

**BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE**



**EDWARDS AIR FORCE BASE
INSTRUCTION 16-303**

**3 DECEMBER 2013
Certified Current On 26 March 2015**

**Operations Support
412 TW PROGRAM
PRIORITY ASSIGNMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 412 TW/TMGB

Certified by: 412 TMG
(Brian Hobbs)

Pages: 6

This instruction implements Air Force Policy Directive (AFPD) 16-3, *Priorities for Resources Management*; Air Force Instruction (AFI) 63-602, *Defense Production Act Title I—Defense Priorities and Allocations System*; Department of Defense (DoD) Regulation 4140.1-R, *DoD Supply Chain Materiel Management Regulation*, May 2003, Appendix 9, Uniform Materiel Movement and Issue Priority System (UMMIPS) Responsibilities; and AFI 16-301, *United States Air Force Priority System for Resources Management*. It provides guidance and procedures on assigning 412 TW priority codes used to schedule and manage 412 TW resources in support of programs. This publication applies to all 412 TW projects listed in the Job Order Number Management Application. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Request for waivers to any part of this publication must be submitted to the 412th Test Wing (412 TW) Test Management Division (TMG) Director.

1. Overview.

1.1. The 412 TW program priority assignment system is designed to provide the most effective use of 412 TW resources by identifying the relative importance of competing programs. The 412 TW priority assignment system is based on higher-level references concerned with formally designated DoD programs. Further, the 412 TW program priority system enables 412 TW to set the relative priority of programs not specifically identified in the references. It recognizes overall program or project importance, as well as the specific needs of individual programs or projects.

1.2. The 412 TW Program Priority Assignment process begins upon receipt of a customer test support request or upon direction from higher headquarters. The most commonly used test support request format is the Program Introduction document (PI).

2. Roles and Responsibilities.

2.1. The 412 TW Commander (412 TW/CC) has the authority to assign local urgency codes based on test project priority and/or the requirement to efficiently manage 412 TW resources. This authority may be delegated to 412 TW Vice Commander (412 TW/CV) or 412th Operations Group Commander (412 OG/CC).

2.2. The 412th Operations Group (412 OG) will utilize 412 TW program priority codes to schedule limited resources required to conduct test operations. Priority exceptions (scheduling lower priority projects over high priority projects) are permitted on a case-by-case basis to optimize 412 TW project throughput.

2.3. The 412 TW Test Management Division, Resource Planning and Analysis Branch (412 TW/TMGB) has responsibility for the administration and management of 412 TW program priority assignments.

2.4. All other 412 TW organizations will utilize 412 TW program priority codes to resolve resource schedule conflicts between competing programs for non-test and test support activities. This publication does not apply to aircraft maintenance functions governed under applicable Air Force and Air Force Material Command instructions.

3. Procedures.

3.1. The 412 TW program priority code is based on DoD FAD, AF precedence ratings and local urgency codes. The DoD FAD and AF precedence ratings are assigned by higher headquarters prior to delivery of a 412 TW customer support request. 412 TW urgency code is assigned locally to allow special emphasis to be placed on a program temporarily to avoid work stoppage, missed milestones, contract overruns, or delay in fielding critical operational capabilities. Table 1 in Attachment 2 provides the guidance for assigning 412 TW Local Urgency and Program Priority codes.

3.2. Upon receipt of a test support request, 412 TW/TMGB will review applicable program documentation to determine each program's FAD and AF precedence and assign an initial priority code to the program's Job Order Number (JON). All new programs will be initially assigned a 412 TW Local Urgency Code of "C".

3.3. Within one month of planned ground or flight test execution, the test Project Manager will submit a request to the 412 TW/TMGB JON Desk to upgrade the Local Urgency Code to "B". The JON desk will make appropriate updates in JON Management System and notify 412 OG. Upon completion or cancellation of test execution, the test Project Manager will

notify 412 TW/TMGBA to change the 412 TW Local Urgency Code back to “C” and make appropriate updates in the JON Management System.

3.4. Only the 412 TW/CC or designee can approve a Local Urgency Code of “A”.

3.4.1. All requests for a priority upgrade, including those from an external customer, will be reviewed and submitted by the Combined Test Force (CTF) director and forwarded to 412 OG/CC for approval.

3.4.2. CTF requests will include appropriate justification, impacts, and requested timeframe. The 412 OG/CC will submit the request to 412 TW/CC or designee for final approval. Upon approval, 412 OG will direct 412 TW/TMGBA to make appropriate updates in the JON Management System.

