loads to MIS for aerospace vehicles contain correct current operating time prior to performing gain transactions.

2.5.2.5. Initiate inventory transactions and movement reports as required.

2.5.2.6. Send messages as required by this instruction and Lead Command supplements.

2.5.2.6.1. E-mails are the standard format to transmit messages. Unclassified messages will be sent through official NIPR E-mail and are required to be digitally signed and encrypted using the Common Access Card Public Key Infrastructure. Classified messages will be sent through official SIPR E-mail.

2.5.2.7. Follow procedures in AFI 16-402.

2.5.2.8. Ensure DD Form 1149, *Requisition and Invoice/Shipping Document*, is completed and sent as required (see **Attachment 9**).

2.5.2.9. Distribute assigned aircraft as required.

2.5.2.10. Prior to processing MIS data and sending gain/loss messages, verify inventory transaction dates and times (Zulu) with corresponding units, depots or contractors to ensure they match.

2.5.2.11. Upon notification of aircraft movement, prior to aircraft movement a transfer schedule needs to be developed, funded and approved by MAJCOM and program office. Notify the MAJCOM AVDO and weapons system functional manager of the aircraft serial numbers and transfer dates by email message.. When changes occur to the transfer schedule, an updated e-mail message is required with justification of change.

2.5.2.12. Unit and Depot AVDO, must maintain a continuity book/electronic folder and AVDO training plan.

2.5.3. Wing Data Base Managers:

2.5.3.1. Monitor the receipt acknowledgment output transmittal files from REMIS daily.

2.5.3.2. Establish "dummy" depot reporting units for local depot and contract field teams reporting within the MIS.

2.5.4. Unit and Depot AVUMs:

2.5.4.1. In conjunction with the AVDO, establish and publish daily procedures for operations and maintenance to verify the accuracy of unit or depot flying hours.

2.5.4.2. Track and report flying hours and sorties on a daily, monthly and yearly basis as required by this publication and Lead Command supplements.

2.6. MAJCOM and FOA AVDO and Utilization Monitors.

2.6.1. **MAJCOM AVDO's:** Ensure aircraft inventory and status errors are corrected in MIS within their organizations.

2.6.1. **(AETC)** The AETC AVDO's address is HQ AETC/A4MAA-AVDO, 555 E Street East, Randolph AFB TX 78150-4440.

2.6.1.1. Represent their MAJCOM or FOA at AVDO meetings.

2.6.1.2. Is the single POC for maintenance of the Geographic Location Table.

2.6.1.3. Work aircraft assignment:

2.6.1.3.1. Assign command aircraft based on Major Force Program authorizations.

2.6.1.3.2. Work with other MAJCOM AVDOs, staff agencies, numbered Air Forces, and specific units in assigning, controlling, and distributing aircraft.

2.6.1.3.3. Assign aircraft within the command by issuing transfer instructions, which are kept on file IAW the AF Records Disposition Schedule in AFRIMS, **https://www.my.af.mil/gcss-af61a/afrims/afrims**

2.6.1.3.4. Complete aircraft assignments or reassignments no earlier than 30 calendar days prior to and no later than 30 calendar days after the effective date.

2.6.1.3.5. Help MAJCOM agencies extract data from REMIS to assist them in monitoring the Programmed Depot Maintenance (PDM) and modification schedules.

2.6.1.3.6. Serve as the OCR for maintaining the Geographic Location Code Table, Command Code Table, and Organization Table in REMIS, as shown in AFCSM 25-524, Volume IV, EIMSURS Users Manual.

2.6.2. For aircraft transfer, replacement, or disposal:

2.6.2.1. Coordinate with other MAJCOMs, Air National Guard Bureau, Air Force Reserve, and non-USAF organizations to move, ship, or transfer vehicles inter-theater and to file applicable movement reports.

2.6.2.2. Provide technical help to subordinate AVDOs.

2.6.2.3. Work with transferring units to choose aircraft serial numbers to meet TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, requirements.

2.6.2.4. Ensure Nuclear Weapons Related Material accountability is maintained IAW applicable Air Force guidance.

2.6.3. MAJCOM AVUMs:

2.6.3. **(AETC)** The AETC aerospace vehicle utilization monitor's (AVUM) address is HQ AETC/A4MAA-AVDO, 555 E Street East, Randolph AFB TX 78150-4440.

2.6.3.1. Ensure utilization data reported by their units is correct and up-to-date, including mission symbols, PEC etc. Utilization errors will be corrected at the unit level.

2.6.3.2. Ensure flying hour/sortie data is coordinated between Operations and Maintenance at the unit level.

2.6.3.3. Ensure utilization data is coordinated between Operations and Maintenance.

2.6.3.4. Represent their MAJCOM or FOA at Headquarters AF utilization meetings.

2.6.3.5. Verify REMIS data not later than the 12th day of each month.

2.6.3.6. Maintain the REMIS utilization data and Aircraft Utilization/Mission Code Table for their MAJCOM as shown in AFCSM 25-524, Volume IV, EIMSURS Users Manual.

2.7. HQ AFMC AVDO

2.7.1. AF-AVDO at HQ AFMC is the Air Force AVDO.

2.7.2. Collects and checks data reported under this instruction.

2.7.3. Keeps the master Air Force assigned aircraft inventory up-to-date as stated in AFI 16-402.

2.7.4. Verify AF inventory using REMIS screen ERP4030

2.8. Contract Administration Activities (Except Contract Field Teams). Report all gains, losses, and terminations as stated in either this instruction, Lead Command supplements, or in accordance with maintenance contracts.

Section 2C—Aircraft Inventory Reporting

2.9. Assignment Procedure. Inventory reporting starts when an aircraft is accepted according to this section and AF-AVDO at HQ AFMC initiates the first assignment procedure according to AFI 16-402. **2.10 Possession Reporting.**

2.10.1. What to report as possessed inventory:

2.10.1.1. All US Air Force-owned aircraft, including those on loan or lease to agencies outside the US Air Force as directed by HQ USAF.

2.10.1.2. Non-US Air Force-owned aircraft as directed by HQ USAF.

2.10.2. Procedures. When a unit or depot gains or losses possession of an aerospace vehicle, the unit or depot must:

2.10.2.1. Start or stop possession reporting.

2.10.2.2. Coordinate the gain/loss time of transfer with the reciprocating unit.

2.10.2.3. Inform the base/depot engine manager of all aerospace vehicle losses, gains, and terminations by providing a copy of the appropriate e-mail message..

2.10.3. Criteria and limitations for use of Possession Purpose Identifier (PPI) Codes BQ, BT, BU, PJ, and PR.

2.10.3.1. PPI code "BQ" is NOT authorized when using an automated communication system (such as the AFMC Form 202, *Nonconforming Technical Assistance Request and Reply Process*) when the only reason for the communication with depot engineering has been directed by technical order or previous disposition instructions on an existing condition.

2.10.3.2. "BQ" is authorized for use when the wing has submitted a request IAW TO 00-25-107, *Maintenance Assistance*, or thru an automated system to request depot assistance with an NMC condition preventing the aircraft from flying, requesting a depot team, equipment, or funding is anticipated from MAJCOM and the following conditions are met:

2.10.3.2.1. No additional field level scheduled or unscheduled NMC driver(s) are in-work, (e.g.. Phase).

2.10.3.2.2. The unit lacks capability to correct the deficiency at field level and the condition has been validated by Quality Assurance as a depot level repair.

2.10.3.3. MAJCOMs shall approve the use of PPI Code “BT”.

2.10.3.4. "BU" is authorized to prepare an aircraft 3 duty days prior to the start of a depot/contract field team. "BU" is also authorized for up to 5 duty days after depot level maintenance for rebuilding the aircraft and completing operational checks. During this rebuild period, under no circumstances will parts be cannibalized from the aircraft while in "BU" PPI code. Prior to any cannibalization action(s), units must regain the aircraft in its primary PPI code.

2.10.3.4.1. If other major field level maintenance, i.e. phase, is in-work, BU is only authorized for the portion of time that depot level work is actually being performed.

2.10.3.4.2. BU - Repair instructions outlined in field level technical orders do not constitute depot level repair and use of PPI code BU.

2.10.3.5. "PJ" is authorized for use from the first day of crating preparation until arrival at new location, reassembly, and ground operational checks are completed. Upon receipt the aircraft may be possessed in this code no longer than 10 duty days. If an aircraft is not reassembled or placed in PPI code "PR" after 10 duty days, the aircraft must be changed back to its primary code and the current maintenance status will be reported (i.e. NMC).

2.10.3.6. "PR" is authorized for attrition reserve aircraft and remotely operated aircraft in storage. The aircraft must be mission capable (FMC or PMC) prior to being placed in storage and maintained in an MC condition. Aircraft can move from PJ directly to PR provided the MC requirement was met before shipment. Units will continue to monitor air vehicles in PPI code PR or PJ to ensure fleet health is maintained. If a cannibalization action that creates an NMC condition is required, the air vehicle must be removed from PPI code "PR" and status changed to reflect the air vehicles current maintenance status (i.e. NMCS). Once aircraft are placed in PPI code PR or PJ, the unit will notify MAJCOM-AVDO of the code change thru normal AFI 21-103 message reporting channels. Air vehicles in PPI code PR or PJ will continue to be tracked on a daily status sheet to ensure continued fleet health is maintained.

2.11. Criteria for Gaining or Losing Possession. Possession of an aircraft changes when:

2.11.1. The flight crew of the gaining organization accepts and leaves with the aerospace vehicle unless otherwise stated in an inter-command Memorandum of Agreement (MOA). The time of possession change is the actual time the aircraft takes off from the losing organization. For aircraft moved in a "PJ" purpose identifier, the possession changes at the time the Traffic Management Flight (TMF) of the gaining organization accepts the aircraft.

2.11.2. The flight crew of the losing organization, or a neutral flight crew, delivers the aircraft. The time of possession changes when the engines shut down at the gaining base. **Note:** The Air Combat Command Air Operations Squadron ACC/AOS aircrew is considered a neutral crew if they are not assigned to the losing or gaining unit. Because flying hour sorties and hours are directly tied to aircraft possession the unit that possesses the aircraft IAW the rules outlined above will receive flying hour/sortie credit unless otherwise specified in a MAJCOM approved MOA. This MOA must be coordinated and approved by the MAJCOM AVDO prior to the aircraft transfer.

2.11.3. In the event, an aerospace vehicle is damaged or destroyed:

2.11.3.1. The nearest base with the necessary repair or reclamation capability takes possession. The time of possession change is the time of landing or crash.

2.11.3.2. Possession does not change if the parent organization does the repair, reclamation or termination; however the unit AVDO must initiate the proper station location code and possession purpose identifier changes.

2.11.4. In the event, a transient aircraft requires maintenance lasting more than 7 calendar days:

2.11.4.1. The organization performing the maintenance gains possession of the aircraft when it is known the work cannot be completed in 7 days.

2.11.4.2. Do not change possession if the parent organization does the maintenance. The unit AVDO must change the station location code and the possession purpose identifier to "BL."

2.11.4.3. Do not transfer possession for AMC aircraft in transit at bases where AMC has transient or en-route maintenance responsibility unless depot assistance is required.

2.11.4.4. Do not transfer possession for KC-10 aircraft unless depot assistance is required.

2.11.5. An authorized government representative accepts an aircraft from a contractor on behalf of the Air Force. In this situation:

2.11.5.1. AFMC becomes the first possessing activity for new production aircraft. AF-AVDO at HQ AFMC processes the gain in coordination with the respective ALC program office.

2.11.6. **(Added-AETC)** The actual acceptance, operational use (utilization), or designation of responsibility for an aircraft changes. Aircraft Purpose Possession Identifier (PPI) code "BT" is not automatically authorized for acceptance and transfer activities. If PPI “BT” is required as a direct result of NMC maintenance conditions directly attributed to depot, contract field teams (CFT) or transfer activities, a formal request must be approved by HQ AETC/A4MAA-AVDO.

2.11.6.1. **(Added-AETC)** Units are authorized the use of "BK" possession when aerospace vehicles are being processed through a major command-directed funded and operated maintenance program, however this code must be approved by MAJCOM HQs prior to use. (For Little Rock AFB: The use of "BK" possession is authorized for locally directed C-130 refurbishment program.) It is not to be used when aircraft are undergoing unscheduled maintenance, (for example, corrosion repair), scheduled inspections, or time compliance technical orders (TCTO). The following guidelines apply:

2.11.6.1.1. **(Added-AETC)** The use of possession purpose code "BK" is only authorized for a total of 15 work or duty days to strip, prepare, and paint an aircraft. ***EXCEPTION:*** Little Rock AFB is authorized a total of 20 work or duty days.

2.11.6.1.2. **(Added-AETC)** At any time during the painting process (see paragraph 2.11.7.1.1 of this supplement), if maintenance other than stripping, preparing, or painting is performed on the aircraft, then the aircraft will be turned to "TF" possession and the status changed appropriately. The aircraft may be returned to "BK" to complete the paint once the maintenance action has been stopped. However, the total number of "BK" days will not exceed 15 work or duty days.

2.11.6.1.3. **(Added-AETC)** If more than 15 work or duty days are required by the unit, send a formal message to HQ AETC/A4MA, and A4MAA-AVDO, requesting the additional days. Include justification for the extension request, and an estimated completion date. **For Little Rock AFB:** If more than 20 work or duty days are required, send a formal message to HQ AETC/A4MSS, A4MA, and A4MAA-AVDO

requesting the additional days. Include justification for the extension request, and an estimated completion date.

2.11.6.1.4. **(Added-AETC)** Aircraft temporarily transferred for bead blasting may remain in "BK" possession with MAJCOM approval if corrosion discrepancies are discovered which must be repaired before returning to home station.

2.11.6.1.5. **(Added-AETC)** When an aircraft is transferred for bead blasting and discrepancies are discovered which must be repaired before returning to home station (other than corrosion discrepancies), place the aircraft into possession purpose code "TF" and the status will change from FMC to the appropriate status.

2.12. Criteria for Terminating Possession. Possession terminates when vehicles become training aids or transferred to the National Museum United States Air Force or at the time the aerospace vehicle meets the termination requirements of this instruction and AFI 16-402. Termination codes can be found in the Air Force Data Dictionary. Terminate the aerospace vehicle and cease reporting if it has permanently transferred to non-Air Force activities such as:

2.12.1. Foreign countries, as applicable.

2.12.2. Other DoD agencies, such as US Army or US Navy.

2.12.3. Other Government agencies.

2.12.4. USAF Heritage Program.

2.12.5. DRMS.

2.13. Criteria for Reporting Aircraft as Deployed. When sending aerospace vehicles for use at other locations or for specialized maintenance (other than that done by a depot), list such movements and their possession accountability according to the criteria contained in paragraphs 2.13.1. through 2.13.5.

2.13.1. Satellite Operation and Detachment. An aircraft is in a satellite operation or detachment when it is moved to another station and the parent command unit continues to operate and support it. **Note:** Do not change possession accountability unless directed by an Operation Plan (OPLAN). The possessing command is the command to which the flying hours are allocated.

2.13.2. Rotations. An aircraft is on rotation when direct responsibility for its operation or support changes between CONUS or overseas activities, commands, or units.

2.13.2.1. Since the flying hours are allocated according to PA documents, MAJCOMs may not change possession accountability unless the host organization is within their own command.

2.13.2.2. When the aircraft moves as a part of a total unit movement that will not integrate under a host control, the possessing organization stays the same or changes as stated in the OPLAN.

2.13.2.3. Change in station location may be made by MAJCOM option.

2.13.2.4. All reporting is done according to the OPLAN.

2.13.2.5. MAJCOMs must include the time of transfer in the OPLAN describing the movement.

2.13.3. Supporting Exercises.

2.13.3.1. The OPLAN must state possession accountability for aircraft moved to support intra-command, inter-command, or inter-service missions.

2.13.3.2. If the PA document uniquely allocates the flying hours or utilization for the aircraft, the command to which the flying hours are allocated is always the possessing command.

2.13.4. Consolidated or Centralized Repair Activities. When you move an aircraft for corrosion control, refurbishment, or other maintenance, normal reporting procedures apply unless otherwise directed by the MAJCOM AVDO or Lead Command approved MOA.

2.13.5. Loaned Aircraft. Possession changes to the command and unit having direct responsibility for using and supporting the aircraft. The MAJCOM AVDO(s) or operational order directs the change.

2.14. Possession Reporting Criteria for Depot Teams. If an aircraft goes in for maintenance by contract or depot field teams, transfer possession according to these criteria:

2.14.1. For field teams (depot or contract) performing maintenance or modifications, the owning unit AVDO reports possession changes for both the owning and depot units.

2.14.1.1. Transfer possession to AFMC in purpose identifier "DJ" when the operating command receives formal AFMC acknowledgment of repair responsibility per TO 00-25-107, but before the team starts the repair.

2.14.1.2. Change possession to purpose identifier "DM" when the depot field team begins maintenance, repair, or modification on the aircraft.

2.14.1.3. Change the aircraft possession purpose identifier to "DR" only if an AFMC aircrew will perform a Functional Check Flight (FCF).

2.14.1.4. Possession returns to the proper organization if:

2.14.1.4.1. The aircraft has received all assigned work and the required operational check or FCF (if part of the workload agreement) is accomplished.

2.14.1.4.2. The host or operating organization receives, accepts, and controls the aircraft.

2.14.1.4.3. The host or operating organization accomplishes a permanent inventory loss transaction (“TP”).

2.14.2. **Other Field Teams.** If an aircraft receives depot field team maintenance, other than stated above, the command with control responsibilities over the team doing the work possesses the aircraft.

2.14.2.1. Specific responsibilities must be stated in the workload agreement.

2.14.2.2. The host unit must do the required inventory reporting.

2.14. (AETC) Possession Reporting Criteria for Depot Teams. Units awaiting depot assistance will follow the instructions in AFI 21-103, paragraphs 2.14 through 2.14.2.2 when depot assistance conditions are encountered.

2.15. Notifying MAJCOMs of Possession Changes.

2.15.1. Accurate reporting of possession changes is essential in order for the Air Force to accurately account for the location and use of the aircraft inventory. MAJCOMs determine procedures for reporting changes of possession within the command. Possession change messages are required on aircraft transfers between commands. For aircraft transfers, both reporting organizations must use the same ZULU time and date.

2.16. Gain Message, Aerospace Equipment Possession Change Report. The unit or depot AVDO of the organization gaining the aircraft sends a priority gain e-mail message not later than the first workday after the possession changes. See **Attachment 10** for a sample gain message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates.

2.17. Loss Message Aerospace Equipment Possession Change Report. The unit or depot AVDO of the organization losing possession of an aircraft sends a priority loss e-mail message not later than the first workday after the possession change takes place. On new production aircraft where engines are tracked as outlined in TO 00-25-254-1 series publications, the Air Force program office will include engine serial numbers on the loss message. See **Attachment 11** for a sample loss message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates.

2.18. Termination Message, Aerospace Equipment Termination Report. The unit or depot AVDO of the organization losing accountability of an aircraft must send a priority termination e-mail message not later than the first workday after it has been decided the aircraft should be terminated. See **Attachment 12** for a sample termination message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates. **Note:** If a losing organization has removed the engine/s from an aircraft prior to the aircraft being terminated then the aircraft termination message must state at item 11 that no engine/s were installed on the aircraft. For aircraft being terminated by Aerospace Maintenance and Regeneration Group (AMARG), engine serial numbers do not need to be listed on the termination message. The AMARG Engine Manager must continue to report all engines according to AFI 21-104, *Selective Management of Selected Gas Turbine Engines* and TO 00-25-254-1/ -2, *Comprehensive Engine Management System*.

2.19. Possession Purpose Identifier Code Change Message, A *erospace Equipment Possession Purpose Identifier Code Change Report*. When changing a possession purpose identifier, the possessing unit or depot AVDO must send a priority message, via an email, not later than the first workday after the change. See **Attachment 13** for a sample possession purpose identifier change message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, priority

precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates.

2.19. (AETC) Possession Purpose Identifier Code Change Message (RCS: HAF-ILM(AR)9482, Aerospace Equipment Possession Purpose Identifier Code Change Report). When the possession code changes, send a priority message to HQ AETC/A4MAA-AVDO. Include HQ AFMC/A4RC-AVDO, Wright-Patterson AFB OH, and the applicable AFMC system program director as information addressees. Only one message is required when aircraft possession is changed between AETC bases. The gaining organization prepares the message if the losing organization ferries the aircraft. The losing organization prepares the message if the gaining organization ferries the aircraft. Units are authorized to submit one AFI 21-103 possession purpose identifier code change message per day with all possession code changes for that day.

2.20. Mission, Design, and Series (MDS)/Configuration Identifier Change Message, ***Aerospace Equipment MDS/Configuration Identifier Change Report*****.** The AVDO of the organization changing the MDS or configuration identifier must send a MDS/configuration identifier change e-mail message. Obtain proper authorization from the MAJCOM AVDO before making the change, and send a priority message not later than the first workday after the change. See **Attachment 14** for a sample MDS/Configuration identifier change message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.

2.21. How To Determine Codes. Attachment 4 lists the references used in inventory reporting under this instruction.

Section 2D—Aircraft Logistics Status Reporting

2.22. Reporting Maintenance Status. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3 of AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

2.22.1. Use multiple status reporting to the maximum extent the MIS allows. Multiple Status meaning an aircraft can be broken for more than one condition at the same time.

2.22.2. MAJCOMs will not include possession purpose identifiers codes BJ, BK, BL, BN, BO, BQ, BR, BU, BT, PJ, PL, PM, PN, PR, TJ, TX, XJ, XR, XS, XT, XU, and XW when computing and developing rates and standards for individual organizations. **Note:** To determine the possession purpose identifier codes to use for calculating status metrics refer to TO 00-20-2-WA-1, Appendix L.

2.22.2. **(AETC)** Access Integrated Maintenance Data System (IMDS) transaction identifier, possession identifier inquiry (PII), AFCSM 21-564, Volume II, Status and Inventory Reporting, for an online display of available possession codes. The PII lists codes used in computing equipment possession time, and categorizes possession code used in computing reportable equipment status.

2.22.3. Status reporting for permanently assigned Ground Instructional Trainer Aircraft (GITA) is not required.

2.23. Determining Maintenance Status.

2.23.1. Attachment 2 gives a list of maintenance and condition status codes and their definitions, which are based on DoDI 3110.5, *Material Condition Reporting for Mission-Essential Systems and Equipment*. These codes describe the capability of an aerospace vehicle to do its assigned missions, that is, a unit's specifically assigned wartime, training, or test missions as specified in:

2.23.1.1. The unit's Designed Operational Capability (DOC) statements.

2.23.1.2. Unit training syllabuses.

2.23.1.3. Test mission requirements.

2.23.1.4. Mission Essential Subsystems List (MESL).

2.23.2. Report any aircraft not Full Mission Capable (FMC) with a maintenance status code determined by the following criteria:

2.23.2.1. Report an aircraft that can perform at least one, but not all of its assigned missions as Partial Mission Capable (PMC). Report an aircraft that cannot perform any of its assigned missions as Not Mission Capable (NMC).

2.23.2.2. Add the letter M (maintenance), S (supply), or B (both maintenance and supply) to show the reason the aircraft is PMC or NMC.

2.23.2.3. Aircraft in codes NMCM and NMCB also show if the needed maintenance is scheduled (S) or unscheduled (U).

2.23.2.4. The dual status condition--Not Mission Capable Both (NMCB) or Partial Mission Capable Both (PMCB)--starts when an aircraft requires both maintenance and supplies.

2.23.2.5. Change an existing maintenance or supply condition to the dual condition if discovering a second problem. For example, when an aircraft is in NMCM maintenance status code and then you find a supply problem (NMCS), change the reported status to NMCB.

2.23.2.6. Change the dual condition when you have rectified either the maintenance or the supply problem. For example, if you fix the maintenance problem before the supply problem, change the NMCB status code to NMCS (or vice versa from NMCB to NMCM when part becomes available but maintenance is not).

2.23.2.7. **Work Unit Codes (WUC).** WUCs are an important part of the MIS status reporting. They determine subsystem problems and repair actions associated with a piece of equipment or a system. A proper WUC is required to be entered into the MIS status reporting when an equipment problem is discovered or repaired. If a specific WUC is not known initially due to troubleshooting, then a system or subsystem WUC may be used until the faulty component is identified. When the equipment is returned to service or when parts are placed on order, it is the expeditor’s responsibility to provide MOC with

the proper WUC to be used for the PMC or NMC status reporting period. The use of __000 and or __00 must not be used when a more specific WUC is available.

2.23.3. Scheduled or unscheduled maintenance status stops when you finish maintenance according to applicable technical data using the following criteria:

2.23.3.1. When all ground operations checks and cure checks are complete.

2.23.3.2. If in-flight operational checks are required by technical data, maintenance status will stop when all ground checks leading up to the in-flight operational check are completed.

2.23.3.3. When you verify a lack of parts limits the mission.

2.23.3.4. If a Functional Check Flight (FCF) is required IAW TO 1-1-300, -6 FCF requirements, or any other applicable technical data, maintenance status will not stop until the FCF is completed.

2.23.3.4. **(AETC)** Report aircraft undergoing a functional check flight (FCF) due to a maintenance requirement (scheduled or unscheduled) as not mission capable maintenance airworthy (flyable) until released.

2.23.3.5. **(Added-AETC)** Policy guidance for status reporting of impounded aircraft. Once impounded, (nonmission capable) NMC status will continue until released by the impoundment release authority.

2.23.4. Supply status starts after all of these actions occur:

2.23.4.1. You find the aircraft requires an essential part.

2.23.4.2. You make a valid demand on supply and/or depot. **Note:** When the Engine Manager makes a demand on depot for supported replacement engine to fill an aircraft hole for which no serviceable or repairable asset is available at the unit.

2.23.4.3. Maintenance verifies the part is essential.

2.23.4.4. Maintenance and supply together verify that the needed part (serviceable or reparable and not awaiting parts) is not available on base (does not apply to Contract Logistics Support (CLS) or Contract Operated and Maintained Base Supply (COMBS) provided parts).

2.23.5. **Supply time stops when maintenance receives the part(s).** If maintenance cannot accept the part(s) when they are available, supply status time stops at the time supply attempts to deliver the part(s). **Note:** Supply time will continue if a part is received from LRS supply activities but must be sent off-base to a contractor facility/depot for additional adjustments/configuring/programming/drilling, etc. In this instance the supply time will stop when the part is returned to maintenance from off base.

2.23.6. When you find an aircraft discrepancy during flight, maintenance status starts at the time the aircraft returns to its parking spot/engine shutdown.

2.23.7. When you find an aircraft discrepancy during ground operation, maintenance status starts at the time you found the discrepancy.

2.23.7.1. It is imperative that aircraft status accurately reflects the capability of the aircraft to perform its assigned missions. While the majority of red X discrepancies require an aircraft to be reported in a not-mission capable condition, some red X entries do not. These entries do not necessarily affect the status or the mission capability of the aircraft and do not require a maintenance repair action. Examples of red X entries that do not affect the status and mission capability are:

2.23.7.1.1. External tanks/pylons ejector cartridges removed

2.23.7.1.2. Openings/panels taped/covered prior to and during a wash

2.23.7.1.3. Protective covers installed

2.23.7.1.4. Ejection seats de-armed for static display/training

2.23.7.1.5. Reconfiguration/installation/removal of Primary Mission Equipment (PME). This is not intended to be an all-encompassing list as there may be other red X entries that fall into this category.

2.23.8. When maintenance places an MC aircraft into scheduled maintenance on the printed flying schedule/maintenance plan, the status changes only if you determine that maintenance cannot, and will not return the aircraft to a MC status within 2 hours.

2.23.8. **(AETC)** Scheduled maintenance is defined as required maintenance actions that are planned and published within the daily portion of the weekly utilization and maintenance schedule.

