

**BY ORDER OF THE DIRECTOR 448
SUPPLY CHAIN MANAGEMENT WING**

**448 SUPPLY CHAIN MANAGEMENT
WING INSTRUCTION 23-104**



4 SEPTEMBER 2025

Materiel Management

***EXPIRING REPAIR
CONTRACTS PROCESS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 420SCMS/GUNAB-Robins

Certified by: 948SCMG/CL
(Mrs. Gloria Torres)

Supersedes: 448SCMWI23-104, 13 January 2020

Pages: 23

This publication implements Air Force Materiel Command Manual 21-149, *Contract Depot Maintenance (CDM) Program*. It provides the 448 Supply Chain Management Wing (448 SCMW) policy and procedures for the Expiring Repair Contracts (ERC) process. It applies to all 448 SCMW active duty, civilians, and contractors assigned a role or responsibility in the computation, budgeting, execution, management and oversight of contract repair for items/systems managed in the 448 SCMW. Refer recommended changes and questions about this publication to the OPR listed above using the Air Force 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 is the Publication Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 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 substantially revised and must be completely reviewed.

Chapter 1—BACKGROUND AND PURPOSE	4
1.1. Background.....	4
1.2. Purpose.	4
Chapter 2—ROLES AND RESPONSIBILITIES	5
2.1. Contract Repair Team (CRT).....	5
2.2. Logistics Management Specialist (LMS), Program Manager (PM), Supply Planner (SP), Production Management Specialist (PMS).....	5
2.3. Logistics Management Specialist (LMS), Program Manager (PM).	5
2.4. Supply Planner (SP)/Production Management Specialist.	5
2.5. Supply Chain Management Squadron (SCMS) Civilian Leaders (CL), Deputies (DD).....	6
2.6. ERC OPR, ERC Team.	6
Chapter 3—CONCEPT AND BUSINESS RULES	8
3.1. Concept.	8
3.2. Business Rules for Repair Contracts.....	8
Chapter 4—TOOLS AND METRICS	10
4.1. Tools.	10
4.2. Metrics.	10
Figure 4.1. Example of Dashboard Screenshot: Active Contracts in ERC.	11
Figure 4.2. Example of 448 Active Gates Measurements.	11
Figure 4.3. Example Active Contract Expiration Dates Display.....	12
Chapter 5—PROCESS DESCRIPTION AND FLOW	13
5.1. Flow Map.....	13
5.2. Initial Activities.	13
5.3. Activities Occurring at Designated Start Date and Target Date for PI Activities....	14
5.4. Ending Milestones.	14
Chapter 6—EXEMPTIONS AND WAIVERS	15
6.1. Purpose.	15
6.2. Exemptions.	15
6.3. Waivers.....	16
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	18
Attachment 2—SAMPLE OF ERC FLOW DAYS AND CYCLE TIMES	21

Chapter 1

BACKGROUND AND PURPOSE

1.1. Background. The Expiring Repair Contracts Process (ERC) was initially developed in 2010 at an AFSSO21 event triggered by lapses in repair contracts that impacted the ability of certain Warfighters to accomplish their mission. The ERC process, policy, tools and metrics were designed and put in place to avoid future lapses in repair contracts by promoting development and submission of repair Purchase Instruments (PIs) to the Supply Chain Management Contracting Division (PZA) far in advance of contract expiration. The approach centered on using milestones to drive advance planning and completion of key PI activities from the initial Contract Repair Team (CRT) meeting to submission of the PI to PZA. The expectation was that more timely development and submission of PIs would increase the chances of a follow-on contract being awarded prior to expiration of the existing contract.

1.2. Purpose. This Instruction implements the 448 SCMW Expiring Repair Contract Process. Specifically, it provides guidance for starting and completing activities critical to obtaining a follow-on repair contract prior to expiration of the current contract. A list of specific activities is located in [paragraph 4.1.1](#). It does not address preparation, formatting or funding of repair PIs nor does it apply to processing of delivery orders. Objectives of this Instruction are as follows:

- 1.2.1. Explain roles and responsibilities of key players at all levels in the process.
- 1.2.2. Provide criteria by which follow-on efforts will be included in the ERC process for measurement/tracking.
- 1.2.3. Establish Wing policy on the specific point in time when planning should begin to obtain a follow-on repair contract for items with valid/active requirements not covered by the existing contract.
- 1.2.4. Explain the criteria by which progress will be measured.
- 1.2.5. Describe the flow of activities necessary to submit a repair PI to PZA in sufficient time to minimize the risk of a lapse.
- 1.2.6. Identify the specific systems and tools that will be used to update, manage, analyze the data and track progress.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Contract Repair Team (CRT). The CRT is responsible for planning the repair acquisition, ensuring the PI is adequate, and remains responsible for assessing contractor performance and managing requirements over the life of the contract. Developing and submitting a quality repair PI package to PZA in time to avoid a lapse requires teamwork and is therefore the responsibility of the CRT. This chapter does not list or explain all of the responsibilities of the CRT. The purpose of this chapter is to explain the primary roles and responsibilities of key CRT members in the ERC process.

2.2. Logistics Management Specialist (LMS), Program Manager (PM), Supply Planner (SP), Production Management Specialist (PMS).

2.2.1. Both LMS/PM and SP/PMS responsibilities: As directed by Group or Squadron Directors, brief status to Management at monthly ERC meetings and Senior Leaders as required.

