

**BY ORDER OF THE COMMANDER  
480TH INTELLIGENCE SURVEILLANCE  
AND RECONNAISSANCE WING (ACC)**

**480TH INTELLIGENCE, SURVEILLANCE  
AND RECONNAISSANCE WING  
INSTRUCTION 23-101**



**26 JULY 2018**

***Materiel Management***

***DCGS MATERIEL  
MANAGEMENT INSTRUCTION***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication

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OPR: 480ISRW/SCO

Certified by: 480ISRW/SC  
(Lt Col Brian P. Lightsey)

Pages: 9

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This publication implements and enforces Air Force Instruction (AFI) 23-101, Air Force Materiel Management. It provides guidance and direction, and assigns responsibilities that are specific to managing all baseline Installs and Spares Commercial Off-The-Shelf (COTS) equipment accounts associated with 480 ISRW Distributed Common Ground System (DCGS) sites. It applies to all personnel within the 480 ISRW. In addition, this publication implements materiel management accountability procedures and practices which are consistent with current Department of Defense (DoD) Financial Improvement Audit Readiness (FIAR) guidance. Compliance with this publication is mandatory. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. See [Attachment 1](#) for a glossary of references and supporting information.

## 1. Overview

1.1. This publication provides instructions for implementing consistent materiel management procedures for the 480 ISRW that align with achieving DoD FIAR objectives. In accordance with the National Defense Authorization Act (NDAA) for Fiscal Year 2010, Section 1003, the FIAR Directorate developed this guidance for reporting entities and service providers working toward the goal of audit readiness.

1.2. This publication documents responsibilities for managing 480 ISRW baseline weapon system COTS equipment and spares. The procedures outlined are designed to low risk, mitigate the potential for fraud, improve mission system support agility and enhance asset accountability for the DCGS weapon system. Precise accountability of the DCGS weapon system aids in preventing system down-time for site specific baseline Intelligence, Surveillance, and Reconnaissance (ISR) systems required to support, enable or automate 480 ISRW operational capabilities. In addition to operational benefits of mission system accountability, it also provides guidelines to ensure FIAR compliance.

## 2. Purpose

2.1. The purpose of this instruction is to codify materiel management practices gathered from all 480 ISRW sites, to standardize logistics procedures, and provide checks and balances to strengthen accountability to better support the DCGS weapon system. It implements COTS inventory reporting procedures and provides a mechanism for 2S0XX and/or Supply Representatives to reference.

2.2. This publication transfers inventory responsibility for the ALMSS Installs/baseline COTS account from 2S0XX personnel to the owning Subject Matter Experts (SME)/Weapon System Account Managers (WAM) as they have working knowledge of equipment locations in SCIFs/Operational floors. The ISR Group Commanders are required to designate in writing a primary and alternate SME/WAM.

2.3. The 2S0XX Materiel Manager/Supply Representative is responsible for the inventory/accountability of the ALMSS Spares account. Sites that do not have 2S0XX Materiel Management personnel will assign a Supply Representative appointed in writing by the Unit Commander. The 2S0XX person/Supply Representative must obtain access to ALMSS/COTS and receive training within 45 days of appointment. (see paragraph 6.1 for training)

2.4. This publication requires the 2S0XX personnel/Supply Representative to be responsible for all ALMSS inputs. In addition, this instruction requires the 2S0XX/Supply Representative to provide an Inventory Summary briefing to the site Commander that encompasses inventory results for both the Installs and Spares accounts. Upon being briefed, CCs are required to make decisions on ALMSS account adjustments if research warrants or the initiation of Report of Survey action if it meets requirements outlined in AFM 23-220.

2.5. Procedures outlined in this instruction will be incorporated in the 480 ISRW Management Internal Control Toolset (MICT) and will be inspectable by the 480 ISR Wing Inspection Team (WIT).

2.6. This instruction requires that all existing and new DGS sites shall have at least one person assigned as a WAM for inventory accountability of baseline weapon system COTS.

### **3. Applicability**

3.1. This publication applies to all organizations with baseline COTS equipment installed on the weapon system. This policy standardizes materiel management procedures and creates a more agile materiel management workforce for the 480 ISRW.

### **4. Responsibilities**

#### **4.1. Commanders**

4.1.1. Group Commanders of 480 ISRW DCGS/DMS units with in-use/in-place baseline AF DCGS COTS equipment will appoint primary and alternate WAM in writing. The appointment letter will be signed by the Group Commander or designated G-series officer and should include: Name and grade of primary and alternate WAM, Organization, building number of the WAM's duty section, contact number, e-mail address and signature for both the primary and alternate WAM. The new WAM should be appointed within 45 days of previous WAM's departure.

