

Administrative Changes to TinkerAFBI23-303, Policy and Procedure for Defense Logistics Agency (DLA) Form 339 Request For Engineering Support

OPR: AFLCMC/LZPED DLA

References throughout to “OC-ALC/ENSDD” are hereby changed to “AFLCMC/LZPED”.

Reference in page 1, to “This publication applies to OC-ALC, 848 SCMG and 498 NWBA” are hereby changed to “This publication applies to AFLCMC, 848 SCMG and AFNWC”.

Reference in page 5, Item 2.1. Metrics, to “AF GLSC” is hereby changed to “848 SCMG”.

Reference in page 5, Item 2.4. Metrics, to “OC-ALC/GKO” is hereby replaced with the following organizations “AFLCMC/HB, AFLCMC/LPS, AFLCMC/WKD, AFLCMC/WWN, AFLCMC/WWV, AFLCMC/WWZ”.

Reference in page 6, Item 4. Funding, to “OC-ALC/ENRF” is hereby changed to “AFLCMC/LZPE”.

2 JULY 2015

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

**TINKER AIR FORCE BASE INSTRUCTION
23-303**



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**POLICY AND PROCEDURE FOR DEFENSE
LOGISTICS AGENCY (DLA) FORM 339,
REQUEST FOR ENGINEERING SUPPORT**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This Publication implements guidance for the process whereby DLA requests engineering support for National Stock Numbers (NSNs) which are item managed (IM) by DLA, and for which the Engineering Support Activity (ESA) is OC-ALC. This publication applies to OC-ALC, 848 SCMG and 498 NWBA organizations providing engineering support to DLA. It does not apply to Air Reserves or Air National Guard. Its guidelines apply to Engineering, Screening and Focal Point offices involved in processing the DLA Form 339 (hereafter referred to as "the 339 process" or "339s"). This instruction establishes organization of, procedures for, and the responsibilities for the DLA Form 339, *Request for Engineering Support*, and its processing. It provides guidance and instruction to process 339s received by OC-ALC/ENSDD Focal Point and, subsequently, identified and distributed to various Engineering organizations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using AFIMT 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>

SUMMARY OF CHANGES

Purpose of revision is to reflect updated office symbols, website URL addresses, terminology, and processes.

1. Procedure.

1.1. This OI provides guidance for the process whereby DLA requests engineering support for National Stock Numbers (NSNs) which are item managed by DLA, and for which the ESA is OC-ALC. **See Process Flowchart, Attachment 3.** The request is made via the Form 339, which is automated on the DLA PDMI system, a web-based application managed by DLA. The URL for this is: <https://pcf1.bsm.dla.mil/ESA>. The DLA website interfaces with OC-ALCs internal workflow management system referred to as Integrated Engineering Support (IES). The URL for this is: <https://prd-ies02.tinker.afmc.ds.af.mil>. The electronic form and all associated attachments are imported into the IES environment for processing. IES receives incoming requests in what is referred to as the "Newstate". Focal point personnel promotes new requests to the "ESA-Identification" state. After researching the item and upon confirmation that OC-ALC is the ESA for the subject NSN, all relevant identification is attached to the 339 and promoted to the respective Engineering office. Engineering processes the request by providing their response via text input into appropriate blocks, attaching related files and upon supervisory review, the 339 follows a reverse path and returns to the focal point office for out-processing. The ESA response is quality reviewed by the Focal Point for applicable support categories provided, billable man-hours and completeness prior to closing request and returning to DLA. To gain access to IES, contact OC-ALC/ENSDD Focal Point office for required access request documents. For access to DLA PDMI, you must apply via the following website: <https://amps.dla.mil>.

1.2. Responsibilities.

1.2.1. Focal Point Office (incoming 339)

1.2.1.1. Receive incoming 339 via PDMI/IES systems.

1.2.1.2. Perform quality checks for completeness and accuracy.

1.2.1.3. If identification process determines an NSN is not an OC-ALC item, focal point will contact other ALC focal point offices and obtain email confirmation before returning to DLA as a misrouted 339 request.

1.2.1.4. Provide assistance to system engineer when requested.

1.2.1.5. Assist engineering with 339 requests pertaining to support category Extended Engineering Effort (EEE), as necessary.