2.2.2. LMS/PM will engage with the responsible Supply Planner to ensure all contracts have continued sustainment support and appropriate follow-on contract requirements are in coordination. The LMS/PM will review the monthly summary reports to assess problems or bottlenecks in the expiring contract process to facilitate continued and improved supportability.

2.3. Logistics Management Specialist (LMS), Program Manager (PM).

2.3.1. The LMS/PM is responsible for conducting initial CRT meeting, Acquisition Strategy meeting, Integrated Process Team/Multiple Function Team (IPT/MFT) meeting and assigning tasks and due dates to the appropriate team members. Contract Repair Management System (CRMS) will calculate and assign a due date for the CRT meeting to start 24 months prior to the expiration of the contract. This meeting must be held within the 24th month prior to contract expiration for all repair contracts regardless of type or dollar value. For contracts that have less than a 24 month window, CRMS will calculate CRT date as one day after award date. CRT will not be required if ERC is exempt (see [paragraph 6.2.](#)).

2.3.1.1. On Time/Early Start: Follow-on effort considered early or on time if actual date of the CRT meeting is 24 months prior to contract expiration or sooner.

2.3.1.2. Late Start: Follow-on effort is considered late if CRT meeting is held later than 23 months prior to contract expiration.

2.4. Supply Planner (SP)/Production Management Specialist. The Supply Planner/Production Management Specialist is responsible for ensuring the accuracy of the following data in CRMS:

2.4.1. SP Codes: The Supply Planner will ensure all codes are assigned correctly and to reflect a primary and at least one alternate for the PMS Seller Code.

2.4.2. Points of Contact (POCs): The SP/PMS will enter and maintain current POCs in CRMS POC tab located on the contract add/edit page to ensure email notifications from CRMS are delivered efficiently to the appropriate assignee; LMS/PM, Equipment Specialist (ES), Engineer, SP supervisor and/or other CRT members. Applicable CRT roles will also be entered into the Assignee E-Mail Address column on the ERC form for each applicable milestone.

2.4.3. Activity Details: The SP/PMS is responsible for entering/maintaining ERC-related activity details in CRMS such as start and completion dates, type repair acquisition, PI cycle times category and comments. CRMS uses data input by SP/PMS to send email notifications to the appropriate assignee identifying the activity that must be completed and the need date required for completion. As CRT members complete assigned activities, they will notify the SP so the record in CRMS can be updated.

2.5. Supply Chain Management Squadron (SCMS) Civilian Leaders (CL), Deputies (DD).

2.5.1. Squadron CL/DD is responsible for exercising on-going oversight of PIs activities in work to obtain a follow-on repair contract. Squadron leaders will conduct a review at least once monthly to discuss the status of ERC contracts, identify and resolve constraints increasing risk of lapses. During the review, the Squadrons will also use the Expiring Repair Contract Slicer tool (described in 4.1.2.) to prioritize work on lapsed contracts and develop mitigation actions to alleviate/minimize impact to the Warfighter. At a minimum, the review will be attended by LMS/PM, SP/PMS, Squadron CL/DD, and Flight Chief. Criteria for selecting contracts to review may be established by Squadron or Group Commanders. When desired, a Contract Depot Maintenance (CDM) office representative may be invited to attend to provide assistance with the process, system(s) or tools.

2.5.2. Squadron leaders are responsible for making sure primary and alternate SP/PMSs are assigned and updated in Purchase Request Process System (PRPS) for the purpose of continued support for the PI in the expiring repair contract process. In the absence of a Primary SP/PMS, the alternate SP/PMS needs to assume responsibility of the contracts.

2.5.3. Squadron leaders are responsible for providing updates to Senior Leaders at least quarterly on root causes of lapses, impacts to customers, mitigation underway and projected award dates for follow-on contracts.

2.6. ERC OPR, ERC Team.

2.6.1. The local ERC OPR is responsible for exercising surveillance over the process by tracking the progress of active contracts in the ERC process, performing regular analysis/research and reporting trends and progress to Senior Leaders at least quarterly in the forum designated by Senior Leaders.

2.6.2. The ERC Team is responsible for ensuring policy and procedures in this Instruction are updated as new direction is received from Senior Leaders and/or process improvement occurs. In instances where changes are expected to be effective immediately, the ERC Team will publish a Wing Guidance Memorandum until the Instruction can be updated.

2.6.3. The ERC Team is responsible for exercising surveillance over the process, CRMS and the Slicer to ensure compliance, integrity of the data, minimize system down-time and improve efficiency of operation. ERC team members will trouble-shoot and develop solutions and/or work-arounds as needed when technical issues interrupt system operation. The ERC team is comprised of CRMS/ERC OPRs or SMEs in 420 SCMS.

Chapter 3

CONCEPT AND BUSINESS RULES

3.1. Concept. The objective of the ERC process is to avoid lapses in repair contracts by ensuring follow-on contracts for items with valid requirements are awarded prior to expiration of the existing repair contract. The basic concept behind the process is that advance planning along with aggressive, timely completion and submission of repair PIs to PZA increases the possibility of a follow-on contract being awarded prior to expiration of the existing contract.

3.2. Business Rules for Repair Contracts.

3.2.1. Rule 1: Criteria for a Repair Contract to be included in the ERC Process.

3.2.1.1. Item(s) on a repair contract having either the Apportionment Year (AY), Budget Year (BY) or Extended Year (EY) that are not covered under the existing contract.

3.2.1.2. The “Follow-on Required” box has been checked in CRMS indicating a follow-on contract is required to cover these additional/future requirements.