2.23.8.1. For example, if maintenance performs Planned Scheduled Maintenance on an otherwise MC aircraft and can and will return, or is scheduled to return, the aircraft to MC status within 2 hours, do not report it as NMC.

2.23.8.2. As another example, when you find a discrepancy during scheduled maintenance that causes the aircraft to be declared NMC, and maintenance will need more than 2 hours to return the aircraft to MC status, NMC status starts when you find the discrepancy.

2.23.9. Aircraft entering phase, periodic, Aircraft Structural Integrity Program (ASIP), or isochronal inspections will be coded NMC using the support general work unit code (WUC) for the look phase/inspection. The NMC time using the support general WUC will start when the work cards are initiated and continue through the look phase/inspection. Normal NMC-driver WUC reporting applies after the look phase is complete.

2.23.10. Management uses certain groupings of status codes to perform summaries, analyses, briefings, and so on. These groupings show total supply and maintenance limitations. A complete list of these groupings appear in Attachment 2.

2.24. Pacing Items.

2.24.1. Units will report the WUC for the mission limiting condition that will take the longest for maintenance to correct on an aircraft in PMC and NMC status. Units will use a minimum of the 3 digit WUC when reporting the driving NMC condition. All maintenance status codes are defined and associated with a condition status code as shown in **Attachment 2**. **Note:** For aircraft with systems awaiting operational check, units will report the status of the next highest NMC/PMC driver (if another mission limiting system is reported). Status

reported will not be below that of system requiring operational check. When all mission limiting conditions are corrected, the unit will then report the system requiring operational check as the system driver.

2.24.2. When accomplishing single/multiple status reporting, use the following order of precedence, from most severe to least severe: **Note:** All Mission Capability (MICAP) write-ups must be input. NMCBS, NMCBU, NMCS, NMCMS, NMCMU, NMCBSA, NMCBUA, NMCSA, NMCMSA, NMCMUA, PMCB, PMCS, PMCM, FMC

2.25. Minimum Essential Subsystems List (MESL).

2.25.1. MESLs lay the groundwork for reporting the status of aircraft capability. They list the minimum essential systems and subsystems that must work on an aircraft for it to perform specifically assigned unit wartime, training, test or other missions. The MESL brings together the Full Systems List (FSL) and the Basic Systems List (BSL).

2.25.1.1. The BSL lists a unit's specifically assigned wartime, training, and test missions and the systems and subsystems that must work for a unit to accomplish those missions.

2.25.1.2. The FSL lists all systems and subsystems needed for Full Mission Performance. It lists the essential systems and subsystems that must work to do all BSL missions (specifically assigned unit wartime, training, or test missions), and other kinds of unit sorties such as Program Depot Maintenance (PDM) delivery flights, aircraft transfer flights, cross-countries, or other training sorties units fly.

2.25.2. The MESL allows you to compare aircraft systems, subsystems, and components, by WUC, against the FSL and BSL across the page. In each column, mark the equipment that must work with an "X".

2.25.3. A system may have an "X" in the FSL column only or in the FSL column and any or all of the BSL columns.

2.25.3.1. If there is an "X" in the FSL column only, the equipment does not have any specifically assigned unit wartime, training, or test mission. The equipment may have other kinds of unit sorties or missions to fly such as those listed in paragraph 2.25.1.2.

2.25.3.2. If there is an "X" in the FSL column and any or all of the BSL columns, the equipment must be operational for the mission identified by the column heading.

2.25.3.3. If any system or subsystem with an "X" in the FSL column only is not working, put the aircraft in maintenance status code PMC.

2.25.4. If any system or subsystem with an "X" in the FSL and all BSL columns is not working, the aircraft cannot do any mission and is status code NMC. If any BSL column does not have an "X" for the inoperative system, the status code is PMC.

2.25.5. Determine the adverse impact of non-working components within listed systems or sub-systems on a case-by-case basis. Components may appear on a MESL if the component is the only part of the subsystem that must be operational.

2.25.6. For degraded system performance evaluations, decide whether the overall system or sub-system can still support applicable mission requirements.

2.25.7. Units with aircraft not equipped, and/or not programmed to be equipped, with a listed system or subsystem should not report status on that equipment, unless the MESL states otherwise.

2.25.8. **(Added-AETC)** Minimum Essential Subsystems Lists (MESL) for AETC-assigned aircraft are located at **https://afkm.wpafb.af.mil/ASPs/DocMan/DOCMain.asp?Tab=0&FolderID=OO-LG-AE-27-2-5&Filter=OO-LG-AE-27**. Operating restrictions specified in AFI 21-101, AETC SUP, *Aircraft and Equipment Management,* and aircraft technical orders (TO) take precedence when determining acceptability for flight. Minimum requirements for a FCF are determined by the profile required and the FCF pilot. One-time flight procedures are specified in 00-20-series TOs.

2.25.8.1. **(Added-AETC)** All MESLs for AETC assigned aircraft will be posted and maintained current by the respective Weapons System Manager (WSM) assigned to HQ AETC/A4MA and published under the authority of this instruction.

2.25.8.2. **(Added-AETC)** Units may submit request for changes on AETC Form 1236. When changes are required, WSMs will update MESLs as required and change the date on the MESL to reflect the most current product. All changes will be coordinated with affected offices (AETC/A3R, 19 AF/DO, A4M affected branches, etc.) and approved by AETC/A4M. When changes occur, WSMs will notify affected units to ensure the most current MESL is available.

2.25.8.3. **(Added-AETC)** WSMs will accomplish a complete review of their respective MESLs for currency and relevancy in conjunction with the 2 year review of this supplement IAW AFI 33-360, *Publication Management Program.*

2.25.8.4. **(Added-AETC)** Each unit's training syllabus determines applicability of basic system list (BSL) columns. Qualifying note codes are used in the MESL to help explain degraded mission systems that are complex or redundant and to define aircraft exceptions.

2.26. Developing the MESL. MESLs will be developed in accordance with AFPD 10-9. MAJCOMs must make sure MESLs list only the minimum essential aircraft systems or subsystems that must work in order for a unit to accomplish its mission. A sample MESL is shown in **Figure 2.1**

2.26.1. Units can fly missions and sorties other than specifically assigned wartime, training, or test missions. Since the FSL is an all-inclusive list, build it to include all systems and subsystems on any or all BSLs and those required for sorties and missions not specifically assigned to that unit by the DOC, aircrew training, or flight test taskings.

2.26.2. The MESL does not portray the role these "other" type missions and sorties may play. The aerospace vehicle status will be PMC if an inoperative system or subsystem is on the FSL only because of the limitation to full mission performance.

2.26.3. MESL BSL columns show standard mission codes for specific wartime, aircrew training, and test missions assigned to a unit. MAJCOMs may build and use additional unique mission codes when needed as long as the codes are standardized within the MAJCOM. Standard MESL mission codes are listed in Attachment 3.

2.26.4. AFMC has sole responsibility and authority to develop and implement MESLs for Research, Development, Test and Evaluation (RDT&E) missions and aircraft in support of RDT&E.

Figure 2.1. Sample MESL.

F -15 MINIMUM ESSENTIAL SUBSYSTEMS LIST (MESL)					
			FSL	BSL	
NO.	WUC	SYSTEM/SUBSYSTEM		ASY	ADC
1.	11.	AIRFRAME	X	X	X
2.	12	COCKPIT AND FUSELAGE COMPARTMENTS	X	X	X
3.	13	LANDING GEAR	X	X	X
4.	14	FLIGHT CONTROLS	X	X	X
5.	23	TURBOFAN POWER PLANT	X	X	X
6.	24	AUXILIARY POWER PLANT	X	X	X
7.	41	CABIN AND AVIONICS ECS	X	X1	X1
8.	42	ELECTRICAL SYSTEM	X	X	X
9.	44A	AEXTERNAL LIGHTING SYSTEM	X2	X9	X9
10.	44	B/EINTERNAL LIGHTING SYSTEM	X	X	X
11.	45	HYDRAULIC SYSTEM	X	X	X
12.	46	FUEL SYSTEM	X6	X6	X6
13.	47	LIQUID OXYGEN SYSTEM	X	X	X
14.	49	MISCELLANEOUS UTILITIES	X	X	X
15.	51	INSTRUMENTS	X	X	X

Figure 2.2. F -15 MINIMUM ESSENTIAL SUBSYSTEMS LIST (MESL).

F -15 MINIMUM ESSENTIAL SUBSYSTEMS LIST (MESL)					
			FSL	BSL	
NO.	WUC	SYSTEM/SUBSYSTEM		ASY	ADC
:					
:					
43.	76K	COUNTERMEASURES DISPENSER	X3	X3	X3
44.	91	EMERGENCY EQUIPMENT	X	X	X
45.	97	EXPLOSIVE DEVICES AND COMPONENTS	X	X	X

Note: GENERAL: Rear Cockpit Systems/Subsystems/Components Not Required to be Operational for BSLs.
1. Manual mode only required.
2. As required by AFI 11-202 Volume 3, *General Flight Rules*.
3. When equipped.
4. HAVE QUICK/Secure Voice required if aircraft is modified.
5. All eight AIM-7/AIM-9 stations required for FMC any combination of six required for PMC.
6. Conformal fuel system required when equipped.
7. Excludes HUD camera - 74KEO.
8. F-15B and F-15D must be external ECM pod capable.
9. Strip lighting required as a minimum.

2.27. Determining Aircraft Maintenance Status and Capability.

2.27.1. The MESL does not determine airworthiness or "safety-of-flight": Technical data, maintenance crews and aircrew judgment alone determine airworthiness. Do not use the MESL to gauge "go/ no-go" decisions.

2.27.2. The maintenance status NMC Airworthy (Condition status codes K,L,M,N,P) must be used when an aircraft cannot accomplish the units wartime, training or test mission, but is still Airworthy (Safe for flight).

2.27.3. You may deploy an NMC Airworthy aircraft as long as it can be returned to MC status (FMC or PMC) at an employment site.

2.27.4. An aircraft is FMC if:

2.27.4.1. All systems, subsystems, and components having an "X" in the FSL column are working (the aircraft can do all missions and sorties).

2.27.4.2. A system, subsystem, or component having an "X" in the FSL column or any BSL column is degraded but is still capable of full mission performance.

2.27.5. An aircraft is PMC if:

2.27.5.1. One or more systems, subsystems, or components are not working and have an "X" in the FSL column only (the aircraft can do all BSL missions but is not fully equipped or capable of full mission performance).

2.27.5.2. Systems, subsystems, or components that are not working and are not needed for unit specifically assigned wartime missions but, are needed for safe aircraft operation during peacetime (safety-of-flight discrepancies).

2.27.5.3. One or more systems, subsystems, or components are not working and have an "X" in the FSL column and in at least one, but not all, BSL columns (the aircraft can do at least one, but not all, of its BSL missions).

2.27.5.4. A system, subsystem, or component is degraded and has an "X" in the FSL column and all BSL columns but can support some of its BSL missions.

2.27.6. An aircraft is NMC if:

2.27.6.1. One or more systems, subsystems, or components having an "X" in the FSL column and all BSL columns are not working (the aircraft cannot do any BSL missions).

2.27.6.2. The aircraft is "grounded" (not flyable).

2.27.6.3. The aircraft cannot fly any of the unit's BSL missions. **Note:** The engineer at the ALC may approve the aircraft for a one-time flight to a maintenance facility.

2.27.7. Use the Aircraft Maintenance Status Code Flow Chart in **Table 2.1** to help determine the proper aircraft maintenance and condition status codes to report.

Table 2.1. Aircraft Maintenance Status Code Flow Chart.

AIRCRAFT MAINTENANCE STATUS CODE FLOW CHART		
QUESTION	RESPONSE	ACTION
A. Is the aircraft RESTRICTED from use or FLYABLE (Airworthy)?	RESTRICTED	NMC(Restricted - Note 1)
	FLYABLE	Go to question B
B. Does a discrepancy exist against any system/subsystem/component listed on the FSL that limits or prevents full mission performance?	YES	Go to question C
	NO	FMC
C. Is the system/subsystem/ component identified on any BSLs?	YES	Go to question D
	NO	PMC
D. Is the system/subsystem/component identified on all BSLs?	YES	Go to question E
	NO	PMC
E. Is the system/subsystem/component completely inoperative or display degraded performance? (Note 3)?	INOP	NMC (Airworthy -Note 2)
	DEGRADED	Go to question F
F. Can the system/subsystem/component still perform at least one wartime/training/ test mission?	YES	PMC
	NO	NMC (Airworthy - Note 2) training/test mission?
Notes: 1. Input maintenance status code NMCM, B or, S and condition status code A through E, as appropriate, into appropriate maintenance information system. 2. Input maintenance status code NMCM, B or S, and condition status code K, L, M, N, or P, as appropriate, into appropriate maintenance information system.		

Section 2E—Aircraft Utilization Reporting Note: Not Applicable to UAS's.

2.28. Flying Hour Program. Tracking and reconciling is the responsibility of the AVUM with the Director of Operations being responsible for reporting. However, maintenance Debrief is responsible for entering flying hours from the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document* into the MIS. Guidance for completing AFTO Form 781 can be found in TO 00-20-1, AFI 11-401, *Aviation Management*, AFI 21-101, *Aircraft and Equipment Maintenance Management*, and this instruction.

2.28.1. Maintenance Operations Flight (MOF) PS&D and OG AVUM will develop and implement policies and procedures to validate sorties and hours flown. Additionally, unit's MOC will reconcile uncompleted sorties daily in the MIS. Operations Squadron (OS) monitor will validate total sorties/hours flown and total sorties/hours flown for the month to date. Units may use the daily sortie reconciliation aspect of Maintenance Scheduling Application Tool (MSAT) instead of the printed copies of the Aircraft Utilization Report (AUR). Mobility Air Force (MAF) units may use equivalent G081 screens.

2.28.1. **(COLUMBUSAFB)** OS personnel will fax, scan, email, or deliver AFTO Forms 781 to the Aircraft Maintenance Contractor Debrief Section prior to the start of the next "go" for home station sorties. Debrief shall review AFTO Forms 781, *ARMS Aircrew/Mission Flight Data Document* and input hours and sorties into the MIS daily. Debrief will initial the AFTO Form 781, block 37, after the form is processed in MIS. If errors are identified, they shall be brought to the attention of the respective Operations Squadron (OS) for reconciliation. After validation has been accomplished and all necessary corrections are made, Debrief will separate AFTO Forms 781 by MDS and sortie number and notify the responsible Operations Duty Desk.

2.28.1.1. **(Added-COLUMBUSAFB)** T-1 O&B AFTO Forms 781 will be delivered after the last return (earlier if possible). For aircraft away from home station, the AFTO Forms 781 should be electronically sent to home station NLT the following duty day for sorties/hours flown off-station. Aircrews will ensure AFTO Forms 781 are forwarded to the Operations Duty Desk or Debrief by the most efficient means possible.

2.28.1.2. **(Added-COLUMBUSAFB)** Once the utilization data is entered into MIS by the Debrief Section, the AFTO Forms 781 shall be verified against the MIS Debriefing Sortie Recap, MIS screen 174, to verify that all the sorties have been entered. OS personnel will pick-up the previous day's AFTO Forms 781 from Debrief not later than the end of next duty day.

2.28.2. The MOF PS&D will send an electronic copy of the MSAT product or the AUR to the AMU debriefing section, and OS monitors. Debriefing sections and OS monitors will reconcile sorties and hours flown on the AUR. If a disparity exists, the debriefer/OS monitor will annotate the difference on the AUR with the debriefer correcting the MIS. If an agreement cannot be made on the disparity, Maintenance Operations Squadron (MOS) PS&D will coordinate with the OG AVUM for appropriate action. A signed copy of the agreed upon daily AUR (signed by debrief) will be maintained by the OS monitor for three months. OS monitors will send the final AUR to the OG AVUM and AVDO upon closing-out the month.

2.28.2. **(COLUMBUSAFB)** PS&D shall provide an AUR to the OS and Debrief via email NLT 0800 each duty day for reconciliation. OS monitors and Debrief shall verify hours and

sorties entered into the MIS. If errors are discovered, AUR's will be annotated and Debrief shall process corrections to the previous day sortie/flying hours as provided by Operations.

2.28.2.1. The OG AVUM and AVDO will compare the flying hours in the MIS (REMIS or GCSS Air Force Data Services) with flying hours in the MAJCOM sanctioned flying hour program database monthly to ensure the data in the MIS represents hours flown. MIS flying hour data is the official reporting source, completeness and accuracy of flying hours is a joint endeavor.

2.28.2.1. **(COLUMBUSAFB)** OS personnel and Debrief will provide the AVDO and AVUM with an e-mail stating corrections made to the AUR NLT 1200 hours the following duty day. Previous day's errors will be reviewed for reconciliation when the new AUR is received.

2.28.3. The OG AVUM will submit a monthly flying hour report to the MAJCOM for the previous month's flying hours. The monthly flying hour report is due to the MAJCOM AVUM NLT the 5th calendar day of each month.

2.28.3. **(COLUMBUSAFB)** OS personnel will reconcile and coordinate with the AVUM and AVDO the total sorties and flying hours for the previous month by 1530 of the fourth calendar day of each month for final validation prior to MAJCOM submission.

2.28.3.1. The monthly flying hour report will only include those hours that were reported and reconciled in the MIS as 2400 on the 4th calendar day of the following month. Any hours or changes reported after that will be included as late time in the following months report.

2.28.3.2. The AVUM and AVDO will compare the flying hours in the MIS (REMIS or GCSS Air Force Data Services) with flying hours in the MAJCOM sanctioned flying hour program database monthly to ensure the data in the MIS represents hours flown.

2.28.4. The AVUM will submit a monthly flying hour report to the MAJCOM for the previous month's flying hours. The monthly flying hour report is due to the MAJCOM AVUM NLT the 5th calendar day of each month.

2.28.4.1. The monthly flying hour report will only include those hours that were reported and reconciled in the MIS as 2400 on the 4th calendar day of the following month. Any hours or changes reported after that will be included as late time in the following months report.

2.29. Aircraft Utilization Reporting Concept. Report unit or depot flying hours and sorties by Program Element Code (PEC) and mission symbol for each possessed aircraft. This data helps determine future inspection and modification requirements including the Aircraft Structural Integrity Program (ASIP) and Reliability and Maintainability Programs. MIS data must be input no later than midnight the fourth calendar day of the following month. Any flying time reported after the fourth calendar day will be reported in the next month's data in MIS. The reporting requirements in this section are exempt from licensing in accordance with AFI 33-324.

2.29.1. Each MAJCOM's utilization data automatically updates REMIS. If the possessing unit is not in the command allocated the hours to be flown, the MAJCOM AVDO credits the hours to the assigned command by using the "L" (loan) indicator in REMIS.

2.29.1. **(AETC)** Complete the flying hour report provided by HQ AETC/A3RA. Send report by most expedient means available to HQ AETC/A3RA, A4MMA, A4MAA-AVDO, SEF, and 19 AF/A3, and A4 no later than 1430 Central Standard Time (CST) on the 5th calendar workday of the following month.

2.29.1.1. The utilization monitor in the MAJCOM will credit the hours to the assigned unit.

2.29.2. The reporting period is based on Greenwich Mean Time (GMT). The first day of the new GMT month, the flying hours are reported for the new month.

2.29.2.1. If the base or MAJCOM is reporting flying hours on aircraft at locations other than where they are possessed, the base or MAJCOM directs how hours will be forwarded to the MIS reporting location. The base or MAJCOM may use interim reporting means such as phone, fax, or message via email. Avoid duplicate reporting when the aircraft returns to its possessed location and process the original AFTO Form 781.

2.29.2.1.1. The utilization monitor in the MAJCOM will provide instructions on how to get the hours to the possessed location.

2.29.2.2. When an AFMC contractor or depot field team possesses an aircraft and an AFMC aircrew will fly the FCF, the reporting base submits utilization data using:

2.29.2.2.1. A "DR" possession purpose identifier.

2.29.2.2.2. PEC 0702007F.

2.29.2.2.3. Program Element Identification (PEID) "I" (INDIA).

2.29.2.2.4. Command code “MTC” for the field team.

2.29.2.2.5. Field Team organization.

2.29.3. In aircraft movements such as rotations and deployments, the MAJCOM AVDO should consider ease of reporting and flying hour accountability in deciding whether to transfer possession to the operating location.

2.29.3.1. If the movement involves more than one MAJCOM, MAJCOM AVDOs must agree on the inventory reporting changes to make sure utilization is reported to the desired MAJCOM. MAJCOM AVDOs issue inventory reporting instructions before aircraft movement unless the movement is urgent.

2.29.3.1.1. The MAJCOM utilization monitor will make this determination and coordinate with MAJCOM-AVDO.

2.30. What to Report. Utilization reporting is required for all aircraft except those in possession purpose codes XU, XY, and NY.

2.31. Multiple Utilization Reporting. This capability is only currently available in the REMIS and G081 MIS.

2.31.1. Multiple utilization reporting allows sorties to be divided in segments or legs. A leg is a portion of a sortie that may have a different mission number or PEC / Utilization Purpose Code (UPC) / Type Utilization Code combination.

2.31.2. Time overlaps or gaps between sortie legs are not allowed and all flying time will be entered in Zulu time.

2.31.3. The International Civil Aviation Organization (ICAO) code may be used to designate from/to locations on each sortie leg. ICAO codes will be edited against the ICAO Code table.

2.31.4. **(Added-AETC)** Submit utilization data to HQ AFMC for aircraft requiring FCF as a result of undergoing modification by AFMC rapid area maintenance and or contract field team. Use mission symbol O80I (letter O, eight, zero, letter I) and PEC 72007F. ***NOTE:*** It may be necessary to place a zero before and after the first seven.

Section 2F—Accountability, Termination, and Delivery Procedures

2.32. Aircraft Accountability.

2.32.1. HQ AFMC/A4U-AVDO maintains accountability on AFMC Form 1026, *Aircraft Accountability Record*, for all Air Force aircraft. The AF AVDO assigns voucher numbers for terminated vehicles and records them on AF Form 3131, *General Purpose* (used as a manual register of all assigned voucher numbers).

2.32.2. Accountability begins when DD Form 250, *Material Inspection and Receiving Report*, is signed.

2.32.3. Account for aircraft as long as they are assigned to an Air Force, Air National Guard, or US Air Force Reserve activity. Accountability ends on receipt of a termination message and/or DD Form 1149, AFTO Form 290, *Aerospace Vehicle Delivery Receipt*, or DD Form 250 with termination transactions input to the appropriate MIS.

2.32.4. AF AVDO must maintain an electronic continuity book.

2.33. Final Termination Accountability.

2.33.1. The possessing unit AVDO initiates termination of accountability with a termination message and inputs the termination into the appropriate MIS if:

2.33.1.1. Loss or disposition is due to crash damage or major maintenance beyond economical repair.

2.33.1.2. The possessing organization receives certification of destruction, normally via contractor or DRMS.

2.33.1.3. Upon transfer to DRMS, USAF Heritage Program, Other DoD Service, DoD agency, other government agency (local, state, or federal), executed foreign military sale. Transfer can be executed by, but is not limited to the following documents: DD1149, DD1348-1 or GSA Form 120/121.

2.33.2. **For crash-damaged aircraft:** The possessing unit AVDO initiates and sends a termination message without waiting for mishap investigation board findings after the Maintenance Group Commander, or equivalent, with System Program Director coordination determines the aircraft is completely beyond repair. If the decision is beyond the Group Commander's capability, submit an AFTO Form 92, IAW TO 1-1-638, Repair and Disposal of Aerospace Vehicles, to the System Program Director for engineering determination. The

unit AVDO terminates possession upon receipt of determination via message. The possessing unit AVDO terminates possession, citing the Group Commander's decision with SPD coordination or the SPD's engineering determination message and reports using Aerospace Equipment Termination Report, along with MIS input. **Note:** Prior to terminating an aerospace vehicle from the MIS, archive all records.

2.33.2.1. Report abandoned aircraft wreckage to the nearest Defense Property Disposal Office for sale or formal abandonment.

2.33.2.2. Crashed aircraft considered for termination will be placed in possession code XW until the Maintenance Group Commander, equivalent, or SPM determines the appropriate termination code.

2.33.2.3. Units determine the appropriate termination code using the Air Force Data Dictionary.

2.33.3. The unit AVDO sends a copy of the termination message to the unit engine manager with responsibility for the engines. This message gives the engine manager the authority to dispose of the engines according to AFI 21-104.

2.33.3.1. After the engine manager has disposed of or terminated the engines, the unit AVDO terminates the aircraft using the applicable termination code as described in the Air Force Data Dictionary.

2.33.4. Sometimes, HQ USAF authorizes the termination of aircraft that cannot be terminated using standard procedures. In such cases, the possessing unit processes the termination citing the HQ USAF notification as authority.

2.33.5. Disposition of aircraft historical records. After release of aircraft historical records by the accident investigating board and/or termination from the Air Force Inventory, retain the records for three months, then destroy IAW the AF Records Disposition Schedule in AFRIMS, **https://www.my.af.mil/gcss-af61a/afrims/afrims** , Table 21-6, Rule 3.

2.34. Delivering Aircraft to Agencies Outside the Air Force.

2.34.1. Start these assignments according to AFI 16-402. Fill out DD Form 1149, as shown in Attachment 9 or AFTO Form 290.

2.34.2. Have the recipient sign the completed DD Form 1149 as soon as the aircraft is picked up/ delivered. Distribute the number of copies as shown in Table 2.2. within 10 calendar days.

Table 2.2. DD Form 1149 Distribution Chart.

For Aircraft going to:	HQ AFMC/A4U Wright-Patterson AFB OH	Copies to accompany aircraft forms binder	Total
Foreign Countries	Signed Original	4	5

Non-USAF Activities	Signed Original	4	3

2.35. Using AFTO Form 290.

2.35.1. Use AFTO Form 290 as a record of selected equipment to be transferred with the aircraft. The form:

2.35.1.1. Is not required if aircraft are moved by airlift or surface transportation.

2.35.1.2. Is used in lieu of the DD Form 1149, for aircraft going to agencies outside the Air Force inventory.

2.35.1.3. Gives the delivery pilot, transporter, or recipient organizations a complete list of items they must check.

2.35.2. Use AFTO Form 290 as:

2.35.2.1. An aircraft receipt for delivery pilots or transporters.

2.35.2.2. A receipt for selected aircraft equipment and as a paperwork checklist.

2.35.3. The releasing organization (such as the AVDO or AFPRO at factories, depots, modification centers, and bases), or the delivery control officer at the base where the delivery started, fills out the form, including:

2.35.3.1. The aircraft or missile model and serial number.

2.35.3.2. Account or contract number.

2.35.3.3. Project and priority.

2.35.3.4. Flight Transportation Order Number when known.

2.35.3.5. Receiving organization (organization to which the aircraft will be delivered).

2.35.3.6. Released by (the releasing organization's unit, base, and command).

2.35.3.7. Delivery Point (point and date of release).

2.35.3.8. Numbers Placed on Aircraft or Missile by Releasing Organization, column B (the numbers of listed items placed on each aircraft). **Note:** List all Confidential, Secret, and/or Nuclear Weapon Related Materiel (NWRM) equipment installed on the aircraft in the space provided. Enter "none" in the "classified materiel installed on aircraft" block of the AFTO Form 290 if the aircraft has no classified materiel/NWRM installed.

2.35.3.9. The authorized representative at the delivering organization accepts the aircraft from delivery and accepts responsibility for paperwork and equipment listed in column B of the check-list by signing the delivery receipt in the space provided. The representative checks each item received in column C. When the check is complete, the representative initials the bottom of the column.

2.35.3.10. The delivery organization must not accept the aircraft until the items listed in column B match those on the aircraft.

2.35.3.11. If the authorized representative of the delivering organization is the pilot or transporter, fill out the AFTO Form 290 just before the aircraft actually departs.

2.35.3.12. Delivery control or transportation officers at factories or modification centers must check the items listed and sign AFTO Form 290.