1.2.1.6. Provide comments for topics of discussion, prepare for and attend AF/DLA crosstalk meetings, as required.

1.2.2. Engineering Office (ESA) (incoming 339)

1.2.2.1. Receive incoming 339 via IES system.

1.2.2.2. Recommend daily monitoring of IES Inbox, or as often as necessary.

1.2.2.3. Assign 339 to cognizant engineer.

1.2.2.4. Provide assistance to engineer when required.

1.2.3. Cognizant Engineer (incoming 339)

1.2.3.1. Receive incoming 339 via IES system.

1.2.3.2. Recommend daily monitoring of IES Inbox, or as often as necessary

1.2.3.3. Review assigned 339s within 10 days of receipt to verify correct ESA.

1.2.3.3.1. If not the ESA, make reasonable attempts to identify correct ESA and have 339 redirected to correct office, if known.

1.2.3.3.2. If ESA is unknown, have 339 promoted back to the Focal Point office. Any relevant information that may help identify ESA should be included in blocks 22 & 23.

1.2.3.3.3. Set estimated completion date (ECD), in 339 system, on all 339s for which you cannot meet the DLA suspense.

1.2.3.4. Typically, negotiating an EEE request with DLA is conducted using the Form 339. However, there may be times when email is applicable to save time. All such email must be coordinated through the Focal Point office.

1.2.3.4.1. EEE information provided to DLA shall include all that apply; Technical Scope, TDY Required, Itemized estimated cost.

1.2.3.5. During the cognizant engineer's cursory review of the 339, the engineer should determine and verify:

1.2.3.5.1. Criticality of the item.

1.2.3.5.2. Correct configuration.

1.2.3.5.3. The need for the NSN and part number.

1.2.3.5.4. Validity of the request.

1.2.3.6. Coordinate with appropriate personnel in other System Program Office's (SPO) that have an interest in the item. The service ESAs are to ensure a single coordinated ESA response is provided to DLA, IAW DLA JESI agreement.

1.2.3.7. Document all man-hours expended providing response (engineer, engineering reviewer, equipment specialist, IM, production manager, etc.).

1.2.3.8. Review and determine the validity of Engineering Data List (EDL), Engineering Notes and Screening Analysis Worksheet (SAW) provided, as applicable. This was formally known as AFMC Form 761.

1.2.3.8.1. Populate SAW, as applicable.

1.2.3.8.2. Provide all required documentation to ensure a complete Technical Data Package (TDP) is provided to DLA, when required.

1.2.3.9. Request cataloging actions, as necessary, to include but not limited to updating of Material Management Aggregation Code (MMAC), Equipment Specialist Code (ES), AF IM code and Major Organizational Entity (MOE) Rule.

1.2.3.10. Request/initiate with appropriate personnel to ensure updates occur to all technical orders, technical and engineering data, as applicable.

1.2.4. Spares Support and Screening Section (incoming 339)

1.2.4.1. Consumable Item Transfer – A product directorate/wing engineer may request development or update of a TDP via the DLA Form 339.

1.2.4.2. Screening requests which are accepted are entered into the Purchase Request Processing System (PRPS) for initiating, updating, and assigning to a screening technician for development.

1.2.4.3. The screening technician will review the SAW for completeness, review all available engineering drawings and specifications and prepare an EDL and engineering notes and assign appropriate AMC/AMSC code.

1.2.5. Focal Point Office (outgoing 339)

1.2.5.1. Requests received from DLA with incomplete or inaccurate information will be returned with appropriate comments or reason(s).

1.2.5.2. Engineering responses received that are incomplete will be returned to respective engineering group.

1.2.5.3. Provide assistance to engineering office, as requested.

1.2.5.4. Assist engineering with 339 requests pertaining to support category Extended Engineering Effort (EEE), as necessary.

1.2.5.5. Ensure quality review for a complete, accurate and timely response being provided to DLA.

1.2.5.6. Apply all billable charges consistent with the Joint Engineering Support Instruction (JESI).

1.2.5.7. Promote outgoing 339 to DLA.

1.2.5.8. The focal point reviews a daily reconciliation report to ensure all electronic 339 requests successfully transported to and from the DLA/Air Force systems interface. The focal point will resolve all transport issues the same day, if possible.

