

**BY ORDER OF THE COMMANDER
621ST CONTINGENCY RESPONSE
WING (AMC)**

**621ST CONTINGENCY RESPONSE
WING INSTRUCTION**

23-111

23 AUGUST 2018

Logistics

EQUIPMENT MANAGEMENT



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col, Charles R. Henderson)

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This instruction complements AFI 10-201, *Force Readiness Reporting*; AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*; AFI 10-401, *Air Force Operations Planning and Execution*; AFI 10-403, *Deployment Planning and Execution*; AFI 23-101, *Air Force and Materiel Management*; AFI 23-111, *Management of Government Property in Possession of the Air Force*; AFMAN 23-122, *Materiel Management Procedures* and the publications listed in **Attachment 1**. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

PURPOSE

This instruction establishes duties, responsibilities, and procedures regarding equipment management for the 621 Contingency Response Wing (CRW). It outlines those tasks that are unique to the CRW equipment management processes. Refer to AFI or AMC guidance for any tasks or process not specifically mentioned in this document. These instructions are not meant to replace AFI 10-201, *Force Readiness Reporting*; AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*; AFI 10-401, *Air Force Operations Planning and Execution*; AFI 10-403,

Deployment Planning and Execution; AFI 23-101, *Air Force and Materiel Management*; AFI 23-111, *Management of Government Property in Possession of the Air Force*; AFMAN 23-122, *Materiel Management Procedures* and the publications listed in **Attachment 1**. These instructions should also be referenced and take precedence over any conflicting information found within this instruction.

CHAPTER 1

EQUIPMENT STANDARDIZATION

1.1. Wing Logistics Planners will:

1.1.1. Be the conduit for deviation letter coordination between Groups. Deviation letters, including applicable background information, will be received from the originating Group and be disseminated via TMT to the other Groups with a suspense of no greater than 14 days.

1.1.2. After applicable Group Commander approval, deviation letters will be routed for 621 CRW/CC approval. The quarterly Equipment Management Board (EMB) is the forum for approval. However, out-of-cycle deviation request can be routed in TMT by SLAP.

1.1.3. Submit 621 CRW/CC-approved deviation letters to the MEFPK Responsible Agency Functional Manager (MRA FAM) and track letters until approved and forwarded to the applicable UTC Equipment Custodians.

1.1.4. Will maintain all approved deviation letters, until obsolete.

1.2. Group Commanders will:

1.2.1. Ensure UTC standardization that permits interoperability between personnel and equipment from either Contingency Response Group (CRG) or unit within the Air Mobility Advisory Group (AMAG). This standardization process will be part of a Pilot Unit Review, in or out-of-cycle.

1.2.2. Standardization processes will include:

1.2.2.1. Cross-talk at the Group-level from the test phase of any proposed additional/modernized UTC items through MRA FAM approval and implementation. The Groups will, at a minimum, submit a deviation letter to the Wing Logistics Planners for coordination with the other units across the Groups.

1.2.2.2. Ensuring no equipment UTC purchases are made until a deviation letter is signed by the 621 CRG/CC, the 821 CRG/CC, and the 621 AMAG/CC (if applicable), then 621 CRW/CC and approved by MRA FAM.

CHAPTER 2

EQUIPMENT ACQUISITIONS

2.1. Pilot Unit Review

2.1.1. Pilot Units are responsible for developing and maintaining standard manpower and or logistics details for each UTC for which it has been assigned responsibility—the Wing will delegate Pilot Unit responsibilities evenly across Groups, prior to the biennial review period.

2.1.2. Groups with delegated Pilot Unit responsibilities will be known as Lead Groups.

2.1.3. Lead Groups will perform PURs IAW AFI 10-401, [Chapter 5](#)—See [Attachment 2](#) for the PUR Process flow chart.

2.1.4. The Pilot Unit Program will be managed by 2G0XX personnel (Logistics Planner) and will:

2.1.4.1. Notify units via TMT of PUR start and completion dates based on the MRA FAM required timeline.

2.1.4.2. Submit PUR packages and/or Deviation Letters to MRA FAM.

2.1.4.3. Attend first meeting of Pilot Unit Review Working Groups (PURWGs) and other meetings at the request of the PURWG Lead.

2.1.5. PURWGs will be established upon initiation of the PUR and will include:

2.1.5.1. A PURWG Lead from the delegated Lead Group.

2.1.5.1.1. Be a UTC subject matter expert (SME) from the Lead Group's Group Standards and Evaluation (OGV); non-OGV Leads may be designated at the Lead Group Commander's discretion.