3.2.1.2.1. The “Follow-on Required” box is checked by default when a contract is added to CRMS.

3.2.1.2.2. Authority for unchecking the box rests with the CRMS OPRs in 420 SCMS.

3.2.1.3. Existing contract end date is 24 months away (or sooner, if basic contract data has not been entered into CRMS timely).

3.2.1.4. No follow-on contract is in place (determined by absence of new contract number and award date in CRMS).

3.2.2. Rule 2: Criteria for Measuring Timeliness of Process Start.

3.2.2.1. Process Begin Date: The date the CRT meeting is due to be held.

3.2.2.2. On Time: Follow-on effort considered on time if actual date of the CRT meeting is 24 months prior to contract expiration or sooner.

3.2.2.3. Late Start: Follow-on effort is considered late if CRT meeting is held later than 23 months prior to contract expiration.

3.2.3. Rule 3: Criteria for Measuring Timeliness of PI Activities and PI Submission.

3.2.3.1. On Time: An individual activity is considered on time if actual date the activity is completed is prior to the date Purchase Instrument is required to be loaded to Purchase Request Processing System (PRPS).

3.2.3.2. Late Activity: An individual activity (J&A), Performance Work Statement (PWS), etc.) is considered late if actual date the activity is completed is past the due date for uploading the PI to Purchase Instrument Process and PRPS.

3.2.3.3. On Time PI Submission: PI submission is considered on time if actual date PI is uploaded to PRPS prior to the suspense date.

3.2.3.4. Late PI Submission: PI submission is considered late if actual date PI is uploaded to PRPS is past the suspense due date.

3.2.4. Rule 4: Criteria for Categorizing a Repair Contract

3.2.4.1. On Time/No Lapse: Award is considered on time if new contract is awarded no later than 1 day after expiration of existing contract. **NOTE:** This is determined by presence of new contract number and award date on the CRMS Contract Expiration/Repair Group Add/Edit form)

3.2.4.2. Expired/Lapsed: A contract lapse has occurred when the new contract has not been awarded and the existing contract expired 2 or more days prior. If no follow-on contract has been awarded prior to expiration of existing contract, the supportability of the individual items will not change the categorization of the contract as having lapsed; however, supportability will be assessed to determine the potential impact of a lapse.

Chapter 4

TOOLS AND METRICS

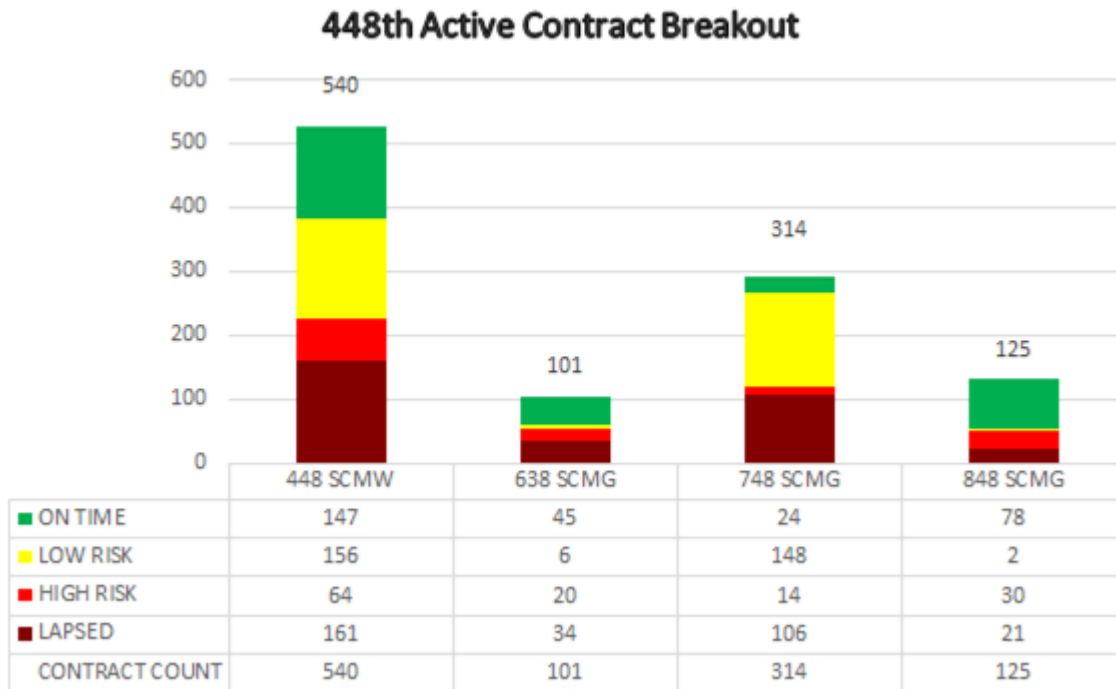
4.1. Tools. Two tools have been developed for execution, management and analysis of the ERC process: CRMS and the ERC Slicer.

4.1.1. CRMS was designed to provide repair contract owners with a comprehensive tool to manage repair contracts, from requirements identification, strategic planning, through order delivery. It provides end-to-end contract repair requirements visibility as well as supplier delivery performance and information. CRMS contains the functionality and all of the data needed in the ERC process to accomplish advanced planning, provide advanced notifications, prioritize contracts by expiration date, track the progress of follow-on efforts and identify potential constraints to timely contract award. Interface Control Documents (ICDs) have not yet been established with either the PRPS or the Automated Contract Preparation System (ACPS). In order for CRMS to be effective in the ERC process, it is imperative that CRT members upload all repair contracts at the time of award and continue to update the status of the following key activities as applicable and as progress occurs: CRT, Market Research, Acquisition Plan, Justification and Approval (J&A)/Sole Source Justification (SSJ), Performance Work Statement (PWS), Statement of Work (SOW), submission of the PI to PZA and award of the follow-on contract. User's Guide and an online help capability are available on the Dashboard screen in CRMS for authorized users.