2.35.4. At factories or modification centers, the delivery control or transportation officer may not have guards to keep close watch over received aircraft. Instead, a contractor, or other agency provides these services.

2.35.4.1. In these cases, the delivery control transportation office is not responsible for items listed on AFTO Form 290.

2.35.4.2. The delivery pilot or transporter of the delivery control or transportation officer must personally check all items and promptly sign a receipt for them on AFTO Form 290 in the "Transportation/Ferrying Organization Receipt" section before the aircraft departs.

2.35.5. AFTO Form 290 provides space in columns D through I for up to three intermediate stops. Use this space when the pilot or transporter is not staying with the aircraft and does not want to be responsible for the items on the checklist.

2.35.5.1. If the aircraft makes more than three intermediate stops, the pilot or transporter uses an additional set of forms and attaches them to the first form.

2.35.5.2. At these intermediate activities, the commander authorized representative take responsibility for the items after check-in.

2.35.5.3. The authorized activity representative and the pilot or transporter check the items immediately after the aircraft arrives.

2.35.5.4. If all items in column B match those on the aircraft, the activity representative checks the first open intermediate activity check-in column and initials the bottom of the column.

2.35.5.5. If an item is missing, the representative enters the correct figure in the check-in column. The pilot or transporter initials the corrected figure and explains the discrepancy in the remarks section of the form. After all items are checked, the activity commander is responsible for the equipment and papers.

2.35.5.6. The pilot or transporter checks the items in the checklist before the aircraft leaves. The pilot or transporter checks the proper intermediate activity check-out column and initials the bottom of the check-out column. The activity representative also initials the column. The activity representative must explain any discrepancy in the remarks section of the form, giving his or her grade and signature.

2.35.6. When the aircraft arrives, if the items in column B match those on the aircraft, the authorized representative of the recipient organization checks column J and initials the bottom of the column.

2.35.6.1. If an item is missing, the representative enters the corrected figure in column J and the pilot or transporter initials the corrected figure and explains in the remarks section of the form.

2.35.6.2. The authorized representative of the recipient organization then signs the receipt in the space provided on the form.

2.35.7. The releasing organization makes copies and sends them as follows:

2.35.7.1. Copy 1 -- home station.

2.35.7.2. Copy 2 -- pilot or transporter.

2.35.7.3. Copy 3 -- recipient.

2.35.7.4. Copy 4 -- releasing organization.

2.35.7.5. Copy 5 -- Defense Plant Representative Office (DPRO) where the contractor facility is located, marked for the property administrator (if aircraft are delivered to the contractor facility).

2.35.8. The commands should work together to reduce the number of copies needed.

Section 2G—Reporting Assigned and Possessed Drones and Unmanned Aerospace Systems (UAS)

2.36. Possession Reporting. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.5. of AFI 33-324. Drone and UAS reporting begins when a drone or UAS is accepted according to this section and after AF/ A8PL starts assignment action by sending AF Form 913, *Aerospace Vehicle Project Action*, and an Air Force Project Number to the Air Force AVDO at HQ AFMC/A4U-AVDO (See AFI 16-402). The Air Force AVDO sends the information to the MAJCOM AVDO. Either HQ USAF or the MAJCOM gives assignment changes to the Air Force AVDO (according to program documents) as they happen. HQ AFMC sends MAJCOM assignment changes to HQ USAF. **Note:** Status and utilization will be waived for drones.

2.36.1. The unit gains possession of a drone or UAS when:

2.36.1.1. They move in a "PJ" purpose identifier. The possession changes at the time the TMF of the gaining organization accepts the drone or UAS.

2.36.1.2. An authorized government representative accepts the drone or UAS from a contractor on behalf of the Air Force. HQ AFMC becomes the first possessing activity for a new production drone or UAS at the time it is accepted. The gain is processed by AFMC/A4U-AVDO.

2.36.2. An organization loses possession of a drone or UAS when AFMC/A4U-AVDO computer generates the loss of a new production drone or UAS for HQ AFMC. After the organization processes the loss transaction, the REMIS inventory database is updated automatically.

2.36.3. Termination of possession starts at the time of transfer to the non-Air Force activity on the date that the drone or UAS meets termination requirements.

2.36.3.1. A drone or UAS is terminated and no longer needs to be reported if the drone or UAS is lost from the Air Force inventory or has been assigned (permanent transfer) to non-Air Force activities such as:

2.36.3.1.1. Foreign countries.

2.36.3.1.2. Other DoD and government agencies.

2.37. Notification Procedures.

2.37.1. Notification procedures are the same for drones and UAS as previously outlined for aircraft in paragraphs 2.15. through 2.21.

Section 2H—Financial Accountability

2.38. Asset Value

2.38.1. Weapon System Program Managers are responsible for establishing the complete acquisition value in REMIS for each delivered AF aircraft, UAS, cruise missiles, and drone.

2.38.1.1. The value must include all installed subcomponents purchased on a separate contract and all GFM.

2.38.1.2. The value should be established in REMIS not more than 5 work days after the AF-AVDO establishes the asset record in REMIS.

2.38.1.3. Since the full-scale drone costs are determined in phases, the Weapon System Program Manager will enter the initial cost (fly away cost from AMARG) and then update the cost as the other costs are reported to that office. AMARG and any other organic or commercial organization involved in creating the drones must provide this information to the Weapon System Program Manager in a timely manner.

2.38.1.4. A copy of the documentation supporting the acquisition value should be maintained in the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

2.39. Modification Value

2.39.1. Weapon System Program Managers are responsible for establishing CFO modification records including determining the value of the modification on each asset and documenting when the modification was completed on each asset.

2.39.1.1. This CFO requirement applies to aircraft and UAS. The full-scale and sub-scale drones do not have to record modifications for CFO reporting.

2.39.1.2. Capitalize only those modifications that add capability to the weapon system or extend the useful life of the weapon system beyond its originally planned useful life.

2.39.1.3. Establish the applicable modification records with the modification cost once the contract is awarded or when the contract price is known and add the completion date once the modification is completed on each asset.

2.39.1.4. The modification records should be established in REMIS not more than 5 work days after the qualified modification contract was awarded or when the contract price is known. In addition, the modification completion date should be entered in REMIS not more than 5 work days after the modification was completed on the specific asset.

2.39.1.5. A copy of the documentation supporting the modification information should be maintained in the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office

must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers). **Note:** Each Weapon System Program Manager will identify a primary and alternate CFO focal point. Each CFO focal point is responsible for entering the complete acquisition cost of each asset (including GFM) delivered to the Air Force (For full-scale drones this includes the cost of making the drone flyable as well as the cost of installing the drone package), determining which modifications need to be capitalized, enter complete modification information, review CFO information, submit any corrections, and attest to the information in REMIS as required.

Chapter 3

INVENTORY AND STATUS REPORTING OF MISSILES

Section 3A—Reporting Intercontinental Ballistic Missiles (ICBMs)

3.1. Types of Reporting.

3.1.1. **Inventory and Status Reporting.** ICBM reporting includes inventory and status reporting on assembled ICBM downstages and Propulsion System Rocket Engines (PSRE) assigned to units by HQ USAF and MAJCOMs for specific missions. The AVDO records this information and sends it to the MAJCOM. For ICBM downstages, either HQ USAF or the MAJCOMs provide changes to assignment data to the Air Force AVDO (according to program documents) as they occur. HQ AFMC/A4LC-AVDO sends HQ USAF assignment changes to the MAJCOM. Reporting begins when:

3.1.1.1. The missile downstage and PSRE are accepted according to this section.

3.1.1.2. AF/A8PL initiates the first assignment action by sending mission design series (MDS), command of assignment, missile downstage, PSRE and purpose identifier, program element code (PEC), and assignment project to the Air Force AVDO (See AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting and Termination*.)

3.1.2. **Possession Reporting.** Possession is the actual acceptance or designation of responsibility for a missile downstage and PSRE. When the unit takes possession of an ICBM, the unit starts reporting according to this instruction and applicable systems instructions.

3.1.2.1. Units input all missile downstage and PSRE gains, losses and relocations into Integrated Maintenance Data System (IMDS). For ICBM booster, perform semi-annual reconciliation of MIS with MAJCOM provided REMIS documents.

3.1.2.2. The unit processing the ICBM will report the gain as required (Delete entire “EXCEPTION” paragraph).

3.1.2.3. Units will report ICBM All Up Rounds (AUR). An ICBM is classified as an All Up Round when in the launch facility and possessed in Possession Purpose Code “CC”.

3.1.2.4. The Maintenance Group Commander (Squadron Commander for 30 SW units due to unique organizational makeup) and/or depot maintenance directorate appoints a primary and alternate AVDO to report inventory status for the unit or depot. By facsimile or message, provide the MAJCOM AVDO the name, grade, duty phone, e-mail address, and office symbol of the primary and alternate AVDO annually at the beginning of each fiscal year and as changes in personnel occur.

3.2. Possession Gain, Loss, and Relocation Criteria:

3.2.1. An organization gains possession of a missile downstage or PSRE when the gaining organization accepts the asset.

3.2.2. An organization loses possession of the missile downstage or PSRE when the gaining organization accepts possession of the asset. Also, an organization loses possession of a missile downstage or PSRE when the ICBM is launched or destroyed.

3.2.3. For missile downstage or PSRE moved in PJ code, possession changes when the Traffic Management Office (TMO) of the gaining field unit accepts the vehicle or when the 581 MMXS/MXDPB (Missile Maintenance Support Flight) accepts it at the depot (OO-ALC).

3.2.3.1. This is accomplished when TMO of the gaining organization or 581 MMXS/MXDPB accepts the vehicle at the gaining station location code. The crews that move missiles by truck are treated as "neutral" crews and therefore do not affect gain/loss reporting.

3.2.4. Depot relocates a missile downstage or PSRE when they move it between buildings or to contracted organizations supporting depot functions/programs. An organization relocates a missile downstage or PSRE when they move it from support base or another launch facility (LF) and it is installed at a new LF and an organization relocates a missile downstage or PSRE when they return the asset from a LF to the support base.

3.3. Notification Procedures. Use the same reporting procedures for ICBM possession changes as those spelled out for aircraft outlined in paragraphs 2.15. -2.21. You may include more than one transaction in the same notification message.

EXCEPTIONS:

3.3.1. Relocation Message, *Aerospace Equipment Location Change Report*). The AVDO of the organization relocating a missile downstage or PSRE must send a priority relocation message to the depot AVDO not later than the first workday after the asset's location changed. See **Attachment 18** for a sample relocation message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates. A relocation message does not require USAF AVDO or MAJCOM AVDO notification. ICBM booster relocation may require a possession purpose identifier code change message IAW **Attachment 13.**

3.3.2. No airframe hours are required.

3.4. ICBM Accountability.

3.4.1. HQ AFMC/A4U-AVDO maintains accountability for ICBMs on the AFMC Form 1026. The AVDO assigns voucher numbers for terminated ICBMs and records them on AF Form 3131, *Aero-space Vehicle Voucher Register*.

3.4.2. For all missile downstages or PSREs assigned to an Air Force activity, accountability begins when the DD Form 250, *Material Inspection and Receiving Report*, is signed.

3.4.3. Accountability ends on receipt of a termination message and DD Form 1348-1, when applicable.

3.4.4. The Unit AVDO is responsible for completing all reportable IMDS/REMIS transactions.

3.5. ICBM Condition Status Reporting.

3.5.1. Report ICBM condition status through, *ICBM Condition Status Report*. Transmit this report on the tenth working day of each month. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates. Use IMDS to record the cause and duration of every ICBM status condition. The missile launch facility designator is the governing identifier for this system.

3.5.2. Report the condition status on the entire ICBM site, including:

3.5.2.1. The missile downstage or PSRE.

3.5.2.2. Real property installed equipment (RPIE).

3.5.2.3. Support equipment (SE).

3.5.2.4. Any other equipment needed for launch.

3.6. NMCM and NMCS Time.

3.6.1. NMCM time starts when you realize that an NMC condition exists. The time stops when either maintenance finishes the repair and the missile achieves strategic alert, or when you find a verified NMCS condition. NMCM time resumes when the required supply items arrive.

3.6.2. NMCS time starts when all of these conditions exist:

3.6.2.1. When a parts requirement affects Single Integrated Operational Plan (SIOP) capability or launch capability.

3.6.2.2. Maintenance makes a valid demand on supply.

3.6.2.3. Maintenance verifies the impact of the needed part.

3.6.2.4. Maintenance and supply together verify that the needed part (serviceable or reparable and not awaiting parts) is not available on base.

3.6.2.5. Maintenance stops work on a system, subsystem, or component because the base lacks a needed part.

3.6.3. The NMCS time stops when maintenance receives the supply item or items.

3.6.3.1. If maintenance cannot take delivery of the item when it becomes available, the NMCS time stops at the time supply received the part.

Section 3B—Air Launched Cruise Missiles

3.7. Air Launched Cruise Missiles Reporting: Report all Air Launched Cruise Missile, Advanced Cruise Missile, and Conventional Air Launched Cruise Missile inventory gains, losses and terminations (using the same procedures for aircraft outlined in paragraphs 2.13. thru 2.21. of this instruction. Perform a semi-annual reconciliation of all assigned/possessed cruise missile inventories with IMDS and REMIS.

Section 3C— Financial Accountability

3.8. Asset Value

3.8.1. Weapon System Program Managers are responsible for establishing the complete acquisition value in REMIS for each delivered AF aircraft, UAS, cruise missiles, and drone.

3.8.1.1. The value must include all installed subcomponents purchased on a separate contract and all GFM.

3.8.1.2. The value should be established in REMIS not more than 5 work days after the AF-AVDO establishes the asset record in REMIS.

3.8.1.3. A copy of the documentation supporting the acquisition value should be maintained in the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

3.9. Modification Value

3.9.1. Weapon System Program Managers are responsible for establishing CFO modification records including determining the value of the modification on each asset and documenting when the modification was completed on each asset.

3.9.1.1. This CFO requirement applies to ICBMs. The cruise missiles do not have to record modifications for CFO reporting.

3.9.1.2. Capitalize only those modifications that meet the DoD capitalization threshold and add capability to the weapon system or extend the useful life of the weapon system beyond its originally planned useful life.

3.9.1.3. Establish the applicable modification records with the modification cost once the contract is awarded or when the contract price is known and add the completion date once the modification is completed on each asset.

3.9.1.4. The modification records should be established in REMIS not more than 5 work days after the qualified modification contract was awarded or when the contract price is known. In addition, the modification completion date should be entered in REMIS not more than 5 work days after the modification was completed on the specific asset.

3.9.1.5. A copy of the documentation supporting the modification information should be maintained in the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

Chapter 4

FLIGHT SIMULATOR AND TRAINER DEVICE INVENTORY REPORTING

4.1. Trainers Covered Under This Instruction. Air Force, Air Reserve, and Air National Guard units must report on the inventory of trainers listed in Air Force Data Dictionary, with ADE AE-625, Aerospace Trainer Reporting Designator. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3 of AFI 33-324.

4.1.1. Report trainer inventory through the MIS.

4.2. Responsibilities.

4.2.1. Base Activities. Units that have trainers must prepare trainer information according to appropriate MIS users manuals and this AFI. Possessing units include maintenance, operations, Air Education Training Command (AETC) training detachments (TDs). The possessing unit:

4.2.1.1. Reports inventory of trainers in accordance with MIS users manuals.

4.2.1.1. **(AETC)** Training detachments (TD) and maintenance training facilities (MTF) are exempt from inputting inventory changes into the host base computer system for type 4 trainers. The 982d MXS/MA of the 982d Training Group at the 82d Training Wing will input type 4 trainer inventory changes into IMDS.

4.2.1.2. Reviews the data and corrects the errors.

4.2.1.3. **(Added-AETC)** Each unit appoints an office of primary responsibility (OPR) to establish procedures to ensure compliance with AFI 21-103, Chapter 4.

4.2.1.4. **(Added-AETC)** The Material Management Element (TXFM) of the 982d Training Group is the command OPR for the overall administration and reporting of trainers assigned to TDs and MTFs. This OPR is authorized to prepare a listing for managing all trainers, and maintains a master inventory file on trainers assigned to the TDs and MTFs. The OPR sends a copy of the inventory listing to 982d MXS/LGML and 982d MXS/MAMD, Sheppard AFB TX. The following are unit OPRs for trainers:

4.2.1.4.1. **(Added-AETC)** The maintenance group commander (MXG/CC) (or equivalent) at flying wings and training wings.

4.2.1.4.2. **(Added-AETC)** The Resource division of the 982d Training Group for mobile training sets used by TDs and MTFs.

4.2.2. MAJCOMs, Air Reserve Component (ARC):

4.2.2.1. Monitor the inventory.

4.2.2.2. Appoint a command OPR for the reporting system who ensures the data reported is correct and up-to-date and corrects any reporting discrepancies or problems.

4.2.2.3. At their option, use the trainer allocation subsystem to manage the command training programs.

4.2.2.4. Make sure all command staff agencies responsible for training use their trainers according to command directives.

4.2.2.5. Ensure command staff agencies reallocate improperly used trainers to other units in the command with a valid need.

4.2.2.6. When the command no longer needs trainers under AF/A3OT control, request disposition instructions according to AFPAM 36-2211, *Guide for Management of Air Force Training Systems*, paragraph 17, and this instruction.

4.2.3. **HQ AFMC:** HQ AFMC makes sure contracting documents state the contractor must assign serial numbers to all trainers per AFMAN 23-110 and TO 43-1-1, *Maintenance, Inspection, Storage, Shipment and Serialization - -Training Devices and Trainer Maintenance Parts Maintained by Depot*.

4.3. Trainer Equipment Designators (EQD): See the Air Force Data Dictionary, for a list of trainer EQDs.

4.3.1. Prefix the EQD with a group identification code that identifies the type of trainer by group.

4.3.1.1. For example, report:

4.3.1.1.1. The F-15A mission simulator, type A/F 37AT49, as 1BN000.

4.3.1.1.2. The LGM-25C missile guidance subsystem trainer, type AN/GSM-T7 as 2NV000.

4.3.1.1.3. The C-141 maintenance trainer as 40C141T.

4.3.1.2. Report trainers without a related system as "multi"; for example, report instrument trainer, type A/F37AT40, as 1MULTI. Use the appropriate group of the trainer in the first digit, as shown below:

4.3.1.2.1. Group 1: Aircrew trainers (instrument, flight, and mission simulators), not including cockpit procedure trainers and egress procedures trainers built by MAJCOMS other than AFMC.

4.3.1.2.2. Group 2: Missile trainers (ballistic and non-ballistic).

4.3.1.2.3. Group 3: Navigation and electronics trainers.

4.3.1.2.4. Group 4: Technical trainers such as Mobile Training Sets (MTS) and Resident Training Equipment (RTE).

4.4. Trainer Serial Number.

4.4.1. The first four digits of the serial number for all groups of trainers are the serial number prefix for the reporting EQDs.

4.4.2. AFMC assigns the last six digits of the serial number as directed in AFMAN 23-110 and TO 43-1-1.

4.4.3. A cross-reference list for group-4 trainer serial numbers assigned AF ID numbers is in TO 43-1-1, table 10-1.

4.5. Reporting Criteria. Report on base-level trainers identified in Air Force Data Dictionary, ADE AE-625 Aerospace Trainer Reporting Designator. Use the procedures outlined in the appropriate MIS users manuals.

4.5.1. Units report the inventory of all groups of trainers even if they are under CLS, TCT, or ATS.

4.5.2. The basic possession purpose code for all trainers is TJ. Change the possession purpose code of a trainer in pipeline, storage, or modification, according to Air Force Data Dictionary, ADE AE-630 Aerospace Vehicle and Trainer Purpose Identifier. Use these codes to show the status of the trainer. For example, use BT code if a trainer is:

4.5.2.1. Being made ready for transfer.

4.5.2.2. In transit.

4.5.2.3. Being assembled for operation.

4.5.3. The Air Force unit monitoring trainer modification or trainers provided as either Government-Furnished Property (GFP) or on loan must report the inventory of trainers physically located at the contractor's facilities.

4.5.3.1. The government plant representative must send a routine message to the responsible reporting unit when the contractor facility has received or shipped the trainers. Include EQD, nomenclature, serial number, and date the action took place in the message.

4.5.4. The assigned unit reports trainers that are:

4.5.4.1. GFP.

4.5.4.2. On loan.

4.5.4.3. Located at a contractor's facility.

4.5.4.4. Located at an Air Force site to support contract training programs. **Note:** Report only inventory while at a contractor's facility.

4.6. Possession Gain. Gain trainers, or newly reported trainers, to the Air Force inventory using the "GI" code and input the gain into the appropriate MIS. Gain Message, *Aerospace Equipment Possession Change Report*). Report with a gain message as described in par. 2.16.

4.7. Possession Loss.

4.7.1. Lose trainers that are transferring to another unit on the applicable date and input the loss into the appropriate MIS.

4.7.2. Loss Message, *Aerospace Equipment Possession Change Report*). Report with a Loss Message as described in par. 2.17.

4.8. Possession Termination.

4.8.1. Terminate trainers when required and input the termination into the appropriate MIS. Use Air Force Data Dictionary, ADE AE-710 Aerospace Vehicle and Trainer Termination, to choose the correct termination code.

4.8.2. Termination Message, *Aerospace Equipment Termination Report*). Report with a Termination Message as described in par. 2.18.

4.9. Audit Requirements.

4.9.1. At base level, the reporting unit must review on-line audit-error reports and listings and correct errors on-line within the specified time period.

4.9.2. At command level, the command OPR must validate trainer data and work with reporting units to make sure they correct errors reported in the data system.

Chapter 5

RESERVED

Chapter 6

COMMUNICATIONS EQUIPMENT STATUS AND INVENTORY REPORTING

6.1. Purpose.

6.1.1. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3 of AFI 33-324. Base activities enter transactions via IMDS and transmit them to REMIS on a near real-time basis.

6.1.2. REMIS provides managers with worldwide information and the capability to extract data on in-use Air Force systems. This MIS:

6.1.2.1. Helps managers identify trends and clear up problems.

6.1.2.2. Helps in developing replacement systems, spare parts, and equipment modifications.

6.1.2.3. Ensures that managers know the equipment status on critical communications equipment.

6.1.3. For the purpose of this instruction communications equipment as it relates to AFSPC includes Space Command and Control (C2) systems.

6.2. Terms/Status Definitions.

6.2.1. **Green - Fully Mission Capable (FMC):** Equipment/system functioning as required in TO specifications and is capable of doing all assigned missions.

6.2.2. **Amber - Partial Mission Capable (PMC):** System or equipment functioning in such a way that it can perform at least one, but not all its missions/functions impaired but usable. Systems with redundant capabilities will be coded PMC when redundancy is lost, even though the system is fully capable of supporting all missions. Equipment must be at least amber when you order partially mission capable supply.

6.2.2.1. Equipment in this category usually supports minimum mission requirements with deficiencies in range, quality, and speed of service. Further loss of redundancy, spare equipment, channels, circuits, frequencies, etc. will cause the equipment to become RED (NMC). Equipment reported as AMBER for the sole purpose of ordering parts at a higher priority is not authorized.

6.2.3. **Red - Not Mission Capable (NMC):** The system or equipment does not meet the TO specifications; therefore, cannot accomplish its assigned mission or function. Unusable (neither in use nor available for use). The equipment must be red when you order parts not mission capable supply.

6.2.3.1. Condition does not apply if the equipment is in use, available for use, or was turned off by the user at their option. Equipment Notice to Airmen (NOTAMed) out is considered RED (NMC) until it is NOTAMed back in.

6.2.4. **Mission status:** Status hours required for operation of mission-set equipment. **Note** Mission status reporting is optional within IMDS; however MAJCOMs/FOAs can define mission status reporting procedures in MAJCOM/FOA supplements, if required.

6.2.5. **Status Codes:** Are used in REMIS to determine the condition status of the equipment at the point in time the status is being reported and have the same meaning as downtime code in IMDS. See **Table 6.2** for list of status codes.

6.2.6. **Reason Codes:** Are used in REMIS to help explain when equipment is placed in the "Other (NMCO) status code condition and have the same meaning as delay codes in IMDS. See **Table 6.3** for list of reason codes.

6.2.7. **Downtime Codes:** The codes provide the cause for C-E equipment downtime and are used in reporting status. See **Attachment 5** for list of downtime codes.

6.2.8. **Delay Codes:** The codes listed reasons for C-E equipment delay time and are used in reporting status.

6.2.9. **Active Equipment:** Equipment installed and commissioned to perform an operational mission or requirement includes cold spares or off-line equipment and equipment used for in-house training or PMIs).

6.2.10. **Inactive Equipment:** Equipment not commissioned or installed to perform an operational mission or requirement. Includes equipment in storage, tactical and combat communications equipment not deployed or setup and operational for training, mockups, procured/identified training equipment, and equipment not being utilized to perform a specific mission.

6.3. Security Exemption.

6.3.1. Do not report or enter classified data into IMDS. Report equipment or mission status information as directed by the maintaining command or as specified in the commands security classification guide.

6.4. Responsibilities:

6.4.1. **AFMC will:**

6.4.1.1. Ensure that communications equipment designators are consistent with MIL-STD 196D.

6.4.1.2. Maintain the Air Force master inventory of serially controlled equipment.

6.4.1.3. Notify MAJCOMs and FOAs on changes and deletions to communications equipment designator records.

6.4.1.4. Continue to provide communications functional (IMDS and REMIS) user expertise within the program management office to resolve program problems.

6.4.2. Air Force Network Integration Center (AFNIC) will:

6.4.2.1. Act as the Air Force focal point for communications reporting policy and procedures.

6.4.2.2. Help MAJCOMs/FOAs to integrate their unique reporting requirements into the Air Force MIS.

6.4.2.3. Provide technical assistance to field units/MAJCOMs/FOA to resolve IMDS/REMIS reporting issues and problems.

6.4.2.4. Conduct special studies or assessments as requested by SAF/XC and MAJCOMs/FOAs.

6.4.3. MAJCOM/FOA IMDS/REMIS Functionals will:

6.4.3.1. Give direction and guidance as needed to ensure correct and consistent reporting.

6.4.3.2. Maintain the portion of the REMIS organization table for their command.

6.4.3.3. Help maintain the Air Force master inventory.

6.4.3.4. Resolve REMIS errors with help of the units and HDBM.

6.4.3.5. Ensure the NFS5B0 transactions to REMIS are accomplished and REMIS reconciliation errors are corrected.

6.4.3.6. Provide training to MAJCOM equipment managers on the information available in REMIS and how to extract that data themselves.

6.4.3.7. Provide data from REMIS for special studies or assessments as requested by MAJCOM equipment managers.

6.4.4. IMDS HDBM will:

6.4.4.1. Provide assistance and training as required.

6.4.4.2. Process NFS5B0 when required by local communications units or MAJCOM IMDS/REMIS Functional and provide NFS5B0 error output files to requestor.

6.4.5. **CFP or equivalent function will:**

6.4.5.1. Communications Focal Point (CFP) or equivalent function is responsible for entering, correcting, and ensuring Equipment Status Reporting (ESR) data is transmitted off station in a timely manner. The supervisor will be the primary monitor for ESR data. All controllers reporting ESR data will be trained on data entry, correction and monitoring.

6.4.5.1.1. Act as the IMDS Subsystem manager to communicate between the unit, IMDS Host DataBase Manager (HDBM) and MAJCOMs/FOAs on IMDS/REMIS support issues.

6.4.5.2. Report equipment status and inventory changes as quickly as possible after each event and processes them in accordance with AFCSM 21-560, Volume 2, *Communications Equipment Status and Inventory Reporting*.

6.4.5.3. Ensure equipment status updates are entered into the IMDS ESR subsystem as soon as identified.

6.4.5.4. Coordinate with the IMDS HDBM to process NFS5B0 reconciliation program as required and review the quarterly NFS5B0 error output file for action.

6.4.5.5. Coordinate with the IMDS HDBM to set up contingency procedures to track equipment status while IMDS is unavailable.

