

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

**448TH SUPPLY CHAIN MANAGEMENT
WING INSTRUCTION 23-149**



**31 JULY 2018
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Materiel Management**

**COMMERCIAL ASSET VISIBILITY AIR
FORCE (CAV AF) ASSET
ACCOUNTABILITY AND OVERSIGHT
MANAGEMENT**

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This publication implements the National Defense Authorization Act (NDAA) for Fiscal Year 2010, Section 1003. It provides management responsibility for a standardized approach to CAV AF Corrective Action Plan (CAP) portion of the Financial Improvement and Audit Readiness (FIAR) compliance in regard to audit readiness for 448 Supply Chain Management Wing (SCMW). It also implements, Air Force Materiel Command Instruction 21-149, *Contract Depot Maintenance (CDM) Program*. It establishes the operational framework to achieve prescribed objectives and describes the activities, processes, and policies governing execution of FIAR Compliance in CAV AF. It applies to individuals at all levels in the 448 SCMW. 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. See AFI 33-33-360, *Publication and Forms Management*, for a description of the authorities associated with Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items." A reference to an internal paragraph that contains the authority and directions is also permitted. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

1. Overview. This publication establishes the operational framework to achieve prescribed objectives and describes the activities, processes, and policies governing execution of FIAR Compliance in CAV AF for the 448 SCMW. Procedures will be followed in detail to fully demonstrate the Wing's "enterprise repeatable standardized processes and activities". The process provides auditable methodology of asset movement (intransit, maintenance and supply actions), inventory accountability (end item repair and Government Furnished Material (GFM)) and documentation (DD 1348-1A, *Receipts and Shipments*).

2. Responsibilities.

2.1. The 420th Supply Chain Management Squadron (SCMS)/GUNA Contract Depot Maintenance (CDM) System Administrators (SA) shall:

2.1.1. Ensure the distribution of written guidance information to all activities within 448 SCMW .

2.1.2. Provide CAV AF data review and accuracy of newly added Department of Defense Activity Address Code (DoDAAC), contractor name and Routing Identifier Code (RIC) file maintained into CAV AF during the Contract Repair Management System (CRMS) data review and approval.

2.1.2.1. Automation upload from CRMS should only occur if data accuracy is confirmed.

2.1.2.2. Notify Production Management Specialist (PMS) or CAV AF Contract Monitor (CM) of required CRMS data correction.

2.1.3. Process all CRMS Worksheet source of repair reviews and CAV AF file maintenance actions within one business day .

2.1.3.1. During contractor USER ID issuance, if CRMS generates a message indicating the DoDAAC is expired and reactivation is required the following will be accomplished, the SA will add to the User ID with a hyphen stating; "In CAV AF Only" on the DD Form 2875, System Authorization Access Request (SAAR), before posting in CRMS.

2.1.3.2. For contractor User IDs, the SA will not create a User ID, but will notify the PMS or CM to engage the contracting officer (CO).

2.1.3.3. SA will have the DoDAAC activated properly in the AF DoDAAC Website, in accordance with AFI 24-230.

2.1.4. SA will conduct a monthly User ID analysis to identify contract delivery orders with no contractor CAV AF User IDs assigned.

2.1.5. Create, edit and/or delete CAV AF User Identifications (ID) on active managed user accounts within CAV AF.

2.1.5.1. CAV AF DD Form 2875, will be processed within three business days.

2.1.5.2. Assign a temporary CAV AF User ID (as required), which will remain active until disabled or deleted.

2.1.5.2.1. Approved CAV AF contract reporter User IDs assigned to a PMS or CM for use on an expired contract will remain active until all reporting has been completed.

2.1.5.2.2. The User ID may not be utilized to report on any non-authorized CAV AF contract delivery orders not specified on the DD Form 2875.

2.1.6. Execute FIAR compliance in CAV AF for strategies led by 420 SCMS.

2.2. 448 SCMW Groups. Execute FIAR compliance in CAV AF for assigned strategies .

