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PACIFIC AIR FORCES**

PACIFIC AIR FORCES MANUAL 24-302



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VEHICLE PARTS SUPPLY ORGANIZATION

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This PACAF Manual implements AFPD 24-3, *Operation and Use of Ground Transportation Vehicles* and adds to procedures in AFI 23-302, *Vehicle Management*. It provides guidance, establishes procedure, and assigns responsibility in the use of PACAF's Vehicle Parts Supply Organization at 3rd Logistics Readiness Squadron (LRS), Vehicle Maintenance Flight, Elmendorf AFB, Alaska. Deviations from procedures described in this manual are prohibited without written approval from HQ PACAF/A4RV. Send requests for deviation, with justification, to HQ PACAF/A4RV, 25 E Street, Suite I-326, Hickam AFB HI, 96853-5427. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. 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/gcss-af61a/afrims/afrims/>. This publication does not apply to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC).

SUMMARY OF CHANGES

This manual adds/modifies information on the Vehicle Parts Supply Organization's (VPSO) primary function in Sections A and B, responsibilities in paragraph 2, VPSO purchase priorities in paragraph 3, VPSO goals in paragraph 4, request processing in paragraph 5, shipments in

paragraph 6, and VPSO reports in paragraph 12. Section C, including paragraphs 13, 14, and 15, is deleted.

Section A— Background

1. Overview: The PACAF Vehicle Parts Supply Organization (VPSO), located in the 3rd Logistics Readiness Squadron, Vehicle Maintenance Flight, Elmendorf AFB, Alaska, is established to provide an alternative source for the acquisition of commercial repair services; special tools/equipment not available from the supporting Base Supply, local community, and the General Services Administration warranty tool program; and as a last-resort, hard-to-find parts procurement resource. VPSO accomplishes this by acquiring needed vehicle repair services, tools, and parts from local or continental U.S. automotive vendors through the use of the International Merchant Purchase Authorization Card (IMPAC), AF Form 9 *Request for Purchase*, or use AF Form 616 *Fund Cite Authorization*. VPSO is not for the purchase or replenishment of administrative or housekeeping supplies. Vehicle maintenance flights requiring vehicle component repair or tools must first exhaust local resources, i.e., Base Supply, local commercial vendors, salvaged vehicles, etc. Vehicle maintenance flights may obtain needed services or items through the VPSO when these resources are exhausted. The flight's IMPAC Approving Official will accomplish purchase requests sent to VPSO, when costs don't exceed \$3,000. Requests exceeding \$3,000 must be funded with an AF Form 616. Requests may be accomplished via Facsimile (FAX), E-mail, or telephone. The Approving Official (AO) confirms to VPSO that local resources were checked prior to contacting VPSO. VPSO personnel coordinate with commercial automotive vendors for availability of the requested services, tools, or parts and coordinate shipping to the requester. VPSO also provides statistical data to using organizations for potential improvement of local resources.

2. Responsibilities:

2.1. HQ PACAF/A4RV will:

- 2.1.1. Ensure VPSO is staffed at the established authorized level.
- 2.1.2. Act as a mediator to resolve conflicts between VPSO and their users as necessary.
- 2.1.3. Approve operational policy changes which affect VPSO's support to users.

2.2. 3rd Logistics Readiness Squadron will:

- 2.2.1. Provide adequate office space and equipment to support VPSO.
- 2.2.2. Ensure qualified buyers are assigned to meet VPSO purchasing requirements.
- 2.2.3. Establish internal control procedures for IMPAC purchases to meet VPSO user requirements.
- 2.2.4. Initiate actions to ensure VPSO personnel maintain their mechanical skills.

2.3. 3rd Contracting Squadron (3 CONS) will:

- 2.3.1. Provide IMPAC training to VPSO personnel.
- 2.3.2. Perform IMPAC surveillance on VPSO personnel. Surveillance reports will be forwarded to the appropriate Contracting Squadron/Office for necessary action.

2.4. 8th Contracting Squadron, 18th Contracting Squadron, 35th Contracting Squadron, 36th Contracting Squadron, 374th Contracting Squadron and US Army Contracting, Korea will:

2.4.1. Process applications for IMPAC account establishment for VPSO personnel supporting the Transportation Vehicle Maintenance Squadrons/functions at their location, based on customer adherence to applicable USAF or Army IMPAC procedural requirements. Cardholder applications will be submitted through the Approving Official at the flight the VPSO cardholder will be supporting.