4.1.2. Group/Unit Commanders will make all final decisions on COTS Installs/Spares account adjustments IAW AFMAN 23-122, Sec. 5G, Physical Inventory and Inventory Adjustments.

4.1.3. Group/Unit Commanders will request approval from MAJCOM & AFLCMC/HBGB (Air Force Life-Cycle-Management Center) to retain excess COTS equipment for maintenance redundancy or training laboratories IAW AFMAN 33-153 (IT Accountability).

#### **4.2. Weapon System Account Managers**

4.2.1. IAW 25 AF guidance, the WAM should not be a 2S0XX personnel nor Supply Representative. Waiver authority is 25 AF/A4R through 480 ISRW/SCO. Assignment of WAM should be based on responsibility as outlined in this section. The WAM can be commissioned officers, NCOs, contractors (as specified in contract statement of work), or civilians (minimum civilian grade GS-5, NAF-III or other equivalent civilian pay grade series). Deviations from this requirement will be approved by 25 AF/A4RM through 480 ISRW/SCO. Forward signed appointment letters to AFLCMC/HBGB and 480 ISRW/SCO.

4.2.2. The WAM will acquire mandatory WAM accountability training within 60 days of being appointed as the unit's WAM. Training can be obtained via OJT with on-site 2S0XX personnel or attendance at the Materiel Management Integration Course (MMIC).

4.2.3. Conduct book to floor, floor to book physical inventories IAW 4140.01 and complete inventories IAW annual inventory schedule. Upon completion, the WAM will forward inventory results to the 2S0XX/Supply Representative for ALMSS data entry. The WAM will maintain a signed copy of the inventory document for six years.

4.2.4. Coordinate updates to the Installs ALMSS account with 2S0XX/Supply Representative. If the site does not have a 2S0XX/Supply Representative, the WAM is required to obtain ALMSS training from AFLCMC/HBGB.

4.2.5. Conduct joint-inventory with outbound WAM before assuming responsibility of accountability for the ALMSS Installs baseline account.

4.2.6. The WAM will maintain a physical jacket file or a computer jacket file that will include the following mandatory documents: current appointment letter, training documentation, inventory schedule, joint inventory and signed annual inventories. All other documents referenced in paragraph 2C will be kept as needed for reference.

#### **4.3. 2S0XX Materiel Manager/Supply Representative**

4.3.1. Responsible for managing and processing all site specific ALMSS transactions, the COTS Spares account, in checking, and disposal of TCTO shipments. This includes Receipts (REC), Issues (ISU), Turn-Ins (TIN), Material Service Request (MSR), A2A shipments and A5J shipments. 2S0XX/Supply Representatives will conduct physical inventories on all COTS spares per their inventory schedule. It is also their responsibility to update ALMSS/COTS Date of Last Inventory (DOLI) for the Installs and Spares accounts. Input all inventory findings from the WAM's annual inventory into ALMSS. If recounts are required for variances, conduct a joint recount of weapon system variances with the WAM. For inventory specific guidance please refer to Chapter 5.

4.3.2. The ALMSS/COTS Installs/weapon system account will be updated per the request of the WAM. If 2S0XX personnel/Supply Representative update the Installs account without prior approval of the WAM, the 2S0XX personnel/Supply Representative will inform the account holder of changes within 72 hours

4.3.3. Responsible for providing an Inventory Summary briefing to the Unit Commander that provides a summary of inventory counts for the Installs account (received from the WAM), and the Spares account.

4.3.4. Informs Group/Unit Commanders on inventory discrepancies and outlines shortages and overages that warrant Report of Survey initiation and ALMSS account adjustment.

4.3.5. Create an annual inventory schedule based on calendar year to ensure all items assigned a warehouse location and/or on a detail record are inventoried at prescribed frequencies. Annual inventory schedules must include all applicable ALMSS/COTS accounts at the site.

4.3.6. The Inventory schedule will be approved and signed by unit CC. Once approved, the inventory schedule will be forwarded to appropriate site WAM. The Supply Representative will initiate cycle inventory request from ALMSS and forward the inventory report to the WAM to begin both inventories.

4.3.7. The Supply Representative will electronically store all auditable documents to include REC, ISU, TIN, MSR, A2A, A5J, 1149s, 1907, 2825, annual inventory schedule, signed inventory documents and inventory adjustment paperwork.

4.3.8. Coordinate with AFLCMC/HBGB on all incoming TCTO and obtain serial numbers for items within TCTO kits prior to receiving the TCTO shipment. Ensure all accountable TCTO part numbers are loaded in ALMSS/COTS prior to kit issuance.

