

Administrative Change to OO-ALCI23-102, *Consolidated Sustainment Activity Group Maintenance Division (CSAG-MD) Owned Material Management*

OPR: OO-ALC/OBW

To bring the instruction into compliance with DAFMAN90-161, *Publishing Processes and Procedures*, paragraph 4.5.10.

The publication signature block is hereby changed to:

“RICHARD W. GIBBS, Brigadier General, USAF; Commander, Ogden Air Logistics Complex.”

24 JANUARY 2023

**BY ORDER OF THE COMMANDER
OGDEN AIR LOGISTICS COMPLEX**



**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 23-102**

**9 JANUARY 2019
Certified Current, 11 March 2021
Materiel Management**

**CONSOLIDATED SUSTAINMENT
ACTIVITY GROUP MAINTENANCE
DIVISION (CSAG-MD) OWNED
MATERIAL MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: OO-ALC/OBW

Certified by: OO-ALC/OB
(Ms. Sandra Fitzgerald)

Supersedes: OO-ALCI23-102,
13 May 2013

Pages: 8

This instruction establishes policy, responsibilities and procedures for the management of CSAG-MD-owned excess material. This instruction applies to all groups within the Ogden Air Logistics Complex (OO-ALC) that handle material in support of the Depot Maintenance Program and use the Depot Maintenance Information Systems to order and turn in material. The exceptions are: 309th Aerospace Maintenance and Regeneration Group, located at Davis-Monthan Air Force Base, and 575th Aircraft Maintenance Squadron, located at Randolph Air Force Base, and the Geographically Separate Units (GSUs) located at Malmstrom AFB, Minot AFB, FE Warren AFB and Vandenberg AFB who follow Air Force Instruction (AFI) 23-101, *Air Force Materiel Management*, and Air Force Manual (AFMAN) 23-122, *Air Force Materiel Management Procedures*. Use of the name or mark of any specific manufacturer, commercial product, commodity, or service in the publication does not imply endorsement by the Air Force (AF). Ensure 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 the AF Records Information Management System Records Disposition Schedule. 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 the appropriate functional chain of command.

SUMMARY OF CHANGES

Replaced all references to 309th Maintenance Wing with Ogden Air Logistics Complex and updated signatures. Added roles and responsibilities for Production Support/Production Support Specialist (PST/PSS) to provide screen print of MN044P for DLA-Aviation in 3.1.1.and screen print of MN090P in 3.2.1.

| | | |
|------------------------------------------------------------------------------------|--------------------------|----------|
| 1. | General Information..... | 3 |
| 2. | Responsibilities..... | 3 |
| 3. | Turn in Procedures..... | 4 |
| Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | | 6 |
| Attachment 2— TURN-IN OF CSAG-MD MATERIAL TO THE ‘Y’ STORE, SUPPLY OR DLADS | | 8 |

1. General Information. This instruction identifies the roles and the responsibilities of the Production Support and the Production Support Specialist performing material ordering and turn in processes. It also identifies the process for transferring the material from the AF to the Defense Logistics Agency (DLA) Aviation that provides supply support to depot maintenance.

1.1. Direct material is identified as material that can be traced to an order for production job order number (JON). Excess direct material is material that was not consumed in the repair of that end item. Direct material may be turned into the maintenance owned inventory (Y) store if there is a future requirement for that material. Future requirements are defined as material that will be used within the next six months (180 days). If the material is not used within the 180-day time frame and is being retained in the Y-store, a justification letter is required. The justification must include an estimated date the material is expected to be used and a valid reason to maintain the material in the Y-store. **NOTE:** Whether or not credit will be received is not a valid reason.

1.2. Only serviceable (condition code A) material will be placed in the Y-store. The material must have a supply condition tag, DD Form 1574, *Serviceable Tag-Material*, (yellow) or supply condition label, DD Form 1574-1, *Serviceable Label-Material*, if the material is in the original package the condition label/tag is not required, but recommended. **NOTE:** Material in the Y-store must have the national stock number (NSN) assigned to the records to facilitate an automatic issue from the Y-store if or when the item is ordered.

1.3. Indirect material is identified as material that is charged to an overhead JON instead of a particular workorder. Indirect material is always coded as Expendability, Recoverability, Reparability Category code (ERRC) 'N' or 'P' only. **NOTE:** ERRC 'T' will not be stored in the Y-store.