4.1.2. The Expiring Repair Contracts Slicer is a report generated by CRMS using report capability to sort data and display it in useful ways to allow users to determine the status of their repair contracts. By using this tool, users will be able to more efficiently determine whether their pending repair contracts are on track to contract award before the current contract expires so corrective action can be taken as needed to ensure there are no lapses in repair coverage. The slicer provides visibility of each contract, broken down by the activities listed in [paragraph 4.1.1](#). For each process, users can see when it was initiated, when it was due to be completed, when it was actually completed, and if completed late, how many days it was late. Overall process flow time is also available to show how long each contract has been "in work" within the 448 SCMW, as well as how long it's been in PZA awaiting award. The Slicer presents this data in a "Dashboard" format consisting of a number of different displays, most of which can be instantaneously modified to display only the data pertaining to the contracts the user most wishes to see, through the use of filters. While the displays show the overall picture, the details for each of the contracts being displayed are also available in a more traditional spreadsheet format. These are created as the user requests them and normally only take a matter of seconds to build. The Slicer, along with the Expiring Repair Contract Slicer User's Guide are available at the 948 SCMG Share Point (<https://usaf.dps.mil/sites/TMC419294/ERC%20Slicer/Forms/AllItems.aspx>).

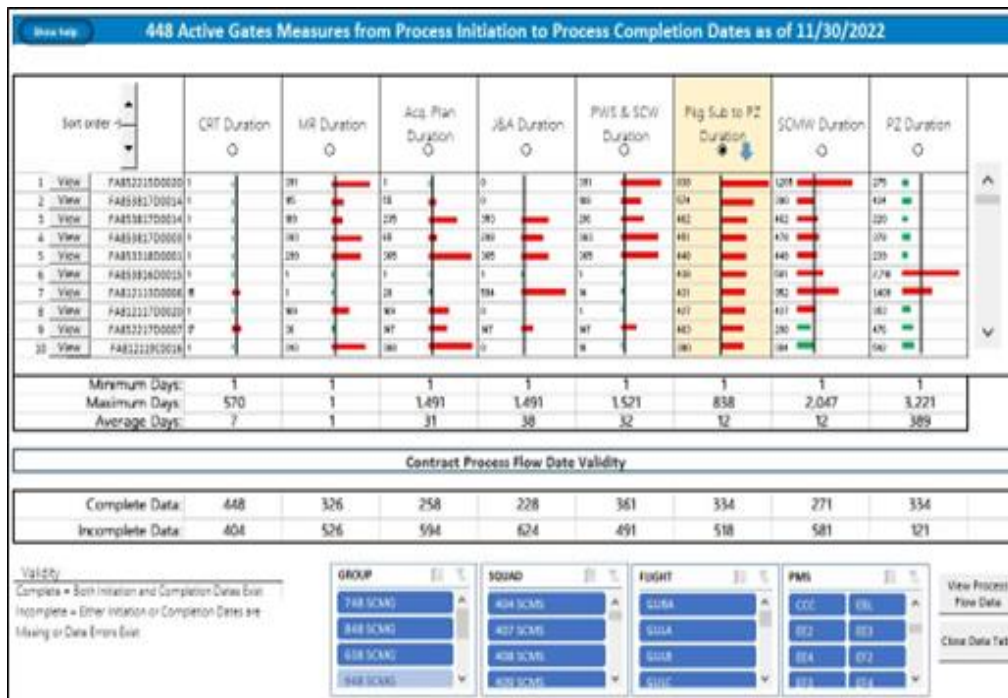
4.2. Metrics. Metrics developed for the process are intended to give the CRT and management at all levels in the Wing the data needed to assess progress towards Wing strategic objective(s) as well as identify and quickly resolve constraints to the efficient and timely flow of repair PIs. [Figure 4.1](#) is an example of the metrics that will be used for these purposes with the understanding that if there is either sustained progress or a lack thereof, the ERC Team can recommend, and Senior Leaders can direct the use of additional or different metrics.

Figure 4.1. Example of Dashboard Screenshot: Active Contracts in ERC.