2.4.2. Review surveillance reports submitted by 3rd Contracting Squadron and take necessary action.

2.5. VPSO will:

2.5.1. Provide Price and Availability (P&A) for items on all such requests.

2.5.2. Research, source, and purchase "hard-to-find" vehicle parts and items as determined by the VPSO customer.

2.5.3. Facilitate warranty repairs by serving as a liaison between the VPSO customer and the applicable vendor.

2.5.4. Facilitate contract component and vehicle repairs/rebuilds/overhauls by coordinating with the VPSO customer, 3 CONS, Defense Finance and Accounting Service (DFAS), and the applicable vendor.

2.5.5. Perform daily runs to pick up items from or deliver items for warranty or contract repair to local vendors that don't provide a pickup and delivery service.

2.5.6. Prepare DD Form 1149 *Requisition and Invoice Shipping Document* and ship all authorized items received by VPSO for expeditious shipment to the appropriate agency, military or civilian. VPSO will not be responsible for tracking items shipped through VPSO. i.e items dropped off to VPSO from vendors using VPSO as a drop shipment source. VPSO will provide a Tracking Control Number (TCN) to the end user for tracking purposes.

2.5.7. Consolidate multiple shipments to individual bases when feasible. Coordinate with applicable unit before consolidation to ensure no mission impact is incurred by delays associated with consolidating shipments.

2.5.8. Provide performance indicator reports of the VPSO function, upon request.

2.5.9. Make available to VPSO users a monthly status report on their use of VPSO.

2.5.10. Comply with all applicable IMPAC procedural requirements. Enforce procedures to ensure vendor receipts are sent to each using organization.

2.5.11. Provide statistical data related to the use and operation of the VPSO function to HQ PACAF/LGTV quarterly, i.e., number of purchases, total funds expended, shipments initiated, etc.

2.5.12. VPSO will not combine purchases for more than one flight under a single IMPAC card transaction. Transactions must be made separately for each flight using only the card for that flight.

2.5.13. Only make purchases based on receipt of a vehicle parts request signed by the Approving Official stating the parts for purchase to include a "Not to Exceed" amount.

2.5.14. Make available to VPSO users a consolidated list of all repairs procured and items ordered (past 12 months of data if available) to allow users to review for price and availability of parts prior to submitting requests.

2.5.15. Enable the VPSO customer to become self-sufficient to the maximum extent possible by providing training, guidance, historical VPSO database, and vendor card file copies as necessary.

2.5.16. Mail the IMPAC Statement of Account (SOA) to the Approving Official (AO) within one (1) working day of receipt. Additionally, the SOA shall be faxed to the AO within one (1) working day of receipt. The cardholder shall retain a copy of the SOA for their IMPAC file.

2.6. Users of VPSO will:

2.6.1. Provide funding for all purchases.

2.6.2. Advise VPSO of IMPAC card balance upon request.

2.6.3. Submit complete purchase/service request in format requested by VPSO.

2.6.4. Initiate follow-up request for status.

2.6.5. Initiate tracer action on overdue shipments.

2.6.6. Ensure that local Supply levels are verified prior to submitting a purchase request to VPSO.

2.6.7. Provide Required Delivery Date (RDD) to VPSO.

2.6.8. Upon prior coordination with VPSO, ship return core items to VPSO for credit using project code 777.

2.6.9. Notify VPSO upon receipt of damaged or incomplete shipments.

2.6.10. Establish IMPAC accounts through the local contracting squadron/office for VPSO personnel designated to support their unit. IMPAC account establishment shall be the responsibility of the Approving Official.

2.6.11. Provide point of contact to include Name, Rank, DSN/Commercial FAX number, DSN/Commercial voice phone number, and E-mail address.

2.6.12. Provide complete shipping address to include Air Mobility Command (AMC) Channel address, commercial express carrier shipping address, and local mailing address.

2.6.13. Provide local Base Supply a list of NSN assigned parts ordered through VPSO for establishing demand levels.

2.6.14. Track shipments, from date of shipment to date of receipt, and provide VPSO the average shipping time for AMC and commercial shipments.