1.4. Residue from work orders that can be identified to a NSN or part number, can be retained in the Y-store if a future need exists. This material will be turned over to the PST/PSS for disposition determinations. **NOTE:** Under no circumstance will this material be maintained on the shop floor.

1.5. Material that is unidentifiable (no NSN) or unserviceable will be disposed of either through a turn in to DLA-Disposition Service (DLA-DS) or the Quality Recycle Program.

2. Responsibilities.

2.1. Production.

2.1.1. Turn in excess service/unserviceable material to the PST/PSS for disposition. The material will be properly identified with the appropriate condition tag/label by the shop technicians. The technicians will ensure foreign object damage prevention measures are taken by placing caps and plugs where needed.

2.1.2. Return material removed from a bench stock location back to the location it was removed from, when possible the technician that removed it should return it.

2.2. The PST/PSS.

2.2.1. Assist production in identifying material when required.

2.2.2. Use the production support determination checklist ([Attachment 2](#)) to determine the proper disposition of assets, e.g., turn in to supply, retain in the Y-store, etc.

2.2.3. If a future requirement exists in the shop for the material, and need to be retained in the Y-store, coordinate with DLA-A to ensure there is adequate space for the material.

2.2.3.1. Accept only properly tagged/identified/capped/plugged material and process the turn in.

2.2.3.2. Turn material in to the Y-store using the Naval Air System Command Industrial Material Management System (NIMMS) MN044P screen.

2.2.4. For material being returned to supply, use the NIMMS MN045P screen.

2.2.5. If the material is from a bench stock location and is excess to production requirements, that material will be sent to DLA-DS.

2.2.6. To assist excess material from accumulating on the shop floor, contact the work leaders in the supported maintenance shop in an attempt to determine the cause and to eliminate it.

3. Turn in Procedures.

3.1. Direct material turned in to the Y-store.

3.1.1. When an item is identified as 'serviceable' direct with future requirements, it may be turned in to the Y-store on the MN044P screen. The PST/PSS will provide DLA with a copy of the MN044P screen. **NOTE:** Exchangeable items, unidentified (scrap) will not be turned in to the Y-store. Use the JON the material was issued on, if that JON cannot be determined or is closed, then the indirect production material JON, X5632610000 will be used.

3.1.2. When the material is turned in to the store a 'NIMMS Stowage order' will be generated in the Shop Service Center (SSC). The PST/PSS will contact DLA to obtain a copy and retain it on file for a minimum of 1 year. This document may be used for research during store inventories or to clear financial or material errors.

3.2. Turn ins From the Y-Store to Supply.

3.2.1. If the material is no longer required, provide information (i.e. email, MN090P screen print) to DLA-A to process the turn in to supply. The returns processor screen (MN041P) will be used for this transaction.

3.3. Six Month Validation.

3.3.1. OO-ALC/OBWC, Production Support Office, will ensure the Y-store material is validated every 6months by suspending the maintenance group's production support sections with a Y-store listing. At this time, the decision will be made to retain or return the material to supply.

3.3.1.1. The PST/PSS will perform the required research and communication with the planners to determine if the material is on a bill of material or if the production number is still active and repairs/overhaul is being performed.

3.3.1.2. Once the decision has been made to keep or turn in, the production support personnel will annotate the listing, with retain or turn in. **NOTE:** This action is normally made by the PST, but it may be made by the person appointed by the

production support supervisor. A copy of this listing will be provided to DLA-A so they can process the turn ins for the material being returned to supply.

3.3.1.3. Attach a justification letter to the listing and return it to OO-ALC/OBWC to meet the suspense. **NOTE:** Justification letter will be signed by the production support flight chief for material being retained that does not exceed a 12-month time period, for material being retained that exceeds the 12-month period, the justification letter will be signed by the squadron director.

3.4. Turn-Ins from the Production Floor to Supply.

3.4.1. Material that was ordered via the Automated Bill of Material System that is determined to be excess to the current requirements or will not be consumed in the 6-month period, will be turned in to supply using the NIMMS MN045P screen. The original issue document number and the related information will be used for the turn in. Excess indirect material will be turned in on the NIMMS MN045P screen, using a cost code of "L" and the applicable indirect JON. If the material is less than full unit of issue, that material will be sent to DLA-DS instead of supply. The instructions are located on the

| | | | | |
|----------|---------|-------|-------|-----|
| Material | Support | Share | Point | at: |
|----------|---------|-------|-------|-----|

<https://cs2.eis.af.mil/sites/21886/supply%20liaison/material%20support/forms/allitem.aspx?RootFolder=%2Fsites%2F21886%2FSupply%20Liaison%2FMaterial%20Support%2FPST%20Information%2FTurn%2Dins&FolderCTID=0x0120005570F15C5759BD48BC6F63C4DB5E00B0&View=%2F7B64E7A458%2DBEB7%2D441C%2FDB891%2DFCA61A5AA7AD%7D>.