2.3. PMS/CM:

2.3.1. Personnel designated as having overall responsibility for accountability and management oversight of all AF assets at a contractor's repair facility associated with their contract and/or delivery orders. Listed below are the functions they will perform.

2.3.2. The PMS or CM will confirm all maintenance and/or supply reporting actions have occurred, deficiencies are identified and resolved, and ensures contractor's CAV AF reporting is timely and accurate by performing the following:

2.3.2.1. Check accuracy of CAV AF repair end item asset postures on a bi-weekly basis for all receipt and shipping actions.

2.3.2.2. Verify Actual Shop flow days (SFD) in CAV AF during these reviews. For additional information on SFD see [Attachment 4](#).

2.3.2.3. Check accuracy repair end-item intransit, induction, condemnation, production, and repair functions on a monthly basis.

2.3.2.4. Perform required actions to resolve all identified discrepancies.

2.3.3. PMS or CM will retain all documentation associated with the bi-weekly/monthly validations for six years as prescribed in the General Records Schedules; Transmittal 29, GRS 1.1, item 10.

2.3.4. The PMS or CM will ensure all purchase request (PR) solicitation packages contain the CAV AF Reporting Requirements and all required contract data requirement listings (CDRL)s. CDRLs can be accessed at this link: <https://cs2.eis.af.mil/sites/20951/InstructionsGuidance/Forms/AllItems.aspx?RootFolder=%2Fsites%2F20951%2FInstructionsGuidance%2FCAV%20AF%20CDRLS&FolderCTID=0x012000A48750024F24E54688D6F07CDE455D77&View=%7B37F434E3%2D1AA8%2D4BE7%2DA934%2D5FAC76B4BFB8%7D>

2.3.5. Request to exceed one business day CAV AF reporting requirement. Exception Based workloads are considered to be high volume producers. This type of workload may not be able to meet the one business day CAV AF reporting requirement. If an exception is required, a Squadron level approval must be acquired. The Contract Repair Team (CRT) will need to revise the CAV AF reporting CDRL to reflect the contractor's new requirement. This will be accomplished prior to contract award.

2.3.6. The PMS or CM will confirm contractor CAV AF receipt transactions utilize AF depot generated Source Document Number (SDN). If not, the PMS or CM will engage the contractor's reporter in writing and attempt to correct the deficiency immediately.

2.4. Inventory Management Specialist (IMS)/Material Manager (MM) shall:

2.4.1. Develop identifies requirements for assets to be repaired by a contractor.

2.4.2. Provide repair requirements needs to the PMS or CM to be executed on a contract delivery order and requires collaboration between the Seller and IMS/MM.

2.4.3. Determine what can be placed on the contract with the contract repair team (CRT) assistance.

2.4.4. Be responsible for accountability, traceability and delivery of assets under contract, as systemic asset status and action accuracy is relevant in audit tracking.

2.4.5. Be proficient in D035A, Stock Control and Distribution System history transactional register postings from CAV AF system.

2.4.6. Confirm contractor CAV AF receipts in D035A historical register are posting AF depot generated document numbers.

2.4.7. Provide the PMS or CM with document numbers of all AF depot generated shipments made to the contractor, for repair via systemic, email, verbal and/or written means.

2.4.8. Collaborate with PMS or CM to confirm that depot shipment receipts received from contractor are CAV AF generated Record Control Document Number (RCDN) (i.e. EZ545062010121).

2.4.9. Track of intransit shipments between a contractor's repair facility and the depot .

2.4.10. Collaborate with PMS or CM to verify quantities on hand at a contractor's facility are accurate utilizing annual physical inventory records by the contractor provided to the government.

2.5. Government Contracting Officer (CO). Provides enforcement of all contractual compliance issues identified within the contract, to include the contractor's requirement of timely and accurate CAV AF reporting. Upon PMS or CM notification of a delinquency in contractor CAV AF reporting, the CO will send a letter of non-compliance to the contractor within three business days. The CO must state the corrective actions to resolve the reporting deficiency. If non-compliances continues, the CO will direct the government representative (DCMA or COR) to disapprove payment. When an invoice is disapproved an explanation should be provided to the contractor promptly. Upon contractor compliance, DCMA or COR can validate contractor compliance, and approve payment

3. Systems and Components in Audit Readiness.

3.1. Commercial Asset Visibility Air Force (CAV AF) System. The CAV AF reporting system is the mandatory AF reporting system for repair requirements and Government Furnished Material (GFM) receipts/issues, per AFMCI 21-149, Contract Depot Maintenance (CDM), para 1.7.9 It is the AF authoritative data source for contractor maintenance and supply reporting actions, which feeds D035A asset posture balances (inventory).

3.1.1. Reporting.

3.1.1.1. The contractor shall report in CAV AF within one business day of receipt of an asset, if no reporting occurs the PMS or CM must communicate in writing with the contractor's reporter to determine cause of delay in CAV AF reporting.

3.1.1.1.1. The PMS or CM will document the cause (ie. Failure to report, system error, etc.) and continue to work with contractor to resolve the delay.

3.1.1.1.2. If non-compliance continues, the PMS or CM will contact the contractor's reporter a second time in writing.

3.1.1.1.3. After five business days from the original date of occurrence and reporting has not been accomplished, the PMS or CM will notify the CO in writing requesting assistance.

3.1.1.2. The contractor is responsible for submitting GFM/end items transactions through CAV AF within one business day, unless a SCMS (or designee) approved CAV AF CDRL reporting exception is on record. Authorized Exception to Exceed one business day of Contractual CAV AF Contractor Reporting Requirement on CDRL.

3.1.1.3. In the rare exception that a contractor cannot be contractually obligated to report data in CAV AF, a waiver request to transfer reporting responsibilities to the PMS or CM will be prepared for management review and approval by the Supply Chain Management Group (SCMG) (or designee). If the SCMG approves a CAV AF waiver for a contractor to not report end item production in CAV AF, the PMS or CM will be responsible for contractor reporting in CAV AF. The approved pre-award CAV AF waiver reporting request must follow the process and information requirements specified within [Attachment 2](#).

3.1.1.4. When a contract is awarded with no active CAV AF contract reporter, the government will not ship any assets until the contractor reporter issue has been resolved.

3.1.1.4.1. In the event there are MICAP back orders and the assets must be shipped immediately for repair, the PMS or CM becomes responsible for the CAV AF reporting until the contractor has system access.

3.1.1.4.2. The PMS or CM will submit a Memorandum document via electronic Staff Summary Sheet (eSSS) to obtain Squadron level approval signature (only ink or digital signatures are acceptable), with justification required to acquire a temporary CAV AF contractor User Identification ID and accompanied by CO notification documentation to contractor of contractual noncompliance.

3.1.1.4.3. The PMS or CM will provide an eSSS copy with signature approval, with a DD Form 2875 (block 27 should identify DoDAAC, contractor name, contract and delivery order number) to their respective 420 SCMS CDM office for processing. The documents will be retained for audit purposes in the PMS or CM contract folder. The SA will assign a CAV AF User ID and will remain active until AFSC/PZ can enforce contract requirements for CAV AF reporting.

3.1.1.5. On active contracts, in the event the CO has exhausted all avenues to have the contractor accomplish reporting actions, reporting becomes the responsibility of the PMS or CM.

3.1.1.5.1. The PMS or CM will submit a Memorandum document via eSSS to obtain group approval signature (only ink or digital signatures are acceptable), accompanied by the CO documentation which has demonstrated all avenues have been exhausted. The document will be retained for audit purposes in the PMS contract folder.

3.1.1.5.2. The eSSS requires coordination by flight and SCMS Director, then to group commander for request approval. With P&E Group Director approval, the package should be returned to the PMS or CM.

3.1.1.5.3. The PMS or CM will provide a copy of approval with signature and CO documentation, with a DD Form 2875 (block 27 should identify DoDAAC, contractor name, contract number, delivery order number(s) and contract expiration date to their respective 420 SCMS CDM office for processing). NOTE: It is vital for the PMS or CM to report shipments to depot utilizing the exact document numbers the contractor shipped them on.

3.1.1.6. End Item and Government Furnished Material (GFM).

3.1.1.6.1. Daily CAV AF maintenance and supply reporting transactions are fed to various down-stream AF data systems based on system run times of 11:30 PM EST.

3.1.1.6.2. Repair end item reporting actions are fed to D035A, Item Manager Wholesale Requisition Process system, which provides visibility of AF end item inventory asset posture at a contractors repair facility by national item identification number (NIIN), quantity, Supply Condition Code (SCC) and contractor RIC location.

3.1.2. Invoicing, Receipt, Acceptance and Property Transfer (iRAPT). When iRAPT previously known as - Wide Area Work Flow (WAWF), invoices have been disapproved due to CAV AF non-compliance reporting, the PMS or CM will immediately notify the CO once CAV AF compliance has been completed and verified by the PMS or CM.

3.1.3. Condemnations.

3.1.3.1. Condemnations in CAV AF often are reported and maintained by two methods.

3.1.3.1.1. The preferred method is to have the contractor report condemnation quantities on the NIINs repair Contract Line Item Number (CLIN), and the PMS or CM will file maintain the associated costs by averaging against the CLIN quantity in CAV AF and CRMS.

3.1.3.1.2. Another acceptable method, if CO issues a contract modification (MOD) for the condemnation and assigns a CLIN, it may be file maintained into CRMS (as a Cost Adjustment) and CAV AF, with a zero quantity CLIN scheduled in quantity (SIQ).

3.1.3.1.2.1. This acceptable method must have a zero SIQ associated to the condemnation as it does not warrant creating a FUP metric, as no repair order quantity is associated to the condemnation CLIN.

3.1.3.1.2.2. Based on CAV AF file maintenance actions taken both option methods require contractor reporting.

3.1.3.1.2.3. Contract MOD may be required if no replacement parts are available to ship.

3.1.3.1.3. Contractor may report CAV AF condemnations as beyond economical repair (BER) or as scrap material, which remains AF inventory property until such time as the assets are reported as shipped or plant cleared.

3.2. CRMS Worksheet Source of Repair (SOR) Review/Approval.

3.2.1. PMS or CM will ensure data accuracy of CRMS Worksheets prior to SOR review by validating all Worksheet data field elements for accuracy in accordance with contract, delivery order number, CLIN/Sub-CLIN, quantity on order and applicable pricing (repair cost, Amendments, over & above, etc.).

3.2.1.1. Data field element validation will occur prior to any CAV AF file maintenance actions and/or systemic uploads from CRMS.

3.2.1.2. The PMS or CM will select the CAV AF system reporters from the CRMS Delivery Order Edit page (referred to as the Abbreviated Procurement Item Identification Number (APIIN) page). If no reporters are listed the PMS or CM will engage with the contractor to resolve the issue. Also Contact SA to see if contractor has submitted paperwork and to see if User has been established.

3.2.1.3. If the PMS or CM cannot resolve the issue, PMS or CM will contact the CO for assistance.

3.2.2. The PMS or CM will request DoDAAC and RIC through a CO. They will check the DoDAAC to ensure it's active within the AF DoDAAC website. They will also ensure the DoDAAC and RIC correctly matches information in CRMS and CAV AF contract data information. <https://dodaac.wpafb.af.mil/Logon.aspx?ReturnUrl=%2f>

3.2.3. If the contract delivery order has been awarded to the contractor, and data elements are confirmed as accurate the CRMS Worksheet may be approved. The PMS or CM will continually follow up and maintain status until the contractor assigns a CAV AF contract reporter for awarded contract delivery order. If the contractor fails to assign and provide CAV AF contract reporter information, the PMS/CM will notify the CO for assistance.

3.2.4. The PMS or CM will process all CRMS Worksheet SOR reviews for approval and CAV AF file maintenance actions within 1 business day of notification for contract award.