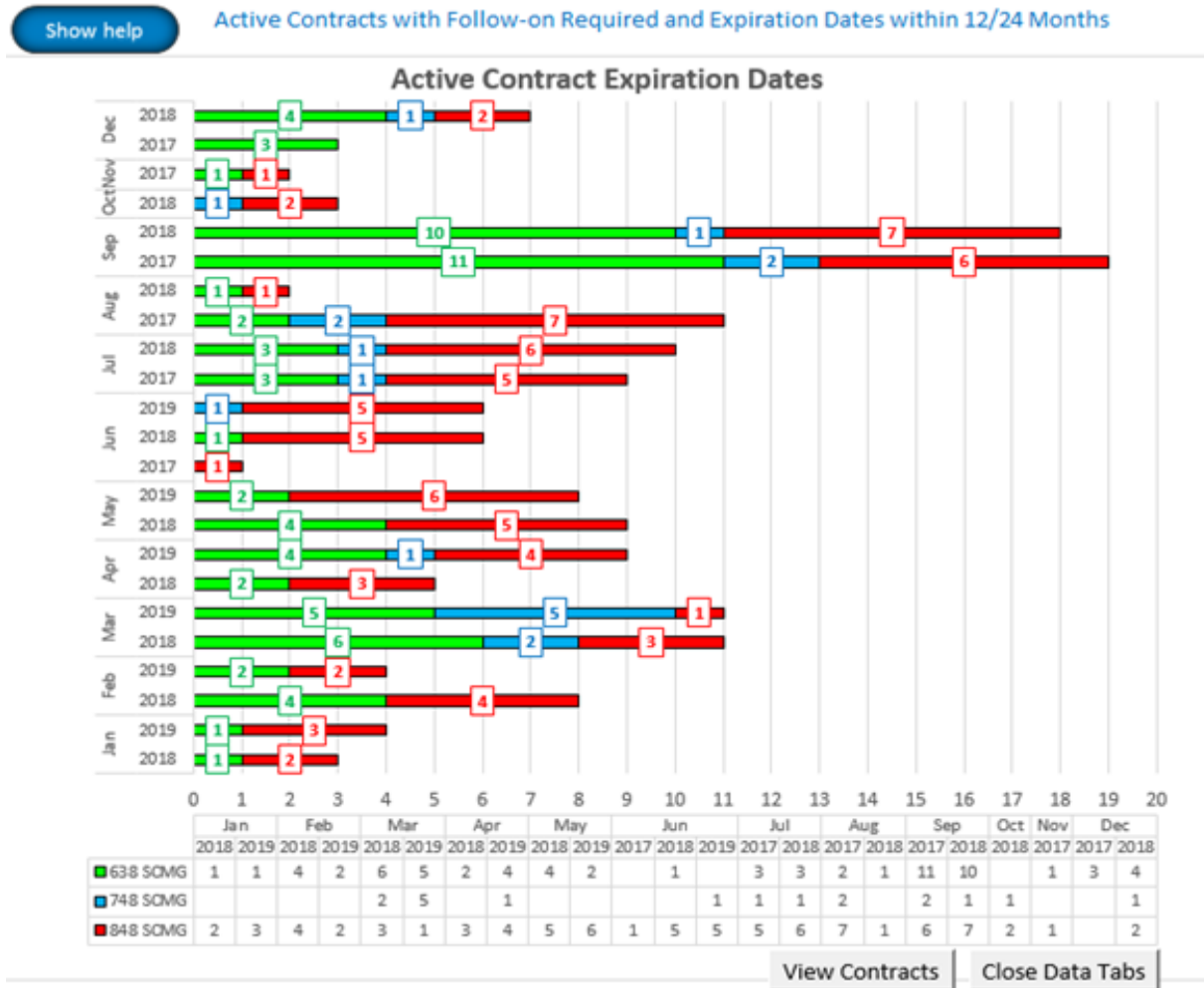
4.2.1. The Dashboard Screenshot of Active Contracts in ERC simply takes the number of active contracts based on their risk. This metric is broken down by Wing and Groups levels of on time, low risk, high risk and lapsed contracts.

Figure 4.2. Example of 448 Active Gates Measurements.



4.2.2. The 448th Active Gates Measures from Process Initiation to Process Completion Dates display lists the 8 gated processes that must be completed prior to providing the contract package to PZ (SCMW Duration), and total duration for PZ to award the contract (PZ Duration).

Figure 4.3. Example Active Contract Expiration Dates Display.



4.2.3. The Active Contract Expiration Dates display shows how many active contracts there are that have a follow-on required and will expire within the next 12 months (for M or P type contracts, or 24 months (for C, D, and G type contracts).

Chapter 5

PROCESS DESCRIPTION AND FLOW

5.1. Flow Map. A detailed process flow/user guide is available on the SharePoint where the ERC Slicer is located at <https://usaf.dps.mil/sites/TMC419294/ERC%20Slicer/Forms/AllItems.aspx>. Timely advanced planning is critical in obtaining a follow-on contract prior to a lapse. The following routine activities must be accomplished as early as possible on an on-going basis to ensure advanced planning via the CRT meeting can occur on time.

5.1.1. As soon as a new repair contract is awarded, the SP/PMS loads the new contract number and award date on the CRMS Contract Expiration/Repair Group Add/Edit Form within one business day of the new contract award notification to the SP/PMS.

5.1.2. CRMS will automatically initiate a feature to allow Best Estimated Quantity (BEQ) tracking and monitoring to begin once the first delivery order is initiated.

5.1.3. Semi-annually, the CRMS Developer imports NSN-level details into CRMS from Spring (May) and Fall (November) budget cycles and CRMS links these items to an established Repair Group.

5.1.4. All CRT meeting due dates are calculated by CRMS.

5.2. Initial Activities. Activities Occurring in the 25th and 24th Months Prior to Expiration of Current Repair Contract.

5.2.1. CRMS adds the contract to ERC population, includes it in the ERC Constraints Slicer and counts it in the metrics.

5.2.2. CRMS generates a notice to LMS/PM/SP/PMS that CRT will be due in 30 days.

5.2.3. Squadron personnel at all levels will begin monitoring status of CRTs that are due to identify and remove obstacles.

5.2.4. If LMS/PM/SP is aware of unique conditions that make ERC tracking impractical or ineffective, LMS/PM/SP can initiate a request for a waiver or exemption by following procedures outlined in [Chapter 6](#).