3.4.3. A project designated by the 412 TW/CC as a test acceleration or test surge will be assigned an Urgency Code “A”. However, the 412 TW/CC or designated authority may assign an Urgency code “A” for projects which are not designated as test acceleration or test surge.

3.4.4. When the Urgency Code is no longer required, the CTF or 412 OG will notify 412 TW/TMGBA to make appropriate updates in JON Management System

MICHAEL T. BREWER, Brig Gen, USAF
Commander

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

AFI 16-301, *U.S. Air Force Priority System for Resources Management*, 11 Apr 1994

AFI 63-602, *Defense Production Act Title I—Defense Priorities and Allocations System*, 18 Dec 2003

AFMAN 23-110, *USAF Supply Manual*, 1 Apr 2009

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

AFPD 16-3, *Priorities for Resources Management*, 26 Jan 1994

DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*, Appendix 9, UMMIPS Responsibilities, 23 May 2003

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

412 OG/CC—412th Operations Group Commander

412 TW—412th Test Wing

412 TW/CC—412th Test Wing Commander

412 TMG—412th Test Management Division

412 TMG/TMGB—Resource Analysis and Planning Branch

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMCI—Air Force Materiel Command Instruction

AFPD—Air Force Policy Directive

DoD—Department of Defense

FAD—Force/Activity Designator

JON—Job Order Number

PI—Program Introduction

Terms

412 TW Priority Code.—A numerical code (“01” through “18”), derived from a combination of the importance code and the urgency code, used to determine the allocation of 412 TW resources.

412 TW Urgency Code.—Also known as the Urgency of Need Designator (UND), this is an alphabetic code (“A” [highest], “B” or “C” [lowest]) assigned by the 412 TW to express the urgency of a requisitioned item’s use. (See Attachment 1.)

DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation, Appendix 9.* Outlines priority assignment process for DoD resources using the Uniform Materiel Movement and Issue Priority System (UMMIPS). UMMIPS designates priority based on the Force/Activity Designator (FAD).

AFI 16-301, *United States Air Force Priority System for Resources Management.* Explains the structure of the AF priority system and the guidelines for precedence rating assignments. AFI 16-301 categorizes the criteria used for FAD code assignments and outlines the relationship of FAD codes to AF precedence ratings.

Force/Activity Designator (FAD). A Roman numeral between “I” and “V”. It reflects how essential a unit or program is to the DoD’s overall mission. DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation, Appendix 9*, outlines priority assignment process for DoD resources using the Uniform Materiel Movement and Issue Priority System (UMMIPS). UMMIPS designates priority based on the Force/Activity Designator (FAD).

Job Order Number (JON).—The JON refers to an alpha and/or numeric designation assigned to a project to identify a specific entity (resource) or work effort.

Priority Designator. A numerical code that identifies the priority assigned to requisition and issue transactions (see AFMAN 23-110, USAF Supply Manual, Volume 1, Part I, Chapter 24, Attachment 24A-1).

Program Introduction (PI).—The PI is the customer’s test support request and serves as the initial planning document. It identifies the scope and duration of program activity and the test objectives.

Test Acceleration (TA). A TA refers to a new test project in support of real—world or exercise wartime requirements that has not yet entered the project support decision process and requires a quick turnaround from planning through execution.

Uniform Materiel Movement and Issue Priority System (UMMIPS).—A system used in requisitioning and issuing materiel from the DoD and General Services Administration’s distribution systems, as well as in moving materiel through the defense transportation system. Through UMMIPS, the DoD governs the priority of resources used by the military departments.

Attachment 2
PRIORITY CHART

Table A2.1. Priority Chart

DoD		USAF	412 TW	
Master Urgency List	Force/Activity Designator (FAD)	Program Precedence Rating	Urgency Code	Priority Code
BRICKBAT	I	1-01 thru 1-05	A	01
			B	04
			C	10
CUECAP	II	2-03 thru 2-06	A	02
			B	05
			C	11
DRY DAY	III	3-06 thru 3-10	A	03
			B	06
			C	12
ELK EAR	IV	4-06 thru 4-10	A	07
			B	13
			C	16
	V	5-06 thru 5-10	A	08
			B	14
			C	17
	NONE	NONE	A	09
			B	15
			C	18

AFFTC URGENCY CODES:

“A” - Required when the urgency is *high*. This code is used when an emergency requirement exists without which an actual work stoppage, missed milestone (e.g., Defense Acquisition Board decision), contract overrun, or unacceptable delay in fielding operational capabilities.

“B” - Required when urgency is *normal*. This code is used when an immediate support requirement exists without which the successful completion of a test project *may* be seriously impaired.

“C” - Required when urgency is *low*. This code is used when *routine* support of an assigned program, project, or task is required.