

**BY ORDER OF THE COMMANDER
NATIONAL AIR AND SPACE
INTELLIGENCE CENTER**

**NATIONAL AIR AND SPACE
INTELLIGENCE CENTER
INSTRUCTION 23-101**



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Materiel Management**

LOGISTICS SUPPORT PROCEDURES

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This NASIC Instruction implements guidance in AFI 23-101, *Air Force Materiel Management*. This Logistics Support Plan implements procedures applicable to the operation of equipment/supply accounts assigned to National Air & Space Intelligence Center (NASIC). It defines general information and responsibilities relative to methods of asset acquisition, accountable equipment records, equipment custodian appointment and responsibilities, equipment accountability, inventory procedures and due dates, deployment processes, foreign materiel accountability and courtesy storage. Commanders, directors, custodians, and supervisors will find their responsibilities defined in this plan. This publication applies to all NASIC civilian and military personnel as well as all Air Force Reserve Command (AFRC) Units assigned to NASIC. This instruction does not apply to Air National Guard (ANG) units assigned to NASIC. This instruction may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through NASIC Publications Office (NASIC/SCOK), 4180 Watson Way, Wright-Patterson AFB, OH 45433-5648, publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact records managers as required. If information is collected by one or more organizational components and transmitted to other organizational components for management purposes, the Information Collection and Reports (ICR) Manager

must review for accuracy and compliance with AFI 33-324, *The Air Force Information Collections and Reports Management Program*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This instruction was significantly revised and must be reviewed in its entirety. This NASIC Instruction supersedes NASICI 23-101 dated 21 Jan 2014. Major changes include adding roles and responsibilities and vehicle support sections while also updating the following sections: acquisition, property holding area, records, and asset accountability.

1. OVERVIEW.

1.1. The LGL Division is the NASIC focal point for non-information technology (non-IT) purchases, deployment equipment, temporary storage, vehicles, and equipment accountability for all of NASIC.

2. ROLES and RESPONSIBILITIES.

2.1. LGL DIVISION CHIEF: Directs the Center's Logistics operations and provides key oversight for all supply processes daily. Manages and executes LGL annual supply budget supporting 11 base wide-funding lines across 16 facilities. Performs as liaison between NASIC and host base logistics squadron and oversee accountability of mission equipment. Controls NASIC deployment facility, ensure procedures for deployment facility and ensures on time mission critical assets to all NASIC deployers. Ensures GPC purchases (with exception of IT assets), and asset accountability for NASIC IT/user equipment is accomplished in a timely manner and complies with all related AF standards. Finally, the LGL Division Chief is the focal point for all NASIC Logistics Compliance Inspections.

2.2. LGL GOVERNMENT PURCHASE CARD (GPC) MANAGER: Ensures all NASIC Form 11's are inspected for accuracy and purchases of mission critical assets are acquired in a timely manner. The LGL GPC Manager ensures NASIC customers receive notice of items that are purchased and when they will be distributed. Ensures all AF funds are properly dispersed and ensures NASIC's compliance with all AF Audit inspections. Finally, ensures the GPC SharePoint pages updated for accuracy and accountability.

2.3. LGL WAREHOUSE NCOIC: Ensures all IT equipment and locally procured assets are properly stored IAW AF related guidance on warehousing. Ensures that all items are inventoried to assure safeguard of critical assets. Ensures assets are issued on time to our NASIC customers. Ensures warehouse is kept clean, safe, and properly marked (aisles) and meets AF guidance on warehousing, while maximizing all open spaces for efficient warehouse practices. Ensures Deployment cage is stocked and inventoried for all NASIC personnel. Finally, ensures inventories on all warehouse items are performed at least twice in a Fiscal year.

2.4. LGL SUPPLY PERSONNEL: Ensures all GPC buys are completed and delivered on time. Ensures all warehouse requisition orders are pulled from the warehouse in a timely manner. Ensures warehouse is kept clean and free of debris. Ensures NASIC vehicles are kept in working/operational order, ensures vehicles are available for high level visits and any

official work related duties. Ensure all NASIC Groups and Tenant units comply with all AF equipment inspections/accountability standards. Finally, assists with all NASIC special events and any/all logistics issues that might arise.

