

**BY ORDER OF THE COMMANDER
18TH WING**

18TH WING INSTRUCTION 21-113

20 MARCH 2024



Maintenance

***LOCAL MANUFACTURE
PROCESSING PROCEDURES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel*. It establishes uniform processing control and routing procedures for all requests for local manufacture (LM) of field, non-field manufacture (FM/NON-FM) and non-aeronautical items. It applies to all assigned and attached offices to 18th Wing (18WG) units. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been revised to improve simplicity and understanding of the local manufacturing process.

1. General.

1.1. Authorization for Local Manufacture (LM):

1.1.1. LM requests are automatically approved if Source Maintenance and Recoverability (SMR) codes identify them as LM and the fabricating activity has the capability to fabricate requested item. The weapons system illustrated parts breakdown technical order provides the SMR code for all parts. Technical Order 00-25-195, *AF Technical Order System Source, Maintenance, and Recoverability Coding or Air Force Weapons, Systems and Equipment*, is the authority on SMR codes. Additionally, tubing assemblies which are not stock listed must follow the LM process. This does not apply to items coded assembled at field level. Procedures are outlined in [paragraph 2](#) below.

1.1.2. Procurable Tube Assemblies: Manufacture of procurable lines (not having a Supply Routing Identification Code of JBD, which is a supply code meaning local manufacture) is restricted to those items which are mission essential and are approved by the depot item manager. Tube assemblies with SMR codes PA, PB, PE, PG, MD, XA and XB are procurable items, depot manufactured, salvage, etc. and will be ordered, not locally manufactured. 18th Equipment Maintenance Squadron Production Superintendent (18 EMS/MXM Pro Super) will determine when procurable aircraft tubing assemblies are deemed mission essential and suitable to locally manufacture. For procedures, see [paragraph 3](#).

1.1.3. Procurable Assets (Non-Tubing): Manufacture of procurable assets (not having a Supply Routing Identification Code of JBD, which is a supply code meaning local manufacture) is restricted to those items which are mission essential and approved by the depot item manager. Assets with SMR codes PA, PB, PE, PG, MD, XA and XB are procurable items, depot manufactured, salvage, etc. and will be ordered, not locally manufactured. 18th Maintenance Group Commander (18 MXG/CC) is the approving authority for the local manufacture of all non-tubing procurable assets and will determine when they are deemed mission essential. For procedures, see [paragraph 4](#).

1.1.4. Prior to submitting a request for LM, the requesting activity must determine if item is essential for mission accomplishment, i.e., satisfy Mission Impaired Capability Awaiting Parts (MICAP) priority 02 or if the item adversely affects mission capabilities, i.e., priority 03 through 05 (Non-MICAP). Flying Squadron Production Superintendent must notify 18 EMS Pro Super of all MICAP LM requests.

1.2. Materials Management:

1.2.1. 18 EMS Fabrication Flight's Aircraft Structural Maintenance Section maintains some material on bench stock for LM of lines and other items coded as LM.

1.2.2. In the event the required material is not available in bench stock, requesting Flying/Fighter Squadron's Decentralized Material Support (DMS) will order all required material against the aircraft requiring local manufactured part(s).

2. Non-Stock Listed Lines (NSL) and Stock Listed Items with Local Manufacture (SL-LM) SMR Code:

2.1. These items are considered LM and will be processed as LM items. These items are identified by, but not restricted to, items with SMR codes MO and MF. In addition, lines with an SMR of AF are intended to be procured and assembled at field level but are rarely available. Every effort should be made to procure these lines through the supply system. In the event they are not available, AF coded lines may be processed as LM.

2.2. Procedures for NSL and SL-LM lines are covered in [paragraph 3.2](#).

3. Procedures:

3.1. For Tube Assemblies Code as Procurable:

3.1.1. Requesters will order the item through base supply.

3.1.2. Once a demand (valid document number is considered proof of demand) has been established with base supply, DMS will verify status via the Enterprise Solution-Supply (ES-S). In the event status is not available or the Estimated Delivery Date (EDD) is unacceptable, DMS technicians will contact the applicable depot and/or item manager to inquire status. If the item manager or depot communicates the asset should be local manufactured, DMS will follow the procedures in [paragraph 3.3](#). For SL-LM tube assemblies, the asset will be loaded and ordered, —Fill or Kill. If zero balance, follow procedures listed in [paragraph 3.2](#).

3.2. For Tube Assemblies coded as NSL or SL-LM (zero balance):

3.2.1. Requester will hand carry completed AF Form 2005, *Issue/Turn-In Request*, completed Air Force Technical Order Form (AFTO) Form 350, *Repairable Item Processing Tag*, Integrated Maintenance Data System (IMDS)/GO81 documentation (to include printed IMDS screen #122 or equivalent GO81 work center event verification), 18 WG Form 61, *Local Manufacture Worksheet*, and a sample part to the fabricating work center. The fabricating work center reviews and signs the LM worksheet. The requester will take the required paperwork to the Flight Service Center (FSC) for processing (during FSC duty hours) and to Supply Customer Service for a master national stock number (NSN). During FSC/Customer Service non-duty hours, the requesting activity will retain the LM paperwork until FSC duty hours, at which time it will be processed. The requester still retains responsibility for ensuring all data is accurate and correcting discrepancies.