1.2.6. Engineering Office (ESA) (outgoing 339)

1.2.6.1. Review 339 for technical accuracy and responsiveness. Ensure applicable man-hours are entered in 339 system under the Daily Manhours Accounting section. Promote outgoing 339s to Focal Point for QAP review and closure. **See Checklist, Attachment 2.**

1.2.7. Cognizant Engineer (outgoing 339)

1.2.7.1. The cognizant engineer shall ensure that all applicable sections of Part III of the Form 339 (blocks 18 through 24) are completed. Block 20 is to reflect the appropriate support categories provided and a sufficiently detailed response is provided in block 22. If tech data is required, the TDP shall be reviewed, signed, downloaded from PRPS and then uploaded to 339 request. All engineering man-hours, including all touch time (engineer, equipment specialist, IM and any others with whom the engineer coordinates) must be entered in 339 system, under the Daily Manhours Accounting section. Submit completed 339 for supervisory review. **See Checklist, Attachment 2.**

1.2.8. Spares Support & Screening Section (outgoing 339)

1.2.8.1. Once the Screening section has completed the Technical Development Package (TDP) in PRPS system, the 339 is returned to respective engineer, who is also notified via email, that files are ready for review in PRPS system. **See Checklist, Attachment 2.**

2. Metrics.

2.1. The following metrics are presented, at least quarterly, to Directorate and Group level Management. Each metric (below) measures the Center's overall performance and individually to Division and Branch level where applicable). AF GLSC equivalent is (Wing, Group, Squadron).

2.1.1. Total number Received.

2.1.2. Total number Work-in-Process (WIP). (*all open requests*)

2.1.3. Total number Completed overall. (*includes Return w/o Actions (RWOAs) and Misroutes*)

2.1.4. Total number Completed by Engineering groups only. (*does not include RWOAs or Misroutes*)

2.1.5. Percent WIP (*Open*) and On-Time.

2.1.6. Percent Completed and On-Time.

2.2. An email is sent each month to all the ESA points of contact, and first level supervisors informing them of their on-time completion percentage. A listing of each case number is also provided for all WIP and Completed requests; those that are past due highlighted red.

2.3. A signed Directorate/Group level memorandum is sent monthly to each Engineering office informing them of their individual 339 performance. Organizations not meeting the suspense on the 339 must provide a corrective action plan (CAP) for each WIP (*Open*) and late request. The CAP shall explain why the suspense was not met and what the action plan is moving forward.

2.4. Annually, OC-ALC/EN will evaluate historical workload data and future projected workload to develop a recommendation for the allocation of the 339 authorizations. A manpower allocation recommendation will be presented to the OC-ALC/GKO and 448 SCMW/OM commanders and their chief engineers.

3. Training.

3.1. OC-ALC/ENSDD is the owner of the 339 process at OC-ALC and, as such, will provide initial training to personnel involved in the DLA 339 process. Initial training will provide a global understanding of the 339 process, which will include a basic understanding of the mission, roles and responsibilities, databases (IES and DLA PDMI) and the 339 timeline. Training may be provided via classroom instruction or PowerPoint presentation, information paper, or on-the-job training. (**See Attachment 1 for References and Terms**)

3.2. IES access request documents can be obtained from the Focal Point office. The first-level supervisor will be responsible for ensuring that their personnel understand their roles and responsibilities in the 339 process.

4. Funding. OC-ALC/ENRF will control and manage funding received for all DLA 339 workload (*WIP and Completed*).

5. Deployment. Following approval, this OI will be presented to the engineering and associated workforce via Staff Summary procedures to participants in the home office 3-letter staff meetings, and to any other organization as requested.

6. Maintenance. This OI will be reviewed by the OPR biennially. The reviewer may also undertake a random survey with known users to check on the usefulness of any part of this OI process. A decision will be reached following each review on the need for revising this OI.

7. Records. Copies of completed 339s are electrically stored for historical purpose. Insofar as they constitute evidence of actions, they will be entered into the appropriate group file plan.

8. Adopted Forms:

AF IMT 847, *Recommendation for Change of Publication*

DLA Form 339, *Request for Engineering Support*

ROBERT D. LABRUTTA, Colonel, USAF
Commander

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

DLAD 3200.1 - Engineering Support for Items Supplied by Defense Logistics Agency and General Services Administration, *31 October 2001*

PBA - Performance Based Agreement, *30 March 2010*.