3. ACQUISITION.

3.1. Methods of Acquiring Property. Submit requests for non-IT assets on the locally established NASIC Form 11. The NASIC Form 11 and instructional guidance can be found and downloaded from the LGL SharePoint page (NASIC Form 11). The custodians will then forward/e-mail the request to their unit Resource Advisor. The unit RA approves/forwards (via email) the form 11 to the NASIC/LGL organization box (nasic.mslorgbox@us.af.mil) for purchase. LGL will then acquire property directly through base supply, base contracting, use of the GPC, or Non-MILSTAMP requisition from GSA, DLA, or ALC's.

3.1.1. LGL will assign a GPC holder and a local Purchase Order (PO) number to the requested order. If the requested item could potentially be **an** equipment asset, as identified by the LGL Approving Official, then the Form 11 requestor **must** contact the 88 ABW/ LGR equipment section for verification. The 88 LGR section (EAE) is responsible for ensuring proper accountability of all equipment reportable assets, Ref AFI 23-122, Section 5D, para 5.4.1.2 and 5.4.1.3.1.6. If the item is determined to be a XB3 pilferable asset, then the unit commander ensures proper accountability of the asset, Ref. AFI 23-111, section 2.7, para, 2.7.1, 2.7.2, 2.7.3. 88 LGR can be reached via their inbox at: WPAFB.Base.Supply.Equipment.Management@us.af.mil

3.1.2. Communication Security (COMSEC) equipment and depot funded (XD2) assets are ordered through normal supply channels 88MSG/LGRSSE.

3.1.3. Approving Official signs form-11, and updates LGL sharepoint site. The custodian and the GPC cardholder will receive a system generated email from the sharepoint site notifying that the request has been approved by the AO and assigned.

3.1.3.1. GPC holder processes the GPC request and updates the sharepoint site (Purchase Request Status). The custodian will receive a system generated email with updated order status to include the Estimated Delivery Date (EDD). The custodian can also track status via the Purchase Request Status (link above) page on the LGL sharepoint site.

3.1.3.2. GPC holders perform follow-up action on orders after the initial EDD, then again after the follow-up EDD.

3.2. Individual Deployment Equipment Issue. LGL accounts for individual deployment equipment issue requirements on the locally established database and issues receipts.

3.2.1. LGL personnel outfits the deploying member with the equipment listed on the reporting instructions. If the equipment cannot be procured prior to the member's departure date, LGL will provide an equipment shortfall letter to the member. Once LGL has acquired the back-ordered equipment, it will be sent via fastest means possible to the member at the forwarding address provided by the member or the member's supervision.

3.2.1.1. LGL provides the equipment required for deployment training listed on the reporting instructions from the AEF website or official communication from training location.

3.2.1.2. LGL provides the equipment required for the deployment location listed on the reporting instructions from the AEF website or official communication from the deployed location.

4. PROPERTY HOLDING AREA.

4.1. Materiel Handling Section. LGL is the NASIC focal point for receiving, storing, inspecting, moving, and delivering of all supplies and equipment throughout NASIC facilities. Materiel Handling Section will completely check all packages during the receipt process. LGL inspectors are authorized to accept supplies, equipment, and services for NASIC and perform quality control for these items. The supervisor will schedule all pickup of materials. LGL maintains two main types of storage areas: InTransit Property Area (IPA) and Temporary Storage Area (TSA).

4.1.1. In-Transit Property Area (IPA). Materiel awaiting turn-in or disposition instructions is stored by LGL.

4.1.2. Temporary Storage Area (TSA). The TSA is used for storing research and development material for anticipated use. Unless a substantiated future requirement is validated, the maximum period for temporary storage is 90 days.

4.1.2.1. An extension request must be submitted in writing to the LGL Division Chief for approval/disapproval 30 days prior to expiration of storage day capacity to determine if property may remain in temporary storage. If space becomes limited and no extension is requested/granted, LG will send a notification to the end user commander notifying them that the materiel will be processed as excess materiel. The property is then turned in within 7 duty days of the notification.

4.1.2.2. Work centers may maintain working stocks in their work area.

5. RECORDS.

5.1. Documentation. Credit Card Use. When GPC orders are initiated, card holders enter the data into the US BANK ACCESS online tracking system for monthly reconciliation. The following information at a minimum is required as input into the US BANK ACCESS system:

5.1.1. Control Number (*P.O. number*). Begin P.O. number with the alpha character applicable to the GPC account that the “charge” is on; this includes but is not limited to rebates, fraud charges, charges applied to wrong account (ex. “A fraud”).