3.2.2. Fabricating work center will:

3.2.2.1. Assess the ability to manufacture tube assembly by a 7-level and verify the line is non-stock listed, coded LM and has been ordered (item must be loaded, ordered and be zero balance locally) or is SMR-coded LM. If AFTO 350 tag indicates MICAP, verify MICAP condition with 18 EMS Pro Super.

3.2.2.2. Verify availability of all needed material. If material is not on hand, fabricating element will annotate on 18 WG Form 61 to ensure Flying Squadron Supply Section (FSSS) or DMS orders required material. Fabricating activity will sign 18WG Form 61 once all annotations are complete.

- 3.2.2.3. Establish an estimated completion time/date with requester and 18 EMS Pro Super **Note:** The priority assigned by the requester does not necessarily set the priority for the fabricating activity. During FSC non-duty hours the fabricating work center and 18 EMS Pro Super will determine if maintenance will be started prior to completed FSC processing. The fabricating work center will verify the completed 18 WG Form 61 by all agencies up to FSC approval is accomplished prior to part release. Once FSC re-opens the requester will complete the routing of the paperwork and return it to the fabricating work center.
- 3.2.2.4. Notify 18 EMS Pro Super and requester when item is ready for pick-up. Release item to the requester and ensure individual receiving property signs fabricating logbook. Hold the AF Form 2005 and /or 18 WG Form 61, for the FSC LM monitor to reconcile and provide FSC LM monitor with approximate cost of LM, excluding man-hours.
- 3.2.2.5. FSC LM Monitor will ensure total reconciliation with applicable fabricating activities.
- 3.3. For procurable tubing assets that do not have a favorable EDD and are deemed LM by item manager, or depot, DMS must take the following actions:
- 3.3.1. Follow procedures outlined in [paragraph 3.2.2](#).
 - 3.3.2. Identify and coordinate LM request to 18 EMS/MXM for approval and 18 WG Form 61 endorsement.
 - 3.3.3. DMS must maintain due out in the supply system until the part is received from supply. Once received, the asset will be returned to stock locally for future use.
- 4. All Other Local Manufacture Items (Aircraft Parts, Support Equipment and Tooling):**
- 4.1. Requester will:
 - 4.1.1. Complete procedures in [paragraph 3.2.2](#). Obtain fabricating activity signature on the 18 WG Form 61.
 - 4.1.2. Obtain approval from the 18th Maintenance Group Commander (or designated representative) and the depot item manager for LM of all procurable assets.
 - 4.1.3. Obtain a due-out document number and complete AF Form 2005. Ensure Job Control Number (JCN), if applicable, is annotated in columns 45 through 50 of the AF Form 2005. Additionally, for non-stock listed items, complete Department of Defense (DD) Form 1348-6, *DoD Single Line Item Requisition System Document (Manual - Long Form)*.
 - 4.1.4. Hand-carry sample, technical drawings/blueprints, AF Form 2005, DD Form 1348-6 (if required), 18 WG Form 61 and IMDS/GO81 documentation (printed IMDS screen #122 or equivalent GO81 work center event verification) to the FSC LM Monitor.
 - 4.1.5. Hand-carry documentation to DMS to order required materials.
 - 4.2. FSC LM Monitor will:

4.2.1. Load due-out document numbers for the LM request. Coordinate status and estimated completion date with fabricating activity. FSC will use FSC specific serial #'s 4650 – 4699 for LM requests.

4.3. DMS will:

4.3.1. Use local list to monitor supply status of all outstanding supply requisitions.

4.3.2. Process all issue requests for material required to manufacture end item. Upon receipt of materials, forward the requirement and materials to the fabricating activity.

4.3.3. Reconcile all outstanding requisitions' status with appropriate fabricating activity on an as-needed basis. Update status, as required, and perform follow up actions when necessary.

4.4. Fabricating Work Center will:

4.4.1. Process requests IAW priority assigned. **Note:** The requester's assigned priority is not necessarily the priority for the fabricating activity.

4.4.2. Provide total cost to FSC when LM is complete, excluding man-hours.

NICHOLAS B. EVANS, Brigadier General, USAF
Commander, 18th Wing

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

AFPD 21-1, *Maintenance of Military Materiel*, 1 August 2018

AFI 33-322, *Records Management and Information Governance Program*, 10 March 2020

Technical Order 00-25-195, *AF Technical Order System Source, Maintenance, and Recoverability Coding or Air Force Weapons, Systems and Equipment*

Prescribed Forms

18 WG Form 61, *Local Manufacture Worksheet*

Adopted Forms

DD Form 1348-6, *DoD Single Line Item Requisition System Document (Manual – Long Form)*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 2005, *Issue/Turn-In Request*

AFTO Form 350, *Repairable Item Processing Tag*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

DAF—Department of the Air Force

DD—Department of Defense

DMS—Decentralized Material Support

EDD—Estimated Delivery Date

ES-S—Enterprise Solution-Supply

FM—Field Manufacture

FSC—Flight Service Center

FSSS—Flying Squadron Supply Section

IAW—In accordance with

IMDS—Integrated Maintenance Data System

JCN—Job Control Number

LM—Local Manufacture

MICAP—Mission Impaired Capability Awaiting Parts

NSL—Non-Stock Listed Lines

NSN—National Stock Number

OPR—Office of Primary Responsibility

SL-LM—Stock Listed Items with Local Manufacture

SMR—Source Maintenance and Recoverability