

**BY ORDER OF THE COMMANDER
SIXTEENTH AIR FORCE (ACC)**

16TH AIR FORCE MANUAL 23-300

11 FEBRUARY 2026

Materiel Management

**MATERIEL MANAGEMENT
PROCESSES**



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This publication implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management*. This materiel management instruction delineates Sixteenth Air Force (16 AF) processes, clarifies Numbered Air Force (NAF) and subordinate Wing and Center roles and responsibilities, and establishes equipment management accountability procedures. This publication applies to all military and civilian personnel assigned to the 16 AF and subordinate organizations who use standard and/or non-standard supply systems of record. This instruction's mention of "16 AF Wings/Center" refers to the 9th Reconnaissance Wing (RW); 319 RW; 557th Weather Wing, 55th Wing (WG); 70th Intelligence, Surveillance, and Reconnaissance Wing (ISRW); 363 ISRW; 480 ISRW; 67 Cyberspace Wing (CW); 688 CW; and the Air Force Technical Applications Center (AFTAC). This publication does not apply to gained Air National Guard and Air Force Reserve units. Refer recommended changes and questions about this publication to the OPR using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*, and route DAF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct supplements must be routed through the OPR prior to certification and approval. Requests for waivers must be submitted through chain of command to the appropriate waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Maintain records created as a result of the processes prescribed in this publication in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. . Contact your supporting Records Manager as required. This publication does not generate information collection and reports as

outlined in AFI 33-324, *The Air Force Information Collections and Reports Management Program*.

1. GENERAL POLICY

1.1. This instruction outlines materiel management roles and responsibilities for 16 AF/A4RD, 16 AF Wings, Center, Groups, and field units. Procedures in this instruction take effect upon receipt and apply to 16 AF organizations as indicated in each applicable section or page. 16 AF/A4RD, Deployment and Distribution Branch Chief may authorize deviations or waivers to this instruction.

1.1.1. If procedures in this instruction conflict with procedures in Department of Air Force (DAF) or other publications, the conflict should be identified and submitted to 16 AF/A4RD for resolution. Follow these procedures until the discrepancy is resolved. Where a process is not addressed, refer to DAFMAN 23-300, *Materiel Management Procedures*, Air Force Handbook (AFH) 23-123V1, *Materiel Management Reference Information*, AFH 23-123V2 PT1, *Integrated Logistics System-Supply (ILS-S)*, *Materiel Management Operations*, AFH 23-123V2 PT2, *Integrated Logistics System-Supply (ILS-S) Supply System Operations*, AFH 23-123V2 PT3, *Integrated Logistics System-Supply (ILS-S) Supply System Reference*, AFH 23-123V2 PT4, *Integrated Logistics System-Supply (ILS-S) Ancillary Components*, AFJMAN 23-210, *Joint Service Manual (JSM) For Storage and Materials Handling*, Department of Defense Instruction (DODI) 4140.01, *DoD Supply Chain Materiel Management Policy*, and DODI 5000.64_DAFI23-111, *Accountability and Management of DoD Equipment and Other Accountable Property*.

1.1.2. Submit proposed changes through command channels to 16 AF/A4RD by e-mail to: 16AF.A4RM@us.af.mil

2. ROLES AND RESPONSIBILITIES

2.1. 16 AF/A4RD Deployment and Distribution Branch

2.1.1. Provide materiel management oversight to all 16 AF subordinate units. Coordinate directly with HQ Air Combat Command (ACC) and stakeholder organizations on materiel management issues to include manpower concerns. **(T-3)**

2.1.2. 16 AF/A4RD 2S0X1 Manpower Liaison will act as the conduit between the 16 AF units, the ACC 2S0X1 MAJCOM Functional Manager (MFM) and the AF Installation Mission Support Center (AFIMSC), Detachment 8, Command 2S0X1 MFM. **(T-3)**

2.1.3. Review and approve DoD Activity Address Code (DODAAC) requests for subordinate units under command codes 1C and 2L. **(T-3)**

2.1.4. Monitor completed MICT Self-Assessment Checklist (SAC) for applicable wing, center, group, and tenant units annually. **(T-3)**