5.1.2. Order Date

5.1.3. Requestor Name (the user making the request)

5.1.4. Cost

5.1.5. Merchant Name

5.1.6. Document Control/Records Disposition NASIC Form 11. File documents IAW AFI 64-117, *Air Force Government-Wide Purchase Card (GPC)*, T64-04 R26.01 on the Electronic Records Management (ERM) repository. Files are purged after three fiscal years (current fiscal year, active file, and past two fiscal year inactive file).

5.1.6.1. Working files are used for outstanding purchase orders awaiting property receipt, customer signature, Government Purchase Card (GPC) payment process, and GPC bank reconciliation.

5.1.6.1.1. The purchasing cardholder will conduct follow-up the next duty day after the Estimated Delivery Date (EDD) then continued each duty day after the next EDD until property is received or order is canceled. Cardholders will annotate follow-up documentation on the lower front of NASIC Form 11 directly below box 10, or with email traffic received from vendor and or information sent to the NASIC customer. This information is then filed in the Active Folder as documentation of follow-up.

5.1.6.2. Use completed files for all communication and document receipts for completed orders and quality controlled to ensure the property is signed for and an audit trail established.

5.1.6.3. File completed GPC order documents in NASIC/LGL log number sequence and maintained in accordance with AFI 64-117.

5.1.7. Stock Numbers. If requesting a Stock Listed item, use National Stock Numbers (NSN) on NASIC Form 11 if available. The NASIC accountable officer assigns stock numbers consistent with national stock classes. Use locally assigned stock numbers in most cases. The numbers will consist of 15 positions. Use of 2300 (account numbers) in positions 12-15 can be used until superseded through attrition.

Table 5.1. Description of Stock Number Positions.

Position	Description
1 – 4	National Stock Class
5	L or P
6 – 11	6-digit serial number assigned
12 – 15	2300 (account number)

6. ASSET ACCOUNTABILITY.

6.1. Defining Equipment Items and Accountability. Equipment assets are defined IAW AFI 23-101, Chap. 5, Sec. 5D, Para. 5.4.3.1.1. Items are considered accountable Equipment Authorization Inventory Data (EAID). These items require formal supply property accountability and must be reflected on the organization's Custodian Authorization/Custody Receipt Listing (CA/CRL).

6.2. Equipment. Review. Commanders and directors appoint equipment custodians per IAW AFI 23-101 Chap. 5, Sec. 5D, Para. 5.4.2.6.1. Appointed Equipment custodians will perform equipment and authorization review on their CA/CRL (R14) with 88 LGR equipment section.

6.2.1. Equipment Records. The Custody Authorization/Custody Receipt Listing (R14) will reflect all allowed/reportable assets for the responsible unit.

6.2.2. Equipment Custodian and Accounts. Establish equipment custody accounts for each custodian. Appoint a primary and alternate equipment custodian for each account. Accountable equipment is issued only to properly appointed/trained equipment custodians or alternates IAW AFI 23-101 Chap. 5, Sec. 5D, Para. 5.5.7.4.1.5.

6.2.2.1. Appointment of Custodians. The organization commander/director will submit to 88MSG/LGRSSE, a formal letter IAW AFI 23-101, Chapter 5, Paragraphs 5.4.2.6.1, to appoint and/or change equipment custodians or alternates. IAW AFI 23-101 Chap. 5, Sec. 5D, Para. 5.4.3.1.4, if an appointment or change of custodian is due to PCS, separation, or retirement, commanders must ensure a new appointment letter is forwarded to the 88MSG/LGRSSE no later than 45 days prior to departure date.

6.2.2.2. Unsigned Equipment Accounts. If a commander allows a primary equipment custodian to depart a duty station or unit without designating a new replacement to receipt for the equipment account within 45 calendar days prior to departure, the commander will immediately sign CA/CRL and accept responsibility. This procedure also applies when both the primary and alternate custodians are absent for more than 45 calendar days and no new custodians have been appointed.

6.2.3. Equipment Custodian Account and Responsibilities. The Equipment custodian is accountable for their account IAW AFMAN 23-122, Chap. 5, Sec. 5D and AFI 23-101, Chap. 5, Sec. 5D and AFM 23-220, *Reports of Survey*.