#### **4.4. Excess COTS Equipment**

4.4.1. COTS assets are deemed excess by AFLCMC/HBGB through TCTO issuance. Sites are not permitted to close TCTOs until disposition of excess COTS has been completed or until MAJCOM & AFLCMC/HBGB has approved the site's request to retain excess as spares, training or maintenance redundancy IAW AFMAN 33-153 (IT Accountability).

4.4.2. Approved excess COTS equipment will not be accounted for in ALMSS. The unit Information Technology Equipment Custodian (ITEC) is the responsible individual for accounting for approved excess equipment.

4.4.3. The unit ITEC will store, and account for approved excess COTS equipment. In addition, the ITEC will ensure that approved excess equipment is inventoried annually and accounted for in the AFEMS-AIM system (Air Force Equipment Management System/Asset Inventory Management System) IAW AFMAN 33-153.

4.4.4. The ITEC accepts custodial responsibility on behalf of the organization by certifying an AFEMS-AIM inventory list provided by the base Equipment Control Officer (ECO) with handwritten or digital signature.

## **5. Time Compliance Technical Order (TCTO) Management**

5.1. Joint inventories will be conducted between the WAM and 2S0XX/Supply Representative upon arrival of a new TCTO kit. The WAM and 2S0XX person/Supply Representative will capture the serial numbers of all equipment during this time. If the TCTO requires an installation team for hardware installs, the TCTO Kit will not be opened to conduct a joint-inventory until the installation team is in place.

5.2. Any/all shipment discrepancies will be noted during the joint inventory and will be captured before supply releases the TCTO equipment to the WAM. 2S0XX/Supply Representatives will notify AFLCMC/HBG of any and all discrepancies with the TCTO. Not limited to, but to include missing critical spares, missing serial numbers, mismatch quantities, etc. The supply representatives will hold the COTS equipment until further guidance is provided.

5.3. Physical inventories for baseline DCGS COTS will be conducted using the floor-to-book/book-to-floor method for all assets. Floor to book refers to physically checking the entire work area to ensure items are accounted for in ALMSS.

5.4. All DCGS Installs/Spares accounts will be inventoried no later than 31 July each calendar year.

5.5. Once Group/Unit Commanders have been briefed by the 2S0XX Materiel Manager/Supply Representative on inventory results, supply personnel must submit completed reports for Installs and Spares accounts to 480 ISRW/SCO and AFLCMC/HBGB.

## **6. Inventory/Accountability Procedures**

6.1. All inventories and inventory adjustments of all property owned by AF DCGS activities will be conducted as provided in this section IAW DoDM 4141.01 & AFI 23-101 ACC Sup, & AFMAN 23-122, Sec 5G, physical inventory and inventory adjustments.

## 7. COTS Installs Account Inventory

7.1. Inventory procedures for Installs accounts will be conducted the same as regular COTS inventory procedures. The WAM will perform a floor-to-book/book-to-floor inventory of COTS assets installed on the weapon system. The WAM will obtain the inventory sheet from the applicable 2S0XX person/Supply Representative. If the site does not have a 2S0XX or Supply Representative, the WAM will contact AFLCMC/HBGB to obtain the inventory report.

7.2. The 2S0XX person/Supply Representative will input the WAM's inventory results into the cycle inventory count in ALMSS. (*For procedures, see AFLCMC/HBGL AMLSS user manual*) If the WAM does not have access to ALMSS, report inventory findings to AFLCMC/HBGB for ALMSS data entry.

7.3. If the inventory count matches, inventory will be closed and Date of Last Inventory (DOLIs) will be updated in ALMSS by the applicable Supply Representative.

7.4. If the inventory count does not match in ALMSS a recount notice will appear prompting a recount. The WAM will then conduct a recount with the 2S0XX person/Supply Representative. If the recount does not match in ALMSS, the 2S0XX person/Supply Representative will report discrepancies to the Unit Commander to make the decision to approve/disapprove the inventory adjustment or to initiate a Report of Survey if the dollar threshold meets AFMAN 23-220 requirements.

## 8. COTS Spares Account Inventory

8.1. Inventory procedures for Spares accounts will be conducted the same as regular COTS inventory procedures. Supply representative will conduct a floor-to-book/book-to-floor inventory.

8.2. If the inventory count does not match in ALMSS a recount notice will appear prompting a recount.

8.3. The 2S0XX person/Supply Representative will then conduct a recount on identified assets and report findings to the 2S0XX person/Supply Representative. If recount matches in ALMSS, the inventory will be closed and the DOLIs will be updated.