5.2.5. If the CRT determines no waiver or exemption is needed, the SP/PMS will update CRMS with initiation date and completed date of CRT meeting. SP/PMS also enters the estimated PI value, selects the appropriate contract class (PI cycle time category) and marks any activities that are not required as “N/A.”

5.2.5.1. If the items are categorized as low density/low demand (LDLD), the SP/PMS can activate a “Pause Queue” button which last for 6 months. This function will show the contract on the CRMS reports but will not include it in the metrics. A contract pause will not be authorized following contract expiration.

5.2.5.2. Once the Pause option is selected, justification must be provided, and then the SP/PMS will notify the local CRMS OPR of the Pause request. Local CRMS OPR will approve/disapprove pause with concurrence from Squadron Management. The SP/PMS is responsible for advising Squadron management of pause action.

5.2.6. CRMS calculates the PI start date and due date for the follow-on contract. The start date is applied to all ERC activities since most can be worked in parallel.

5.2.7. CRMS calculates start and target dates for assessing progress (completion) using red and green colors and generates notification to CRT members. A target date is the date when an activity must be completed based on the standard flow days and/or cycle time assigned for that activity (see **Attachment 2 Figure A.2** for standard flow days and cycle times). When there is a significant gap in time between the CRT meeting and the target date for the next activity, CRMS provides a reminder to the CRT members 30 days prior to the target date.

5.3. Activities Occurring at Designated Start Date and Target Date for PI Activities.

5.3.1. Once CRT meeting has been accomplished and start date arrives, CRT members are required to be proactive and work aggressively to ensure the following critical activities (as applicable) are started and completed in a timely manner: Market Research, Acquisition Plan/Streamlined Acquisition Strategy Summary (SASS), J&A/Sole Source Justification, PWS/SOW and Submission of PI to PZA.

5.3.2. As each activity is worked, SP/PMS will update CRMS with start date, completion date, and any other data unique to a specific activity. SP/PMS will use comments field in CRMS to explain obstacles and mitigation.

5.3.3. Throughout this execution period, CRMS will measure progress and generate notices warning CRT members when activities fall behind and become red.

5.3.4. During this period of execution, Management at all levels in the Squadron will utilize the Slicer, perform analysis, and conduct reviews to ensure critical activities are starting timely, progressing steadily and reasons for delays are documented and resolved or mitigated expeditiously. Squadron personnel will track status of follow-on efforts and provide updates to Group and Wing Directors at least quarterly in the form of briefings on performance of the process.

5.3.5. During this period, 420 SCMS ERC OPRs will exercise oversight of the process, provide assistance to SP/Squadrons when requested.

5.4. Ending Milestones. Activities Occurring Prior to Designated Target Date for Submission of PI to PZA.

5.4.1. Three days prior to target date for submission of PI to PZA, CRMS generates notice to CRT members informing them that PI is due to the PR Cell/PR Section for submission to PZA.

5.4.2. SP/PMS completes the PI in PRPS and enters initiation and completion dates into CRMS.

5.4.3. The PR Cell/PR Section performs a quality review and either submits the PI to PZA or sends notification to SP/CRT members that rework activity is required. If rework is required, CRT members accomplish it immediately and SP/PMS completes PI in PRPS. PR Cell/PR Section confirms rework has been accomplished and submits PI to PZA.

Chapter 6

EXEMPTIONS AND WAIVERS

6.1. Purpose. The policy and procedures in chapters 1-5 of this instruction apply to all repair contracts where a follow-on contract will be needed to cover valid future requirements. It is understood that there may be unique circumstances or conditions that significantly limit or prohibit compliance even though valid future requirements exist. There may also be circumstances where changes may occur to items that require future requirements to be satisfied by means other than a follow-on repair contract. Finally, there are some types of repair contracts that CRMS is not currently designed to manage and track effectively. This chapter provides procedures for obtaining either an exemption or waiver to exclude these contracts from ERC reporting metrics. **NOTE:** A detailed waiver process map is available on the SharePoint where the ERC Slicer is located at <https://usaf.dps.mil/sites/TMC419294/erc%20slicer/forms/allitems.aspx>.

6.2. Exemptions. Expiring repair contracts with items that have valid, future requirements that will be satisfied by some means other than a follow-on repair contract can be excluded from ERC reporting and metrics by an exemption. Exemptions will not expire and will not require future review. Examples of circumstances appropriate for exemption are items that are being replaced or upgraded, items on aircraft that are being retired, items where the source of repair is changing from contract repair to organic, items undergoing a change in Expendability, Recoverability, Reparability Code (ERRC) from reparable to consumable, or where NIINs on more than one contract are being combined into one follow-on, resulting in only one Repair Group, or where the funds-owner/decision-maker for PI execution is outside of the 448 SCMW. **NOTE:** The 448 SCMW Wing Transformation Board previously approved exemption of Air Force/ Life Cycle Management Center (AF/LCMC) funded contracts for Support Equipment items and it remains in effect. For contracts/items with circumstances similar to those described here, an exemption can be obtained as follows:

6.2.1. LMS/PM/SP/PMS initiates a request for exemption from ERC by emailing an eSSS directly to the 420 SCMS/ERC Mailbox (420.SCMS.ERC.Mailbox@us.af.mil) for review by the ERC Enterprise OPR.

6.2.1.1. The request should contain supporting documentation providing evidence of the circumstances appropriate for an exemption. Examples include, but are not limited to, documents showing the Depot Source of Repair (DSOR) decision, screenshots showing the ERRC change.