3.3. Government Furnished Property (GFP).

3.3.1. Under CDM repair contracts, there are only two types of GFP which require audit tracking and are reported into the CAV AF system; repair (end item) and consumption GFM. These require continuous government asset management and inventory management oversight of assets at the contractor's facility.

3.3.2. Property in the Possession of a Third Party outside the DoD. Although the DoD may not have physical custody, in order to maintain effective property accountability and for financial reporting purposes, DoD personnel will establish and maintain records and accountability for property (of any value) furnished to contractors as GFP. Third parties outside the DoD (to include contractors) have stewardship responsibility, consistent with the terms and conditions of the accountable contract or third party agreement, for the Government property in their care. IAW DODI 5000.64, per Encl. 3, para 4.b., states; "Third party property management or accountability systems, such as custodial systems, will not supersede or replace the APSR or the accountable property records maintained by the DoD." It is incumbent upon the government personnel to maintain asset management and inventory management oversight of assets at a contractor's facility at all times is being reported timely and accurately into the AF contractual reporting system. For additional information see [Attachment 3](#).

3.4. Government Furnished Material.

3.4.1. On a monthly basis the PMS or CM will review all open status AS3 GFM intransit shipments pending CAV AF receipt of all GFM assets acquired using CAV AF requisitioning. The PMS or CM will identify variances timely and communicate to the contractor that required CAV AF corrective actions are accomplished within one business day of notification.

3.4.2. The PMS or CM confirms actions have been taken, if no compliance, the PMS or CM will engage CO to enforce contractual reporting requirements with the contractor. For additional information on GFM see [Attachment 3](#).

3.5. AS3 Intransit shipments. IMS will review carrier web site to assist in determining proof of delivery. Once confirmed the PMS or CM will contact the contractor to validate shipment delivery, and communicate CAV AF GFM receipt has been accomplished.

3.5.1. New contracts, Contractor GFM Requisition and Inventory Report Per CDRL A0003 requirement, will be compared to the monthly CAV AF GFM Requisition and Inventory report located on the HQ AFMC CDM SharePoint on a monthly basis. Any identified variance are to be communicated to the contractor within one business day for corrective actions. PMS or CM will confirm all reporting actions have been accomplished within five business days of original notification to the contractor. NOTE: Any GFM inventory adjustments by CAV AF PMS or CM are to be properly documented rationalizing why the government is required to make the adjustment.

3.5.2. Defense Logistics Agency (DLA)/General Supply Division (GSD) managed material will be required to have a tracking process in place for government inventory, usage and burndown plan. Ownership resides with the government and will require the PMS or CM to have asset accountability and oversight management responsibility. This specifically addresses consumable materials only which may have been acquired by the government as life time buys in a repair programs support of an aircraft fleet. The PMS or CM will document tracking and contractor communications in an electronic and/or documentation data report. Utilization of the report provides information for material usage and burndown rate of material, which may be required in determining when all material will be exhausted and development of plan forward.

3.6. Intransit Shipments.

3.6.1. The PMS or CM will notify the IMS of depot shipments released from a contractor facility.

3.6.2. The IMS/MM will then track the intransit assets from the contractor facility back to supply via carrier web site. Confirmation of all intransit asset shipments to (D6) and from (D7) the contractor's facility by NIIN, shipment number and quantities are accurately reported and posted in the D035A historical register.

3.6.3. Based on CAV AF transactional reporting, the IMS will notify the PMS or CM when the carrier web site confirmed proof of shipment delivery occurs.

3.6.4. Any contractor receipt shipments where the NIIN or quantity does not equal D035A intransit values shall require a Supply Discrepancy Report (SDR) to be generated by the contractor.

3.6.4.1. The IMS/MM will retain SDR documentation with depot generated document number for audit tracking and finalized corrective action resolving the discrepancy and confirms D035A is accurate.

3.6.4.2. IMS/MM may be required to validate within D035A transaction history register the actual depot shipment release information for; document number, NIIN and/or quantity.

3.7. Contractor's Property Management System Compliance.

3.7.1. IAW Federal Acquisition Regulation (FAR) Part 52.245-1(f)(1)(vi), Reports; "The Contractor shall have a process to create and provide reports of discrepancies, loss of Government property, physical inventory results, audits and self-assessments, corrective actions, and other property related reports as directed by the CO."