8.4. If the recount does not match in ALMSS, the 2S0XX person/Supply Representative will report discrepancies to the Unit Commander to make the decision to approve the inventory adjustment or to initiate a Report of Survey if the dollar threshold meets AFMAN 23-220 requirements. **NOTE: All other accounts (CA/CRL equipment/ ADPE equipment) must be inventoried annually as well and updated in their respective approved systems of record by appointed custodians i.e. AIMS, AFEMS.**

## 9. Training

9.1. ALMSS/COTS virtual training can be obtained through AFLCMC/HBG via DSN: 312-472-8003 or [wralc.almss.cust@us.af.mil](mailto:wralc.almss.cust@us.af.mil).

9.2. The WAM can obtain hands-on training from 2S0XX personnel/Supply Representatives. If the unit does not have a 2S0XX person/Supply Representative to provide training, contact Wing/SCO to be a scheduled to attend the Materiel Management Integration Course (MMIC) to obtain ALMSS/COTS training.

9.3. The Supply Representative regardless of AFSC must attend the MMIC to obtain ALMSS/COTS training to broaden enterprise logistics support understanding and establish relationships with AFLCMC/HBG Materiel Managers for DCGS support.

JASON M. BROWN, Colonel, USAF  
Commander

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

AF Manual 33-153, *Information Technology Accountability*  
AF Instruction 23-101, *Air Force Materiel Management*  
AF Manual 23-122 ACC Supplement, *Materiel Management Procedures*  
AF Manual 23-220, *Reports of Survey for Air Force Property*  
AF Manual 17-1203, *Information Technology Asset Management*

***Acronyms and Abbreviations***

**ACC**—Air Combat Command  
**ADPE**—Automatic Data Processing Equipment  
**AFEMS**—Air Force Equipment Management System  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFRIMS**—Air Force Records Information Management System  
**AIM**—Asset Inventory Management  
**ALMSS**—Automated Logistics Management Supply System  
**CA/CRL**—Customer Authorization/Custody Receipt Listing  
**COTS**—Commercial Off The Shelf  
**DCGS**—Distributed Common Ground System  
**DoD**—Department of Defense  
**DOLI**—Date of Last Inventory  
**ECO**—Equipment Control Officer  
**ISR**—Intelligence, Surveillance, and Reconnaissance  
**ISU**—Issues  
**ITEC**—Information Technology Equipment Custodian  
**MICT**—Management Internal Control Toolset  
**MMIC**—Materiel Management Integration Course  
**MSR**—Material Service Request  
**NDAA**—National Defense Authorization Act  
**RDS**—Records Disposition Schedule  
**REC**—Receipts

**SME**—Subject Matter Expert

**TCTO**—Time Compliance Technical Order

**TIN – Turn**—Ins

**WAM**—Weapon System Account Manager

**WIT**—Wing Inspection Team

### *Terms*

**Baseline System**—the Air Force provisioned portion of the Distributed Common Ground System, the AN/GSQ-272 Sentinel System. Although officially designated a "weapon system," it consists of computer hardware and software connected together in a computer network devoted to processing and dissemination of ISR information. The baseline system meets a portion of 480 ISRW operational requirements for ISR systems.

**Book—to-floor/Floor-to-book** – A comprehensive comparison of recorded data from the inventory sheet to the physical assets on hand. A comprehensive comparison of physical assets on hand to what is recorded on the inventory sheet.

**Mission System** —The Mission System is a group of ISR systems that collectively provide the complete set of IT services that support, enable or automate operational 480 ISRW ISR capabilities. The mission system includes the Air Force provisioned portion of the Distributed Common Ground System (the Baseline System) as well as enterprise and site specific non-baseline ISR systems required to support, enable or automate 480 ISRW operational capabilities. It includes all of the systems that are required to meet operational mission requirements. The mission system must operate effectively as a system of systems to support ISR information processing, exploitation and dissemination mission tasking requirements. Example Baseline Systems: APS, ACES-HY, FPED/CAWs, CWS, CETS, CICS, CIES, CIP, DSS-F, DTS, IESS, SYERS, TARS, DGIF. Example non-baseline ISR systems: CENTRIX, SIPRNET, NSANET, USBICES, WEBTAS, Wolverine. Example Site Specific ISR Systems: BASHRNet, EPIE, JAISREE, PASS-K, Project Diamond, PRT.

**Non Baseline Systems** —The non-baseline systems are systems that were developed to meet operational ISR requirements because the baseline system did not meet all of the 480 ISRW requirements. Example non-baseline ISR systems: Combined Enterprise Regional Information Exchange System (CENTRIXS), Collaboration, Command and Control of Processing, Exploitation and Dissemination (C3PED), Communications and Maintenance Control Center (CMCC), DCGS Google Earth Telemetry System (DGETS), United States Battlefield Information Collection and Exploitation System (USBICES), Wolverine, etc.