3.4.1.1. Ensure that two copies of the DD Form 1348-1A, *Issue Release/Receipt Document*, are attached to the material being turned in. Maintain a copy of the turn in document until the turn in has been completed in the supply systems.

3.4.1.2. Maintenance will ensure that the condition tags are completed in accordance with Technical Order 00-20-2, *Maintenance Data Documentation*.

3.4.2. All other turn ins will be processed in accordance with AFSCMAN 21-102, *Depot Maintenance Management*, paragraph 18.31.

3.5. Disassembly/Reclamation.

3.5.1. If instructions in an AFMC Form 206, *Temporary Work Request*, indicates that maintenance may keep some of the small reclaimed items for future use, those items must be maintained by the PST, in either electronic or manual form, to account for the material, an inventory must be accomplished periodically. The reclaimed material requires a serviceable tag and the location will be labeled with the NSN or part number and the name of the item. When applicable, provide information to DLA-A to perform a demand history adjustment.

ERIC E. FOX, NH-04, DAF
Vice Director, Ogden Air Logistics Complex

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

AFI23-101, *Air Force Materiel Management*, 12 December 2016

AFMAN23-122, *Air Force Materiel Management Procedures*, 14 December 2016

AFSCMAN21-102, *Depot Maintenance Management*, 1 November 2017

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

Technical Order 00-20-2, *Maintenance Data Documentation*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 2519, *All Purpose Checklist*

AFMC Form 206, *Temporary Work Request*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 1574, *Serviceable Tag-Material*

DD Form 1574-1, *Serviceable Label-Material*

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFSCMAN—Air Force Sustainment Center Manual

CSAG—Consolidated Sustainment Activity Group

DIFM—Due In From Maintenance

DOTM—Due Out From Maintenance

DLA—Defense Logistics Agency

ERRC—Expendability, Recoverability, Reparability Category

IAW—In Accordance With

JON—Job Order Number

NIMMS—NAVAIR Industrial Material Management System

NSN—National Stock Number

OO-ALC—Ogden Air Logistics Complex

OO-ALC/OBWC—Complex Production Support Flight

OPR—Office of Primary Responsibility

POC—Point of Contact

PST—Production Support Technician/

PSS—Production Support Specialist

SDR—Supply Discrepancy Report

WEBSDR—An automated system used to submit SDRs

Attachment 2

TURN-IN OF CSAG-MD MATERIAL TO THE 'Y' STORE, SUPPLY OR DLADS

Figure A2.1. Production Support Turn-In Determination Checklist.

| ALL PURPOSE CHECKLIST | | PAGE 1 | OF 1 | PAGES |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Production Support Turn-in Determination Checklist Turn-in of CSAG-MD Material to the "Y" Store, Supply or DLADS | | OPR OO-ALC/ OBW | DATE | |
| NO. | ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i> | Yes | No | N/A |
| 1. | Is there future requirements for material being turned in? (If yes, turn in to the "Y" store, if no, turn in to supply). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Has the PST/PSS coordinated with the DLA Aviation material supports specialists (MSS) to ensure adequate storage space in the "Y" store? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | If the material being turned in to the "Y" store is serviceable and is NOT in the original package, material is required to be condition tagged (DD Form 1574) yellow and stamped by production. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Before turning material in to the "Y" store, is there an open JON and control number? (If not, use the overhead JON X56326100000). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Is the material being turned in an ERRC code "C" or "I" item? (If yes, material will be turned in to supply IAW the DIFM/DOTM instruction OO-ALCI23-101). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Is item serviceable (XB3/XE3) scrap material? (If yes, place in SMRF container or turn in to DLADS). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Is material a bench stock item? (If yes, have mechanic return item to the bench stock location). Note: Bench stock items cannot be turned in to the "Y" store. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Is material a shelf life item? (If yes, there must be a least 6 months shelf life remaining or turn the material in to supply). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Is material classified (CIIC code)? (If yes, then turn material in to supply). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |