



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

AFI20-112_PACAFSUP_PACAFGM2016-01

22 March 2016

MEMORANDUM FOR DISTRIBUTION C
PACAF UNITS DOWN TO WING

FROM: HQ PACAF/A4
25 E Street, Suite A-310
Joint Base Pearl Harbor-Hickam, HI 96853-5427

SUBJECT: PACAF Guidance Memorandum (GM) for Interim Guidance for AFI 20-112, *Logistics Readiness Squadron Quality Assurance Program*.

Releasability: There are no releasability restrictions on this publication.

1. By Order of the Commander, Pacific Air Forces, this PACAF Guidance Memorandum immediately implements Interim Guidance for AFI 20-112, *Logistics Readiness Squadron Quality Assurance Program*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications; the information herein prevails, in accordance with (IAW) AFI 33-360, *Publications and Forms Management*.
2. This PACAF specific GM covers roles and responsibilities for LRS/CC, LRS QA OIC/Superintendent, LRS Quality Assurance Evaluators, and LRS QA Monthly Brief.
3. Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).
4. This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change, or rewrite of the affected publication, whichever is earlier. POC for this requirement is SMSgt Donna Mottley, A4RM, DSN 449-0719.

EVAN M. MILLER
Brigadier General, USAF
Director of Logistics, Engineering & FP

Attachment

PACAF Guidance to Air Force Instruction 20-112, Logistics Readiness Squadron Quality Assurance Program

2.1.1.1. (Added) Units may write local Operating Instruction (OI) as needed detailing how QA will be structured. PACAF/A4R must review the draft OI prior to publishing.

2.4.6.1. (Added) Rotation plan is not required.

2.6.17. (Updated) Rotation plan is not required. If utilized, obtain LRS/CC approval to rotate QA personnel. **(T-2)**. ANG will obtain LRS/CC approval to rotate augmentees. **(T-2)**. Execute approved plan IAW Chapter 3 of this instruction. **(T-2)**.

3.2.3. (Updated) Military QAEs/augmentees must be a TSgt or higher and possess at least a 7-skill level. **(T-1)**. If no qualified candidates meet the requirement, SSGts who have completed 7-level upgrade training may be appointed via waiver by the commander. The waiver must be in writing and outline the reason of selection (i.e., AFSC 7-skill level manning shortage, etc.) **(T-3)**.

3.5.1 (Added) Personnel may be rotated as required by unit. Leadership should consider both personnel career progression and the logistical functionalities operational requirements when executing the length of QA assignment and rotation.

3.6.2.2.1. (Added) Completed tasks or processes that cannot be tied to an individual will be recorded as a special inspection. For example, if a QA evaluator finds a box mislabeled but does not know who mislabeled it, instead of recording it as a failed QVI, the assessment is recorded as a failed special inspection.

3.6.6.1. (Added) KTLs may be established, changed, or deleted as needed by OIC or NCOIC.

3.6.7. (Added) RILs may be established, changed, or deleted as needed by OIC or NCOIC.

3.7.2.1. (Added) Work centers will provide an estimated closure date for failed assessments not closed on the spot. Once work center has confirmed assessment is closed, follow up actions from QA are not necessary.

3.7.4.1. (Added) Failed assessments matching a MICT communicator item will be recorded and tracked via MICT database.

3.7.5. (Updated) All findings (i.e., failed evaluation/inspection or observations) will include a reference to the TO, instruction, and/or command standard violated of each finding prior to the determination to include that finding in the QA database. **(T-1)**. QAE will review results with the individual(s) and supervisor upon completion of each evaluation. **(T-1)**. If not immediately available, supervisor may be made aware through other means.

3.8. (Updated) Unit Assessments. KTLs and RILs may be established, changed, or deleted as needed by OIC or NCOIC.

3.8.1. (Updated) The minimum number of required monthly assessments is determined based on the percentage of personnel assigned to the functional area detailed in Table 3.1. The minimum number of assessments will be against 10% of the RILs for the given function located on the Logistics Readiness Force Development SharePoint site at <https://cs3.eis.af.mil/sites/OO-DP-AF-29/default.aspx>. **(T-1)**. **NOTE:** AFRC personnel will follow the HQ AFRC requirements for Unit Assessment criteria, to include RILs, and minimum personnel assessed. The Quarterly QA Evaluation and Inspection Plan will be devised to ensure all RILs are evaluated annually. **(T-2)**.

3.8.1.1.1. (Added) Evaluation of the LRS Commander, Operations Officer, Logistics Manager, Chief Enlisted Manager or First Sergeant is not required.

3.8.1.1.2. (Added) Evaluations of civilians will be conducted using current functional discipline instructions, manuals, technical orders, or directives.

3.8.3.1. (Added) Electronic equivalent may be used in lieu of paper AF Form 4421 provided all blocks are represented, to include signature authorities. Units using a database with the same blocks as on the AF Form 4421 meet this requirement, and do not need to use paper AF Form 4421 to record assessments. The intent of routing is to ensure appropriate level of supervision is notified. Unit may use any method available to show intent was met (i.e., SharePoint, etc.) provided all requirements and signature authorities are met and documented.

4.1.2.1. (Added) Units will not be graded or otherwise given a score. Template may be amended and/or structured as needed by the unit. At a minimum, template will include the total number of failed assessments or observations for the flight and any remaining open failed assessments.