6.4.5.6. Update IMDS status changes that occurred during the system outage as soon as IMDS processing capability is restored.

6.4.5.7. Provide training to each work center supervisor and ESR point of contact.

6.4.5.8. Ensure the HDBM processes the Communications Status Summary Report (SSR) monthly, using formats 1 and 4 on separate IMDS GENRUNs. Other formats can be produced as necessary. See AFCSM 21-560 Vol 2, for specific instructions.

6.4.5.9. Maintain and update the EIL with information provided from the work center.

6.4.5.10. Reconcile all Red/Amber jobs using the Open Incident List (OIL).

6.4.5.11. Provide work centers with an Open Incident List (OIL) for reconciliation of all RED/AMBER.

6.4.5.12. Ensure the work center is given an Open Incident List (OIL) weekly for reconciliation of all RED/AMBER jobs.

6.4.5.13. Ensure updates provided by the work center are entered into the ESR system through IMDS.

6.4.5.14. Be familiar with using TRIC "STI" (IMDS 230 NFSB80, Status Inquiry) so the job status of new or existing jobs may be reviewed during the duty day for accuracy.

6.4.5.15. Perform checks and balances to ensure ESR is current and accurate.

6.4.6. **The work center will:**

6.4.6.1. Appoint a work center ESR point of contact (POC) if the workcenter has ESR reportable equipment. It can be the work center supervisor or any individual within the section. The ESR POC will review and provide updates/corrections to the CFP weekly.

6.4.6.2. Review the OIL to ensure each job against the work center is current and correct.

6.4.6.3. Contact the CFP when problems are discovered and provide updates on a timely basis so the job can be updated.

6.4.6.4. Be familiar with using TRIC "STI" (Status Inquiry) so the job status of new or existing jobs may be reviewed during the duty day.

6.4.6.5. Account for or remove all reportable equipment end items from Air Force Equipment Management System (AFEMS) or Asset Inventory Management (AIM) records before requesting the CFP to add the reportable equipment to the EIL.

6.5. What is Reportable? Report all communications equipment (Type Equipment ‘C’ or ‘R’) that is assigned a standard reporting designator (SRD), as listed in the IMDS/REMIS SRD Table. This requirement exists even when bases are undergoing closure, systems will be reported until deactivated or the base is closed. Use Transaction Identification Code (TRIC) QBC, Program NFSU10, Screen 127 or TRIC QCC, Program NFS840, Screen126 to view the SRD table.

6.5.1. Report equipment inventory in IMDS for all equipment (including in-garrison deployable equipment) assigned a SRD to include items that do not require maintenance data collection (MDC) as indicated on the REMIS SRD table (IMDS reporting level P or Y).

6.5.1.1. Report inventory only for COMSEC equipment (SRD category U and IMDS report level P).

6.5.2. Report equipment status for all equipment (including in-garrison deployable equipment) that is authorized MICAP as indicated on the REMIS SRD table (IMDS reporting level Y). **Note:** Do not report status against embedded equipment (items installed

on a higher level end item) (e.g. GRC-171 can be used as a standalone item in a Ground to Air Transmitter-Receiver (GATR site) or as an embedded part of the TYQ-23. Since the GRC-171 has an SRD both will be loaded to the inventory, however when the one imbedded in the TYQ-23 breaks, the status is documented against the TYQ-23 using the WUC of the imbedded item.

6.5.2.1. Report classified equipment status on Air Force Intelligence, Surveillance and Reconnaissance Agency (AFISRA) equipment (SRD category Q) as directed by AFISRA. SRD category Q will only be used by AFISRA units. MAJCOMS are not authorized to use SRD category Q unless permitted by AFISRA.

6.5.3. You may report local status only on non-reportable equipment, provided the reporting level is set to local only (IMDS reporting level R). Status reported on equipment or with IMDS report level R will remain at the local (base level IMDS) database.

6.5.4. MAJCOMs/FOAs, or higher headquarters determine what mission reporting is required (IMDS reporting level Y). MAJCOM/FOA supplements define specific reporting and non-reporting requirements.

6.5.5. **Contractor Reporting.** For contractor-controlled or maintained equipment/system(s), the possessing organizations still retains the responsibility to ensure inventory, status, utilization, and configuration reporting is accomplished. The organization owning the contract maintenance requirement or designated official shall be responsible for ensuring the contract contains the necessary requirements for the contractor to provide the required inventory and status reporting information to affected users. The organization requiring the contract controlled maintenance shall work with the contracting officer to ensure inventory and equipment status reporting requirements are accurately captured in contract documents. For example the contracting quality assurance evaluator (QAE) may have to enter the inventory and equipment status reporting in IMDS.

6.5.6. **Weather Meteorological Equipment.** See **Attachment 15** and **Attachment 16** for specific guidance on status and serial number reporting of Weather Meteorological equipment.

6.5.7. **Deployable Communications Equipment Status Reporting.**

6.5.7.1. Deployable communications equipment poses a challenge for reporting purposes. Unlike its fixed base counterpart, much of the equipment is in storage (in-garrison). Even when it is being utilized, it is seldom used in close proximity to an established base. The following procedures apply:

6.5.7.2. Reporting Criteria: Report equipment status as per para 6.3 when the equipment is deployed. Local deployed reporting procedures will be developed no later than 14 days after deployment to ensure data is recorded on a reoccurring basis.

6.5.7.3. Requirement for real time outage reporting (when the equipment is deployed and operational) will be determined by appropriate reporting agency.

6.6. Equipment Status Reporting Procedures.

6.6.1. Follow the instructions for TRIC COX, Screen 996, Program NFSJR0 and TRIC EUC, Screen 997, Program NFSJQ0, in AFCSM 21-560, volume 2.

6.6.1.1. TRIC COX (Communications Status Load and Maintenance Scheduling) will not process action/request if the start date is greater than 33 days in the past from the current date.

6.6.1.2. TRIC EUC (Status Update and Close) will not delete, or update a status or delay in which the start date/time is greater than 33 days in the past from the current date.

6.6.2. Unless specified in a MAJCOM supplement, you do not need to report:

6.6.2.1. Outage of less than 5 minutes.

6.6.2.2. Frequency changes, crypto reset, or runway change outages that last less than 15 minutes.

6.6.2.3. Adjustments or alignments performed during scheduled maintenance such as PMIs, TCTO and TCI. These actions are documented during the outage.

6.6.2.4. Generator run-ups that are scheduled. However, RED time associated with generator failures during scheduled run-ups if over 5 minutes will be reported using Down Time Code (DTC) "N".

6.6.3. Use the downtime codes listed in Attachment 5 to describe the reason for the outage.

6.6.4. Use the delay codes listed in Attachment 6 to describe any maintenance delay that is keeping the equipment from being returned to operational status.

6.6.5. **Use ESR sequence codes to upgrade or downgrade status.** Do not change the condition code on the original status unless it was wrong when loaded. Change sequence codes as needed to allow more than 26 delays or comments.

6.6.6. **Work Unit Codes (WUC).** WUCs are an important part of ESR reporting. They determine subsystem problems and repair actions associated with a piece of equipment or a system. A proper WUC is required to be entered into ESR when an equipment problem is discovered or repaired (except for DTC of "U"). It is the technician's responsibility to provide CFP with the proper WUC when the equipment is returned to service, when parts are placed on order or when the source of the outage is known. Use the lowest assembly WUC when possible and do not use the highest assembly (i.e. AB000) WUC. The lowest level WUC is used to identify specific components causing equipment downtime. **Note:** The use of **000 must not be used when a more specific WUC is available.

6.6.6.1. Always report status against the highest level end item when reporting a red or amber status condition against an embedded end item. Do so by using the WUC within the highest level end item's WUC table that best describes the lower level embedded end item and is the closest to the component in need of repair. Never downgrade the status of work unit coded associated equipment if maintenance is not required for higher or lower assemblies.

6.6.6.2. Refer to MAJCOM supplement of mission reporting requirements for associated equipment status reporting.

6.6.7. **Reporting Procedures.** CFP will report changes in equipment status as they become aware of them. This is accomplished by user notification or from the work center. The following procedures apply:

6.6.7.1. **Status Times.** Use the notification time the outage was reported. Do not backdate times to previous days. Not Applicable (N/A) to AFSPC when status of outages are considered classified. Time logged to put equipment back into service will be used to close the job.

6.6.7.2. **Downtime Codes.** Initial down-time code (DTC) of "U-Unknown" will be entered until such time as maintenance can determine the exact problem, then change the DTC to the one best describing the reason for the outage. DTC definitions are found in Attachment 5 of this instruction and AFCSM 21-560 Vol 2, Attachment 1.

6.6.7.3. **Delay Codes.** Use Delay Codes (DC) when maintenance is not working on the problem. Use the code which best describes the delay. Close the delays upon return of maintenance on the job, reason for the delay no longer exists, or a change in situation occurs. Researching parts is not a delay unless it exceeds 30 minutes. DC definitions are found in Attachment 6 of this instruction and AFCSM 21-560 Vol 2, Attachment 1.

6.6.7.4. Comment requirements:

6.6.7.4.1. Enter comments against the status and delay codes as required. Do not add comments to codes not requiring them unless an adverse circumstance warrants it. Keep comments short and concise but ensure there is enough information to describe the problem or situation.

6.6.7.4.2. Enter comments against the status and delay codes that require one. Do not add comments to codes not requiring them unless an adverse circumstance warrants it. Keep comments short and concise but ensure there is enough information to describe the problem or situation. Example: 125/TACAN INOP; AA - 125/AWAITING DOWN-TIME.

6.6.7.5. Comments against the STATUS:

6.6.7.5.1. Initial status comments may not provide the exact reason for an outage. Use the words given by the user for the first comment. Example: 125/WSA MM3 CONSTANT ALARM.

6.6.7.5.2. Once maintenance has determined the problem cause, an actual reason for the outage must be entered. Example: 125/ALARMS CAUSED BY FAULTY WIRES.

6.6.7.5.3. When the problem is corrected, enter the corrective action. Example: 128/CE REPLACED EXTERIOR BUILDING WIRES.

6.6.7.5.4. Other comments pertinent to the status of the equipment can be entered as they are known.

6.6.7.5.5. Enter the Julian Date followed by a slash and then the comment. Example: A336/.

6.6.7.5.6. Initials may be used if required. If initials are used, they will be placed one space after the comment. Using an entire line for initials must be avoided. No work center or agency names will be used. Units using initials must develop a local format for entering requirements. Example: 111/RADIO WEAK RX NM/OP.

6.6.7.5.7. Comments against delays will include an estimate of when maintenance will return to work on the problem. The Estimated Time Return to Operation (ETRO) will be entered at the end of the comment. If the ETRO expires, an update comment and ETRO will be entered. Example: 003/AWAITING DOWN-TIME ETRO 004D/1200 BB/DF.

6.6.7.5.8. **(Added)** Abbreviations may be used if common to all levels of command. Example: 224/123.1 RX INOP.

6.6.7.5.9. Comment lines must only contain pertinent information pertaining to the job. Do not enter extra characters (i.e., dots, dashes, etc.) to fill up the comment line.

6.7. Inventory Records. To load communication equipment to IMDS follow the instructions for TRICs CEL, IMDS Screen 800, Program NFSE20 and MCR, Program NFSK60, in AFCSM 21-560, volume 2. IMDS TRIC Code "EIL" Equipment Inventory List (EIL) is use to extract equipment inventory records.

6.7.1. CEL is the source program for up channel and local reporting for communication equipment. This includes but is not limited to: Job Data Documentation (JDD), Equipment Status Reporting (ESR), Deficiency Reporting (DR), Time Compliance Technical Order (TCTO), and Enterprise Solutions Supply (ESS).

6.7.2. Only communications equipment which possesses an AF level or local SRD being maintained by your unit or by a contractor overseen by the communication unit will be enter on the EIL.

6.7.2.1. Not all equipment maintained by the unit is communications equipment. Items like vehicles, tool boxes, etc., will not be listed on the EIL. There are trainers, support equipment, and test, measurement, and diagnostic equipment (TMDE), which are loaded on other IMDS subsystems. These other subsystems have separate inventory lists which require different IMDS equipment loads.

6.7.2.2. Contractor-supplied and maintained equipment can be reported or track using a local SRD.

6.7.2.3. Gain equipment (enter it into the inventory) when your unit accepts maintenance responsibility and it has been accounted for in AFEMS and AIM.

6.7.2.4. Lose equipment (place it in "inventory loss condition,") when your unit no longer has maintenance responsibility, "or when it has been decommissioned" and removed from AFEMS and AIM.

6.7.2.5. When adding reportable equipment and missions to the inventory, make sure you have the right data elements and codes (obtained from SRD Table requested with IMDS screen 126). These data elements are important for status and inventory reporting.

6.7.2.6. Change the equipment from active to inactive status as required. Combat Communications, tactical, and stored equipment will be reported as inactive until deployed, powered up, conducting PMIs, or maintenance, etc. (Operating time is calculated from active times as reported on possessed inventory.)

6.7.2.7. Equipment Designator: Use the equipment designator as indicated on the IMDS/REMIS SRD Table (screen 126). The system will not accept equipment designators that differ from the IMDS/ REMIS SRD table.

6.7.2.8. Serial Number: Use the actual equipment serial number from the equipment data plate. If the number is longer than fifteen characters, use the last fifteen. If the equipment has no serial number, assign one in accordance with AFMAN 23-110. If you find a duplicate serial number, verify your number and contact your MAJCOM/FOAs IMDS Functionals for assistance.

6.7.2.8.1. Care must be taken to ensure that "0, O" and "1, I" are not confused when recording the serial number. If the equipment does not have a data plate or does not have a number in the serial number block, a message must be sent to MAJCOM for serial number assignment to prevent duplication of SNs in REMIS. A system made up of several components will use the SN of the control unit or main component.

6.7.2.9. Requiring Command: Enter the MAJCOM that the equipment supports. This is the command that is the customer for the equipment. See AFCSM 21-556 volume 2, *Introduction to the Core Automated Maintenance System*, Attachment 1 or use IMDS screen 127, for a list of command codes.

6.7.2.10. Overhaul/Install Date. When the equipment is initially loaded, use the date the equipment was accepted by the unit or equipment overhaul date. Do not change this date unless the original acceptance date was entered in error.

Table 6.1. IMDS Current Downtime/ Delay Code Summary to REMIS Status Conversion

-Total Downtime Codes: A,B,C,D,E,F,G,H,I,J,K,L,M,N,O P,Q,R,S,T,U,V,W,X,Y,Z	NMC / PMC
--Maintenance Downtime: A,B,C,D,E,F,I,J,L,M,O,R,S,T,U,Y (no delays)	NMCM / PMCM
--Scheduled Maintenance A,B,C,D,E,I,O,T (no delays)	NMCMS / PMCMS
--Unscheduled Maintenance F,J,L,M,R,S,U,Y (no delays)	NMCMU / PMCMU

--Other Downtime: A,B,C,D,E,F,G,H,I,J,K,,M,N,O, P,Q,R,S,T,U,V,W,X,Y,Z (with delays)	NMCO / PMCO
--Scheduled Other Maintenance A,B,C,D,E,H,I,K,O,T,V,Z (with delays) Note: H,K,V,Z do not require delay codes	NMCOS / PMCOS
--Unscheduled Other Maintenance F,G,,J,L,M,N,P,Q,R,S,U,W,X,Y (with delays) Note: L,N,P,Q,W,X do not require delay codes	NMCOU / PMCOU
-Total Delay Codes: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	
--Maintenance Delay: A, C, E, S (merged into other delay code "U")	
--Other Delay: B, D, F, G, H, I, K, O, T, U, V, W, X, Z	NMCO / PMCO
(T & X merged into other delay code "K")	
--Supply Delay: D, J, L, M, N, P, Q, R,T, Y (with maintenance downtime codes)	NMCS / PMCS
---Backorder:	
L, M, N	
---Local:	
J, P, Y	
---Other:	
D,Q, R,T	
Note: Maintenance delay codes A,C,E,S will be eliminated and merged into other delay code "U". Other delay codes "T" and "X" will be merged into other delay code "K". The definitions in Attachment 5 for delay codes "U" and "T" will be expanded to capture delays being merged.	

Table 6.2. IMDS to REMIS Status Code Conversion Cross Reference

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/TCODE	CURRENT DELAY CODE
E	NMCS	N/A	R	A, B, C, D, E, F, I, J, M, O, P, Q, R, S, T and U	Include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y
C	NMCMU	N/A	R	F, J, L, M, R, S, U, and Y	Do not include if one of the following exist: A through Z
D	NMCMS	N/A	R	A, B, C, D, E, I, O, and T	Do not include if one of the following exist: A through Z

I	NMCOU	See Table 6.4	R	F, G, J, L, M, N, P, Q, R, S, U, W, X, and Y	If Downtime Code = F, J, M, R, S, U, or Y then apply the following edits to delay code: Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y If Downtime Code = G, L, N, P, Q, W, or X then convert inbound and historical data as follows: if no related delay record is found, insert status reason code using default reason code listed in Table 3. If a related delay record is found, convert delay code into reason code using Table 3 cross reference. After implementation, reason code will be required.

J	NMCOS	See Table 6.4	R	A, B, C, D, E, H, I, K,O, T V, and Z	For Downtime Codes of A, B, C, D, E, H, I, K, O, or T apply the following rules: Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y If Downtime Code = H, K, V, or Z then convert inbound and historical data as follows: if no related delay record is found, insert status reason code using default reason code listed in Table 3. If a related delay record is found, convert delay code into reason code using Table 3 cross reference. After implementation, reason code will be required.
H	PMCS	N/A	A	A, B, C, D, E, F, I, J, M, O, P, Q, R, S, and U	Include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y
G	PMCMU	N/A	A	F, J, L, M, R, S, U, and Y	Do not include if one of the following exist: A through Z

Q	PMCMS	N/A	A	A, B, C, D, E, I, O, and T	Do not include if one of the following exist: A through Z
R	PMCOU	See Table 6.4	A	F, G, J, L, M, N, P, Q, R, S, U, W, X, and Y	If Downtime Code = F, J, M, R, S, U, or Y then apply the following edits to delay code: Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y If Downtime Code = G, L, N, P, Q, W, or X then convert inbound and historical data as follows: if no related delay record is found, insert status reason code using default reason code listed in Table 3. If a related delay record is found, convert delay code into reason code using Table 3 cross reference. After implementation, reason code will be required.

S	PMCOS	See Table 6.4	A	A, B, C, D, E, H, I, K, O, T, V, and Z	For Downtime Codes of A, B, C, D, E, H, I, K, O, and T apply the following rules: Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y If Downtime Code = H, K, V, Z then convert inbound and historical data as follows: if no related delay record is found, insert status reason code using default reason code listed in Table 3. If a related delay record is found, convert delay code into reason code using Table 3 cross reference. After implementation, reason code will be required.

Table 6.3. – IMDS to REMIS Downtime to Reason Code

IMDS OLD DOWNTIME CODE	OLD NARRATIVE	REMIS NEW REASON CODE	NEW NARRATIVE
A	Retrofit or Modification	N/A	
B	Depot Maintenance Schedule	N/A	

C	Test (Orientation or Other)	N/A	
D	Reserved for (Scheduled Maintenance)	N/A	
E	Preventive Maintenance	N/A	
F	Failed Flight Check or Operational Systems Check	N/A	
G	Vehicle Out of Commission	1	Vehicle Out of Commission
H	Host Base Action	2	Host Base Action
I	Scheduled Maintenance	N/A	
J	Damage or Deterioration	N/A	
K	Relocating/Resiting	3	Relocating/Resiting
L	Associated Equipment Malfunction	4	Associated Equipment Malfunction
M	Equipment Malfunction	N/A	
N	Power Failure	5	Power Failure
O	Scheduled Software Maintenance	N/A	
P	Environmental Control	6	Environmental Control
Q	Cable Out	7	Cable Out
R	Emergency Maintenance	N/A	
S	Software/Program Errors	N/A	
T	Training	N/A	
U	Unknown	N/A	
V	Military Priority	V	Military Priority
W	Atmospheric Disturbance or Weather	W	Atmospheric Disturbance or Weather
X	Jamming - Intentional/Unintentional	8	Jamming - Intentional/Unintentional
Y	Personnel Error	N/A	
Z	Frequency Change	9	Frequency Change

Table 6.4. IMDS to REMIS Delay to Reason Code Conversion Cross Reference.

IMDS OLD DELAY CODE	OLD NARRATIVE	REMIS NEW REASON	NEW NARRATIVE

		CODE	
A	Single Shift Maintenance.	U	Tools, Test Equipment, and Technical Data Not Available
B	Awaiting Flight Check	B	Awaiting Flight Check
C	Awaiting Technical Assistance from MAJCOM or FOA, AFMC, AFCSC, or Contractor	U	Tools, Test Equipment, and Technical Data Not Available
D	Lack of Funds	N/A	
E	Shift Change	U	Tools, Test Equipment, and Technical Data Not Available
F	Flight Check	F	
G	Awaiting System Check	G	
H	Parts Awaiting Transportation	H	
K	Off-Site Maintenance	K	
O	Host Base Support	O	
S	Skill Not Available	U	Tools, Test Equipment, and Technical Data Not Available
T	Travel Time	K	
U	Tools, Test Equipment, and Technical Data Not Available	U	Tools, Test Equipment, and Technical Data Not Available
V	Military Priority	V	
W	Delay For Weather	W	
X	Awaiting Transportation	K	
Z	Other	Z	
D, I, J, L, M, N, P, Q, R, & Y	(Various Supply delays)	N/A	Supply

6.8. Organization Record.

6.8.1. The IMDS system identifies an organization by number, kind, type, geographic location and detachment number. There are two organizational fields; IMDS and AFI 21-103.

6.8.1.1. The 21-103 organization is used for up channel reporting to REMIS of status and inventory and follows the "G" Series Special Orders. Notify MAJCOM or FOA Functionals before making the change.

6.8.1.2. The IMDS organization is used for local identification. In most cases the IMDS and 21-103 organizations should be the same.

6.8.2. Assign a 4 digit organizational identification (ORG ID) only to actual units, detachments, and operating locations (OLs). Report equipment and missions (if required) at unmanned sites and locations under the organization that has maintenance responsibility. You need not lose and regain the inventory to change the organization record if within the same MAJCOM.

6.8.2.1. The first two positions of the ORG ID are the 2 digit command code which is up channel reported to REMIS as a 3 digit command code.

6.8.2.2. The last two positions of the ORG ID are "00" for the basic (parent) unit; for example, use "1C00".

6.8.2.3. For detachments or OL, the last two positions of the ORG ID are the detachment number or operating location letter. For example: for Detachment 2, use "1C02"; for OL "A" use "1C0A."

6.8.2.4. For an OL of a detachment, use the detachment and the OL letter; for example, "1C2A".

6.9. Organization Changes.

6.9.1. Organization Record (OGT). The OGT is the IMDS record identifying the unit locally and when data is transmitted off base. The OGT record will not be updated unless specifically instructed to do so. Entering the wrong codes will prevent data from being passed to REMIS and other MISs. MAJCOM/ FOA or higher headquarters will provide specific instructions when a change to this record is required.

6.9.2. The MAJCOMs/FOAs Functionals must make organization changes in REMIS prior to any AFI 21-103 organization change made in IMDS to avoid up channel reporting errors in IMDS. Notify your MAJCOM/FOA Functionals prior to loading or changing organizations.

6.9.3. Make organization changes in IMDS using TRIC OGT, Program NFSD80.

6.9.4. Communications units will ensure any required deactivation and/or transferring of organizations within IMDS are accomplished to ensure all status and inventory of equipment is properly transferred or lost.

Chapter 7

AUTOMATIC TEST EQUIPMENT (ATE) INVENTORY, STATUS, AND UTILIZATION REPORTING

Section 7A—Reporting System Overview

7.1. How and What To Report.

7.1.1. The reporting requirements in this section are exempt from licensing in accordance with para-graph 2.11.3 of AFI 33-324. Report ATE through the appropriate MIS. Data is maintained in REMIS.

7.1.2. For the purposes of this instruction, ATE includes:

7.1.2.1. Test stations.

7.1.2.2. Tester replaceable units (TRUs).

7.1.3. The Precision Measurement Equipment Laboratories only report the inventory and status of ATE systems that are unique to a weapon system and mission-essential systems that don't have manual back-up.

7.2. Basic Reporting Concept.

7.2.1. Each item of ATE is possessed by an Air Force training or maintenance organization (to include organizational, intermediate, or depot-level).

7.2.2. The possessing unit reports:

7.2.2.1. Possession and changes in possession.

7.2.2.2. Conditions that change the ability of the ATE to do its mission (condition status).

7.2.2.3. Configuration.

7.2.2.4. Daily utilization.

7.3. Contractor Reporting. For contractor-controlled or maintained equipment, report the inventory, status, utilization, and configuration on ATE Government-furnished equipment (GFE) for contracts initiated after 1 October 1993. The administrative contracting officer sends the needed reports to the agency that asked for them, unless the contract states otherwise.

7.4. The Reporting System. Data is processed at the unit level and at the REMIS processing sites. MAJCOMs, HQ AFMC, HQ USAF, and other authorized users of the REMIS database monitor the data.

7.4.1. Units collect and input the data as shown in the applicable MIS users manual. Data is electronically transmitted at specified times to the REMIS database.

7.4.2. HQ USAF, HQ AFMC, MAJCOMs, and other authorized users may extract reports, data, and information from REMIS to monitor and control ATE inventory, status, and utilization.

7.5. Security Classification. Do not report classified data under this instruction.

Section 7B—Reporting Responsibilities

7.6. Unit-Level Activities. All reporting starts at unit level.

7.6.1. The designated ATE POC makes sure that ATE inventory, status, and utilization reporting is accurate and timely.

7.6.2. A maintenance official (usually the ATE section or shop supervisor):

7.6.2.1. Ensures that the unit correctly maintains inventory, maintenance status, utilization, and configuration data.

7.6.2.2. Ensures that the unit reports data on all ATE at their work center (using the procedures in this instruction), including:

7.6.2.3. Initial station or equipment inventory or changes.

7.6.2.4. Initial TRU inventory or changes.

7.6.2.5. Station or equipment status changes.

7.6.2.6. Station or equipment utilization time.

7.6.2.7. Checks the error file daily and corrects all ATE errors with help from the unit or host database manager (DBM) as needed.

7.6.2.8. Works with MAJCOMs, ALCs, or contractor field teams to verify inventory, status, and utilization reporting.

7.6.3. Units without access to an automated MIS work with their command headquarters to determine alternative procedures.

7.7. MAJCOMs:

7.7.1. Work with other MAJCOMs, ANG, Air Force Reserve, and non-USAF organizations to move, ship, or transfer ATE and send applicable movement reports.

7.7.2. Make sure that ATE chosen for transfer meets the desired configuration requirements and is made ready for transfer in accordance with TO 00-20-1, Preventive Maintenance Program and other transfer inspection requirements, as applicable.

7.7.3. Help MAJCOM agencies in pulling ATE inventory, status, and utilization data from the REMIS database.

7.8. MAJCOM POCs:

7.8.1. Check their reporting units to make sure that ATE inventory, status, utilization, and configuration appear in the REMIS database.

7.8.2. Make sure that units take action to correct any reporting discrepancy or problem.

7.8.3. Work together with the units as stated in paragraph 7.6.1. of this instruction.

7.8. (AETC) MAJCOM POCs. The AETC point of contact's (POC) address is HQ AETC/A4MA, 555 E Street East, Randolph AFB TX 78150-4440.

7.9. ATE SYSTEM PROGRAM DIRECTOR (SPD).

7.9.1. Is responsible for managing all ATE equipment inventory, configuration and matrix tables.

7.9.2. A matrix tables is maintained in REMIS using screen ETM1660, IAW TO for each piece of Test Station Equipment.

Chapter 8

SPACE VEHICLE INVENTORY, STATUS, AND UTILIZATION REPORTING

Section 8A—Space Vehicle Reporting

8.1. Purpose. The purpose for tracking satellites is to have a single tracking tool within the DoD to show an accurate status of assets. With the exception of inventory and financial accountability reporting the reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.5 of AFI 33-324. Each Space Wing and Product Center owning space assets reports on their systems through IMDS and REMIS. The possessing unit reports the inventory and status of those assets. Space Operational Unit personnel will collect and process the information.

