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***Materiel Management***

***CSAG-S FREE ISSUE PROCESS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Ms. Gloria Torres)

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This publication implements Air Force Instruction (AFI) 23-101, Materiel Management Policy, Air Force Handout (AFH) 23-123V1, Material Management Reference Information, and Air Force Manual (AFMAN) 23-122, Materiel Management Procedures, Section 5.2.2.8. It establishes the standard Supply Chain Management Group (SCMG) level coordination process for all 448 Supply Chain Management Wing (SCMW) Consolidated Sustainment Activity Group-Supply (CSAG-S) Free Issue Asset requests. It applies to all 448 SCMW personnel. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. IAW DAFMAN 90-161, *Publications and Forms Management*, **Table 1.1** for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System, Records Disposition Schedule. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

*SUMMARY OF CHANGES*

This document has been revised and should be completely reviewed.

**1. Overview.** This instruction is an extended guidance to the squadron level coordination process. The process is to ensure all CSAG-S Free Issue Asset requests are tracked and processed in accordance with (IAW) AFMAN 23-122, Section 5.2.2.8.

**2. SCMG Level CSAG-S Free Issue Request:**

2.1. Supply Planners at Tinker Air Force Base (AFB), Hill AFB, and Robins AFB are responsible for making all attempts to sell items at a reduced price. “Non-reimbursable” issue of assets should only be made in exceptional circumstances identified below. If assets are not in excess nor meet any of the exceptional circumstances, they cannot be Free Issued. Also, assets cannot be Free Issued to Contractor Facilities.

2.1.1. If action is being taken to provide civil emergency relief assistance to control a civil disturbance, or when a certified military emergency exists. The 448 SCMW will be reimbursed for any outstanding accounts receivable when funding is made available to cover the costs associated with the emergency situation.

2.1.2. If there is a foreign disaster according to the Foreign Assistance Act of 1961.

2.1.3. If the issue is to a North Atlantic Treaty Organization (NATO) country under a replacement in-kind arrangement. Such issues will be changed to a reimbursable issue if not replaced by the NATO country within twelve months.

2.1.4. Items in excess to the needs of the ICP may be issued without reimbursement to a DOD funded customer to satisfy deficiencies in mobilization reserve requirements or when authorized by the comptroller of the Air Force (SAF/FM). Additionally, the transfer of an excess asset from one activity to another when directed and controlled by the wholesale item manager shall be made without reimbursement. Excess, in this context, applies to Potential Reutilization Stock. These are assets above all authorized retention levels but for which a final determination to dispose has not been made.

2.1.5. Transfers to a DLA-Disposition Services when authorized by the wholesale item manager. Likewise, any DOD funded activity may obtain an asset from DLA- Disposition Services without reimbursing the 448 SCMW.

2.1.6. Assets that are totally excess to all United States military needs may be issued to allied nations without reimbursement under the Foreign Assistance Act of 1961. To be eligible for such a transfer, the asset position must be in excess of the Approved Acquisition Objective, Economic Retention, and Contingency Retention Stock. It must be retained for special consideration or potential use in specific contingencies. It must have been screened for utilization, and it must not adversely impact United States military readiness, if disposed. <https://www.dla.mil/Disposition-Services/DDSR/Property-Search/>

2.2. The requestor should fill out the first two blocks of the CSAG-S Free Issue request using the template in **attachment 2**, ensuring narrative is adequate for decision making. Once completed they would send it to the owning SP/IM for review and completion of any missing data in the first two blocks. If the SP/IM approves they will forward the completed template for the following signature approvals/coordination: Squadron Leader, 418 SCMS/GUBA Free Issue OPR, FMR POC (if needed), Group Level.

2.3. Approval/disapproval will be obtained from the 638th, 748th, or 848th SCMG CL/CC for all CSAG-S Free Issue requests submitted by a Supply Planner in their designated location. Upon completion of coordination and approval/disapproval process, requests and associated documents will be returned to the requesting Supply Planner.

2.4. Supply Planner will coordinate with their D035A Lead/ Monitor for processing of the required CSAG-S "Free Issue" transactions. In addition, disposition of all approved CSAG-S Free Issue requests along with all applicable documentation will be maintained by the submitting Supply Planner for two-years after the CSAG-S Free Issue approval date.

GRAY D. STEPHEN, SES  
Director

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

Air Force Instruction (AFI) 23-101, *Air Force Materiel Management*

Air Force Handout (AFH) 23-123, *Materiel Management Handbook*

AFMAN 23-122, *Materiel Management Procedures*, 14 December 2016

DAFI-90-160, DAFMAN 90-161 *Publications and Forms Management*, April 2022

AFI 33-322, *Records Management and Information Governance*

***Prescribed Forms***

None

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**CSAG-S**—Consolidated Sustainment Activity Group-Supply

**DoDAAC**—DoD Activity Address Codes

**IAW**—In Accordance With

**NSN**—National Stock Number

**POC**—Point of Contact

**OPR**—Office of Primary Responsibility

**SCMG**—Supply Chain Management Group

**SCMS**—Supply Chain Management Squadron

**SCMW**—Supply Chain Management Wing

## Attachment 2

## CSAG – S FREE ISSUE REQUEST TEMPLATE

**A2.1. The below request Free Issue template information should be submitted in PDF format with all required signatures.** Then the document will be forwarded to FMR and then to the Wing Commander at the applicable ALC.

Figure A2.1. Item Description.

National Stock Number: Noun: Weapon System: Condition of Asset to be Free Issued: Quantity of NSN to be Free Issued: Standard Unit Price: Exchange Unit Price: Total value of Asset(s) at Standard Price to be Free Issued: DoDAAC of Activity to Receive Asset(s): Total Number of Assets on Hand: Total Number of Backorders: Is the NSN in Excess: Yes No SPM CSIS Excess Report Quantity: Number of Assets Serviceable On-hand: Number of Assets Unserviceable On-hand: Does this Free Issue Create a Buy Position:
<b>Narrative Explanation of CSAG-S Free Issue</b>
Reason(s) and Financial Benefit for Free Issue Request: Future benefit to CSAG-S:
<b>Acknowledgements/ Signatures</b>
Requestor's Name/Organization/Office Symbol: Supply Planner Name:  Program Manager's Name/Organization/Office Symbol DSN and Electronic Signature: _____  Squadron Level CL/CC/DL Electronic Approval Signature:  FM Review Required? Yes No 418 SCMS/GUBA Free Issue OPR (COOR):
<b>NOTE: All Requests That Exceed the Cost Thresholds Below Must Receive FM Approval (448 FM Workflow Email box)</b> <ul style="list-style-type: none"> <li>• \$2 Million Threshold for A Single Item Free Issue Request.</li> <li>• \$7 Million Threshold for A Multiple Item Free Issue Request.</li> </ul> <b>FM coord: Approval/ Disapproval (Electronic Signature)</b>
638/748/848 SCMG/CL/DD (Electronic Signature)

**Final Approval/ Disapproval**