3.7.2. On active contracts contractors have a compliance requirement, with the Defense Contract Management Agency (DCMA) Administrative Contracting Officer (ACO) as the delegated property administrator. DCMA will approve the contractor's property plans. Request to the contractor to provide lost property, inventory and/or results type reports, including audits, assessments and corrective actions will be made by the DCMA ACO.

4. Process Overview.

4.1. One Hundred Percent and Annual Physical Inventory.

4.1.1. 100% Annual Physical Inventory. If applicable, especially on high volume contracts, the contractor shall be required to conduct an inventory count over the course of a year and annually thereafter.

4.1.1.1. To ensure AF asset accountability on asset postures at contractor's repair facility. The PMS or CM will:

4.1.1.1.1. Accomplish a line by line comparison with CAV AF reported data; end items and GFM. CAV AF on-line reports provide a current NIIN end item Condition Count Report and GFM Bond Room inventory counts report, for ease of comparison.

4.1.1.1.2. PMS or CM will take into account maintenance, supply counts, subcontractor data and/or storage location counts as provided by the prime contractor for total accountability.

4.1.1.1.3. The PMS or CM will determine if CAV AF counts are correct for maintenance and supply counts. PMS or CM should collaborate with IMS/MM on condition codes and quantities to ensure D035A accurately matches CAV AF, which is the authoritative data source for contractor reporting. If contractor's property control records asset postures are not aligned with CAV AF, the PMS or CM will identify required corrective actions which shall be completed by the contractor within 1 business day of notification. PMS or CM will confirm corrective actions have been accomplished. If contractor fails to comply, the PMS or CM will engage the CO for resolution.

4.2. Documentation.

4.2.1. Supporting Documentation Requests.

4.2.1.1. The contractor shall be required to provide supporting documentation, when requested to the assigned PMS or CM and/or CO.

4.2.1.2. If supporting documentation is required, the PMS or CM or CO will be the responsible individuals to obtain the required information from the contractor. This request for documentation from the contractor, to the PMS or CM or CO must be accomplished within 3 business days.

4.2.1.3. Upon receipt, the PMS or CM will retain all supporting documentation received. Some examples of supporting documentation are: Production Reports, Annual 100% physical inventory reports, SDR documentation, DD 1348-1 etc.

4.2.2. Records Retention. The contractor shall be required to provide supporting documentation, when requested to the assigned PMS or CM and/or CO.

Dennis. L D'Angelo, SES
Director

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

National Defense Authorization Act (NDAA) for Fiscal Year 2010, Section 1003

AFI 23-230, Maintaining AF DoDAACs

AFMCI 21-149, Contract Depot Maintenance (CDM)

Prescribed Forms

None

Adopted Forms

AF Form 847, Recommendation for Change of Publication

AF Form 2875, System Authorization Access Request (SAAR)

DD Form 1348-1A, Issue Release/Receipt Document

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

AFMC—Air Force Materiel Command

APIIN—Abbreviated Procurement Item Identification Number

APSR—Accountable Property System of Record

ASI—Amended Shipping Instructions

BER—Beyond Economical Repair

CAP—Corrective Action Plan

CAV AF—Commercial Asset Visibility Air Force

CDRL—Contract Data Requirements List

CDM—Contract Depot Maintenance

CLIN—Contract Line Item Number

CM—Contract Monitor

CO—Contract Officer

CRMS—Contract Repair Management System

CRT—Contract Repair Team

DCMA—Defense Contract Management Agency

DLA—Defense Logistics Agency

DoD—Department of Defense

DoDAAC—Department of Defense Activity Address Code

eSSS—electronic Staff Summary Sheet

FIAR—Financial Improvement and Audit Readiness

GFP—Government Furnished Property

GFM—Government Furnished Material

GSD—General Supply Division

ID—Identification

IMS—Inventory Management Specialist

MM—Material Manager

MOD—Modification(s)