2.1.5. Conduct Staff Assistance Visits (SAV) on subordinate wing, center, group, and tenant units upon request. SAVs will not be conducted within a 120-day period before an Inspector General (IG) inspection. **(T-3)**

2.1.6. Attend applicable materiel management forums (i.e., Big Safari Inventory [BSI] Symposium, Air Force Life Cycle Management Center (AFLCMC)/HBG Logistics

Support Symposium [DCGS], and AFLCMC Cryptologic and Cyber Systems Division (CCSD) Customer Day). **(T-3)**

2.1.7. Review and approve requests for waiver of grade and/or Air Force Specialty Code (AFSC) for appointments of Accountable Property Officer (APO) for respective 16 AF satellite supply operations. **(T-3)**

2.1.8. Monitor Urgency Justification Code (UJC) 1A/JA MICAPS provided by Wing/Field units. **Note:** Only 480 ISRW field units are exempt from having to process these waivers through the 16 AF/A4RD. The waiver authority for these units is the respective Group commander. Units are still required to provide a copy of completed waiver to 16 AF/A4RD via the 480 ISRW/A4.

2.2. Wings / Center

2.2.1. Commander / Director

2.2.1.1. Appoint in writing (primary and alternate) a designated Materiel Management representative within 30 days of assignment. **(T-3)**

2.2.2. Materiel Management Representative

2.2.2.1. Coordinate in writing with 16 AF/A4RD on all materiel management issues and provide oversight and guidance to all respective subordinate units performing materiel management functions and/or conducting asset management roles. **(T-3)**

2.2.2.2. Provide 16 AF/A4RD with updated subordinate unit materiel management points-of-contact roster on a quarterly basis to facilitate customer outreach and to ensure NAF and Wing/Center communication. **(T-3)**

2.2.2.3. Establish and maintain a wing internal self-inspection program for materiel management processes/programs. **(T-3)**

2.2.2.4. Conduct SAVs for subordinate units as required or upon request. SAVs will not be conducted within a 120-day period before an IG inspection. **(T-3)**

2.2.2.5. Notify 16 AF/A4RD upon completion of any applicable Materiel Management MICT Self-Assessment Checklist annually. **(T-3)**

2.2.2.6. Conduct and document quarterly wellness checks on subordinate field units where materiel management functions are performed. **(T-3)**

2.2.2.7. Coordinate with 16 AF/A4RD Manpower Liaison on all materiel management personnel issues. Review all subordinate unit support documents such as support agreements, 2S manning rosters, manning studies, and training requirements. **(T-3)**

2.2.2.8. Liaise on all subordinate unit materiel management personnel issues. **(T-3)**

2.2.2.9. Review and document requests for waiver of grade or AFSC for appointment of an APO for respective field units. Refer to [paragraph 2.3.5](#) for waiver authority. **(T-3)**

2.2.2.10. Establish Wing/Center guidelines, procedures, and operating instructions for subordinate units and detachments, as applicable. **(T-3)**

2.2.2.11. Obtain Wing/Center formal coordination draft prior to submission to 16 AF/A4RD for review and coordination/approval prior to publication. **(T-3)**

2.2.2.12. If a non-standard system is being considered, engage 16 AF/A4RD relative to the proposed SOPs for the management of assets. **(T-3)**

2.2.2.13. Coordinate with 16 AF/A4RD on materiel management issues (i.e., delayed MICAPs, delinquent shipments etc.) involving support from Big Safari Inventory (BSI) Automated Logistics Management Support System (ALMSS) and/or CCSD when additional support is required. **(T-3)**

2.2.2.14. Attend applicable materiel management forums (i.e., Big Safari Inventory [BSI] Forum, AFLCMC/HBG Logistics Support Forum, and AFLCMC/CCSD Customer Day) . **(T-3)**

2.3. Field Unit Materiel Management Representative / Assigned 2S Personnel

2.3.1. Provide a quarterly 2S manning points-of-contact roster to the wing POC/Materiel Management representative. **(T-3)**