6.2.3.1. IAW AFMAN 23-122 Chap. 5, Sec. 5D, para 5.4.15.3.3, new custodians will perform a joint inventory of the CA/CRL with the outgoing custodian. If discrepancies are discovered, the new custodian will not assume custodial responsibility until a Report of Survey (ROS) is initiated and the accounted records are adjusted. When the new custodian is fully satisfied that items and quantities included on the CA/CRL are accurate, he or she must sign on the last page acknowledging responsibility for the property.

6.2.3.2. Equipment Inventory. The unit custodian will request the CA/CRL (R14) from the 88MSG/LGRSSE to ensure the information is complete and accurate. The unit custodian will conduct an annual inventory of all CA/CRL (R14) equipment assets (unless otherwise specified in AFMAN 23-122, Chap. 10, Sec. 10B) in a "floor to book style." This involves a physical count of all assets within a given work area and reconciling them with a property book record. In other words, ensure all assets can be traced back to a CA/CRL or other record if the property requires accountability, (i.e. most items over \$2500 should be entered on a formal property record, usually a CA/CRL. Ensure that all items are on-hand and serviceable. Ensure all assets have a Unique Item Identifier (UII) that is associated with equipment data within AFEMS. Assist supply personnel when inventories are performed by LRS. **Note:** Normally, inventories are performed by the respective custodians. Inventory of EAID accounts is performed by LRS personnel only when the organization commander or staff agency director requests it in writing, and the request is approved by the LRS/CC. All such requests must be completely justified, noting specific discrepancies that cannot be resolved by the requesting organization.

6.2.3.2.1. Complete inventories within 15 workdays from the date listed on the CA/CRL provided by 88 LGR equipment section. Take action to locate any

missing items and inform supervisor and/or organization commander/responsible officer of assets requiring report of survey action.

6.2.3.2.2. After the inventory is complete and discrepancies are resolved, (to include ROS), both the custodian and organization commander will sign the new CA/CRL. The custodian's signature indicates his/her responsibility and accountability for all property in his/her possession and the commander's signature indicates responsibility for assets under his/her control and certifies the inventory took place and discrepancies have been resolved. Forward signed CA/CRLs to 88MSG/LGRSSE to be filed until the next required inventory transpires.

6.2.3.3. COMSEC Inventory. Accomplish COMSEC inventory semi-annually, February and August, IAW AFI 23-101, Chp. 10, Sec. 10B and AFMAN 23-122, Chap. 10, Sec 10B. Inventories will be conducted in a "floor to book style" ensuring all COMSEC in the scope of the custodian is annotated.

6.2.3.3.1. IAW AFI23-101, Chap. 10, Sec. 10B, Para 10.2.6, Air Force activities will perform complete 100% physical inventories for controlled materiel, to include in-use equipment assets. Sample inventories are not authorized.

6.2.3.3.2. Equipment Custodian will physically verify the serial number on the item matches the serial number on the record.

6.2.3.3.3. Equipment Custodian will maintain inventory records for a minimum of 2 years in accordance with DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*.

6.2.3.3.4. The responsible unit will conduct an investigation to determine if losses were result of theft or misappropriation prior to attributing the loss to an inventory or accountability discrepancy in accordance with DoD 7000.14R, Vol. 12, Chap. 7, *Special Accounts, Funds, and Programs* and AFMAN 23-220, *Reports of Survey for Air Force Property*.

6.2.4. Equipment Custodian Account Records. Equipment custodians maintain files IAW AFMAN 23-122, Chap. 5, Sec. 5D, Para. 5.4.17.4. The custodian maintains this file on each account for which he or she is responsible. The file is made up of the following mandatory items and must be maintained in the sequence listed below.

6.2.4.1. Insert checklist at the beginning of each folder. The checklist is available at end of this procedure (See Attachment 3). If the section or tab is non-applicable (N/A), provide justification in the proper order for non-applicability.

6.2.4.2. Tab A - Current Action.

6.2.4.2.1. A Custodian Authorization/ Custody Receipt Listing (R14).

6.2.4.2.2. If applicable: Semi-annual weapons inventory listings which encompass the last four inventories accomplished (total of 2 years).

6.2.4.3. Tab B - Information File, Regulations and Certificates.

6.2.4.3.1. A copy of this manual and all applicable supplements. When a custodian is responsible for more than one equipment account, only one set of

directives is required. A memorandum showing the location of the manual and all applicable supplements if it is not maintained by the custodian can be used.