NIIN—National Item Identification Number

PMS—Production Management Specialist

RIC—Routing Indicator Code

SA—System Administrator

SCMG—Supply Chain Management Group

SCMS—Supply Chain Management Squadron

SDN—Source Document Number

SDR—Supply Discrepancy Reports

SID – Self—Identified Deficiencies

SIQ—Scheduled in Quantity

SOR—Source of Repair

SOW—Statement of Work

TOA—Table of Allowance

Attachment 2

PRE-AWARD COMMERCIAL ASSET VISIBILITY AIR FORCE (CAV AF) WAIVER REQUEST OF CONTRACT REPAIR SUPPLIERS SOLICITATION REFUSAL TO REPORT IN CAV AF SYSTEM

A2.1. This guidance provides criteria and flow process requirements for request from contract repair suppliers for waivers to reporting in CAV AF system to ensure enterprise consistency. Critical point of understanding, an approved waiver request may be achieved prior to any contractual agreements and/or deliverables pursued plus the Statement of Work (SOW)/Appendix A must include the outlined plan, per below para A2.4. PMS reporting requirement reporting and system access will coincide as same contractor 5 day requirement for system access. Compliance of this memorandum is mandatory.

A2.2. The CAV AF reporting system is the mandatory AF contractual reporting system for all CDM repair requirements and GFM receipts/issues, per AFMCI 21-149, para 1.7.9. Production tracking and materiel control is considered when preparing a DD Form 1423, Contract Data Requirements List, to ensure CAV AF contractor reporting meets all supply chain activity needs. In the rare exception that a contractor cannot be contractually obligated to report data in CAV AF, a waiver request to transfer reporting responsibilities to the PMS must be prepared for management review and approval by the Group Commander (or designee). A waiver request that fails to meet the criteria standards below must result in CAV AF reporting by the supplier, which may result in re-solicitation of request for proposal (RFP). The waiver will include the following information:

A2.2.1. Document justification of contractor refusal to report into CAV AF. NOTE: A contractor's refusal based on government system security risk and measures will require HQ AFMC CAV AF PMO approval.

A2.2.2. Verification that the contract does not include GFM. Waivers will NOT be approved for GFM contracts.

A2.2.3. Validation that no other repair source is available; attach AFMC Form 762, Contract Repair Screening Analysis Worksheet.

A2.2.4. A documented plan on how the PMS will be provided the necessary contractor transaction data per each maintenance occurrence and enter data into CAV AF, all in a timely manner. The PMS will outline the plan to be included in a modified CAV AF SOW detailing to the contractor all the information needed for the PMS to report all required transactions per the Data Item Description (DID) DI-MGMT-81634C, CAV AF End Item Reporting. This documented plan will ensure daily reporting requirements to ensure the standard 1 business day within maintenance occurrence is met for the same informational requirements as stated in the CDRL.

A2.2.5. Contractual confirmation from the contractor that the CAV AF generated DD Form 1348-1A, Issue Release/Receipt Document provided by the PMS will be used as the only shipping document for shipment transactions of all end items.

A2.3. All waiver requests will be submitted by the PMS on a Memorandum approval signature (only ink or digital signatures are acceptable). The eSSS and approved Memorandum document will to be retained in the PMSs contract record documenting transfer of CAV AF reporting responsibilities for audit purposes. The eSSS requires coordination by Flight and SCMS Chiefs, then to P&E Group Commander on final decision based on waiver criteria to approve or disapprove request. With P&E Group Director approval, the package should be returned to the PMS. The PMS will provide a copy (approved or disapproved) to their respective 420 SCMS CDM office, who will post all approved waiver request to the HQ CDM SharePoint. PMS will send to their respective location workflow boxes, as follows:

A2.3.1. Robins AFB, GA, send request to: 406scms.cav.af.ar@us.af.mil

A2.3.2. Hill AFB, UT, send request to: 420scms.cdm@us.af.mil

A2.3.3. Tinker AFB, OK, send request to: 420.scms.tinker.cdm.workflow@us.af.mil

Attachment 3

GOVERNMENT FURNISHED MATERIAL (GFM)