8.2. What is Reportable. Report all satellite systems through REMIS. Satellite systems will include the satellite as a whole. The Weapon System Program Manager will enter the complete acquisition cost of the satellite including the launch of the satellite in REMIS against the specific satellite once the satellite is established by the AF AVDO.

8.3. Reporting Accuracy. Reports specified in this procedure are the basis for justifying and defending AFSPC plans, programs, the budget, and to support the AF's CFO statement. Accurate and timely reporting is critical. Errors in reporting can result in the loss of required funding, manpower authorizations, and supplies.

8.4. Status Definitions.

8.4.1. Green (Fully Mission Capable (FMC)): DoD owns the system and has declared the system operational.

8.4.2. Amber (Partial Mission Capable (PMC)): DoD owns the system. It has been functionally turned over (DD Form 250) from contractor to DoD, but has not been declared operational. This is a transitional status and not indicative of satellite health (e.g. pending launch or on-orbit checkout).

8.4.3. Red (Not Mission Capable (NMC)): The system is a contractor asset. It is not under control of the DoD.

Section 8B—Space Vehicle Responsibilities

8.5. Security Exemption.

8.5.1. The classified status or locations of each satellite will not be entered in unclassified data systems. However, the official serial number of each satellite along with whether the satellite is in orbit, in storage (with the location of the storage facilities) or destroyed will be entered and maintained in REMIS.

8.5.2. Specific data about satellite/system degradation is reported through secure operational means.

8.6. Inventory Reporting. Inventory reporting begins when an asset transfers to DoD ownership (versus contractor owned). Reporting is accomplished by the applicable System

Program Office (SPO) at the Product Centers until the system is fielded and declared operational. Then asset reporting transfers to the operating Space Wing/unit.

8.6.1. The SPO will establish a mission design series for each satellite program once the program is funded and provide this information to the AF-AVDO.

8.6.2. The SPO will establish an official serial number for each satellite delivered to the AF regardless of its location (in space or in storage) and provide this information to the AF-AVDO as the satellite is accepted by the AF.

8.6.3. The SPO or the organization accepting the satellite must send the first page of the DD Form 250, Material Inspection and Receiving Report, and a launch confirmation memo (if acceptance is on the launch pad) to the AF-AVDO for documentation under the CFO requirements.

8.6.3.1. The launch date will be used as the placed in service date for all satellites in orbit. The DD Form 250 date will be used for all satellites accepted by the AF and held in storage.

8.6.3.2. The SPO will enter the total cost of the satellite (including all launch costs) within 5 work days of the satellite entry being established by the AF AVDO.

8.6.3.3. When a stored satellite is finally put in orbit, the SPO will enter a single modification entry in REMIS against that satellite with the cost of making the satellite whole plus the launch cost and using the launch date as the date of that modification.

8.6.4. **Each SPO will identify a primary and alternate CFO focal point.** These individuals will be responsible for reviewing CFO information in REMIS, submitting any corrections and attesting to the information in REMIS as required.

8.6.5. **Possession Gain and Loss Criteria.** Possession of an asset changes when the gaining unit accepts the operational control of the system. Systems will be accounted for as long as they are assigned to an Air Force activity under Air Force operational control.

8.6.6. **System/Mission Accountability.** Assets will be accounted for as a whole per mission. The gaining unit will enter the asset into IMDS/REMIS upon operational control. This will include all associated booster and launch cost data.

8.7. Status Reporting. Follow the instructions for TRIC COX, Screen 996, Program NFSJR0 and TRIC EUC, Screen 997, Program NFSJQ0, in Air Force Computer Systems Manual 21-560, Vol 2. Use local time (24-hour clock) for start and stop times.

8.8. Organization Record.

8.8.1. The IMDS system identifies an organization by number, kind, type, and detachment number. There are two organizational fields; IMDS organization and 21-103.

8.8.1.1. The 21-103 organization is used for up channel reporting to REMIS of status and inventory and follows the "G" Series Special Orders. Notify MAJCOM or FOA DBA before making the change.

8.8.1.2. The IMDS organization is used for local identification. In most cases the IMDS and 21-103 organizations should be the same.

8.8.2. Assign a 4 digit organizational identification (ORG ID) only to actual units, detachments, and OLs. Report equipment and missions at unmanned sites and locations under the organization that has maintenance responsibility. You need not lose and regain the inventory to change the organization record.

8.8.2.1. The first two positions of the ORG ID are the 2 digit command code which is up channel reported to REMIS as a 3 digit command code.

8.8.2.2. The last two positions of the ORG ID are "00" for the basic (parent) unit; for example, use "1C00".

8.8.2.3. For detachments or operating locations (OL), the last two positions of the ORG ID are the detachment number or operating location letter. For example, for Detachment 2, use "1C02"; for OL "A" use "1C0A."

8.8.2.4. For an OL of a detachment, use the detachment and the OL letter; for example, "1C2A".

8.9. Organization Changes.

8.9.1. The MAJCOMs or FOAs must make organization changes in REMIS prior to any 21-103 organization change made in IMDS to avoid up channel reporting errors in IMDS (see para 8.8.1.1.).

8.9.2. Make organization changes in IMDS using TRIC OGT, Program NFSD80

8.10. Notification Procedures. Notification of initial possession, or change in possession will be done IAW paragraph 2.15. Message tailoring will be IAW HQ AFSPCI 21-103.

Chapter 9

AIRCRAFT AND MISSILE EQUIPMENT ACCOUNTABILITY PROGRAM

Section 9A—General Information

9.1. What the Aircraft and Missile Equipment Accountability Program Covers. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.10 of AFI 33-324.

9.1.1. The Air Force maintains a program for MAJCOM headquarters and their units to manage and control aircraft and missile assets (those assets listed in the -21 Technical Order [TO]).

9.1.2. The owning MAJCOM headquarters manages these assets.

9.1.2. **(AETC)** The AETC POC's address for aircraft equipment is HQ AETC/A4MA, 555 E Street East, Randolph AFB TX 78150-4440. The AETC POC's address for weapons delivery equipment is HQ AETC/A4MSW, 555 E Street East, Randolph AFB TX 78150-4440.

9.1.3. The unit inspects, maintains, and controls these assets.

9.1.4. MAJCOM headquarters must supplement this instruction in order to guide the units on how to meet command requirements.

9.2. Need for Management and Control Procedures.

9.2.1. The management and control procedures in this instruction allow Lead Commands and Air Logistics Center Program Offices to control -21 items. Lead Commands and Air Logistics Center Program Offices need this control to meet normal peacetime operations and to make sure the Air Force can meet contingency plan reallocations from home to overseas.

9.2.2. Lead Commands and Air Logistics Center Program Offices must be aware of the total -21 TO inventories to better plan for replacement items and to plan intra-command and inter-command transfers of items.

9.2.3. Lead Commands must ensure that base-level units account for -21 TO items to meet daily peace-time, war, and mobilization plan requirements.

9.2.3.1. **(Added-AETC)** The MXG/CC or civilian equivalent will:

9.2.3.1.1. **(Added-AETC)** Establish a policy memorandum to identify individuals accountable for -21 and SPRAM assets.

9.2.3.1.2. **(Added-AETC)** Policy memorandum will identify the SPRAM account custodians by name, grade, and telephone number, and will be maintained in the PS&D section or civilian equivalent.

9.2.3.1.3. **(Added-AETC)** Consolidate squadron -21 SPRAM custodian listings and provide a copy to all squadron -21 SPRAM accountable individuals.

9.2.3.1.4. **(Added-AETC)** Notify accountable agencies of aircraft deployments, transfers or arrival of new equipment so custodians can adjust records accordingly.

9.2.3.1.5. **(Added-AETC)** Forward a copy of the memorandum to the host base supply equipment management element.

9.2.3.2. **(Added-AETC)** The equipment custodian or accountable individuals will:

9.2.3.2.1. **(Added-AETC)** Control equipment in serviceable condition, including items in extended storage.

9.2.3.2.2. **(Added-AETC)** Use automated or manual reports or AF Form 1297, **Temporary Issue Receipt,** to control equipment.

9.2.3.2.3. **(Added-AETC)** Maintain reports that identify equipment by type, serial number, date issued, and accountable squadron individual.

9.2.3.3. **(Added-AETC)** Accountable squadron individuals will:

9.2.3.3.1. **(Added-AETC)** Acknowledge responsibility by signing the equipment control report.

9.2.3.3.2. **(Added-AETC)** Be the point of contact to the group accountable for resolving equipment problems.

9.2.3.3.3. **(Added-AETC)** Track location of equipment deployed, installed on aircraft, in repair, or stored in support sections.

9.2.3.3.4. **(Added-AETC)** Ensure in-use equipment is monitored and scheduled for maintenance as required.

9.3. Aircraft and Missile Equipment Inventory.

9.3.1. The -21 TO lists all items authorized for each aircraft or missile mission, design, and series (MDS). The manufacturer prepares the -21 TO and reviews or changes it as equipment is modified.

9.3.2. Do not change the -21 TO without MAJCOM and AFMC Program Manager approval.

9.3.2.1. The -21 TO is divided into three sections covering the three categories of equipment:

9.3.2.2. Section I, Maintenance Safety and Protection Equipment (MSPE) used to protect the air-craft or missile from damage and/or to make it safe for maintenance.

9.3.2.3. Section II, Alternate Mission Equipment (AME), used to configure an aircraft or missile for one of its operational missions. It can be installed and removed quickly.

9.3.2.4. Section III, Crew and Passenger Support Equipment (CPSE), used for life support and comfort of crew and passengers.

9.3.3. At unit level, automated products usually control inventories, divided into custody accounts. To build these accounts add selected items listed in the -21 TO and command supplements into Allowance Standards (AS).

9.3.4. Use manual records (AF Form 2691, *Aircraft/Missile Equipment Property Record*) for some items, such as communications security (COMSEC) equipment, prototypes, or specialized equipment too few in number to be listed in automated products (see **Attachment 7**).

9.3.5. Squadrons are accountable for COMSEC equipment. Each squadron may establish COMSEC sub accounts of the base account. Units without sufficient safeguards/storage space within the squadron may maintain or store COMSEC equipment in the Maintenance Squadron until sufficient safeguards/ storage space is acquired within the squadron. Units establish procedures to track location and status of all COMSEC equipment.

9.3.5. **(AETC)** Each squadron handling COMSEC equipment must follow the guidance listed in AFI 33-201 v2, *Communications Security (COMSEC) User Requirements.*

9.4. Lead Commands Supplements to AFI 21-103 regarding -21 TOs.

9.4.1. Lead Commands supplement weapons system -21 TO to show items unique to an MDS and MAJCOM, such as specialized communications, reconnaissance, weapon delivery, and guidance systems.

9.4.1.1. Coordinate with applicable Lead Commands weapons system managers for changes required in -21 technical orders and command peculiar equipment.

9.4.1.2. Owning Lead Commands account for installed specialized or classified equipment.

9.4.1.2. **(AETC)** Owning units account for installed specialized or classified equipment.

9.4.2. Include items (other than standard configuration items) listed on MESLs in the MAJCOM supplement to the -21 TO if they are not in the basic TO.

9.4.2.1. List standard configuration items that may be removed for alternate missions in the Lead Command supplement to the -21 TO as AME. When you treat standard configuration items as AME, the number per aircraft authorized is the largest number that can be installed.

9.5. Equipment not included in -21 TOs. These items are not included in -21 TOs:

9.5.1. Fixed or installed components are part of the basic vehicle and needed for normal operation.

9.5.2. Consumable items other than safety items (such as publications, forms, or relief bags).

9.5.3. Maintenance and servicing equipment in the AS or the -4 TO.

9.6. Asset Categories.

9.6.1. The -21 TO lists all assets authorized for an aircraft or missile MDS. Items are defined and coded (using expendability, recoverability, and reparability category [ERRC] codes) as either:

9.6.1. **(AETC)** The accountable individual annotates the -21 TO with the applicable expendability, recoverability, and reparability category (ERRC) to indicate which assets are managed as repairable.

9.6.1.1. Equipment.

9.6.1.2. Reparable items.

9.6.1.3. Expendable items.

9.6.2. The MAJCOMs, AFMC Logistics Centers or Product Centers, or Defense Logistics Agency (DLA) with management responsibility for the item determine its definition.

9.6.3. The management and control method is different for each category of items. Maintain accountability files IAW AFMAN 23-110, Vol 2, Part 13.

9.6.3.1. Mark the "Remarks" column to show the management and control method by item definition.

9.6.4. MAJCOMs and AFMC Centers identify items managed and controlled as equipment (ERRC NF/ND).

9.6.4. **(AETC)** Maintain accountability files according to the RDS located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm**

9.6.4.1. Mark the -21 TO or command supplement to show which AS lists the equipment.

9.6.4.2. The maintenance activity uses the management and control methods of the Air Force Equipment Management System (AFEMS).

9.6.4.3. The record vehicles are the Custody Account (CA) or Custody Receipt Listing (CRL) and AF Form 601, *Equipment Action Request*.

9.6.5. MAJCOMs or AFMC Centers identify items managed and controlled as repairables (ERRC XD and XF).

9.6.5.1. Mark the -21 TO to show the maintenance activity must manage the asset as a reparable.

9.6.5.2. The maintenance activity uses the management and control methods of the Air Force Recoverable Assembly Management Process (RAMP).

9.6.5.3. Send a Special Purpose Recoverables Authorized Maintenance (SPRAM) listing to the appropriate work center to identify numbers on-hand.

9.6.5.4. The record vehicle is the DD Form 1348-1A, *DoD Single Line Item Release/Receipt Document*, or AF Form 2692, *Aircraft/Missile Equipment Transfer, Shipping Listing*.

9.6.5.5. Accountable individuals monitor expendable (XB3) assets identified in Sections I, II and III of the applicable -21 technical order to ensure on hand quantities are sufficient to meet unit needs. Use AF Form 2691 to maintain visibility of these items. Maintain one AF Form 2691 for each applicable line item in the -21 technical order. Accomplish and document annual inventories by placing the date in Block A and writing "INV" in Block E. Adjust quantities and locations accordingly. Units may place selected expendable assets on bench stock to serve as spares if consumption data warrants. Annotate levels established for bench stock items in Block J. Actual on hand level in bench stock need not be updated. Expendable assets placed in bench stock are exchanged on a one-for-one basis. Dash 21 items locally manufactured to replace -21 technical order items reference the same line item number as listed in the technical order. Additional locally manufactured items maintained, but not listed in the -21 technical order, reference local line item numbers, e.g., L-1, L-2, etc. Units develop local procedures to identify all locally manufactured items, accountable agency and

appropriate line item number. Disposal of excess quantities of serviceable armament/munitions -21 assets requires Lead Commands approval.

9.6.5.6. Follow procedures listed in applicable -21 TOs to control, report, and manage, air launched missile -21 assets.

9.6.6. MAJCOMs, AFMC Centers or DLA identify items managed and controlled as expendables (XB3).

9.6.6.1. Mark the -21 TO to show the maintenance activity must manage the items as expendables.

9.6.6.2. As a rule, maintenance does not manage or control these items once they've been issued.

9.6.6.3. Some items defined as expendables may require specific management procedures. For example, maintenance must have the right number of cables on-hand for ejector rack operation. MAJCOMs may choose to manage these items like the end item they are used with.

9.6.6.3.1. Calculate total quantities authorized using quantities listed in applicable -21 technical orders multiplied by the number of assigned unit aircraft. Units manage all weapons related –21 equipment using AF Forms 2691 and supporting documentation. Variances in the authorized versus on-hand quantities of armament -21 requires Lead Command approval.

9.6.6.3.1. **(AETC)** Quantity variances of armament –21 TO levels require HQ AETC/A4MSW approval.

9.6.6.3.2. **(Added-AETC)** Accountable individuals monitor expendable (XB3) assets identified in sections I, II, and III of the applicable -21 TO to ensure on-hand quantities are sufficient to meet unit needs. The following guidance applies:

9.6.6.3.2.1. **(Added-AETC)** If not automated use AF Form 2691, **Aircraft/Missile Equipment Property Record,** to maintain visibility of these items. Maintain one AF IMT 2691 for each applicable line item in the -21 TO.

9.6.6.3.2.2. **(Added-AETC)** Use manual records (AF Form 2691) to accomplish and document annual inventories by placing the date in Block A and writing "INV" in Block E. Adjust quantities accordingly.

9.6.6.3.2.3. **(Added-AETC)** Units may place selected expendable assets on bench stock to serve as spares if consumption data warrants. Annotate levels established for bench stock in Block J. Actual on-hand level in bench stock need not be updated.

9.6.6.3.2.4. **(Added-AETC)** Expendable assets placed on bench stock are exchanged on a one-for-one basis. Exchange of item or AETC Form 138, **Lost Tool or Item Investigation Record,** is required to maintain accountability. Retain AETC Form 138 in Tab D of the custodial file for 1 year.

9.6.6.3.2.5. **(Added-AETC)** Dash 21 items locally manufactured to replace -21 TO items will reference the same line item number as listed in the -21 TO. Additional locally manufactured items maintained, but not listed in the -21 TO,

will reference the local line item numbers; for example, L-1, L-2, etc.

9.6.6.3.2.6. **(Added-AETC)** Units develop local procedures to identify all –21 locally manufactured items. Disposal of excess quantities of serviceable armament -21 assets require HQ AETC/A4MSW approval.

Section 9B—Responsibilities

9.7. Using Command. Each Lead Command supplements this instruction or the -21 TO for assigned weapon systems, or both, or issues separate command instructions. The using command:

9.7.1. Sets up an OPR to focus management attention on -21 assets and informs HQ AFMC/ A4U-AVDO.

9.7.1. **(AETC)** For aircraft support equipment, the HQ AETC POC's address is: HQ AETC/A4MA, 555 E Street East, Randolph AFB TX 78150-4440. For weapons delivery equipment, the HQ AETC POC's address is: HQ AETC/A4MSW, 555 E Street East, Randolph AFB TX 78150-4440.

9.7.2. Sets up a control system to make sure base-level accounting of items are accurate and tailored to unique MAJCOM requirements. Authorized -21 levels must not be greater than the number of assigned aircraft without prior MAJCOM and AFMC approval (refer to paragraph 9.11.).

9.7.3. Reallocates -21 items within the command.

9.7.4. Works with program and item managers and gaining commands to reallocate -21 items as part of inter-command aircraft transfers.

9.7.5. Identifies the base-level organization responsible for overseeing daily asset management and control. Maintenance Group Commander assigns responsibility for aircraft travel pods. Armament Flight exercises daily control and management for all armament related suspension equipment, except items listed in para 9.9.2 that will be managed by Aircraft Maintenance Squadrons.

9.7.6. Works with subordinate units and other MAJCOM headquarters to resolve equipment short-ages according to paragraph 9.14. or to locate equipment removed from transient aircraft according to paragraph 9.15.

9.7.6. **(AETC)** The MXG/CC or civilian equivalent assigns responsibilities for aircraft travel pods.

9.7.7. Annually reviews -21 TOs for asset requirements of assigned weapon systems in coordination with program and item managers and redistributes or adjusts items as appropriate.

9.7.7. **(AETC)** HQ AETC/A4MA and A4MSW weapons systems managers conduct annual reviews of each weapon system -21 TO. The reviews ensure authorizations are adequate to support employment roles and identify changes required in authorizations. In addition, the weapons system managers review each unit's -21 asset levels and reallocate assets within AETC as required.

9.8. AFMC.

9.8.1. HQ AFMC:

9.8.1.1. Fulfills using command responsibilities (paragraph 9.7.).

9.8.1.2. Develops control procedures for items not intended for -21 TO (such as prototypes under development, test, and evaluation).

9.8.1.3. In coordination with the gaining or using command, develops an initial -21 TO for a weapon system based on the PMD, the contractor's proposed AF Form 2692, and proposed -21 TO.

9.8.2. Air Logistics Center Program Offices use yearly reviews to:

9.8.2.1. Keep -21 TO up-to-date in coordination with MAJCOMs (see para 9.7.7).

9.8.2.2. Ensure equipment listed in aircraft and missile -21 TOs (and the Lead Command supplements) include all items MAJCOMs and Air Logistics Center Program Offices must oversee.

9.8.2.3. Validate MAJCOM -21 levels and make changes as needed.

9.8.2.4. Maintain Air Force oversight of -21 item inventory and locations to help determine necessary replacement buys, war and mobilization planning, and war reserve materiel (WRM) stock-age objectives.

9.8.2.5. Keep enough stock of listed equipment to fulfill daily requirements and wartime taskings.

9.8.2.6. Check equipment listed in the -4 TO both as basic airframe equipment and as AME (for example, missile launch rails for F-16) is listed as AME in the -21 TO.

9.8.2.7. The respective Product Center Program Office will have the roles/responsibilities identified above in 9.8.2. for programs that are still in the acquisition phase.

9.8.3. Program and item managers manage inter-command reallocation of items resulting from air-craft transfer or changing mission requirements.

9.8.4. Program and item managers give disposition instructions for -21 items declared excess as a result of aircraft retirement or mission changes (usually warehoused and stored as WRM until clearly obsolete).

9.8.5. Program and item managers release excess items for sale through Defense Reutilization and Marketing Office (DRMO) channels when approved by MAJCOMs and HQ USAF (see also paragraph 9.11.).

9.9. Base Activities.

9.9.1. Units must set up procedures and assign responsibilities to:

9.9.1.1. Provide accurate accounting, oversight, and daily control of items.

9.9.1.2. Forward a copy of unit inventory results to appropriate MAJCOM weapons system managers NLT 30 Sep annually. Report shortages impacting unit mission via

message to applicable weapon systems manager. Hold disposition of overages pending MAJCOM reconciliation.

9.9.1.2. **(AETC)** Report overages and shortages via message to HQ AETC/A4MA.

9.9.2. Armament Flights will account for, manage and control weapons suspension items (ERRC XD) in Section II of applicable -21 aircraft TOs. In addition, suspension items with ERRC XF (such as LAU-129 missile launchers) will be tracked and controlled using the R25 SPRAM listing. Aircraft Maintenance Squadrons will account for and track, chaff/flare/ALE-50 magazines and AME items managed under the two-level maintenance concept. B-1 units (Armament Flights) will account for flare and chaff magazines only (ALE-50 is managed by defensive avionics), using the R25 SPRAM listing. SPRAM custodians will establish an accounting method in an OI that allows for immediate action identification of assets stored or used outside the owning work center.

9.9.2. **(AETC)** The work center responsible for maintaining –21 equipment is also responsible for control and accountability for all associated aircraft -21 equipment.

9.9.2.1. The R25 (SPRAM) listing will be the accountability/asset inventory document for all repairable coded XD assets. XD assets are defined as fault isolation spares, shop standard spares, training spares, -21 TO spares, alternate mission equipment, test station spares, and stand alone spares. The CA/CRL listing is the asset inventory for equipment-coded assets (ERRC NF/ND). Maintain AF Forms 2691 to provide unit visibility over XF3 and expendable (XB3) assets in sections I, II, and III of applicable aircraft -21 TOs. Units need not maintain an AF Form 2691 for XF3 assets controlled on the R25 listing. SPRAM account custodians maintain a custodian file IAW AFMAN 23-110, Vol 2, Part 13, using **Table 9.1**.

9.9.2.1. **(AETC)** The armament flight or off-equipment armament function has the accounting responsibility for all weapons (work unit code 75000 series) –21 suspension item spares that require off-equipment scheduled maintenance in accordance with applicable aircraft –6 TOs. Accountability for all adapters, all weapons delivery -21 spares wiring harnesses and cables lies with the weapons function responsible for maintaining the aircraft.

Table 9.1. 1 SPRAM Guidance.

Tab A - Current Action: AF Forms 2691. R25 (SPRAM) listing. (If only for -21 equipment). Tab B - Information Files: AF Forms 1297, *Temporary Issue Receipt*, or. In use equipment reports. Tab C - Suspense and Completed Files: Suspense: Due-out requests and supporting documents. Completed: Hold completed actions until new R25 is received. Tab D - Adjustment Documents:

Reports of Survey.
AF Forms 2692, DD Forms 1149 or DD Forms 1348-1.
Authorization for SPRAM assets.

Tab E - Register of Control Numbers:
AF Forms 126, *Custodial Request Log*.
D04, D18 and M30 (For SPRAM assets).

Tab F - Regulations and Certificates:
Copy of this supplement and any applicable unit supplement.
Current custodian designation letter.
AF Forms 2426, *Training Request and Completion Notification* or other certification of equipment management training for the primary and alternate custodians.

9.9.3. LRS Equipment Liaison Office (ELO) is the contact for items controlled under AFEMS and SPRAM.

9.9.4. The work center, designated by their MAJCOM, maintains item inventories (CA/CRL or SPRAM listing or both).

9.9.4.1. As new items arrive or are transferred, update the inventory listing using AF Forms 601, 2692, 2005, *Issue/Turn-In Request* or DD Form 1348-1A, depending on how the items were moved (see paragraphs 9.13. through 9.18.).

9.9.4.1. **(AETC)** For airlift and tanker aircraft, also update the inventory listing using the applicable programs (F9002, F9015) in CAMS for mobility (GO81).

9.9.4.2. The custodian keeps a record copy of the input documents.

9.9.4.3. Inventory and reconcile the account upon change of custodian and/or:

9.9.4.3. **(AETC)** Inventory and reconcile the CA/CRL account at least once a year and report shortages impacting unit mission capability via message to the applicable HQ AETC weapons system manager.

9.9.4.3.1. When host MAJCOM determines more frequent CA/CRL account reviews

9.9.4.3.2. Inventory SPRAM account as required by AFMAN 23-110. .

9.9.5. The -21 Support Function:

9.9.5.1. Monitors the movement of -21 items.

9.9.5.2. Coordinates the gathering, packing, and shipping of -21 items when aircraft are transferred.

9.9.5.3. Notifies the designated workcenter of the number of items to be shipped.

9.9.5.4. Reconciles shortages with gaining or losing organizations and sends copies of correspondence to gaining and losing MAJCOM headquarters.

9.9.5.5. Forwards AF Form 2692 to appropriate PS&D element.

9.9.5.5. **(AETC)** The PS&D or civilian equivalent function will control TCTOs on -21 items according to AFI 21-101 and AETC Sup 1.

9.9.5.6. AMXS/HMXS -21 support function will have a letter on file that identifies the -21 SPRAM account custodian by name, grade and telephone number. Additionally, they will forward the letter to MOS PS&D, and the host LRS Equipment Liaison Office (ELO). Consolidates AMXS -21 SPRAM custodian listings and provides a copy to all squadron -21 SPRAM accountable individuals. Uses this listing to notify accountable agencies of aircraft deployments, aircraft transfers, or arrival of new equipment so custodians can adjust records accordingly. Forwards a copy of the listing to the host LRS ELO.

9.9.5.7. Accountable individuals: Control equipment in serviceable condition, including items in extended storage. Will use automated, manual reports, or AF Forms 1297 to control equipment. Reports will identify equipment by type, serial or field number, date issued and accountable squadron individual.

9.9.5.8. Accountable squadron individuals: Acknowledge responsibility by signing the equipment control report. The POCs are accountable to the Maintenance Group for equipment problem resolution. Track location of equipment deployed, installed on aircraft, in repair, or stored in support sections. Ensure in-use equipment is monitored and scheduled for maintenance as required.

Section 9C—Managing -21 Assets

9.10. Transferring Aircraft or Missile -21 Assets.

9.10.1. MAJCOM headquarters must manage the reallocation of aircraft or missile -21 items after transfer decisions have been made.