6.2.4.3.2. AF Form 1297, Temporary Issue Receipt

6.2.4.3.3. AF Form 9, Request for Purchase (contract maintenance forms)

6.2.4.3.4. Warranty and guarantee documents

6.2.4.3.5. Current custodian designation letter

6.2.4.3.6. AFIT Block III CBT certificates issued after 1 July 2007 for the primary and alternate custodian

6.2.4.3.7. Annual AFEMS Configuration Dataset validation signed and dated by equipment custodian

6.2.4.3.8. Serial number engraving documentation from the Cognizant/Chief Engineer.

6.2.4.4. Tab C - Suspense and Completed File.

6.2.4.4.1. Suspense File

6.2.4.4.2. Completed File

6.2.4.5. Tab D - Adjustment Documents. Documents on inventory action; that is, statement of charges, cash collection vouchers, reports of survey, etc.

6.2.4.6. Tab E - Register of Control Numbers.

6.2.4.6.1. AF Form 126, Custodian Request Log

6.2.4.6.2. Daily Document Register (D04/shows all daily transactions affecting your account) or a memorandum showing the location of the D04 file if not maintained by the custodian. D04 is closely monitored for transactions affecting the equipment account as LRS does not return paperwork to customers after processing submitted customer requests.

6.2.4.7. Tab F - Deployment Custodian Information File.

6.2.4.7.1. Deployment Custodian appointment letter.

6.2.4.7.2. Deployment custodians provide proof of deployed equipment custodian training. All deployed equipment custodian's will take the AFIT provided Deployed Equipment Custodian CBT which is located at <https://online.afit.edu/msg>.

6.2.4.7.3. All current marked 1RB581's showing existing deployments with DD Form 1384-1 (1ED) documents attached and filed in deployed date sequence. The following must be included on the 1RB581 Printed Name of Deploying Custodian; Organization Name/Office Symbol; Work Telephone Number; Deployment Duration; Deployed Location; Signature and Date Block.

6.2.4.7.4. All current marked 1RB581's showing existing transfers with DD Form 1384-1 (1ET) documents attached and filed in transfer date sequence. The following must be included on the 1RB581 Printed Name of Deploying

Custodian, Organization Name/Office Symbol, Work Telephone Number, Deployment Duration, Deployed Location, Signature, and Date Block.

6.2.4.7.5. Deployment Accountability Documents.

6.2.5. Equipment Accountability. The custodian will maintain equipment accountability IAW AFI 23-101 Chapter 5 Section 5D para 5.4. Transfers of equipment for rotation, exercise, deployments, or inter- or intra-command loans. Custodians immediately notify the 88MSG/LGRSSE before physical movement (deployment/exercise/transfer) of the item. Notify the 88MSG/LGRSSE when the item is returned (deployment/exercise), or when they receive the item from other activities.

6.2.5.1. Prepare and maintain AF Form 1297 for items loaned outside the custodian's span of control. Items that are excess to requirements or should be transferred must not be loaned. Spot checks or periodic verification must be accomplished semi-annually to ensure property is being adequately controlled and maintained. General log forms or locally approved electronic logs may be used in lieu of the AF Form 1297 for equipment items checked in and out on a daily basis. Examples are portable radios and small arms.

6.2.6. Relief from Responsibility or Accountability. The custodian makes sure that all property charged to the account is on hand or that action has been taken to clear the account of missing or damaged items. The 88MSG/LGRSSE advises organization commanders and custodians in completing the needed adjustment documents and makes equipment identity changes needed to correct errors. **Note:** Policies and procedures regarding the unauthorized use of property, recovery of property unlawfully held, and accounting for property lost or destroyed by other than fair wear and tear are in AFMAN 23-220, Reports of Survey for Air Force property.

6.3. Accountability of Pilferable property. Pilferable items are items which are not required to be accounted through the base supply system or through AFI 33-101, *Commanders Guidance and Responsibilities*, but are readily transportable and which are deemed easily resold on the open market. Asset tracking and custodial responsibilities for these items is the responsibility of the organizational commander or designated representative. Commanders/Directorates will appoint a primary/alternate custodian to account for pilferable assets. Logistics Readiness Squadron/ supply activity personnel have no responsibility to manage, inventory or monitor these items. At least annually commanders/directorates must take action to ensure items purchased using GPC and requiring accountability, are accounted for on the Organizational Visibility Listing (Attachment 2) that provides visibility and audit trail capability. This is accomplished by using receipt of NASIC FORM 11 signed by customer and excel spreadsheet(s).