6.2.2. The local ERC OPR reviews the request and communicates with LMS/PM/ SP/PMS to obtain clarification and/or additional documentation if needed. The ERC OPR concurs/non concurs with the exemption and inputs the decision into CRMS by selecting the appropriate dropdown to indicate an approved exemption. The ERC OPR then informs the originator via email of the decision.

6.2.3. If the local ERC OPR does not agree that the circumstances fit the criteria for an exemption, the request can be denied and the originator informed of the rationale. The originator can resubmit with stronger documentation or request that the ERC OPR route it up through the 420 SCMS chain of command for an additional review and decision.

6.2.4. Throughout the process, the local ERC OPR is responsible for working the exemptions within 1-2 days of receipt and maintaining documentation of decisions made, rationale applied and actions taken.

6.3. Waivers. LMS/PM/SP/PMS can request a waiver for a contract that meets the criteria explained in [paragraph 3.2.1](#) but has unique circumstances that make the contract a poor candidate for tracking and metrics reporting via the ERC process. Authority to approve or disapprove requests for waivers has been delegated by the 448 SCMW Director to the Program & Execution (P&E) Group Directors. A decision on a request for waiver can be obtained as follows:

6.3.1. LMS/PM/SP/PMS will prepare an electronic staff summary (eSSS) explaining the unique conditions or circumstances of the contract and/or items that make measuring and reporting progress via the established ERC metrics not feasible (see sample eSSS at [Attachment 3](#)). The eSSS will be coordinated up through the organization to their Squadron Director. If the Squadron Director non-concurs, he/she will coordinate but annotate “non-concur” along with the rationale for non-concurring. Once the Squadron Director has coordinated and indicated concurrence or non-concurrence, the eSSS will be routed to 420 SCMS/ERC Mailbox (420.SCMS.ERC.Mailbox@us.af.mil).

6.3.2. The local ERC OPR retrieves the request from the ERC Mailbox, reviews the rationale and provides any additional information that requires consideration in the “View of Others” section of the eSSS. Upon completion, the request will be forwarded to the 420 SCMS/CL/TA for coordination.

6.3.3. The 420 SCMS/CL/TA will review and coordinate on the request, adding comments or concerns, if any, in the “View of Others” section of the eSSS. Upon completion, the request will be forwarded to the appropriate P&E Group Director for a final decision.

6.3.4. After final decision has been reached, the appropriate P&E Group Director will send back to the ERC Mailbox. The local ERC OPR will send final decision to the LMS/PM/SP/PMS and Action Officer.

6.3.4.1. The local ERC OPR will input the decision into CRMS by selecting the appropriate dropdown to indicate an approved waiver, and upload a copy of the waiver into CRMS, and will add the contract to the waiver list at the 948 SCMG Share Point (in the same location for the Slicer).

6.3.4.2. If the request is approved, the Follow-On box will be unchecked, the contract will be removed from the metrics and the OPR will perform periodic checks to ensure the contract does not appear in the metrics or reports of active ERC contracts. CRMS does not generate notification to warn of waiver expiration; however, the expiration dates are via the Waivers Only report in CRMS.

6.3.4.3. If the request is disapproved, the local ERC OPR will input the decision and upload a copy of the disapproved waiver into CRMS, the contract will remain in the metrics.

6.3.4.4. Existing waivers approved prior to the implementation of this instruction are valid for 12 months after approval and will be reviewed for conformity to the newly established process. Resubmission of existing approved waivers is not needed.

6.3.4.5. Approved waivers after implementation of this instruction will be valid for 6 months and will be monitored by the ERC Workflow. Any additional information needed will be obtained from the action officer to determine if waiver is applicable. Reviews of waivers should be accomplished every 6 months by the Action Officer.

STEPHEN D. GRAY, SES, DAF
Director

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

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

AFMAN 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFMCMAN 21-149, *Contract Depot Maintenance (CDM) Program*, 28 April 2020

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACPS—Automated Contract Preparation System

AF—Air Force

AFDPO—Air Force Departmental Publishing Office

AF/LCMC—Air Force/Life Cycle Management Center

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMCI—Air Force Materiel Command Instruction

AFMCMAN—Air Force Materiel Command Manual

AFSO21—Air Force Smart Operations for the 21st Century

APPR—Approve

AY—Apportionment Year

BEQ—Best Estimated Quantity

BLUF—Bottom Line Up Front

BY—Budget Year

CDM—Contract Depot Maintenance

CL—Civilian Leader

COORD—Coordinate

CPI—Continuous Process Improvement

CRMS—Contract Repair Management System

CRT—Contract Repair Team

DD—Deputy Director
DoD—Department of Defense
DSOR—Depot Source of Repair
EAD—Estimated Award Date
ERC—Expiring Repair Contracts
ERRC—Expendability, Recoverability, Reparability Code
ES—Equipment Specialist
eSSS—Electronic Staff Summary Sheet
EY—Extended Year
FUP—Funded/Unproduced
GTB—Group Transformation Board
ICD—Interface Control Documents
IPT—Integrated Process Team
J&A—Justification and Approval
LD/LD—Low Density/Low Demand
LMS—Logistics Management Specialist
MFT—Multiple Function Team
NIIN—National Item Identification Number
NRTS—Not Repaired This Site
NSN—National Stock Number
OI—Operating Instruction
OPR—Office of Primary Responsibility
P&E—Program and Execution
PI—Purchase Instrument
PMS—Production Management Specialist
PM—Program Manager
POC—Points of Contact
PR—Purchase Request
PRPS—Purchase Request Process System
PWS—Performance Work Statement
PZ—Supply Chain Management Contracting
PZA—Supply Chain Management Contracting Division

RG—Repair Group

SAC—Self-Assessment Checklist

SASS—Streamlined Acquisition Strategy Summary

SCM—Supply Chain Management

SCMG—Supply Chain Management Group

SCMS—Supply Chain Management Squadron

SCMW—Supply Chain Management Wing

SCMWI—Supply Chain management Wing Instruction

SOW—Statement of Work

SP—Supply Planner

SSJ—Sole Source Justification

TA—Technical Advisor

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the point of contact name, office symbol(s), fixing misspellings, etc.)