2.6.15. Notify the VPSO of any misdirected shipments and reship to the correct shipping destination as directed by the VPSO. Any misdirected or lost shipments will be handled on a case by case basis. All effort to recover/redirect items will be coordinated through

the servicing Traffic Management Office (TMO). Once a shipment is signed for and processed by the shipper the item becomes the shipper's responsibility to make it to the end destination.

2.6.16. Utilize to the greatest extent possible the acquisition historical data provided by VPSO to check price and availability of items desired prior to submitting request.

2.6.17. Appoint an AO in accordance with the applicable IMPAC procedures. The AO shall be responsible to carry out all required duties.

2.6.18. Ensure monthly cardholder statements are received and approving official statements are accomplished within 12 days after receipt.

2.6.19. Retain cardholders supporting documentation for a period of 3 years after final payment.

2.6.20. Research, source through competitive pricing, and order all parts within their capability.

2.6.21. Procure shipment for all items not ordered through VPSO. VPSO will not be responsible for completing shipment of items ordered from other sources. Utilize any of the following methods to ship parts not ordered through VPSO:

2.6.21.1. U.S. Postal Service (USPS)

2.6.21.2. Federal Express (FedEx)

2.6.21.3. United Parcel Service (UPS)

2.6.21.4. DHL

2.6.22. Military aircraft (AMC), priority level 999. Prepare and send DD Form 1149 to VPSO.

3. VPSO Purchase Priorities in Order of Precedence:

3.1. Hard-to-find parts acquisition for vehicles not mission capable.

3.2. Component repair requests for vehicles not mission capable.

3.3. Cost for repair requests for vehicles not mission capable.

3.4. Contract/warranty repair initiation and follow-up actions.

3.5. Special shop tools and equipment required for new vehicles/new mission requirements, or to meet safety and environmental requirements when items are not available from supporting base supply and/or General Services Administration warranted tool program.

4. VPSO Goals: The following paragraphs depict VPSO goals in meeting customer needs and expectations.

4.1. Price & Availability quotes for parts and repair requests for vehicles not mission capable are accomplished and returned to the requester within 48 hours after receipt of parts request.

4.2. Parts for commercial vehicles not mission capable which are not immediately available within the local area are sourced for price and availability from Continental United States

(CONUS) sources and purchased for direct shipment, if possible, within 24 hours after receipt of parts request.

4.3. Parts for vehicles not mission capable which are not immediately available from the local area or CONUS sources are placed on back order within 24 hours after receipt of parts request. These orders will be placed with the source that can best meet the RDD based upon price, timeliness, and quality.

4.4. Request for working stock, special shop tools, and equipment are purchased for either immediate shipment or back ordered for follow-on shipment within 72 duty hours after receipt of parts request, regardless of source.

4.5. Maintain detailed accountability of all parts ordered and funds expenditures by logging all transactions into the VPSO computer database.

4.6. Reconcile all IMPAC bill statements within 3 duty days of receipt.

Section B— Procedure

5. Request Processing. Submit requests to VPSO by FAX or E-mail. Contact VPSO personnel regarding required information and format of requests. Use of the IMPAC program is the standard operating procedure for the purchasing of vehicle component repair services or tools/equipment totaling less than \$3000 per single purchase. Expenditures exceeding \$3000 are funded using an AF Form 616. Requests will be accepted by phone for emergencies, or when FAX or E-mail is not available. Emergency requests require follow-up with a formal request for file purposes. All requests will include an Approving Official signature and a “Not to Exceed” amount. Only designated Approving Officials for each flight can authorize VPSO IMPAC cardholders to expend the flight’s funds using IMPAC. Names of VPSO points of contact, FAX numbers, E-mail addresses, and phone numbers will be provided to each organization using VPSO. Requests for follow-ups will be submitted to the VPSO by FAX, E-mail, or by phone.

6. Shipments. Shipments to units will be made via AMC cargo flights or commercial express carrier small package 2nd day air shipments. The 3rd Logistics Readiness Squadron, Traffic Management Flight will determine the best mode of shipment based on RDD for shipments originating from Elmendorf AFB. RDDs are established by the customer to VPSO. AMC cargo flights will be used when the RDD can be met and the cost is less than the commercial express carrier shipping cost, or the size of the package exceeds the commercial express carrier small package shipping criteria, i.e., weight and cube. For shipments originating from CONUS sources, the VPSO will attempt to arrange direct shipment from the nearest AMC base or by commercial express carrier based upon the RDD and the overall cost to the Air Force. Items that cannot be shipped directly from CONUS sources will be shipped to the VPSO and reshipped to the requester by mode of shipment based upon the RDD, upon request.