2.3.2. Notify wing POC or Materiel Management representative and 16 AF/A4RD of any non-standard system of record used for materiel management not listed in section three of this instruction. If a non-standard system is being considered, engage 16 AF/A4RD via the Wing POC/Materiel Management Representative relative to the proposed SOPs for the management of assets. **(T-3)**

2.3.3. The Supply Support Section will perform any functions the host LRS cannot because of security inaccessibility reasons. Units without materiel management personnel will be responsible to perform Supply Support programs as an additional duty. **(T-3)**

2.3.4. Establish and maintain an internal self-inspection program for materiel management processes/programs. Identify and complete all applicable Materiel Management MICT Self-Assessment Checklists (SAC) being tracked annually and notify Wing POCs or Material Management representative upon completion. **(T-3)**

2.3.5. The unit commander will appoint a Responsible Officer (RO) for units that manage non-standard satellite supply accounts. Appoint a Senior Non-Commissioned Officer (SNCO), AFSC 2S071, by letter per DAFMAN 23-300 and/or Logistics Support Plan (LSP) 67-1. The Group commander may waive the AFSC or qualification requirements when extenuating circumstances exist (i.e., assigning non-2S representative to an equipment custodian role). An information copy of approved waiver must be provided to 16 AF/A4RD. **(T-3)**

2.3.6. Ensure equipment custodians review their DPAS Customer Authorization/Custody Receipt Listing (CA/CRL), provided by their supporting Logistics Readiness Squadron (LRS) Equipment Accountability Element (EAE) to ensure inventories are complete, accurate, and signed within 15 workdays. **(T-3)**

2.3.7. Upon change of satellite APO ensure the certificate of transfer is completed IAW DAFMAN 23-300 and/or LSP-67-1 and forward copies of certificate(s) to Wing POC and 16 AF/A4RD. **(T-3)**

- 2.3.8. Equipment custodians confirm “floor-to-book” style inventory is accomplished at least annually (excluding ITEC) or upon change of custodian/ownership transfer, IAW DAFMAN 23-300. **(T-0)**
- 2.3.9. Ensure the unit out-processing checklist includes the transfer of equipment accounts at least 45 days before the custodian's departure date. **(T-3)**
- 2.3.10. Ensure equipment custodians utilize AF Form 1297, *Temporary Issue Receipt*, for all assets registered on their property record list located outside of their span of control (immediate workspace/office). Account for all pilferable and high dollar value assets such as those purchased by Government Purchase Card (GPC) and/or other financial resources IAW DAFMAN 23-300 **(T-0)**
- 2.3.11. The Decentralized Materiel Support (DMS), Consolidated Repair Facility and Consolidated Tool Kit (CTK) coordinates with support agencies to assist maintenance personnel by expediting all materiel management transactions per DAFI 21-101, *Aircraft and Equipment Maintenance Management*. **(T-0)**
- 2.3.12. Provide 16 AF/A4RD a copy of all Urgency Justification Code (UJC) 1A/JA, MICAP status boards once a day to email: 16AF.A4RM@us.af.mil during regular workdays. Monitor and manage all MICAP requirements and work directly with applicable Supply Chain Operation Squadron (SCOS) and/or depots, as needed, to ensure requirements are satisfied. **(T-3)**
- 2.3.13. Unit assigned Materiel Management representatives will attend applicable materiel management related forums (i.e. BSI Forum, WR-ALC Logistics Support Forum, and AFLCMC/CCSD Customer Day, etc.). **(T-3)**
- 2.3.14. Units utilizing R&R procedures are required to forward a copy of all *Supply Discrepancy Reports* (SDR)/SF 364 to respective wing POC/Materiel Management representative. **(T-3)**
- 2.3.15. Establish local procedures for managing and controlling items issued to their organization. If applicable, use an automated AF Form 538, *Personal Clothing and Equipment Record*, or other locally developed tool (i.e. FEM-S) to track issue and turn-in of returnable clothing items to individuals assigned to their unit. **(T-3)**
- 2.3.16. Ensure the unit commander's appointment letter, certificate of transfer, and copy of the *Consolidated Inventory Document Register* (M10) or equivalent is forwarded to 16 AF/A4RD/Wing Materiel Management representative within 30 days after transfer actions are completed. **(T-0)**
- 2.3.16.1. Certify inventory adjustments when authorized per AFH 23-123, Vol 2, Pt 1, **Ch 5**. Review inventory adjustment support documentation to ensure adequate research has been accomplished. **(T-0)**
- 2.3.16.2. Review and validate the M10, or equivalent, for any adverse trends and sign approved block IAW requirements in DAFMAN 23-300. **(T-0)**
- 2.3.17. Initiate a financial liability investigation per DoD 7000.14-R, Vol 12, Ch. 7, for all unresolved discrepancies for missing equipment assets within five duty days of initial notification of loss, damage, or destruction. **(T-0)**