6.3.1. Pilferable items vary in dollar value, but are of sufficient dollar value to pose a temptation to theft, and to warrant administrative efforts to account for and control them. A sample list of pilferable items is as follows: digital cameras, appliances, audio equipment, broadcasting and support supplies, UPS battery backups, electronic labeling systems, hand tools, and shop equipment.

6.3.2. In addition, the unit commander may deem any items purchased as a pilferable item subject to this center instruction. The NASIC FORM 11 will be marked as R15 by LGLS if considered pilferable.

6.3.3. Any person who is accountable for a pilferable item must take the appropriate measures to safeguard it. When the item is no longer required or becomes unserviceable it must be turned-in to the custodian to record the items disposition (e.g. redistribution to another member. Turn in as excess).

6.3.3.1. The group/directorate NASIC FORM 11 Custodian & Resource Advisors (RA) have responsibility for oversight of this policy. The 88th LGR will audit the Squadron(s) / Directorate(s) Organizational Visibility List at the time of the approving official and cardholder random audits.

6.4. Personal Property. Personal property used in government offices will have identification permanently attached to identify the owner. The identification should be marked, at a minimum, as follows:

6.4.1. The Property of (Your Full Name & Telephone number)

6.5. **NASIC Tenant units.** Refer to the MOA in place for your unit in regards to NASIC owned equipment procedures and support. If unable to find the proper MOA, refer to your unit MOA manager

6.5.1. If your Tenant unit does not have an MOA in place, refer to NASICI 23-101 for direction on equipment procedures and accountability.

7. VEHICLE SUPPORT.

7.1. Vehicle Request. The LGL Division is the main focal point for NASIC vehicle support.

7.1.1. Requests for vehicle support must be 48 hours in advance. Emergency situations are handled on a case by case basis by the VCO.

7.1.2. The priority of NASIC vehicles will be “first come, first served” for official duty only.

7.1.3. To request vehicle support (TDY’s/official duty) the requestor must contact the VNCO at 937-904-2542. The requestor will give the VNCO the justification for vehicle need(s). The VNCO determines if the request is for official use. If the member’s request is approved, the VNCO will send the member the conformation form to be filled out and returned. The member will then be given details of when/were to pick up the vehicle. If disapproved, the requester will be notified within 24 hrs by VNCO.

7.1.4. Upon return from official duty, members must ensure vehicle is clean and swept and that the fuel is replenished (only if below $\frac{3}{4}$). The vehicle will be inspected by the VNCO with the responsible member to ensure cleanliness/proper care has been accomplished.

7.1.5. If an AF or Civilian member is involved in an accident in a NASIC owned vehicle on base, notify the WPAFB Police at (937-257-0911), NASIC VNCO at (904-2542), and member’s immediate supervisor. If the accident occurs off base, contact 911 or the local police department and once the member returns, notify the above listed officials for an on base accident.

8. FOREIGN MATERIEL ACCOUNTABILITY.

8.1. Foreign Materiel Equipment. The Foreign Material inventory contractor assigned to NASIC/GXF will account for all foreign assets acquired by NASIC. The assigned contractor is responsible for inventorying all foreign assets, entering the required data into the Foreign Materiel Equipment Tracking System (FMETS), and maintaining the FMETS Database. Inventory procedures/accountability will be accomplished on the initial acceptance of foreign assets, anytime assets are disassembled and throughout the life cycle of the asset.

8.1.1. Inventory of assets procedures

8.1.2. Receive asset

8.1.3. Apply barcode to asset

8.1.4. Apply identical barcode to the Acquisition Database Entry Form and fill out the form with as much data as possible

8.1.5. Photograph the asset to include the FM number label

8.1.6. Rename all picture files according to the barcode assigned. Resize all pictures and apply proper security classification markings to each photo

8.1.7. Load the item data and the photo into the FMETS database

8.1.8. File the Acquisition Database Entry Form and retain the form for 90 days. At the end of 90 days, the form will be shredded. The actual assets will be retained until the project closes and disposition directives are issued by the Director, Air Force Test and Evaluation (AF/TE).