A3.1. A GFM NIIN is a shop replacement unit (SRU) which during the repair process is consumed into a higher assembly Line Replacement Unit (LRU). A GFM NIIN may be requisitioned by a contractor via CAV AF, only on a CDM repair contract, where an awarded contract has a GFP; Appendix B, identifies GFM by NIIN and quantity authorization to be requisitioned. MODs to contracts may increase or decrease quantity authorizations, or add or deleted NIINs to be requisitioned. Only AF SOS NIINs are permitted to be provided to a repair contractor, unless a CAV AF GFM Waiver is approved authorizing the government to provide DLA and/or GSD consumable materiel, IAW AFMCI 21-149, Chapter 3. Per the Appendix B, identifies the GFM contractual requirements (includes contract MODs) of the authorized NIIN(s) and corresponding quantities which will be file maintained into the CAV AF TOA. NOTE: No NIINs or quantities will be file maintained into the CAV AF systems TOA which are not contractually authorized by Appendix B or contract MOD.

A3.2. The government will not provide any direct vendor delivery (DVD) to a repair contractor unless all prescribed system requirements have been met. This begins with the IMS receiving a CAV AF GFM requisition in D035A system. When no assets are available in depot storage, however a buy contract supplier can provide the government with a serviceable asset the IMS may direct that vendor to ship the asset directly to the repair contractor. The IMS will provide the vendor with the CAV AF GFM requisition document number to ship the asset on. It also requires the IMS to receive that NIIN and quantity in D035A as a depot receipt from the buy contract supplier (using DD250 as shipment document number). After depot receipt is accomplished, the IMS will process a D035A shipment release of the CAV AF GFM requisition document number, allowing D035A to send a GFM shipment due-in (AS3) notification to CAV AF.

Attachment 4

SHOP FLOW DAYS

A4.1. Across the enterprise , PMSs utilize both the actual repair days in CAVAF and the negotiated delivery schedule days when managing contracts. Negotiated delivery schedule days and actual repair days in CAVAF are utilized for separate purposes. Negotiated delivery schedule days are established in the contract by evaluation of the contractor bids on the price and timing of the repairs. Negotiated delivery schedule days are derived from historical records from previous contracts, industry standards, or organic depot records, and are established at contract award. The negotiated delivery schedule days is the time a contractor has agreed to in the contract to produce an asset. Actual shop flow days in CAV AF represent the maintenance repair period of performance. Tracking this time begins when the contractor's CAV AF reporter inducts the asset and actually puts the asset on work in CAV AF. This process is considered complete when the contractor's CAV AF reporter completes the repair in CAVAF. The current standardized approach across the enterprise is for PMSs to file maintain the actual repair days reported in CAV AF. This is most indicative of the future in D200A. If the SFDs in D200A are less than reported in CAV AF, there should be no changes made during file maintenance. If the PMS determines that the contractor is within a reasonable +/- range of 10 percent, the PMS should not file maintain any changes. When actual repair days reported in CAV AF exceed the negotiated delivery schedule days by more than the reasonable range, the PMS must contact the contractor's CAV AF reporter for clarification on why the deliveries were late and the corrective actions initiated, and notify contracting officials. The PMS will maintain (in the contract folder) all correspondence with the contractor and contracting officials on late deliveries. If the contractor fails to report in CAV AF, the PMS must communicate with the contractor in a timely manner via e-mail or phone requesting the contractor's CAV AF reporter begin reporting immediately. If the contractor still fails to report in a timely manner, the PMS must contact the principal contracting officer requesting immediate action be taken to communicate the government's position on contractual requirements. The PMS must remain diligent with the principal contracting officer to correct the contractor's reporting so it reflects the actual SFD in CAV AF. These actions must be documented (i.e. e-mails, fax, etc.) in the contract folder, and clear concise note pad entries in D200A during file maintenance. The PMS will maintain all correspondence with the principal contracting officer and contractor dealing with the contractor's failure to report.