2.3.18. As applicable, conduct additional actions as defined in section 3 referencing non-standard systems of record. **(T-3)**

3. NON-STANDARD MATERIEL MANAGEMENT SYSTEMS

3.1. Automated Logistics Management Support System (ALMSS) / 480 ISRW (DCGS)

3.1.1. Utilize the ALMSS to manage their commercial off the shelf (COTS) and non-stock listed mission equipment. These units are supported by AFMC AFLCMC/HBGL Robins AFB, Georgia and will adhere to the policy guidance in 480ISRWI 23-101, and T.O. 31S5-2GSQ272-1. **(T-3)**

3.1.2. Obtain system training from AFLCMC/HBGL for all assigned materiel management personnel upon assumption of duties. **(T-3)**

3.1.3. Appoint a Weapon System Account Manager (WAM), in writing, by the unit commander. The WAM can be commissioned officers, NCOs, civilians (minimum grade GS-5, NAF-III or equivalent), or contractors [with this responsibility clearly stated/specified in the contract statement of work]. Deviations from this requirement will be approved by 16 AF/A4RD through 480 ISRW/A4. **(T-3)**

3.1.4. Ensure equipment assets with assigned NSNs are accounted for in DPAS. **(T-0)**

3.1.5. Conduct semi-annual warehouse validations/inventories and update the Date of Last Inventory (DOLI). **(T-0)**

3.2. Big Safari Inventory (BSI) / Greenville, TX (645 AESS)

3.2.1. Field units supported by FX2369 BSI program will adhere to guidance in LSP 67-1, Parts 1 & II. **(T-2)**

3.2.2. Field units supported by FX2369 BSI program will perform a complete validation of the Special List of Equipment (SLOE) within 90 days of publication. Any change requests will be coordinated through BSI, Greenville and an information copy sent to 16 AF/A4RD/Wing POC. **(T-2)**

3.2.2.1. The supported unit APO or responsible officer will coordinate with the BSI maintenance and Logistic Liaison Officer for Special List of Equipment (SLOE) validations/inventories and act as the equipment custodian and logistics liaison for all BSI supported/managed equipment in accordance with LSP 67-1. **(T-2)**

3.2.2.2. Maintenance and inspection of BSI supported/managed equipment at field units will be accomplished in accordance with AFI 21-101 and T.O. 00-20 series. The APO or responsible officer will ensure equipment is loaded into the applicable maintenance information system for the purpose of tracking status, work orders and supply actions. **(T-0)**

3.2.2.3. Ensure equipment assets with assigned National Stock Numbers (NSNs) are accounted for in DPAS. **(T-0)**

3.3. Financial Accounting and Corporate Tracking System (FACT-S) / 70 ISRW units Utilize FACT-S to manage their National Security Agency/Central Security Service (NSA/CSS) purchased support equipment. Units will adhere to guidance in NSA/CSS Financial Management Manual, Volume 4, **Chapter 6**, Annexes 5, 6, 7 and applicable NSA Standard Operation Procedures (SOPs) for property accountability. All guidance information is strictly available via NSANET access. **(T-3)**

LARRY R. BROADWELL Jr. Major General,
USAF
Deputy Commander

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

DoD 7000.14-R, *DoD Financial Management Regulation, Volume 12: Special Accounts, Funds and Programs*, February 2023