8.1.9. Asset movement procedures

8.1.9.1. Using the FME Bldg 4023 (main) inventory location map, fill-out an Acquisition Database Movement Form.

8.1.9.2. Move the asset to required location

8.1.9.3. Turn in the Acquisition Database Movement Form to the Foreign Material inventory contractor so he/she can edit the FMETS database

8.1.9.4. The Foreign Material inventory contractor files the Acquisition Database Movement Form for 90 days. At the end of 90 days, the form will be destroyed

8.1.10. Once a project closes out, the NASIC/GXF CC will request disposition instructions for assets from the Director, Air Force Test and Evaluation (AF/TE). AF/TE is the authority for issuing disposition directives for assets.

LEAH G. LAUDERBACK, Colonel, USAF
Commander

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

AFI 33-101, *Commanders Guidance and Responsibilities*, 18 Nov 2008

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 20 Sept 2011

AFI 23-101, *Air Force Materiel Management*, 8 August 2013

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

AFMAN 23-122, *Materiel Management Procedures*, 8 August 2013

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

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

DoD4140.1-R, *DoD Supply Chain Materiel Management Regulation*, 23 May 2003

DoD700.14-R, *Special Accounts, Funds and Programs*, April 2013

Prescribed Forms

NASIC Form 11, *Request for Purchase*

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 126, *Custodian Request Log*

AF Form 538, *Personal Clothing and Equipment Record*

AF Form 1297, *Temporary Issue Receipt*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1384-1, *Transit Data Card*

Abbreviations and Acronyms

AFEMS—Air Force Equipment Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AMCS—Automated Materiel Control System

ANG—Air National Guard

CA/CRL—Custody Authorization/Custody Receipt Listing

COMSEC—Communication Security

DoD—Department of Defense
DRMO—Defense Reutilization and Marketing Office
EAID—Equipment Authorization Inventory Data
EDD—Estimated Delivery Date
ERRCD—Expendability Recoverability Reparability Cost Designator
FM—Foreign Materiel
FME—Foreign Materiel Exploitation
FMETS—Foreign Materiel Equipment Tracking System
GPC—Government Purchase Card
HQ—Headquarters
IAW—In Accordance With
ICR—Information Collection and Reports
IPA—In-Transit Property Area
LGL—Logistics Management Supply Division
LMCA—Logistics Management Control Activity
LRS—Logistics Readiness Squadron
MOA—Memorandum of Agreement
NASIC—National Air & Space Intelligence Center
Non-IT—Non-Information Technology
NSN—National Stock Numbers
OPR—Office of Primary Responsibility
PO—Purchase Order
RA—Resource Advisor
RDS—Records Disposition Schedule
ROS—Report of Survey
SBSS—Standard Base Supply System
TIN—Turn-in
TSA—Temporary Storage Area
UII—Unique Item Identifier
VCO—Vehicle Control Officer

Attachment 3

EQUIPMENT FOLDER CHECKLIST

Figure A3.1. Equipment Folder Checklist.

ORGANIZATION SHOP CODE:		DATE:			
TAB A	Inventory Listings	YES	NO	Discrepancy Fixed (date/initials)	Date of Documents in File
1	CA/CRL – R14 Annual Inventory				
2	Semi Annual Weapons Inventory Listings				
TAB B	Information File, Regulations and Certificates				
1	Copy of Manual or location Memorandum				
2	AF Form 1297, <i>Temporary Issue Receipt</i>				
3	AF Form 9, <i>Request for Purchase</i>				
4	Warranty and Guaranty Documents				
5	Custodian Appointment Letter				
6	Block III Certificate				
7	Annual AFEMS Configuration Dataset				
8	Serial number engraving documentation				
TAB C	Suspense and Completed File				
1	Suspense File				
2	Completed File				
TAB D	Adjustment Documents				
1	Report of Survey Documentation				
TAB E	Register of Control Numbers				
1	AF Form 126, <i>Custodian Request Log</i> or location of electronic equivalent				
2	D04 Daily Document Register Listings or location of electronic equivalent				
TAB F	Deployment Custodian Information				
1	Deployed Custodian Appointment Letter				
2	Block IV Certificates				
3	Marked 1RB581 showing existing deployment and/or transfers				
4	Deployment accountability documents				
CUSTODIAN NAME: _____					
NEXT REVIEW DUE: _____					