9.10.1.1. For intra-command reallocations, the MAJCOM headquarters:

9.10.1.1.1. Sends the transfer directives to subordinate units.

9.10.1.1.2. Coordinates the movement.

9.10.1.1.3. Notifies Air Logistics Center Program Offices of item inventory and location information.

9.10.1.2. For inter-command or inter-theater movement, MAJCOMs coordinate the transfer directives with the respective Air Logistics Center Program Offices as well as with the gaining command.

9.10.2. Transfer directives must:

9.10.2.1. Identify the base-level functions to coordinate the preparation, gathering, and shipping of -21 items.

9.10.2.2. Identify which items will be transferred aboard the aircraft and which items will be shipped separately.

9.10.3. If an aircraft or missile is transferred to a depot or contractor facility and will return to the same unit, the transferring unit keeps equipment the depot does not need. Use AF Form 2692 to transfer installed equipment.

9.10.4. If aircraft or missiles are transferred by way of a depot or contractor program, the losing unit ships only the needed equipment and the equipment listed in the transferring directive. The losing unit sends the rest to the gaining unit no later than 30 days before the completion date.

9.10.5. For transfers through Military Assistance Program or donations and sales to agencies outside the Air Force, the respective Air Logistics Center Program Office decides what equipment to transfer.

9.10.6. All requests to remove assets from AMARG storage code STT (FMS) aircraft are sent to SAF/ IA and AF/A8P with information copy to AF/A4L.

9.11. Disposing of Excess Assets.

9.11.1. Authorized -21 levels must not be greater than the number of assigned aircraft unless Lead Command and the respective Air Logistics Center Program Office approves the excess.

9.11.2. Sometimes the number of -21 items on hand may exceed authorized levels because of aircraft loss, discontinuance of a specific mission, and aircraft retirement. In these cases, the owning MAJ-COM headquarters works with program and item managers to put together disposition instructions.

9.11.3. In the event of aircraft loss, the unit usually carries the -21 items as excess.

9.11.3.1. MAJCOM headquarters may elect to reallocate these items to another unit, depending on need, or add them to WRM.

9.11.3.2. Adjust the inventory to reflect items lost with the aircraft, using DD Form 200, *Financial Liability Investigation of Property Loss*.

9.11.4. When the Air Force discontinues a specific mission or combat capability, the owning unit usually warehouses and manages the assets as WRM.

9.11.4.1. Only AF/A8P issues authorization for aircraft disposition through the DRMO.

9.11.5. When aerospace vehicles are retired in other than inviolate (XS) or Excess Defense Articles (EDA) (XT) storage, the respective Air Logistics Center Program Office reallocates items used on other aerospace vehicles (for example, racks, adapters, and cargo handling equipment).

9.11.6. When aerospace vehicle items are retired, AF/A8PL will approve, via AF Form 913, the appropriate disposition for spares, training (ground maintenance/Aircraft Battle Damage Repair (ABDR)), AF Museum, FMS etc..

9.12. Increasing Authorized Levels.

9.12.1. Unit-level requirements above the number of assigned aircraft are approved only after:

9.12.1.1. The MAJCOM will coordinate -21 increase requests. Forward approved requests, other than XB3 asset requests, to the respective Air Logistics Center Program Office."

9.12.1.1.1. Lead Command will approve any increase in armament expendable (XB3) assets after MAJCOM approval. Further coordination/approval of armament expendable assets is not required.

9.12.1.2. The respective Air Logistics Center Program Office agrees with the MAJCOM request.

9.12.1.3. A source for the item has been identified (MAJCOM redistribution, WRM, or other source).

9.12.2. Items sourced from WRM require AF/A4LM/A4LY approval.

9.12.3. MAJCOM funded items (such as missile launchers) require no further approval. Units must identify funds (from either AFMC or MAJCOM) and get the approval of the appropriate program and Funds Programs Manager for all other shortfalls requiring funding.

9.12.4. The program manager approves the requirements after these criteria have been met.

9.12.5. Refer unresolved disagreements to appropriate Lead Command for resolution.

9.13. Arrival of New Equipment.

9.13.1. MAJCOM headquarters puts together and sends out to gaining units directives that specify:

9.13.1.1. Which base level organization controls the various -21 items.

9.13.1.2. Which account system (AFEMS, RAMP, SPRAM) to use.

9.13.1.3. Which expendable items the unit must manage and control.

9.13.2. Coordinate these directives with the contractor, the losing command, or the respective Air Logistics Center Program Office so the shipper knows the correct address and "mark for" information.

9.13.3. List all items installed on, delivered with, or carried onboard the aircraft or missile on AF Form 2692.

9.13.3.1. PS&D files AF Forms 2692 in Aircraft Historical Records. Forms disposition IAW the AF Records Disposition Schedule in AFRIMS, **https://www.my.af.mil/gcss-af61a/afrims/afrims** .

9.13.4. In all cases, the total amount of -21 equipment must equal the PMD requirements for the weapon system.

9.13.5. List any assets delivered separately on DD Form 1149 or DD Form 1348-1A.

9.13.6. The designated work center works with base supply (equipment management or materiel management) to load authorized quantities into the account system. As new equipment arrives, use the shipping document (AF Form 2692, DD Form 1149 or DD Form 1348, *DoD Single Line Item Requisition System Document*) as the input and record copies to adjust on-hand quantities.

9.13.7. Wing PS&D must tell applicable maintenance organizations and the life support function when aircraft are to arrive so they can meet the aircraft and inventory items.

9.13.7.1. Designated work centers (if appropriate) remove and store items and update on-hand quantities.

9.14. Adjusting for Shortages.

9.14.1. Shortages found during acceptance inventories will be identified to the losing unit (or SPD for new weapon systems) within 24 hours. Send a copy of the notification to MAJCOM headquarters.

9.14.2. MAJCOM headquarters must resolve shortages quickly. If no accountable individual can be identified for shortages found during acceptance inventories, handle them according to AFMAN 23-110. Handle accountability for equipment lost during flight, damaged, or destroyed according to AFMAN 23-110.

9.15. Removing Assets From Transient Aircraft.

9.15.1. List equipment removed and not replaced on AF Form 1297. A designated representative of the transient activity completes and signs this form in three copies and:

9.15.1.1. Mails one copy to the appropriate PS&D section or equivalent at home station.

9.15.1.2. Keeps one copy and places one copy in AFTO Form 781 series binder before the aircraft leaves.

9.15.2. The MXG/CC, or equivalent of the base where the aircraft is transient ensures removed equipment is returned to the owning base within 30 days.

9.15.2.1. Send the transportation control number (TCN) to the owning unit as soon as it is known.

9.15.2.2. If the inventory is not correct, the owning unit takes action according to procedures in paragraph 9.14.

9.16. Managing Deployed Assets.

9.16.1. The owning MAJCOM and the deployed unit retain accountability for -21 items deployed for exercises and contingencies. MAJCOM headquarters must review base mobility plans and supported OPLANs at least once a year and when taskings change, to make sure equipment lists include the proper numbers and types of -21 items.

9.16.2. MAJCOM headquarters must make sure deploying units identify:

9.16.2.1. Items deployed on or with the aircraft or missile.

9.16.2.2. Items sent through normal transportation channels.

9.16.2.3. Items deployed by dedicated support aircraft.

9.16.2.4. The account system (automated or manual) used to control assets.

9.16.2.5. The function or individual who is responsible for controlling items.

9.16.2.6. Any -21 shortages or authorization changes identified during contingencies.

Note: Identify shortages or authorization changes to the deployed combat Headquarters LG for prioritization and resolution.

9.16.3. The senior deployed maintenance officer, senior NCO, or contract maintenance officer assumes control of deployed -21 equipment. Prior to departure, the individual appointed to assume custodial responsibility at the deployed location signs a transfer document for the equipment. Group CCs develop procedures to provide the deploying officer/NCO with a listing of all deployed -21 equipment. Separate and identify deployed equipment into three deployed groups: with aircraft or missile, through normal transportation channels, or by dedicated support aircraft. If maintenance support personnel are not available at the deployed location, the senior crew chief or crew member assumes control of deployed equipment.

9.17. Transferring Assets.

9.17.1. The appropriate PS&D or equivalent is the focal point for transferring aircraft, missiles, and associated assets. This office must notify maintenance squadrons and life support functions of the transfer date.

9.17.2. Each accountable work center prepares items for transfer.

9.17.2.1. If shipping the item on or with the aircraft or missile, list it on AF Form 2692. See **Attachment 8** for instructions on filling out this form.

9.17.2.2. If shipping the item separately, list it on AF Form 60l, DD Form 1149, or DD Form 1348-1A. Use one copy of the form to adjust inventory records.

9.17.3. The -21 Support Function or equivalent compiles this information and prepares a "master" AF Form 2692 for all items to be transferred on or with the aircraft or missile. Then the -21 Support Function or equivalent prepares a listing of other items to be transferred (including date, mode of shipment, and transportation control numbers) and sends it to the gaining organization. Send copies of these lists to MAJCOM headquarters.

9.18. Changing the Accountable Individual.

9.18.1. When you have to change the custodian of a -21 items account, proceed as you would for other types of accounts.

9.18.2. The new account custodian must be eligible according to published MAJCOM directives and must have attended custodian training.

9.18.3. Inventory the account, reconcile differences, and have both individuals sign a statement to the effect that the account is true.

9.18.4. Follow procedures in AFMAN 23-110, Vol 2, Part 13, for changes of SPRAM or equipment custodians. Individuals designated as -21/SPRAM account custodians attend Equipment Custodian training conducted by base supply. Additionally, custodians receive locally developed work center training on -21/SPRAM equipment management responsibilities.

Chapter 10

AVIONICS POD SYSTEM INVENTORY, STATUS AND UTILIZATION REPORTING

Section 10A—Reporting System Overview

10.1. Description of Pods. Electronic combat pods and other avionics pods are self-contained systems, designed to be externally carried, and are interchangeable among the general class of fighter, interceptor, strike, and reconnaissance aircraft. Pods are modularly constructed to provide capabilities specific to aircraft mission requirements for training, self-protection against enemy threat radar controlled weapons, airborne threats, navigational and target illumination, instrumentation, and communications (telemetry and data link).

10.2. Description of RAMPOD. RAMPOD is an integrated weapons management information system that collects, reports, and maintains real-time reliability, availability, maintainability, configuration, warranty, system on-time, inventory, performance, sortie, and engineering parametric data for externally carried electronic combat pods and other avionics pods. HQ AF/A4 and SAF/FM have designated RAMPOD as the inventory and financial accountability system for all AF externally carried pods, including leased pods. Financial reporting to Defense Finance and Accounting Service (DFAS) for all AF externally carried pods is accomplished via RAMPOD. The RAMPOD financial module is generally compliant with the Chief Financial Officer (CFO) Act of 1990, The Chief Information Act of 1996 and the Federal Managers Integrity Act of 1996. As a result of diverse pod configurations and new technologies, RAMPOD may track internal mounted pods as directed by MAJCOM or SPO. Also, other systems may be reported in RAMPOD as directed by MAJCOM or SPO and approved by AF/A4L in their capacity of Maintenance Systems Portfolio Owner.

10.3. How and What to Report.

10.3.1. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3 of AFI 33-324.

10.3.2. As the accountability system, RAMPOD maintains accountability for all AF externally carried pods. RAMPOD must account for pod assets possessed by Air Force, Air National Guard, or US Air Force Reserve activities. Accountability begins when DD Form 250, *Material Inspection and Receiving Report*, is signed. All pod program offices are required to forward a DD Form 250 to RAMPOD for any new pods within 5 working days of the date title passes to the government. Accountability ends on receipt of a termination message and/or DD Form 1149, *Requisition and Invoice/Shipping Document*. Deletions of pods from active inventory or any in-transit actions must be reported to RAMPOD within 5 working days.

10.3.3. The cost of any improvements (modifications) to pods must be reported in RAMPOD. Cost data for modifications or copies of DD Forms 250 must be forwarded to RAMPOD when the improvements performed by contract exceed $100K per pod.

10.3.4. **For the purpose of this instruction, the following data is reportable to RAMPOD:**

10.3.4.1. DD Form 250 for all pod acquisitions

10.3.4.2. Documentation for any deletions of pods from active inventory

10.3.4.3. All in-transit actions

10.3.4.4. All pod modification costs

10.3.4.5. Pod MDS, model, part number and serial number

10.3.4.6. Operational status

10.3.4.7. Pod ownership (Air Force, Air National Guard, or Air Force Reserve)

10.3.4.8. Cost data for leased pods

10.3.4.9. Current and assigned pod locations

10.3.4.10. The Elapsed Time Indicator (ETI) meter readings. The frequency of ETI capture will be determined based on configuration and maintenance philosophy of the affected pod.

10.3.4.10.1. Readings of external ETI meters will be captured for each action accomplished affecting the pod; to include aircraft installation/removal and any maintenance performed on the system.

10.3.4.10.2. Readings of internal ETI meters will be captured on any maintenance action requiring de-paneling for maintenance and/or inspection.

10.3.4.11. Changes in avionics pod ownership between Air Force, Air National Guard, or Air Force Reserve, changes in current and assigned pod location and support responsibility, to include all deployments, TDYs, and/or special missions.

10.3.4.12. Any changes in pod status conditions impacting mission capabilities and/or readiness.

10.3.5. Additional reporting requirements:

10.3.5.1. Inventory, status, LIMFACS, and repair capability for ATE/SE, pod shipping containers, and spares kits shall be included in RAMPOD as MAJCOM or SPO directed. (CFO reporting of ATE/SE inventory will not be accomplished in RAMPOD but through the appropriate management/accountability information system.)

10.3.5.2. For AF range pods review AFI 13-212, *Range Planning and Operations*, Chapter 6.5 for additional guidance and instructions.

10.3.6. Pod shipping container serial numbers will be tracked to include any movements and change of possession.

10.4. Contractor Reporting. For contractor-controlled or maintained avionics pod systems, report the inventory, status, utilization, and configuration on items being maintained or sustained by contract support. The contracting officer or designated official shall be responsible for delegating the required inventory reporting authority to a local representative or individual.

10.5. The Reporting System. Inventory, status, and utilization data will be reported via RAMPOD, the Air Force official system for inventory and financial accountability. RAMPOD will provide the reporting methodologies. Office of Primary Responsibility (OPR) for RAMPOD is WR-ALC/ITMS, 205 Perry Street, Suite 100, Robins Air Force Base, GA 31098, DSN 468-5404. RAMPOD Portal: **https://rampod4.robins.af.mil**.

10.5.1. Data is processed at the unit level and at the RAMPOD processing site. MAJCOMS, HQ AFMC, HQ USAF, and other authorized users of the RAMPOD database monitor the data.

10.5.2. Once per duty day, units shall update and/or verify status and inventory information via the RAMPOD Portal Status and Inventory Management System as detailed in the applicable user's manual.

10.5.3. HQ USAF, HQ AFMC, SAF/FM, DFAS, Air Force Audit Agency (AFAA), and other authorized users may extract reports, data, and information from RAMPOD to monitor and manage pod inventory, status, and utilization while achieving an auditable financial statement of assets.

10.6. Security Classification. Avionics pod inventory, status, and utilization data reported under this instruction are unclassified. Do not enter classified data into RAMPOD. Consult appropriate weapon system security guides for additional guidance.

10.7. Waivers From Reporting. Waivers from reporting avionics pod inventory, status, and utilization data to RAMPOD shall be forwarded to AF/A4 and SAF/FM for consideration. Section 10B—Reporting Responsibilities

10.8. Unit-Level Activities. All reporting starts at the unit level.

10.8.1. Maintenance ensures pod and ATE/SE inventory (as appropriate), status, and utilization reporting is accurate and timely.

10.8.2. A maintenance official from the unit currently in possession of the pod (i.e. flightline/ backshop/contractor) will:

10.8.2.1. Ensure the unit correctly maintains inventory, maintenance status, utilization, and configuration data.

10.8.2.2. Ensure that the unit reports, updates/verifies data on all pods and ATE/SE at their work center (using the procedures in this instruction) to RAMPOD a minimum of once per duty day.

10.8.2.3. Coordinate with MAJCOMs, ALCs, or contractor field teams to verify inventory, status, and utilization reporting.

10.8.3. Units without internet access, work with their command headquarters to determine alternative procedures. Their headquarters will:

10.8.3.1. Assist MAJCOM agencies in pulling pod and ATE/SE inventory, status, utilization, and configuration data (reports) from RAMPOD.

10.8.3.2. Appoint a unit pod reporting Point of Contact (POC) and send the POC's name to WR-ALC/ ITMS (RAMPOD), 205 Perry Street, Suite 100, Robins Air Force Base, GA 31098.

10.8.4. All units will provide to RAMPOD, biannually, an updated POC list to include NCOIC and ANCOIC. Include AFETS representative, if applicable.

10.9. MAJCOM POCs.

10.9.1. Check/coordinate with their reporting units to ensure that pod inventory, status, utilization, and configuration appear in the RAMPOD database.

10.9.2. Ensure that units take action to correct any reporting discrepancy or problem.

10.10. Pod System Program Office (SPO) Pocs will accomplish the following:

10.10.1. Ensure that Pod assets stored at warehouse locations are updated in RAMPOD for Pod status as changes occur.

10.10.2. Update RAMPOD monthly to ensure the inventory and status of the warehoused items are correct.

10.10.3. Perform an annual physical inventory of the pod containers in the warehouse to ensure that inventory and status of the pod assets matches those being reported in RAMPOD.

10.11. Forms Prescribed. AF Form 2691, *Aircraft/Missile Equipment Property Record*

10.12. Forms Adopted. AF Form 126, Custodian Request Log, AF Form 601, Equipment Action Request, AF Form 913, Aerospace Vehicle Project Action, AF Form 1297, Temporary Issue Receipt, AF Form 3131, General Purpose, AFMC Form 1026, Aircraft Accountability Record, AFTO Form 290, Aerospace Vehicle Delivery Receipt, AFTO Form 781, AFORM Aircrew/Mission Flight Data Document, DD Form 200, Financial Liability Investigation of Property Loss, DD Form 250, Material Inspection and Receiving Report, DD Form 1149, Requisition and Invoice/Shipping Document, DD Form 1348-1A, Issue Release/Receipt Document

10.12. (AETC) Forms Adopted. AETC Form 138, *Lost Tool or Item Investigation Record*, and AETC Form 1236, *Request for Improving/Changing AETC Maintenance Publications*.

LOREN M. RENO, Lt General, USAF
DCS/Installations, Logistics & Mission Support

(AETC)

DAVID W. NORSWORTHY, Colonel, USAF
Deputy Director of Logistics, Installations and Mission Support

(COLUMBUSAFB)

JAMES R. SEARS, JR., Colonel, USAF
Commander, 14th Flying Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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TO 43-1-1, *Maintenance, Inspection, Storage, Shipment And Serialization -- Training Devices and Trainer Maintenance Parts, Maintained by Air Force Depots*, Change 10, 22 Nov 94

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AFCSM 25-524V4, *EIMSURS Users Manual*, 1 Oct 2004

Abbreviations and Acronyms

ABDR—Aircraft Battle Damage Repair ACI—Analytical Condition Inspection

ACP—Allied Communications Publication

ADE—Automated Data Element

ADP—Automatic Data Processing

AFNIC—Air Force Network Integration Center

AFCSC—Air Force Cryptologic Support Center

AFDSDC—Air Force Data Systems Design Center

AFEMS—Air Force Equipment Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command AFR—Air Force Regulation

AGE—Aerospace Ground Equipment

ALCM—Air Launched Cruise Missile

AMARG—Aerospace Maintenance and Regeneration Group

AME—Alternate Mission Equipment

AMMIS—Aircraft Maintenance Manpower Information System

ARMS—Aviation Resource Management System

AS—Allowance Standards

ASIP—Aircraft Structural Integrity Program

ATE—Automatic Test Equipment

ATE—MIS—Automatic Test Equipment - Maintenance Information System

AUR—All Up Rounds

AVDO—Aerospace Vehicle Distribution Officer

AVUM—Aerospace Vehicle Utilization Monitor

AVP—Aerospace Vehicle Project AWM—Awaiting Maintenance

AWP—Awaiting Parts

BAC—Backlog

BSL—Basic System List

CA—Custody Account

CDB—Centralized Database

CEMS—Comprehensive Engine Management System

CLS—Contractor Logistics Support CND—Cannot Duplicate

COMBS—Contract Operated and Maintained Base Supply

COMSEC—Communications Security

CONUS—Continental United States

CPSE—Crew And Passenger Support Equipment

CRL—Custody Receipt Listing

DBA—Data Base Administrators

DBM—Database Manager

DDN—Defense Data Network

DEP—Departed

DES—Destination

DLA—Defense Logistics Agency

DNN—Data Network

DOC—Designed Operational Capability DoD—Department of Defense

DPI—Data Processing Installation

DPRO—Defense Plant Representative Office

DRMO—Defense Reutilization and Marketing Office

EAV—Estimated Availability (date) EDA—Excess Defense Articles

EDD—Estimated delivery date

EI—Engineering Installation

EIL—Equipment Inventory List

EQD—Equipment Designators

ERRC—Expendability, Recoverability, and Reparability Category Code

ESC—Emergency Status Code

ESR—Emergency Status Report

ETI—Elapsed Time Indicator

FCF—Functional Check Flight

FMC—Full Mission Capable

FMS—Foreign Military Sales

FOA—Field Operating Agency

FOT&E—Follow-On Operational Test And Evaluation

FSL—Full System List

FTD—Field Training Detachment

GEO LOC—Geographic Location

GFE—Government-Furnished Equipment

GFP—Government-Furnished Property

GITA—Ground Instructional Training Aircraft

GMT—Greenwich Mean Time

HDBM—Host Data Base Manager

ICAO—International Civil Aviation Organization

ICBM—Intercontinental Ballistic Missile

ID—Identification

IM—Inventory manager

IMDS—Integrated Maintenance Data System

IMMP—Improved Maintenance Management Program

INW—In work

ITA—Interface Test Adapter

JCS—Joint Chiefs of Staff

LOC—Location

LRM—Line Replaceable Module

LRS—Logistics Readiness Squadron

LRU—Line Replaceable Unit

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command

MATE—Modular Automatic Test Equipment

MC—Mission Capable

MDC—Maintenance Data Collection

MDM—Mobile Depot Maintenance

MDS—Mission Design Series

MESL—Minimum Essential Subsystems List

MICAP—Mission Capability

MIS—Maintenance Information System

MOA—Memorandum of Agreement

MRA—Mission Ready Available

MSPE—Maintenance Safety And Protection Equipment

MTS—Mobile Training Sets

NMC—Not Mission Capable

NMCA—Not Mission Capable Airworthy

NMCB—Not Mission Capable, Both (Maintenance And Supply)

NMCBA—Not Mission Capable Both Maintenance and Supply Airworthy

NMCBS—Not Mission Capable Both Maintenance and Supply Scheduled

NMCBU—Not Mission Capable Both Maintenance and Supply Unscheduled

NMCBSA—Not Mission Capable Both Maintenance and Supply Scheduled Airworthy

NMCBUA—Not Mission Capable Both Maintenance and Supply Unscheduled Airworthy

NMCM—Not Mission Capable Maintenance

NMCMA—Not Mission Capable Maintenance Airworthy

NMCMS—Not Mission Capable Maintenance Scheduled

NMCMU—Not Mission Capable Maintenance Unscheduled

NMCMSA—Not Mission Capable Maintenance Scheduled Airworthy

NMCMUA—Not Mission Capable Maintenance Unscheduled Airworthy

NMCS—Not Mission Capable Supply

NMCSA—Not Mission Capable Supply Airworthy

NRTS—Not Repairable This Station

OCR—Office of Collateral Responsibility

OGT—Organization Record

OIL—Open Incident List

OL—Operating Locations

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

OPSEC—Operations Security

ORG ID—Organizational Identification

PA—Program Aerospace Vehicles and Flying Hours

PDM—Programmed Depot Maintenance

PEC—Program Element Code

PEID—Program Element Identification

PM—Program Manager

PMC—Partial Mission Capable

PMCB—Partial Mission Capable Both

PMCM—Partial Mission Capable, Maintenance

PMCMS—Partial Mission Capable, Maintenance Scheduled

PMCMU—Partial Mission Capable, Maintenance Unscheduled

PMCS—Partial Mission Capable, Supply

PMIs—Preventive Maintenance Inspections

POC—Point of Contact

PS&D—Plans, Scheduling, and Documentation

PUP—Pickup Point

RAM—Rapid Area Maintenance

RAMP—Recoverable Assembly Management Process

RAMPOD—Reliability, Availability, Maintainability for Pods

RCN—Reports Control Number

RDT&E—Research, Development, Test and Evaluation

REMIS—Reliability and Maintainability Information System

RPIE—Real Property Installed Equipment

RTE—Resident Training Equipment

RTOK—Retest Okay

SBSS—Standard Base Supply System

SE—Support Equipment

SIOP—Single Integrated Operational Plan

SLS—Space Launch Squadron

SM—System Manager

SOA—Separate Operating Agency

SPD—System Program Director

SPRAM—Special Purpose Recoverables Authorized To Maintenance

SRAM—Short Range Air-to-Surface Attack Missile

SRD—Standard Reporting Designator

SRU—Shop Replaceable Unit

SSM—Space vehicle Status Manager

STEP—Special Training Equipment Program

SW—Space vehicle Wings

TCN—Transportation Control Number

TCT—Total Contract Training

TCTO—Time Compliance Technical Order

TF—Total Flyable

TMA—Test Module Adapter

TMF—Traffic Management Flight

TO—Technical Order

TPS—Test Program Set

TRAP—Tanks, Racks, Adapters, and Pylons

TRIC—Transaction Identification Code

TRU—Tester Replaceable Unit

VSN—Vehicle Serial Number

VSND—Vehicle Serial Number, Delayed

WRM—War Reserve Materiel

WUC—Work Unit Code

UAS—Unmanned Aerial System

UPC—Utilization Purpose Code

Terms

Active Equipment—Equipment installed and commissioned to perform an operational mission or requirement. (Does not include cold spares or off-line equipment.)

Aerospace Vehicle—Includes all aircraft and selected missiles and drones.

Aircraft Inventory Categories—Inventory is divided into two distinct and separate areas: assignment and possession. Assignment and possession are further identified by purpose codes. Current approved purpose codes are identified in the Air Force Data Dictionary.

Amber Condition—(Partial Mission Capable (PMC)). System or equipment functioning in such a way that it can perform at least one, but not all, of its missions/functions. (Impaired but usable) Equipment must be at least amber when you order parts partially mission capable supply.

Assignment—Assignment is the allocation of an aircraft by HQ USAF to MAJCOMs for the purpose of carrying out assigned wartime, training, and/or test missions. Specific purpose identifier codes are used for assignment.

Capability Impact Code—A code used to indicate a degraded communications equipment or mission condition (A-Amber) or non-operational condition (R-Red) (See the Air Force Data Dictionary for directions to access).

Communications Functional Component Groups—Communications components that are not aligned under end-items or systems and that perform a stand-alone function.

Condition Status—A term describing an aerospace vehicle's ability to perform its assigned missions.

Delay Code—An alpha code used to indicate why a piece of communications equipment has not been returned to an operational status (See Air Force Data Dictionary for directions to access).

Downtime Code—An alpha code used to indicate why a piece of communications equipment is not operational (See Air Force Data Dictionary for directions to access).

Equipment Status Report (ESR) Number—A number reporting an individual downtime event in the Communications Status and Inventory Reporting System. Same as the job control number.

Gain—The assumption of possession and responsibility for an item by a unit.

Green Condition—(Full Mission Capable (FMC)). Equipment/system functioning as required in TO specifications and capable of supporting its mission requirements.

Host Command—The command providing host base support to the activity maintaining a piece of equipment.

Inactive Equipment—Equipment not commissioned or installed to perform an operational mission or requirement. Includes equipment in storage, tactical and combat communications equipment not deployed, mockups, training equipment, and equipment not being utilized to perform a mission.