Terms

Critical Application Item (CAI)— An item that is essential to weapon system performance or operation, or the preservation of life or safety of operating personnel, as determined by the military services.

Critical Safety Items (CSI)— A critical safety item is a part, an assembly, installation equipment, launch equipment, recovery equipment or support equipment for an aircraft or aviation weapon system which if that part, assembly or equipment contains a characteristic failure, the malfunction or absence of which could cause loss of or serious damage to the aircraft or weapon system and unacceptable risk of personal injury or loss of life.

DLA Form 339— The form used to obtain engineering support for standardization for Defense Supply Center (DSC) managed items supplied to the services/agencies. Categories of engineering support supplied and DSC/service/agency responsibilities are defined in DLAR 3200.1, *Engineering Support for Items Supplied by DLA and GSA (RCS DD-DLA(A) 259(S))* and DLAR 4140.37, *Advance Validation of Technical Data Required for DLA Procurement*.

Engineering Support Activity (ESA)— The military service organization designated as responsible for engineering support and technical decisions for a given part or component in that service. In the case of multiple recorded users in a service, the system with the most use is deemed primary ESA.

Engineering Support Focal Point— Entry and exit point for 339s within each service. The focal point interfaces directly with DLA and ensures 339 request is identified to the correct and proper ESA. The focal point also provides records and tracks associated timeliness and quality metrics data. The focal point is identified in DoD 4100.39-M, *Federal Logistics Information System*, Vol. 10, Table 104.

Weapon System Item— An item identified in the DLA Weapon System Support Program. (Reference DLAR 4140.38, *Weapon System Support Program*).

Weapon System Essentiality Code (WSEC)— A code indicating the degree to which a failure affects the ability of the weapon system to perform its intended mission.

Work-In-Progress (WIP)— Open DLA 339 requests.

Attachment 2**SAMPLE ENGINEER CHECKLIST FOR DLA 339S**

Is your answer complete and responsive to all DLA questions in Blocks 15 and 16?

Did you check the appropriate boxes in Block 19 regarding criticality?

Is the NSN on the AFMC CSI list?

If your response changes, whether or not NSN should be on the AFMC CSI list, contact/email your POC @ AFMC CSI.

Did you check the boxes in Block 20 that correspond to your answer in Block 22?

If you are requesting an extended engineering effort (EEE), have you coordinated your response with DLA (POC listed in Block 4) through the OC-ALC Focal Point office?

Did you annotate in Block 22 the names of those with whom you negotiated the extended engineering effort?

Did you annotate in Block 22 the technical scope, possible travel, periodic progress reports, estimated cost, and completion schedule?

Have you annotated the applicable section in 339 system with all man-hours (engineer, ES, screening, etc.) expended processing DLA 339 request?

If a Screening Analysis Worksheet (SAW) is attached in Block 23 of the DLA 339, and you concur with the information provided by Screening technician, have you completed the following sections in PRPS system: *(if you disagree, contact the screening technician for resolution)*

Item Information - *(Hardness Critical Indicator and Nuclear Certified End-Item fields)*

Screening Data - *(ST/STE Req'd, ST/STE Available and Engineer AMC/AMSC fields)*

Support Required - *(First Article Test Req'd, Production Sample Req'd and Production Sample Furnished fields)*

Remarks - *(enter additional comments in Remarks block)*

Also, have you:

Reviewed the screening technician's EDL if one was required?

Reviewed the screening technician's Engr'g Instructions (*Notes*)?

Prepared Qualification Requirements (QR) for "C" coded items?

Selected the Complete button which creates the signed copy?

Downloaded all applicable PRPS attachments and uploaded to 339?

Did you upload all other forms or supporting documents into Block 23 of the 339 that is referenced in your response?

Is all of the information in Block 24a through 24g (office symbol, date, POC info, etc.) correct? *It may be necessary to update your 339 system profile to reflect current info.

Does block 24b show the date the engineer completed the 339?

Verify MMAC is correct, if one is assigned.

If MMAC is not correct, contact the ES to update D043.