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Attachment 2

SAMPLE OF ERC FLOW DAYS AND CYCLE TIMES

Figure A2.1. PZ Cycles.

PZ Cycle Types											
	Cycle	PZ Cycle	Hover Desc	Min Dollars	Max Dollars	PZ Cycle Type	Sealed Bid	PI Cycle Days	PR Cycle Days	PZ Cycle Days	Active
Edit	CYCLE 1	Sealed Bid	\$1 - \$999,999.999 Submit 4 Mo prior to end	1	99999999999999	C	Y	157	3	100	Y
Edit	CYCLE 3	Source Selection Over \$100M	Over \$100M Submit 14 Mo prior to end	100000000	99999999999999	S	N	407	3	400	Y
Edit	CYCLE 4	Competitive SAT	Less than \$250K Submit 6 Mo prior to end	1	250000	C	N	157	3	70	Y
Edit	CYCLE 5	Source Selection \$1M - \$10M	\$10M To \$100M Submit 13 Mo prior to end	100000000	1000000000	S	N	407	3	370	Y
Edit	CYCLE 6	Competitive SAT to Clear	Between \$250K - \$10M Submit 1 Mo prior to end	1	1000000	C	N	157	3	100	Y
Edit	CYCLE 6	Non Competitive TINA	Between \$250K - \$10M Submit 1 Mo prior to end	0	250000	N	N	157	3	120	Y
Edit	CYCLE 8	Competitive TINA	\$2M - \$10M Submit 14 Mo prior to end	0	1000000	C	N	157	3	145	Y
Edit	CYCLE 9	Source Selection below \$10M	Less than \$10M Submit 7 Mo prior to end	1	10000000	S	N	407	3	200	Y
Edit	CYCLE D	Non Competitive SAT	Less than \$250K Submit 3 Mo prior to end	1	250000	N	N	157	3	120	Y
Edit	CYCLE E1	Non Competitive TINA	\$2M-\$10M Submit 7 Mo prior to end	2000000	10000000	N	N	407	3	195	Y
Edit	CYCLE E2	\$10M To \$500M	\$10M To \$500M Submit 10 Mo prior to end	100000000	500000000	N	N	407	3	295	Y
Edit	CYCLE E3	Over \$500M	Over \$500M Submit 15 Mo prior to end	500000000	0	N	N	407	3	430	Y

Attachment 3

SAMPLE ERC WAIVER/EXEMPTION REQUEST

Figure A3.1. Sample ERC Waiver/Exemption Request.

This e-mail contains CUI

**(Note: Encryption is encouraged, but not required)*

*****PLEASE OPEN/SAVE/SEND IN HTML FORMAT*****

BLUF: Include a short Bottom Line Up Front Statement that BRIEFLY describes why the Group Director is looking at your eSSS and what course of action would like him/her to do (sign, approve, coord, etc).

Flight	COORD
Squadron	COORD
420 SCMS/ERC Mailbox	REVIEW
420 SCMS/420 GUNA/Flight chief	COORD
420 SCMS/CL	COORD
__8 SCMG Workflow	REVIEW (Group in which waiver/exemption originates)
__8 SCMG/CL/DD	REVIEW (Group in which waiver/exemption originates)
420 SCMS/ERC Mailbox	ACTION
Action Officer: (originator's Name, Organization Symbol, Phone Number)	
SUSPENSE: _____	

SUBJECT: REQUEST WAIVER/EXEMPTION TO REMOVE

CONTRACT _____ FROM THE EXPIRING REPAIR CONTRACTS (ERC) AND METRICS

1. **PURPOSE:** To obtain approval to have contract _____ excluded from metrics reporting via the ERC process.
2. **BACKGROUND:** (Optional; use as needed to provide basic details about contract or items).
3. **DISCUSSION:** Explain the unique conditions or circumstances that limit or prohibit compliance with the ERC process and make measuring/reporting progress via the established metrics not feasible.

THIS ITEM CONTAINS PII AND/OR CUI: YES/NO

4. **VIEW OF OTHERS:** (Required but should be left blank for any comments resulting from 420 SCMS review of the waiver request).

5. **RECOMMENDATION:** Recommend __8 SCMG/C_/DD approve, authorizing ERC OPR to remove this contract from ERC metrics reporting.

Tabs: Optional (may attach any document that will aid in decision-making). (For all requests it is recommended that a PID sheet be attached for review of asset posture).

(Portion markings are optional)

Controlled by: US Air Force

Controlled by: 410SCMS/GUBA

CUI Category: OPSEC

Distribution/Dissemination Controls: FEDCOM

POC: Joe Sample, (XXX) XXX-XXXX

(Frame around Indicator block is optional; If the eSSS contains CUI; the information in the Indicator block is required)

This e-mail contains CUI