DoDI 4140.01, *DoD Supply Chain Materiel Management Policy*, 28 June 2022

DoDI 5000.64_DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property*, 6 Dec 2021

DoDM 5200.01 Volume 2_AFMAN 16-1404 Volume 2, *Information Security Program: Marking of Classified Information*, 12 April 2022

AFPD 23-1, *Supply Chain Materiel Management*, 1 June 2023

AFI 10-201, *Force Readiness Reporting*, 5 June 2024

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 14 March 2023

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 21 July 2019

AFI 33-322, *Records Management and Information Governance Program in the References section*

DAFMAN 23-300, *Materiel Management Procedures*, 21 July 2025

AFH 23-123, Volume 1, *Materiel Management Reference Information*, 19 December 2021

AFH 23-123, Volume 2, Part 2, *Integrated Logistics System-Supply (ILS-S), Standard Base Supply System Operations*, 19 December 2021

NSA/CSS Financial Management Manual, Volume 4, October 2009

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

Adopted Forms

AF Form 538, *Personal Clothing and Equipment Record*

AF Form 1297, *Temporary Issue Receipt*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

16 AF—16th Air Force

A4RD—Deployment and Distribution Branch

ACC—Air Combat Command

AESS—Aeronautical Systems Squadron

AFB—Air Force Base

AF-DCGS—Air Force-Distributed Common Ground System

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIMSC—Air Force Installation Mission Support Center

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFTAC—Air Force Technical Applications Center

AGE—Aerospace Ground Equipment

ALC—Air Logistics Center

ALMSS—Automated Logistics Management Support System

APO—Accountable Property Officer

APSR—Accounting Property System of Record

BSI—Big Safari Inventory

CCSD—Cryptologic and Cyber Systems Division

COTS—Commercial Off-The-Shelf

CSS—Central Security Service

DOD—Department of Defense

DOLI—Date of Last Inventory

DPAS—Defense Property Accountability System

EAE—Equipment Accountability Element

FEM-S—Facility Equipment Maintenance System

GPC—Government Purchase Card

IAW—In Accordance With

IG—Inspector General

ILS-S—Integrated Logistics System-Supply

ISRW—Intelligence, Surveillance, and Reconnaissance Wing

LRS—Logistics Readiness Squadron

LSP—Logistics Support Plan

MFM—MAJCOM Functional Manager

MICAP—Mission Impaired Capability Awaiting Parts

NAF—Numbered Air Force

NSA/CSS—National Security Agency/Central Security Service

NSN—National Stock Number

OPR—Office of Primary Responsibility

R&R—Repair and Return

RO—Responsible Officer

SAV—Staff Assistance Visit

SCOS—Supply Chain Operations Squadron

SDR—Supply Discrepancy Report

SLOE—Special Lists of Equipment

SNCO—Senior Non-Commissioned Officer

SOP—Standard Operating Procedures

UJC—Urgency Justification Code

WAM—Weapon System Account Manager

T.O.—Technical Order

Terms

Logistics Support Plan (LSP 67-1)—This plan outlines the FX2369 Accountable Property Officer's (APO) guidance required to obtain supply support of equipment and supplies by 645th Aeronautical Systems Squadron (FX2369), FX2369 Big Safari Rivet Joint depot.

Repair and Return (R&R)—The Cryptologic and Cyber Systems Division (CCSD) R&R area is the single agent (focal point) for all repairable assets requiring R&R to NSA CCP funded customers. CCSD buys and maintains sufficient levels of critical subassemblies or end items to support the demand of customers. For guidance on processing R&Rs refer to SOPs available on the AFLCMC/CCSD web page at <https://salsa.na.nsa.ic.gov> via NSA net.

Special List of Equipment (SLOE) 174—A product produced by Det 1, 645 AESS that lists non-stock listed support equipment required to maintain peculiar mission systems or end items.

Weapon System Account Manager (WAM)—A member appointed in writing by the Unit Commander responsible for accountability of assets in ALMSS that have been installed on to the AF-DCGS weapon system within their respective duty section or area of responsibility.