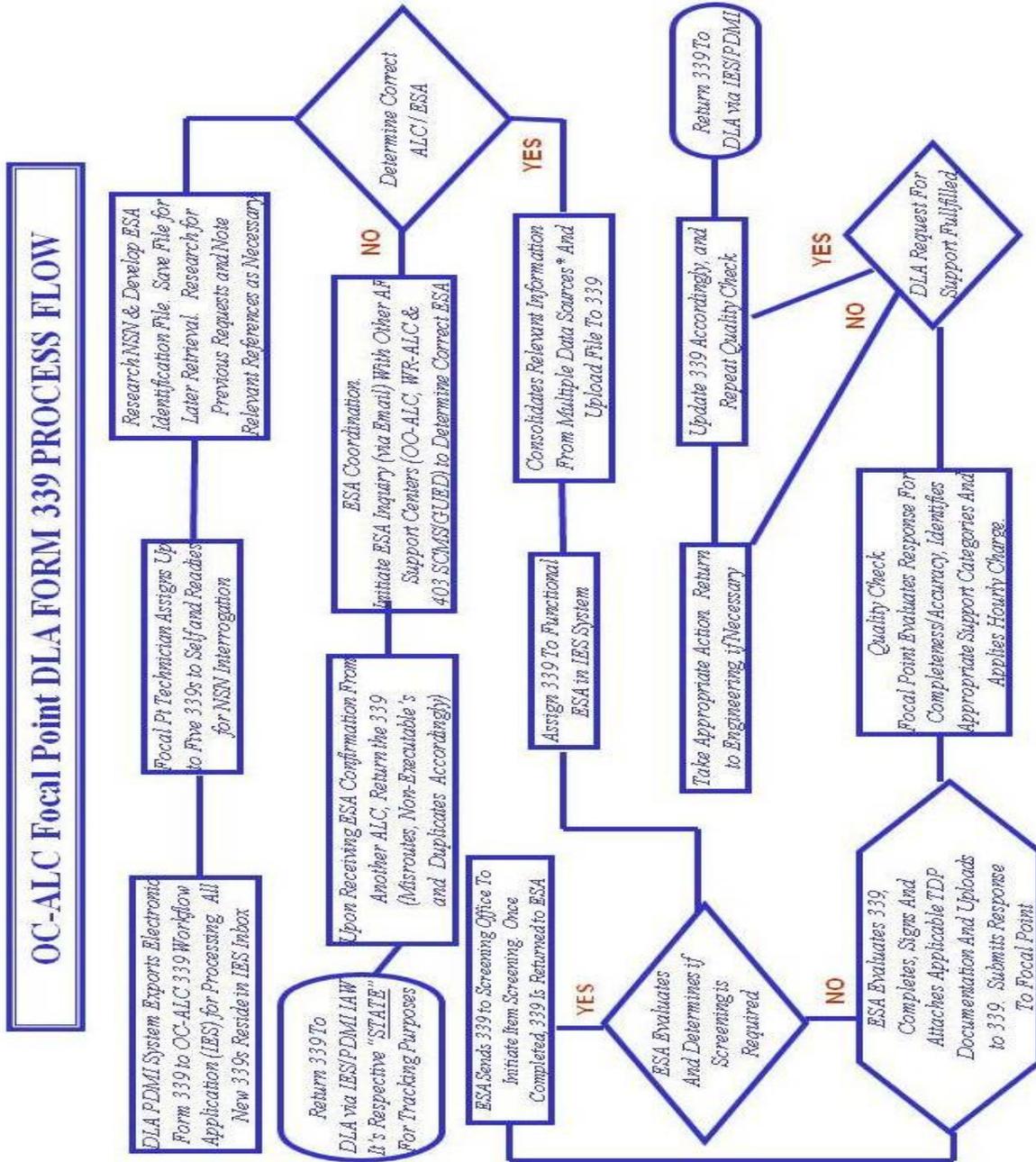
Make sure that that ES code is also correct.

NOTE: All references to “Block” refer to the DLA Form 339 unless otherwise specified.

Attachment 3

PROCESS FLOW CHART

Figure A3.1. OC-ALC Focal Point DLA FORM 339 PROCESS FLOW



Acronyms: ESA - (Engineering Support Activity)
 IES - (Integrated Engineering Support)
 PDMI - (Product Data Mgmt Initiative - DLA 339 System)