6.1. For each shipment, VPSO will provide the following advance documentation:

6.1.1. TCN for AMC shipments or the commercial express carrier Government Bill of Landing (GBL) number.

6.1.2. List of all items being shipped.

6.1.3. Vehicle registration number and work order from the original request sheet, if applicable.

6.1.4. Point of shipment, i.e. CONUS or Elmendorf AFB.

6.1.5. Date of shipment.

6.1.6. Affix the applicable Mission Capable/Mission Capability (MICAP), Not Mission Capable Supply (NMCS), 777 and/or 999 labels to shipments originating at Elmendorf AFB.

7. Core Charges and Returns. Core charges and return items are those, which when exchanged for new or rebuilt parts, result in a discounted price. Examples of the parts normally associated with a core charge are alternators, starters, radiators, and brake shoes. The core charge will be included on the invoice unless the core is available for exchange at the time of purchase. Core exchange items will not be shipped to VPSO without prior coordination. Core items with an exchange value of less than 100 dollars should be consolidated for return to VPSO. Otherwise, marginal benefit is gained due to transportation costs. The VPSO will maintain a record of all outstanding core items. Core items sent to the requester in the original container must be returned in the original container to receive credit. VPSO personnel will identify the container as “Must return to receive core credit.”

8. Receipt of Wrong Items.

8.1. Wrong Item Received: If after coordination with VPSO, a requester was verified to have ordered the correct item, all efforts will be made to get credit for the item. If the vendor refuses to provide credit, the unit will place the item on the command residue listing. VPSO will minimize its use of vendors with undesirable “return-for-credit” performance. NOTE: All items returned for credit MUST be in the original packaging with a copy of the receipt attached.

8.2. Wrong Item Ordered: If a requester orders the wrong item and that item is received, it cannot be returned for credit and should be added to the command residue listing.

9. Warranties: Warranties will be annotated on the original vendor invoice, and if necessary, on the original container. It is the responsibility of the requester to annotate warranty information and to track all warranty aspects in On-Line Vehicle Interactive Management System (OLVIMS). The requester will provide VPSO the Vehicle Identification Number (VIN) and mileage of the vehicle the warranted repaired/overhauled component is installed on so this information can be relayed to the vendor to validate the warranty.

10. Repair of Assemblies: Coordination with VPSO is required prior to shipping any assemblies for repair. All assemblies sent to the VPSO for contract repair will be accompanied by a parts request. Assemblies will be repaired and billed to the appropriate requester’s IMPAC card. Any repairs that will exceed \$3000 must be coordinated through the 3rd Wing Contracting Office and will require the requester to generate an AF Form 616 authorizing the VPSO Manager to have the assembly repaired. An AF Form 9 will be initiated by VPSO for repair of assembly. An authorization letter from the requester’s Resource Advisor is required for any Form 9 transactions. After repairs are completed, the assembly will be shipped back to the requester using the most efficient mode.

11. Purchase of Hazardous Materials: Hazardous Materials will only be purchased after the requester has coordinated with their servicing HAZMART/HAZMAT facility and it is annotated on the parts request. It is the requester’s responsibility to ensure that all hazardous materials are

used and disposed of IAW proper procedure. Any questions on these purchases should first be directed to the servicing HAZMART/HAZMAT facility.

12. VPSO Reports. VPSO, will make available a monthly transaction report of each organization having transactions during the month. VPSO will also make available to users a consolidated listing of all items (12 months of data if available) purchased to include the cost of each item at the time of purchase.

12.1. VPSO will provide a consolidated quarterly transaction report to HQ PACAF/A4RV containing number of purchases, total funds expended, shipments initiated, and their performance goals.

12.2. VPSO IMPAC cardholders will mail and fax the IMPAC SOA to the Approving Official within one (1) duty day of receipt. The cardholder will retain a copy of the SOA for their IMPAC file.

13. Adopted Forms:

AF Form 9, *Request for Purchase*

AF Form 616, *Fund Cite Authorization*

AF Form 847, *Recommendation for Change Publication*

DD Form 1149, *Requisition and Invoice Shipping Document*

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