Inventory Category Codes—These codes are used in the allocation process and are divided into two categories; assignment and possession.

Loss—The release of possession and responsibility for an item by a unit.

Mission Capable (MC)—A system's ability to perform at least one of its assigned peacetime or wartime missions. If no wartime mission is assigned, the system must be capable of performing any one assigned peacetime mission.

Mission Number—Is a twelve character code identifying the type of mission being flown. It consists of single and multiple characters identifying who is supported, what type mission is being flown (training, channel, contingency, etc) and various other elements of the mission assigned by the command, unit and FM and the last three characters are the Julian date the mission was scheduled.

Neutral Flight Crew—A crew not from the gaining or losing commands.

Possession—Possession is the actual acceptance, operational use (utilization), or designation of responsibility for an aircraft. Data collection is described in the appropriate users manual.

Red Condition—(Not Mission Capable - (NMC)). The system or equipment doesn't meet the TO. specifications; therefore unable to perform any of its assigned missions or functions. Unusable (neither in use nor available for use). The equipment must be Red when you order parts Not Mission Capable Supply.

Requiring Command—The command with most of the requirements for use of the equipment under consideration.

Termination—The deletion of an aerospace vehicle from the Air Force Inventory because any of these apply: it is transferred to a non-Air Force activity, it is damaged beyond economical repair, or it is destroyed.

Trainer—Equipment designed and procured specifically for formal training programs. For this regulation, only trainers listed in Air Force Data Dictionary are reportable.

Attachment 1 (COLUMBUSAFB)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Adopted Forms

AFTO 781, *ARMS Aircrew/Mission Flight Data Document*

AF Form 847, *Recommendation for Change of Publication*

Attachment 2

MAINTENANCE STATUS CODES AND CONDITION STATUS CODES

Figure A2.1. List of Maintenance Status Codes

FMC - Full Mission Capable. The aircraft/ICBM is capable of doing all assigned missions. The formula for FMC rate is FMC hours/Possessed hours.
MC – Mission Capable. Is a computer status that includes FMC and PMC time. The formula for MC hours = FMC hours + PMCM hours + PMCB hours + PMCS hours. The MC rate is determined by FMC hours + PMCM hours + PMCB hours + PMCS hours/Possessed hours.
PMC - Partial Mission Capable. Material condition of an aircraft or training device indicating it can perform at least one, but not all, assigned missions. Or a material condition of an ICBM indicating mission performance is degraded (PMCB, PMCM, PMCS, TPMCM and TPMCS descriptive reasoning applies)
PMCB - Partial Mission Capable Both Maintenance and Supply (Condition Status Code F). The aircraft can do at least one, but not all, assigned missions because of maintenance and supply. The formula for PMCB rate is PMCB hours/Possessed hours.
PMCM - Partial Mission Capable Maintenance (Condition Status Code G). Material condition of an aircraft or training device indicating it can perform at least one, but not all, assigned missions because of maintenance requirements existing on the inoperable subsystem(s). The formula for PMCM rate is PMCM hours/Possessed hours.
PMCS - Partial Mission Capable Supply (Condition Status Code H). Material condition of an aircraft or training device indicating it can perform at least one, but not all, assigned missions because maintenance required to clear the discrepancy cannot continue due to a supply shortage. The formula for PMCS rate is PMCS hours/Possessed hours.
NMC - Not Mission Capable. The aircraft/ICBM cannot do any assigned missions.
NMCA – Not Mission Capable Airworthy. The aircraft cannot do any assigned missions. The aircraft can fly (not restricted from use).
NMCB - Not Mission Capable Both Maintenance and Supply. The aircraft/ICBM cannot do any assigned missions because of maintenance and supply. The aircraft cannot fly (restricted from use). The formula for NMCB rate is NMCBA hours + NMCBS hours + NMCBU hours/ Possessed hours.
NMCBA – Not Mission Capable Both Maintenance and Supply Airworthy. The aircraft cannot do any assigned missions because of maintenance and supply. The aircraft can fly (not restricted from use).
NMCBS - Not Mission Capable Both Maintenance and Supply Scheduled (Condition Status Code B). The aircraft/ICBM cannot do any assigned missions because of supply and scheduled maintenance. The aircraft/ICBM cannot fly (restricted from use).
NMCBU - Not Mission Capable Both Maintenance and Supply Unscheduled (Condition Status Code A). The aircraft/ICBM cannot do any assigned missions because of supply and unscheduled maintenance. The aircraft/ICBM cannot fly (restricted from use).
NMCBSA - Not Mission Capable Both Maintenance and Supply Scheduled Airworthy (Condition Status Code L). The aircraft cannot do any assigned missions because of supply and scheduled
NMCBUA - Not Mission Capable Both Maintenance and Supply Unscheduled Airworthy (Condition Status Code K). The aircraft cannot do any assigned missions because of supply

and unscheduled maintenance. The aircraft can fly (not restricted from use).
NMCM - Not Mission Capable Maintenance. The aircraft/ICBM cannot do any assigned missions because of maintenance. The aircraft cannot fly (restricted from use). The formula for NMCM rate is NMCMA hours + NMCMS hours + NMCMU hours/possessed hours.
NMCMA - Not Mission Capable Maintenance Airworthy. The aircraft cannot do any assigned missions because of maintenance. The aircraft can fly (not restricted from use).
NMCMS - Not Mission Capable Maintenance Scheduled (Condition Status Code D). The aircraft/ICBM cannot do any assigned missions because of scheduled maintenance. The aircraft/ICBM cannot fly (restricted from use).
NMCMU - Not Mission Capable Maintenance Unscheduled (Condition Status Code C). The aircraft/ICBM cannot do any assigned missions because of unscheduled maintenance. The aircraft cannot fly (restricted from use).
NMCMSA - Not Mission Capable Maintenance Scheduled Airworthy (Condition Status Code N). The aircraft cannot do any assigned missions because of scheduled maintenance. The aircraft can fly (not restricted from use).
NMCMUA - Not Mission Capable Maintenance Unscheduled Airworthy (Condition Status Code M). The aircraft cannot do any assigned missions because of unscheduled maintenance. The aircraft can fly (not restricted from use).
NMCS - Not Mission Capable Supply (Condition Status Code E). The aircraft/ICBM cannot do any assigned missions because of supply. The aircraft cannot fly (restricted from use). The formula for NMCS rate is NMCS hours + NMCSA hours/possessed hours.
NMCSA - Not Mission Capable Supply Airworthy (Condition Status Code P). The air-craft cannot do any assigned missions because of supply. The aircraft can fly (not restricted from use).
TNMC - Total Not Mission Capable. All NMCB + all NMCM + all NMCS added together equal TNMC. The aircraft/ICBM cannot do any assigned missions. Same as NMC.
TNMCS - Total Not Mission Capable Supply. NMCS, NMCBU, NMCBS, NMCSA, NMCBUA, and NMCBSA added together equal TNMCS. The aircraft/ICBM cannot do any assigned missions because of supply. The formula for TNMCS rate is NMCB hours + NMCS hours/Possessed hours.
TNMCM - Total Not Mission Capable Maintenance. NMCMU, NMCMS, NMCBU, NMCBS, NMCMUA, NMCMSA, NMCBUA, and NMCBSA added together equal TNMCM. The aircraft/ICBM cannot do any assigned missions because of maintenance. The formula for TNMCM rate is NMCB hours + NMCM hours/Possessed hours.
TPMCS - Total Partial Mission Capable Supply. PMCS and PMCB added together equal TPMCS. The aircraft can do at least one, but not all, assigned missions because of supply.
TPMCM - Total Partial Mission Capable Maintenance. PMCM and PMCB added together equal TPMCM. The aircraft can do at least one, but not all, assigned missions because of maintenance.
TNMCA - Total Not Mission Capable Airworthy. NMCBA, NMCMA, NMCMSA, NMCBUA, NMCBSA, NMCMUA, and NMCSA added together equal TNMCA. Same as NMCA.
Total Flyable (TF). FMC, PMC and NMCA added together equal TF. The aircraft can fly.

Note: These codes are reported through the MIS to REMIS and are available to all REMIS users.

Attachment 3

STANDARD MESL MISSION CODES

Figure A3.1. List of Standard MESL Mission Codes

AAC - Air to Air Conventional
ACP - Airborne Command and Control (Command Post)
ACT - Airborne Command and Control (Tactical)
ACW - Airborne Command and Control (Early Warning)
ADC - Air Defense, Conventional
ADD - Air Defense, Dual
ADN - Air Defense, Nuclear
ALA - Airlift, Airland
ALE - Airlift, Evacuation
ALT - Airlift, Tactical
AMN - Administrative Support
AR - Air Refueling
ASC - Air to Surface, Conventional
ASD - Air to Surface, Dual
ASN - Air to Surface, Nuclear
ASY - Air Superiority
BFT - Basic Flying Training
CAS - Close Air Support
DSP - Defense Suppression
DTE - Developmental Test and Evaluation
DTS - Developmental Test Support
EC - Electronic Countermeasures
FAC - Forward Air Control
FC - Facility Checking
MSP - Missile Site Support
NT - Navigation Training
RS - Reconnaissance, Strategic
RT - Reconnaissance, Tactical
SAR - Search and Rescue
SAY - Surface to Air Recovery
SO - Special Operations
SOA - Special Operations, Airland
SOD - Special Operations, Airdrop
TR - Transition
TT - Tactical Training
WAS - Weather, Air Sampling
WR - Weather, Reconnaissance

Attachment 4

REFERENCES FOR CODES USED IN AIRCRAFT REPORTING/ICBM REPORTING

Figure A4.1. References

Serial Number. AFMAN 23-110 USAF Supply Manual, Vol 2 Mission, Design, and Series (MDS). Air Force Data Dictionary. Aircraft Configuration Identifier. Air Force Data Dictionary. Organization. Air Force Data Dictionary. Command. Air Force Data Dictionary. Station Location Code. Air Force Data Dictionary. Possessed Purpose Code. Air Force Data Dictionary. Local time of Change. Air Force Data Dictionary. Type Action. Gain - Air Force Data Dictionary. Loss - Air Force Data Dictionary. Termination - Air Force Data Dictionary. Date: Year Consecutive Julian day (self-explanatory). Command of Assignment. Air Force Data Dictionary. Assignment Purpose Code. Air Force Data Dictionary. Program Element Code. Air Force Data Dictionary.

Attachment 5

DOWNTIME CODES FOR COMMUNICATIONS EQUIPMENT

Figure A5.1. List of Downtime Codes

Maintenance Scheduled

A - Retrofit or Modification. (Not Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use when you need to remove an active equipment item from its assigned mission for the field or depot to perform a modification such as a TCTO, TCI, Class I modification, or antenna change out. State the TCTO number, modification performed, antenna replaced, and performing activity in a comment.
B - Depot Maintenance Scheduled. (Not Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use for scheduled Air Logistics Center (ALC) overhaul, radome painting, and other such operations. Includes scheduled maintenance done by engineering installation (EI) units, centralized repair activities (CRA), mobile depot maintenance (MDM) teams, and contractors. State the type of maintenance and performing activity in a comment.
C - Test (Orientation or Other). (Not Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use for all scheduled tests or evaluations except preventive maintenance inspections (PMIs). Use downtime code "F" for deficiencies discovered as a result of the test. Indicate the type of test or evaluation in a comment.
D - Reserved for (Scheduled Maintenance). (Not Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)).
E - Preventive Maintenance. (Not Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use when the communications equipment or channel is red or amber in its assigned mission because of scheduled PMIs required by Air Force, MAJCOM, or FOA directives. Comments are not required for deferred or incomplete PMIs, see downtime code "V". For discrepancies discovered during a PMI use downtime code "M". Comments are not required.
I - Scheduled Maintenance. (Not Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use for scheduled maintenance not covered by other downtime codes includes pre and post deployment inspections. Add a comment to state the type of scheduled maintenance.

Maintenance Unscheduled

F - Failed Flight Check or Operational Systems Check. (Not Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use to record the time active equipment is not capable of performing its assigned mission due to inability to pass flight inspection or periodic operational system checks. Also for all ESRs opened as a result of deficiencies discovered during test, orientation, or other procedure (downtime code "C"). Enter the work unit code of the failed component.
M - Equipment Malfunction. (Not Mission Capable Maintenance Unscheduled (NMCMU) or

Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use for equipment or component failure. Applies to components and equipment listed in the work-unit code manual for reportable equipment. Enter the work-unit code of the failed component. Add a brief description of the problem in a comment.
R - Emergency Maintenance. (Not Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use when equipment does not meet TO standards and you need to request outside assistance. Use a delay code until maintenance is actually being performed. Enter the WUC of the affected component or sub-system. State the type of assistance required in a comment i.e. SMT.
U - Unknown. (Not Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use for initial reporting of suspected equipment failure or malfunction. Change to a more specific code when you determine the nature of the outage. Use this code also for equipment failure or malfunctions that you cannot duplicate or clear while checking. Add comments to describe the reported symptoms or events. WUC is not required for this code.
S - Software/Program Errors. Use when the equipment is down due to error in the operational program (software or firmware). Use this code only after you're sure that deficiencies in the operational program are causing the problem.

Maintenance Other.

G - Vehicle Out of Commission. Use when a vehicle that is an integral part of a communications system is out of commission.
H - Host Base Action. Use for reasons such as runway construction, building repair, and snow removal. State the specific action in a comment.
J - Damage or Deterioration. Use for uncontrollable equipment damage caused by events other than weather or jamming (downtime codes "W" or "X"), such as natural disasters, vandalism, or riot. State the type and cause of the damage in a comment.
K - Relocating/Resiting. Use for relocating or resiting of equipment for any reason except deployment and for runway changes of longer than 15 minutes. Describe the circumstances in a comment.
L - Associated Equipment Malfunction. Use when associated or ancillary equipment that is not work-unit coded under the reportable equipment causes downtime. Does not apply to generators, air conditioners, or cables (see downtime codes "N", "P", and "Q"). Identify the equipment causing the outage in the comments.
N - Power Failure. Use when downtime occurs due to loss of commercial, local, or backup power. Includes downtime due to unstable power and any recovery time.
O - Scheduled Software Maintenance. Use for scheduled downtime for software change, update patches, maintenance, or testing.
P - Environmental Control. Use for failure of temperature, humidity, and dust control equipment (air conditioning) that is not part of the end item.
Q - Cable Out. Use for downtime due to defective or cut cable. For a cable cut, use comments to describe the incident.
T - Training. Use for downtime due to on-the-job training as approved by the Systems Flight Commander or equivalent representative.
V - Military Priority. Use when equipment must be shut down due to safety hazard,

interference with other equipment, or direction from higher headquarters (MAJCOM, Air Staff, and etc). Does not apply to jamming (see downtime code "X"). Also, use for red or amber conditions that result from a deferred or incomplete PMI. Add comments to cite the authority for the outage.

W - Atmospheric Disturbance or Weather. Use for downtime caused by severe weather or atmospheric conditions, such as anomalous propagation, high winds, heavy snow, or icing. Indicate the specific type of disturbance or weather condition in a comment.

X - Jamming - Intentional/Unintentional. Use for downtime due to interfering electrical signals. Report only unclassified information in the comments.

Y - Personnel Error. Use for downtime caused by operator error, such as incorrect switch or button activation or failure to follow established operations or maintenance procedures. Explain the error in a comment.

Z - Frequency Change. Use for downtime due to a frequency change of more than 15 minutes.

Note: The codes listed here give the reasons for communications equipment downtime, for use in reporting status and inventory. See Chapter 6 of this instruction. These codes will gradually be converted to status codes shown in parentheses after the downtime code.

Attachment 6

DELAY CODES FOR COMMUNICATIONS EQUIPMENT

Figure A6.1. Delay Codes

Maintenance Unscheduled

A - Single Shift Maintenance. Use when equipment or channel has malfunctioned and personnel are not available to correct the problem. Stops when on-call technicians arrive or the next duty day begins. Does not apply when the maintenance function is staffed for 24-hour operation.
C - Awaiting Technical Assistance from MAJCOM, FOA, Depot, and Contractor support. Used when you have requested technical assistance from an activity. Stops when the assistance arrives at the site. Indicate the type of assistance in a comment.
E - Shift Change. Use when work stops due to shift changes that exceed 30 minutes.
S - Skill Not Available. Use when qualified maintenance personnel are not available to perform the required maintenance. Do not use this code when delay code "A" or "C" applies. Indicate in a comment why the required personnel aren't available.

Other Delay

B - Awaiting Flight Check. Use when an official flight check has been requested. Stops when an official certification flight check starts (see delay code "F"). Indicate the date and time of the scheduled flight check in a comment.
D - Lack of Funds. Use when you lack organizational funds to order parts.
F - Flight Check. Use to record the time required to perform an official certification flight check.
G - Awaiting System Check. Use when awaiting quality control check, pre or post-deployment inspection, or initial checkout (other than a flight check). Use to report a delay for a systems check by other than maintenance. Indicate the type of system check required in a comment.
H - Parts Awaiting Transportation. Use when parts are awaiting transportation from maintenance control or are enroute to a remote maintenance detachment or location.
I - Parts Research. Use when work stops due to research exceeding 30 minutes. (Valid for use until discontinued in IMDS)
K - Off-Site Maintenance. Use when a part goes to off-base maintenance activities for repair or fabrication. Also use this code when an activity other than the owning or using activity repairs or fabricates equipment on-base. Identify the type of repair and activity in a comment.
O - Host Base Support. Use when you have requested support from an on-base activity, such as civil engineers. Includes off base support activities when on base activities cannot support requirements. Stops when the assistance arrives at the site. Indicate the type of support in a comment.
T - Travel Time. Use when maintenance delay is caused by travel of longer than 15 minutes between the maintenance organization and remote facility where the malfunction occurred.
U - Tools, Test Equipment, and Technical Data Not Available. Use when maintenance does not have the tools, test equipment, or technical data needed to perform maintenance. State the

tool, test equipment, or publication needed in a comment.
V - Military Priority. Use when restoration of equipment to operational status is prevented by a directive of higher military priority. Enter the directing authority in the "remarks" section.
W - Delay For Weather. Use when you cannot restore equipment due to weather conditions. Specify the weather conditions in a comment.
X - Awaiting Transportation. Use when maintenance is delayed due to lack of transportation to the maintenance job location for tools, test equipment, technical data, and personnel.
Z - Other. Use when you encounter a delay that is not covered by any other delay code. State the cause of the delay in a comment.

Supply (Logistics) Delay

J - Supply Processing. Use for on-base supply processing time. Starts when the work center or CFP establishes the requisition in the standard base supply system (SBSS) and stops when supply issues the parts or LRS notifies the unit representative that the base does not have the parts. Also use this code when components are in the Reparable Processing Center and are needed to clear an equipment malfunction.
L - Reserved for Backorder Supply.
M - Supply, MICAP Backorders. Use when base supply notifies maintenance that they must go to the ALC or lateral for parts identified as MICAP requirements. Stops when the part arrives at base supply. Indicate in comments the due-in, NSN or part number, part name, supply status code, estimated shipping date, whether it was ordered NMC or PMC, and whether it went to depot or lateral.
N - Supply, Other Backorders. Use when supply notifies maintenance that they must go to the depot or lateral for parts on non-MICAP requirements. Stops when the part arrives at base supply. Indicate in comments the due-in, NSN or part number, part name, supply status code, estimated shipping date, and whether it went to depot or lateral.
P - Supply, Local Purchase. Use when you obtain parts through local off-base channels. Starts when the condition is declared and stops when the parts arrive at the site. Indicate the part required and source in a comment.
Q - Supply, Non-DoD. Use when a non-DoD activity, such as FAA, or a foreign government or military establishment, supplies parts for the equipment. Indicate part number, message or requisition number, and estimated delivery date in a comment.
R - Supply, Contractor Support. Use when a contractor supplies the parts for the equipment. Indicate part number, message or requisition number, and estimated delivery date in a comment.
Y - Supply, Delivery Time. Use for a significant delay in delivery of parts from LRS to maintenance.

Note: The codes listed here give the reasons for communications equipment delay time, for use in reporting status and inventory. See **Chapter 6** of this instruction.

Attachment 7

HOW TO USE AF FORM 2691, AIRCRAFT/MISSILE EQUIPMENT PROPERTY RECORD

Figure A7.1. Sample

Column A. Enter the julian date when the transaction is posted.

Column B. Enter the supply account number followed by the request number from the custodian request log.

Column C. Enter the quantity authorized, calculated by multiplying the quantity authorized by the number of aircraft or missiles.

Column D. Enter the quantity due-in. Make due-in postings from the suspense copy of DD Form
1348-1A. Put a check mark in column D opposite the quantity originally due-in to indicate receipt or partial receipt of the items. **Note:** When due-ins are canceled, enter the quantity canceled in column D preceded by the abbreviation "Canx", and adjust the balance in column E.

Column E. Enter the total quantity due-in. This entry represents the total quantity of due-ins recorded in Column D. Bring it up to date as changes occur.

Column F. Enter the quantity received from any source.

Column G. Enter the quantity turned in or transferred.

Column H. Enter the quantity on hand. Enter a zero if there is none on hand. Make changes to this column when you receive, turn in, transfer, or terminate accountability for equipment with relief adjustment documents. Support changes to this column with a source document or relief documents prepared to end accountability for equipment signed out on AF Form 1297.

Column I. Enter data required to show the location. In the next column, enter the quantity at that location. When equipment is signed for on AF Form 1297, enter the quantity in this column.

Block 1. Enter the part number.

Block 2. Optional. Enter the Expendability, Reparability, Recoverability and Category (ERRC) Code or leave blank.

Block 3. When two or more possessed weapons systems are authorized common equipment items in the -21 TO., enter the MDS that applies in this block.

Block 4. These numbers correspond with -21 line numbers.

Block 5. Enter the stock number of the item.

Block 6. Enter a descriptive nomenclature to identify the item. If the item is classified, enter the word "Classified" after the nomenclature.

Block 7. Enter the unit of issue (for example, "pair," "set," or "each").

Block 8. Optional. Enter the unit price or leave blank.

Block 9. Enter the weapon system that applies. For equipment common to two or more weapon systems, refer to instructions for block 3. Enter the MDS for the largest number of weapon systems possessed in this block. (For example, if 18 F-16As and 36 F-16Cs are possessed, enter F-16C in this block and F-16A in block 3.)

Attachment 8

HOW TO USE AF FORM 2692, AIRCRAFT/MISSILE EQUIPMENT TRANSFER/SHIPPING LISTING

Figure A8.1. Sample Aircraft/ Missile Equipment Transfer/Shipping Listing

Section A8A—Parts of the Form

Box 1. Enter the organization title and the address of the activity initiating the transfer.
Box 2. Leave blank.
Box 3. Enter the MDS.
Box 4. Leave blank.
Box 5. Enter the organization title of the receiving activity. Also enter this **Note:** "Aircraft /Missile Equipment for (MDS and serial numbers)."
Box 6. Enter the authority for transfer.
Box 7. Enter request number from AF Form 126.
Column A . Enter the item number (1, 2, 3, and so forth).
Column B. Enter stock or part number and nomenclature.
Column C. Enter quantity authorized in the -21 TO per aircraft or missile.
Column D. Enter the quantity installed or aboard the aircraft.
Column E. Enter quantity shipped separately through transportation.
Column F. The organization receiving the equipment enters the quantity received.
Column G. Enter the reason or authority for shortages, if required (see paragraph 9.14.).
Box 8. Signature of official tasked to perform the final verification before the aircraft departs.
Box 9. Enter the date of verification.
Box 10. Signature of the official tasked to perform the acceptance inventory.
Box 11. Enter the date of the acceptance inventory.
Box 12. The receiving organization enters the request number from AF Form 126.
Note: After the last entry, the accountable officer preparing the form completes the certification at the bottom of the form.

Section A8B—Steps in Preparing and Processing AF Form 2692

Accountable -21 Support Function:
Prepares five copies of AF Form 2692.
Keeps copy 5 in suspense file and destroys it when PS&D returns copy one.
Sends copies 1 through 4 to appropriate PS&D.
-21 Support Function Project Personnel:
Verify all equipment authorized in the -21 TO, or all equipment specified in the transfer directive, is listed on AF Form 2692.
Task the maintenance officers of accountable functions to make an inventory at least 1 day before the scheduled departure of the aircraft. The maintenance officer will:
Verifies all equipment on AF Form 2692 is installed or aboard.
After verifying the equipment being transferred is installed or aboard, signs all four copies.
Return copy 1 to the accountable function.

Mail copy 2 to the PS&D of the gaining organization. Place copy 3 in the aircraft records binder for the aircraft being transferred. Hold copy 4 for 30 days in case the gaining organization needs to resolve discrepancies found during the acceptance inventory. **Gaining Organization:** Uses copy 2 or 3 of AF Form 2692 to conduct the acceptance inventory. If there are shortages, review AFTO 781-series forms to determine if the missing equipment was removed en route. If the equipment was removed at an en route base (the transferring organization didn't ship it), requests assistance from MAJCOM to resolve the shortage. Adjusts AF Forms 2691 to show the equipment gained in the transfer.

Attachment 9

HOW TO USE DD FORM 1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT.

Figure A9.1. How to Use DD Form 1149.

Section A9A—Parts of the Form

Box 1. Enter organization e.g. MAJCOM and base, Defense Plant Representative Office (DPRO),etc., possessing the aircraft..
Box 2. Enter HQ AFMC A4U-AVDO, Wright Patterson AFB, OH 45433.
Box 3. Enter the name and address of the recipient indicated in the assignment directive.
Box 4. Enter Foreign Military Sales (FMS) case designator, grant aid Reports Control Number(RCN), etc., if known.
Box 5, 6,7 and 8. Leave blank.
Box 9. Enter HQ USAF project number e.g., FMS 9F-35 or MAP9T-47 and the assignment directive number e.g., 79-635.
Box 10. If shipment is by airlift or surface, make sure the person shipping the aircraft signs. Otherwise leave blank.
Box 11a. Leave blank.
Box 11b. Leave blank.
Box 12. For shipment by airlift or surface, enter the date of shipment. Otherwise leave blank.
Box 13. Indicate airlift or surface. Otherwise leave blank.
Box 14. For shipment by airlift or surface, enter the initial bill of lading or manifest number.
Box (a). Leave blank.
Box (b). Enter MDS and serial number. If being ferried, enter the signature block of the ferry pilot and date of signature.
Box (c) - (i). Leave blank.
Box 15 - 17. Leave blank.
Box 18. Self-Explanatory. Use is optional.
Box 19. Leave blank.

Section A9B—Preparing and Processing DD Form 1149

Accountable Officer:
Makes enough copies of DD Form 1149 to complete all steps.
Sends all copies to the transportation office with the items being shipped.
Transportation Officer:
Assigns transportation control numbers (TCN) and signs all copies of DD Form 1149.
Sends appropriate copies to the gaining traffic management office with the equipment being shipped.
Returns three copies to the accountable officer.
Accountable Officer:
Sends two copies to the appropriate PS&D.
Keeps one copy in suspense.

Plans & Scheduling and Documentation (PS&D): Sends one copy to the PS&D of the gaining unit. Holds one copy for 60 Days in case the gaining unit needs help finding the equipment in transportation channels.

Attachment 10

AFI 21-103 AEROSPACE EQUIPMENT POSSESSION CHANGE REPORT, GAIN.

Figure A10.1. AFI 21-103 Aerospace Equipment Possession Change Report GAIN Message.

TO: Losing Organization
INFO: Losing command HQ and intermediate command HQ. Gaining command HQ and intermediate
command HQ. Appropriate Air Logistics Center (ALC) System Program Director (SPD) and HQ AFMC/A4U-AVDO.
SUBJECT:
AFI 21-103 Aerospace Equipment Possession Change Report, GAIN.
Required Information:
1. Serial number of the aircraft/ICBM.
2. Date of gain (last two digits of year plus consecutive julian day) and local time of change, (followed by date and Zulu time) date and Zulu time of change shown in the loss and gain messages must agree.
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Gaining organization.
7. Gaining organization station location code.
8. Gaining organization possession purpose identifier.
9. Type action code. (GB for a gain)
10. Losing organization station location code and command.
11. Command gaining aircraft/ICBM.
12. Date of next major scheduled inspection due (time/date and type, i.e., phase, periodic, major or minor isochronal, etc.) (MAJCOM option, leave blank if not used).
13. Reason for movement, i.e., assignment change, PDM, ACI, etc.
14. Name and DSN telephone number of AVDO initiating message.

Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/GB/
(10) (11) (12) (13) (14)
MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO, DSN

Attachment 11

SAMPLE AIRCRAFT/ICBM LOSS MESSAGE

Figure A11.1. Sample Aircraft/ICBM Loss Message

TO: Gaining organization.
INFO:
Gaining command HQ and intermediate command HQ.
Losing command HQ and intermediate command HQ.
Appropriate ALC system program director (SPD)
HQ AFMC//A4U-AVDO//
Subject:
AFI 21-103, Aerospace Equipment Possession Change Report, LOSS.
Required Information:
1. Serial number of the aircraft/ICBM.
2. Date of loss (last two digits of year plus julian day) and local time of change (followed by date and Zulu time). Dates and Zulu times of change shown in the loss and gain messages must agree.
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Losing organization.
7. Losing organization station location code.
8. Losing organization possession purpose identifier.
9. Type action code ("LB" for a loss).
10. Gaining organization station location code and command.
11. Command losing aircraft/ICBM.
12. Date of next major scheduled inspection due (time/date and type, i.e., phase, periodic, major or minor isochronal, etc.) (MAJCOM option, leave blank if not used.
13. Reason for movement (assignment change, PDM, ACI, and so on).
14. Name and DSN telephone number of AVDO who is initiating the message.

Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/LB/
(10) (11) (12) (13) (14)
MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO, DSN

Attachment 12

SAMPLE AIRCRAFT/ICBM TERMINATION MESSAGE UNCLASSIFIED

Figure A12.1. Sample Message.

SUBJ: AFI 21-103 Aerospace Equipment Termination Report
ACC/ ENGINE SERIAL NUMBERS/NAME AND RANK OF OG/CC
SAMPLE TERMINATION MESSAGE (See paragraph 2.18.)
INSTRUCTIONS
Addressees:
TO: HQ AFMC WRIGHT-PATTERSON AFB OH/A4U-AVDO
INFO:
Possessing and assigned command HQ and, if applicable, intermediate command HQ.
AF/A8PL.
Appropriate ALC System Program Director (SPD).
Comprehensive Engine Management System (CEMS) Office, OC-ALC/MMDC
HQ AFMC/A4U-AVDO//
SUBJECT: AFI 21-103, Aerospace Equipment Termination Report
Required information:
1. Serial number of the aircraft/ICBM.
2. Date of termination (last two digits of year plus consecutive julian day) and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Possessing organization station location code.
8. Possession purpose identifier.
9. Type termination code for ADN message.
10. Possessing command.
11. Serial number(s) of primary propulsion engine(s) installed on terminated aircraft (N/A for ICBM).
12. Name and rank of Operations Group Commander or designated representative.

Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961422400(961430300Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/T5/
(10) (11) (12)
ACC/ ENGINE SERIAL NUMBERS/NAME AND RANK OF OG/CC

Attachment 13

SAMPLE POSSESSION (SEE PARAGRAPH 2.19.) PURPOSE IDENTIFIER CODE CHANGE MESSAGE CLASSIFIED

Figure A13.1. Sample Message.

TO: MAJCOM AVDO/Office symbol
Cc..:Intermediate command HQ/Office symbol; Appropriate ALC System Program Director (SPD);
HQ AFMC/A4U-AVDO
SUBJECT: AFI 21-103, Aerospace Equipment Possession Purpose Identifier Code Change Report
Required Information:
1. Serial number of the aircraft/ICBM.
2. Date of possession purpose identifier change (last two digits of the year plus consecutive julian day)
and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Station location code.
8. Possession purpose identifier from which the aircraft/ICBM is changing.
9. Type action code ("LF").
10. Possession purpose identifier to which aircraft/ICBM is changing.
11. Possessing command.
12. Remarks: Reason for change.
13. Name and DSN telephone number of AVDO initiating change and message.

Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/LF/
(10) (11) (12) (13)
BQ/ACC/REMARKS/NAME OF AVDO, DSN

Attachment 14

SAMPLE MDS/CONFIGURATION IDENTIFIER CHANGE MESSAGE UNCLASSIFIED

(See paragraph 2.20.)

Figure A14.1. Sample Change Message

TO: MAJCOM AVDO//OFFICE SYMBOL
Cc..: Intermediate command HQ; HQ AFMC/A4U-AVDO; Appropriate ALC System Program Director
SUBJ: AFI 21-103, Aerospace Equipment MDS/Configuration Identifier Change Report
Required Information:
1. Serial number of the aircraft.
2. Date of change (last two digits of the year plus consecutive julian day) and local time of change (followed by date and Zulu time) which must equal 2400Z.
3. Old MDS/configuration identifier.
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Station location code.
8. Possession purpose identifier.
9. Type action code (LC).
10. New MDS/configuration identifier.
11. Possessing command.
12. Name and DSN telephone number of AVDO who is initiating the message.

Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421300(961422400Z)/F015E/ACC/CC/0004FTRWG/VKAG/CC/LC/
(10) (11) (12)
F015EP S/ACC/NAME OF AVDO, DSN

Attachment 15

EQUIPMENT STATUS REPORTING FOR AIRFIELD METEOROLOGICAL SYSTEMS

Figure A15.1. Status Reporting

1. AN/FMQ-13V2 Digital Wind System
1.1. If any Sensor is out, report system NMC (Not Mission Capable)(red).
1.2. Base Weather Station (BWS) Recorder is out, report system NMC (red).
1.3. If Master Indicator is out and Back Up Indicator is functioning, report system PMC (Partial Mi5sion Capable) (amber). Downgrade to NMC (red) at unit discretion.
1.4. If both Master and Back Up Indicators are out, report system NMC (red).
1.5. If any other (Regular) Indicator is out, report system PMC (amber). Downgrade to NMC (red) at unit discretion.
1.6. Report FMC (Full Mission Capable) (green) when all components of system are operating normally.
2. AN/GMQ-34 Cloud Height Set
2.1. If any Ceilometers are out, report system NMC (red).
2.2. If BWS Indicator is out, report system NMC (red).
2.3. Report FMC (green) when all components of system are operating normally.
3. AN/GMQ-32 Transmissometer
3.1. If any Projector and/or Receiver is out, report system NMC (red).
3.2. If BWS Indicator is out, report system NMC (red).
3.3. Report FMC (green) when all components of system are operating normally.
4. AN/FMQ-8 Temperature/Dew point Set
4.1. If Field Sensor is out, report system NMC (red)
4.2. If BWS Indicator is out, report system NMC (red).
4.3. Report FMC (green) when all components of system are operating normally.
5. ML-658GM DBASI
5.1. Report NMC (red) for any fault indication.
5.2. Report FMC (green) when unit is operating normally (no alarm indications).
6. AN/FMQ-19 Automatic Meteorological Station
6.1. If NTF-S Server or FDC is inoperative, report system NMC (red)
6.2. If all Barometers are out, report system NMC (red)
6.3. If Temp/Dew point is out, report system NMC (red)
6.4. Report FMC (Green) when system is operating normally
7. Open Principal User Processor (OPUP) (Small, Medium and Large)
7.1. Report NMC (RED) if router/server is out
7.2. Report NMC (RED) if processor is out
7.3. Report NMC (RED) if monitor (Small OPUP only) is out
7.4. Report PMC (AMBER) with loss of printer or CD-R/RW
7.5. Report FMC (Green) when system is operating normally

Attachment 16

LOADING SERIAL NUMBERS FOR WEATHER SERVICE SYSTEMS

Figure A16.1. Loading Serial Numbers For Weather Service Systems

1. ML-658/GM Digital Altimeter-Barometer - Use the serial number located on the unit.

2. AN/FMQ-8 Ambient Temperature and Dew point Measuring Set - The AN/FMQ-8 does not have a “system” serial number. Use the Base Weather Station Indicator serial number as the top level (AA000) system serial number.

3. AN/FMQ-13V2 Wind Measuring Set - The AN/FMQ-13 does not have a “system” serial number. Use the Base Weather Station RO-558 Recorder serial number as the top level (AA000) system serial number.

4. AN/GMQ-32 Transmissometer Set - The AN/GMQ-32 does not have a “system” serial number.
Use the Base Weather Station Indicator serial number as the top level (AA000) system serial number.

5. AN/GMQ-34 Cloud Height Set - The AN/GMQ-34 does not have a “system” serial number. Use the Base Weather Station IP-1456 Indicator serial number as the top level (A0000) system serial number.

6. AN/FMQ-12 Digital Ionospheric Sounding System - Use the serial number located on the equipment (transmitter) rack.

7. ML-17 Rain Gauge - Use the serial number located on the unit.

8. ML-102 Barometer - Use the serial number located on the unit.

9. Open Principal User Processor (OPUP) (Small, Medium and Large) - use the serial provided in the System Allocation Document (SAD)

Attachment 17

AEROSPACE VEHICLE AND TRAINER PURPOSE IDENTIFIER CODES

Note: The following codes were extracted from the Air Force Data Dictionary maintained by SAF/ FMPT, Budget Information Systems, and are provided as a convenient list for users. MAJCOMS will determine which codes are applicable for use among their units.

(Added)(AETC)NOTE: For possession code changes other than "TF," submit a formal request prior to use and coordinate through the system manager and the MAJCOM AVDO.

A17.1. BJ - Crash/Battle Damage Awaiting AFMC Assistance or Decision. Aerospace vehicles and trainers for which AFMC assistance has been requested for repair of crash or battle damage and will be effective upon submission of AFTO Form 92 Condition Inspection Report IAW TO 1-1-638, Repair and Disposal of Aerospace Vehicles and will apply until actual transfer of possession to AFMC.

A17.2. BK - Command Programmed Maintenance. Aerospace vehicle being processed through a major command directed funded and operated maintenance program (i.e. command central corrosion facility). Not used when aircraft are undergoing unscheduled maintenance scheduled inspections or TCTO. Must be approved by MAJCOM HQs prior to use.

A17.3. BL Extended Transit Maintenance. Applies to aerospace vehicles when transient maintenance requires more than 7 days to repair the transient aerospace vehicle. The gain will be reported by the organization responsible for the maintenance.

A17.4. BN - Crash Damage Base. Aerospace vehicles and trainers on which AFMC assistance is not required for repair of crash damage.

A17.5. BO - Battle Damage. AFMC assistance not required. Applies to battle damaged aerospace vehicles on which AFMC assistance is not required for repair of the damage.

A17.6. BQ - Major Maintenance Awaiting AFMC Decision/Action. Aerospace vehicles and trainers for which AFMC has been requested to provide repair assistance beyond the possessing command's ability. Use will begin when the aerospace vehicle or trainer is no longer usable for its intended purpose and the request for assistance is submitted. The use will continue until the decision is provided, the repair action taken or possession transferred to AFMC. Crash damaged aerospace vehicles will not be reported as BQ.

A17.7. BR - Major Maintenance Awaiting Parts. Aerospace vehicles and trainers which require major maintenance for which the necessary major components have not been programmed and are not available in AF stocks. Use of this code is restricted to large scale programs e.g. replacement of all T-38 wings and not to single isolated incidents. Use of the code must be agreed upon by both the operating MAJCOM and the System Manager. Aerospace vehicles and trainers in BR status are not MICAP reportable.

A17.8. BT - Aerospace Vehicle Transfer. Applies to aerospace vehicle transfers for the period of time that the aircraft is not available to accomplish its assigned mission. To be used for reporting during the period of transfer beginning with preparation for transfer through recovery after arrival at the new location. Aircraft assigned this code will not be considered available for generation during operational readiness inspection (ORIs) and will not be chargeable to unit

NMC/PMC rates. Use of this code is optional but must be approved by MAJCOM headquarters prior to use.

A17.9. BU – Depot Level Maintenance. Depot level work performed at unit level when AFMC has formally acknowledged acceptance of the responsibility to repair the aerospace vehicle IAW TO 00-25-107 and ALC has authorized repair by possessing unit. Work is performed by the owning unit to expedite the repair action when the unit possesses the technical expertise support equipment and is qualified to accomplish the repair. Use of this code must be agreed upon by both the operating MAJCOM and the system program manager. The use will continue until the repair action is complete or the possession is changed to flyable code.

A17.10. BW - Weather/Bird Strike Damage Awaiting AFMC Assistance or Decision. Aerospace vehicles has been requested for repair of aircraft damage and will be effective upon submission of AFTO FORM 9Z Condition Inspection Report IAW TO 1-1-638, *Repair and Disposal of Aerospace Vehicles* and will apply until actual transfer of possession to AFMC. Use of this code is optional but must be approved by MAJCOM headquarters prior to use.

A17.11. BX - Weather/Bird Srike Damage Base. Aerospace vehicles and trainers on which AFMC assistance is not required for repair of aircraft damage. Use of this code is optional but must be approved by MAJCOM headquarters prior to use.

A17.12. CA - Combat Support. Aerospace vehicles assigned or possessed for the primary mission of direct support of units engaged in conflict. Includes: tactical and aeromedical airlift weather reconnaissance or surveillance intelligence and security activities navigation air refueling air rescue airborne warning and control airborne command post photo mapping communications relay or special operations missions.

A17.13. CB - Combats Tactics Development and Equipment Evaluation. Aerospace vehicles assigned or possessed for developing improving or evaluating operational employment ability i.e. OT and E.

A17.14. CC - Combat. Aerospace vehicles assigned or possessed for the primary mission of delivering munitions or destructive materials against or engaged in direct contact with enemy forces. Includes: Strategic or tactical bomber strategic or tactical interceptor strategic or tactical reconnaissance forward air control tactical electronic warfare tactical fighter or attack tactical drone/RPV or fixed wing gunship special operations missions.

A17.15. CD - Combat Unit Missiles--Semi ready. Includes: Missiles possessed by missile units in process of being assembled and checked out and missiles which are assigned in excess of the number of launchers available.

A17.16. CE - Initial Alert Preparation of Ground Launched Missiles. To be used to report missiles which are mated to launchers during the period between acceptance by the using command and initially being placed on alert. When alert status is assumed the missiles will be identified as CC.

A17.17. CF - Combat Auxiliary Support. Aerospace vehicles assigned or possessed to accomplish essential functions that cannot be performed economically in the primary aerospace vehicles of combat and combat support units. Includes: Radar site evaluation and support target

support range support missile site support and traffic control and landing system inspection missions.

A17.18. CR - Combat Unit Missiles--Crate. Missiles possessed by missile units that are crated or in unassembled storage.

A17.19. DJ - Depot Level Maintenance Possession--Depot Level Work. Applies to aerospace vehicles awaiting depot level work either at a depot a contract facility or the base organization location (To be performed by Depot Contract or Rapid Area Maintenance (RAM) RAM/field teams) or awaiting shipment to the appropriate repair facility. To be used when AFMC assistance has been requested and AFMC has formally acknowledged acceptance of the responsibility to repair the aerospace vehicle IAW TO 00-25-107.

A17.20. DK - Contract Work. Aerospace vehicles and trainers on contract to a civilian repair facility (Domestic or Foreign) for the performance of Programmed Depot Maintenance (PDM) repair modification modernization instrumentation TO compliance reconditioning. Aerospace vehicles receiving maintenance as DK will be reported as possessed by AFMC.

A17.21. DL - Depot Delivery Flight. For use by AFMC flight test activities for aircraft delivery to or from depot facilities. Includes: Training flights prior to input into the work facility.

A17.22. DM - Depot Level Maintenance Possession--Depot Level Work RAM/Field Teams. Aero-space vehicles undergoing maintenance beyond organizational/intermediate level capability. Includes: Depot level work being performed at the base organization location by Depot Contract or RAM/field teams.

A17.23. DN - Depot Level Assignment--Depot Level Work Resulting In MDS Change. Aerospace vehicles in USAF depots (Domestic or Foreign) or contract facilities for the performance of maintenance modification modernization technical order compliance or reconditioning of a magnitude that results in a Mission-Design-Series (MDS) change. Aerospace vehicles in this category will be reported as both assigned and possessed by AFMC.

A17.24. DO - Depot Level Maintenance Possession--Depot Work. Aerospace vehicles and trainers at USAF depots (domestic or foreign) undergoing programmed depot maintenance (PDM) repair modification modernization technical order compliance instrumentation reconditioning.

A17.25. DR - Post Depot/Contractor Maintenance. Applies to aerospace vehicles after depot work (DO or DN) contract work (DK) or RAM/field team (DM) maintenance have been completed and the vehicle is in preparation for functional check flight (FCF) or delivery to the organization that will possess it. To be used from the time when the aircraft has been released for FCF during FCF and the maintenance required after the FCF.

A17.26. EB - Contractor Test/Test Support. Aerospace vehicles provided to contractors as government furnished property (GFP) in support of a prime Air Force contract. These aerospace vehicles will be utilized for complete system evaluation testing to improve the capabilities of the designated aerospace vehicle support of specific test programs or production support.

A17.27. ED - Prototype Test. Unaccepted prototype experimental or preproduction aerospace vehicles procured and utilized in support of a prime Air Force contract when conditions of acceptance are contingent upon contractor achievement of a specified milestone. Aerospace

vehicles in this category are assigned for overall inventory accounting purposes only. Assignment action does not affect contractors or program management. Reporting requirements applicable to Accepted aerospace vehicles do not apply.

A17.28. EH - Test Support. Aerospace vehicles assigned or possessed for participation in test pro-grams. Includes: PACE CHASE Test Bed Range and Test Pilot Training Support.

A17.29. EI - Test. Aerospace vehicles assigned or possessed for complete system evaluation or for testing to improve the capabilities of the aerospace vehicle designated.

A17.30. EJ - Ground Test. Aerospace vehicles assigned or possessed for non-flying ground testing and evaluation of the aerospace vehicle or systems.

A17.31. IF - Industrial Fund. Aerospace vehicles assigned to or possessed by AMC for the accomplishment of single manager operations for airlift service. Includes: aircraft assigned to or possessed by strategic airlift tactical airlift domestic aeromedical or airlift units.

A17.32. NY - Non-Appropriated Fund. Aerospace vehicles or trainers on loan to USAF non-appropriated funded activities e.g. aero clubs.

A17.33. PJ - Enroute Aerospace Vehicles or Trainers--Other Than Delivery Flight. Aerospace vehicle and trainer transfers involving the disassembly crating or preparation for means other than flight. To be used for reporting during the period of preparation for transfer and reassembly or check upon arrival at the new location.

A17.34. PL - Enroute Aircraft--Delivery Flight. Applies to all aircraft transfers accomplished by a neutral flight crew (Crew not under the control of the losing or receiving command). Used for reporting from the time of acceptance by the flight crew to the time of delivery to the receiving organization.

A17.35. PM - Security Assistance Program (SAP) Aerospace Vehicles Temporary Diverted to USAF. Aerospace vehicles programmed for delivery and assignment to foreign countries under SAP which have been temporarily diverted to USAF for any purpose.

A17.36. PN - Other Than SAP. Aerospace vehicles temporarily possessed by USAF for any purpose for delivery and assignment to recipients other than SAP countries i.e. USN USA ONA AFM etc.

A17.37. PP - New Production. To be used only by government plant representatives to indicate aerospace vehicles which have been accepted but have not been reported/released to intended recipient.

A17.38. PR -Flyable Storage. Aerospace vehicles which are not currently used for accomplishment of any USAF mission involving flight but which are maintained in readiness for flight IAW technical orders.

A17.39. TB - Operational Readiness Training (ORT). Missiles which have been excused from EWO alert requirements for the purpose of accomplishing operational readiness training.

A17.40. TF - Training: Aerospace vehicles assigned or possessed to accomplish student training com-bat crew training or dissimilar air combat training or combat crew training.

A17.41. TJ - Ground Instruction Active. Trainer and temporarily assigned or possessed aerospace trainers and temporarily assigned aerospace vehicles used for ground instruction purposes.

A17.42. TX - Ground Instruction Inactive. Aerospace vehicles normally with a G prefix permanently assigned or possessed for ground instructional purposes.

A17.43. VJ - Contract Work. (AFMC only) Aerospace Vehicles or trainers on contract to a civilian contractor (domestic or foreign) for the performance of modification maintenance or instrumentation not funded by AFMC. To be reported as possessed by the contractor at the physical location of the vehicle or trainer (contractor facility or base).

A17.44. VN - Contract Work Resulting in MDS Change. Aerospace vehicles on contract to a civilian facility for the performance of vehicle modification or instrumentation resulting in Mission-Design-Series (MDS) change. Aerospace vehicles in this category will be reported as both assigned and possessed by AFMC.

A17.45. XD - Inactive aerospace vehicles which are excess to all DOD needs with no preservation of airframe and engines (309 AMARG 4000 type storage). Aircraft will be reclaimed upon designation to XD, unless programmed reclamation was previously accomplished, normally upon placement into XX or unless the Air Force Reclamation Program Manager waives reclamation. Weapon System PM can direct priority reclamation, as required. Components and repair parts are not excess until DoD programmed reclamation requirements have been satisfied. After programmed reclamation, the aircraft will be processed for disposal

A17.46. XJ - Excess to Command. Aerospace vehicles or trainers which have been reported to the AF/A8PL as excess to the requirements of the possessing command or vehicles designated by HQ USAF as not currently required by a command and on which the possessing command is awaiting disposition instructions. The processing Vehicles will be maintained in a serviceable condition, by the owning MAJCOM.

A17.47. XK - Inactive-Standby. Trainers in a standby status until required to meet a projected training requirement. Standard modification procedures will apply while the trainer is in a standby status.

A17.48. XR - Inactive Aerospace Vehicles for Which Headquarters USAF Approval is Required. This code will not be issued or withdrawn without specific approval of Headquarters USAF/A8P. The assigned command will determine how these vehicles will be used however no change in external configuration is authorized and disposal requires Headquarters USAF/A8P approval.

A17.49. XS - Stored in anticipation of specific future AF operational requirements. Parts may only be removed with approval of AF/A4L and only if serviceable replacement parts are ordered. If parts are removed, the Weapon System PM and engine PM will take concurrent action to acquire serviceable replacements, which need not be reinstalled, but must be earmarked for the specific aerospace vehicles from which removed (parts must be collocated at the installation the aerospace vehicle is stored). AF/A4L is the approval authority for any parts not stored at 309 AMARG. If it is not feasible to acquire replacement parts, the Weapon System PM will submit a waiver request to AF/A4L or a request to reclassify the aircraft to another storage category to AF/A8PL. Aerospace vehicles or trainers will not be moved to “XS” until all

replacement parts are acquired to restore the aerospace vehicle to a flyable condition. Aerospace vehicles are under the authority of HQ USAF.

A17.50. XT - Security Assistance Program(SAP) Hold Storage Inactive aerospace vehicles or trainers stored in anticipation of specific future SAP requirements for transfer to foreign governments either as a foreign military sale (FMS) or at no cost as excess defense articles (EDA). Aerospace vehicles and trainers in this category are excess to DoD needs as flyable aircraft but may not be excess to DoD spare parts or component requirements. Aerospace vehicles in this category will normally be prepared for storage period in excess of 90 days and in a manner which will provide maximum aircraft preservation (AMARG 1000 type storage). The SPD may initiate selected parts removal on input to storage and priority parts removals during storage without action to acquire or replace the removed parts. Since SAF/IA expects aerospace vehicles and trainers made avail for sale will usually be whole, the SPD will coordinate parts removal actions with SAF/IA and AF/A8PL through AF/A4LY. Acquisition of replacement parts will be initiated if the aircraft is reclassified to XS or designated for withdrawal in other than as is where is condition. Before aerospace vehicles and trainers in this category may be offered for transfer as EDA (i.e. Foreign Assistance Act (FAA) Section 516517519 etc.) AF/A4LY shall coordinate with AF/A4L to determine if DoD spare parts or components must be removed to support DoD needs as required by Federal Property Management Regulations (41 CFR 101-43.102) and DoD policy (DoD 4160.21-M).

A17.51. XU - Contractor Other. Aerospace vehicles or trainers provided to approved USAF contractors as government furnished property for other than RDT&E purposes.

A17.52. XV - USAF Storage. Inactive aerospace vehicles or trainers stored to provide spare parts and components for the remaining operational mission aircraft. Aerospace vehicles and trainers in this category will normally be prepared for a storage period in excess of 90 days and preserved in a manner that will minimize expenditure of resources while maintaining components and parts in a reclaimable condition (AMARG 2000 type storage). The weapon system SPD may direct selected parts removal on input to storage and priority removals during storage with no parts reprocurement or replacement action required unless the aircraft are recategorized to XS or designated for withdrawal in other than as is where is condition. Aerospace vehicles or trainers in this category are not excess to DOD requirements

A17.53. XW - Awaiting Determination. Aerospace vehicles lost as a result of a flying accident awaiting determination of applicable termination code (5 6 or 7).

A17.54. XX - Inactive aerospace vehicles or trainers placed in short term economical storage with no preservation of airframe and engines (309 AMARG 4000 type storage). AF/A8PL will ensure aircraft in this category are excess to DOD operational needs and direct reclamation of these aircraft upon transfer to this storage category. (Unless the Air Force Reclamation Program Manager has authorized a reclamation waiver) After completion of the programmed reclamation, 309 AMARG will place the aircraft into Reclamation Insurance Type (RIT). The Weapon System PM may direct selected parts removal upon input to storage and priority removals during RIT storage with no parts procurement or replacement action required. Components and repair parts are not excess under this category of storage – they are being held to support DOD requirements. Aircraft remain in this category until AF/A8PL directs other disposition. **A17.55 XY - Lease Loan.** Aerospace vehicles or trainers on lease to

commercial agencies or loaned to other governmental agencies for accomplishment of tests or other projects.

A17.55. XZ - Lost or Missing. Aerospace vehicles missing in flight to be used when an aerospace vehicle fails to arrive at its destination due to an enroute mishap (Combat loss or other). Its location and condition may be known but physical verification cannot be made or official termination requirements (AFM 67-1 Vol Part One Chapter 16) have not been completed. Missiles will be reported in this category when they have been destroyed by any means but have not been terminated from the inventory.

A17.56. YZ - AF Museum, ABDR, & Non - USAF (Note3)REMIS Accountability Only. Aerospace vehicles assigned to the USAF Museum (AFM), Aircraft Battle Damage Repair (ABDR), non-USAF agencies (a.g., USA, USN, EDA, FMS, ONA). Not to be used for foreign government owned (FGO/ GAF) aircraft under USAF operational control.

A17.57. ZA - Special Activity. Aerospace vehicles assigned or possessed to accomplish special mission. Includes: Aerial Demonstration Attaché MAAG Military Group and other special missions.

A17.58. ZB - Operational Support. Aircraft assigned or possessed to perform air force directed support airlift during peacetime contingencies and wartime. These missions include priority movement of personnel and cargo with time place or mission sensitive requirements.

Attachment 18

SAMPLE ICBM RELOCATION MESSAGE UNCLASSIFIED (SEE PARAGRAPH 3.3.1.)

Figure A18.1. Sample ICBM Relocation Message.

TO: Depot AVDO
SUBJECT: AFI 21-103 Aerospace Equipment Change Report, RELOCATION
Required Information:
1. Serial number of booster or motor
2. Date of relocation (last two digits of year plus consecutive Julian day) and local time of change,
(followed by date and Zulu time) date and Zulu time.
3. MDS
4. Owning organization station and command
5. Old location (use MSB for main base, identify launch facility (LF) by wing designator and LF designator)
6. New location (use MSB for main base, identify LF by wing designator and LF designator)
7. Reason for relocation (modernization program, scheduled, or unscheduled maintenance)
8. Name and DSN telephone number of AVDO initiating message