2.1.5.1.2. Develop an internal timeline for completion to meet the PUR timeline established by HHQ.

2.1.5.1.3. Organize PURWG designated personnel.

2.1.5.1.4. Develop alternate Courses of Action (COAs), as required.

2.1.5.1.5. Ensure proposed equipment acquisitions have sustainment plans.

2.1.5.1.6. Ensure all proposed equipment deletions from the LOGFOR have a plan for disposition from Item Managers before taking action to dispose of equipment.

2.1.5.1.7. Develop PURWG proposal for Lead Group Commander.

2.1.5.2. A Lead Point of Contact from the opposite coast's Group to enforce the PURWG Lead's guidance and ensure geographically separated Squadrons from the Lead Group are in attendance and actively working the review.

2.1.5.3. At least one representative from each Squadron within applicable Groups.

2.1.5.3.1. Provide subject matter expertise to the PURWG.

2.1.5.3.2. Represent the interests of their unit.

2.1.5.3.3. Update their unit on PURWG progress and ensure their Unit Leadership is aware of new item capabilities, expected funding and training requirements.

2.1.6. Lead Group Commanders will:

2.1.6.1. Present PUR to Wing Commander for approval during the Quarterly Equipment Management Board (EMB). In the event that the PUR is due before the next EMB, Group Commanders will present PUR to the Wing Commander via TMT SLAP through the Wing Logistics Planners.

2.1.6.2. Once PUR is approved at Wing level, the Wing Logistics Planner will submit to MRA FAM. If a Deviation Letter is required until LOGDET is approved at HAF it will be submitted to the MRA FAM via the Wing Logistics Planners. If a MRA FAM waiver is required for a UTC LOGDET undergoing a PUR it will be submitted to the Wing Commander via SLAP through the Wing Logistics Planners.

2.1.6.3. Groups can initiate out-of-cycle PURs through the Wing Logistics Planners, upon request.

2.2. Equipment Purchases.

2.2.1. UTC Equipment Purchases:

2.2.1.1. UTC equipment items **WILL ONLY** be purchased when the item is on one of the following documents: the LOGFOR; an approved Deviation Letter signed by all Group Commanders, 621 CRW/CC and the applicable MRA FAM; or a MRA FAM waiver approved for a UTC undergoing a PUR. See **Attachment 3** for the Equipment Purchase Process flow chart.

2.2.1.2. Groups must establish a validation process to ensure that the UTC equipment item has the appropriate Allowance Source Code, is either in the AF supply system or qualifies for GPC purchase in accordance with the Federal Acquisition Regulation (FAR).

2.2.1.3. Prior to any equipment being purchased, Unit commander will ensure coordination has occurred with the host Logistics Readiness Squadron's Equipment Management Office, IAW AFI 23-101.

2.2.1.4. All purchases will be approved and tracked by designated Unit Leadership.

2.2.2. Non-UTC Equipment Purchases

2.2.2.1. Groups must establish a validation process for any purchases that support non-UTC equipment items in accordance with the Federal Acquisition Regulation (FAR).

2.2.2.2. All purchases will be approved and tracked by designated Unit Leadership.

CHAPTER 3

EQUIPMENT ACCOUNTABILITY

3.1. Inventories account for all LOGFOR required items, to include all accountable (e.g. R14 and Approved Deviation Letter items) and non-accountable items, as well as validate proper Allowance Source Codes (ASC) and Use Codes for all R14 and supply accounts.

3.2. Inspections verify the serviceability of equipment items to include calibration, cleanliness and proper markings.

3.3. Groups Commanders will:

3.3.1. Ensure physical inventory of all equipment items at a minimum semi-annually (both floor- to-book and book-to-floor). Weapons will still be inventoried monthly in accordance with AFI 23-101 [Paragraph 5.7.1.1](#). and [Table 5.5](#).

3.3.2. Ensure equipment item inventories match appropriate LOGPLANs, CA-CRL/R-14s, R-15s and ITEC accounts.

3.3.3. Ensure differences between LOGFOR and LOGDET (Master Unit PID) are identified and documented.

3.3.3.1. Deviation letters will be used to document all vehicles and ASC equipment additions and deletions on the Master Unit PID.

3.3.3.1.1. Deviation letters will match the template format provided in [Attachment 4](#).

3.3.3.1.2. Deviation letters will be routed via TMT through the Wing Logistics Planner by SLAP through the applicable Sq, Gp and Wg/CCs to ensure awareness of all units owning the effected UTC.

3.3.3.1.3. When Deviation Letters are signed and approved for purchase, an out-of-cycle PUR will need to be accomplished in order to standardize with CR units outside of the 621 CRW.

3.3.3.2. Discrepancy Report letters will be used to document serviceability of items (i.e. broken hitch or oil leak) and all deficiencies, which are any differences between LOGFOR and Master Unit PID when inventories are completed for UTC reviews and reconstitution.

3.3.3.2.1. NOTE: Discrepancy Report Letters are not for consumable items that require replenishment. These items are required to be reconstituted within 72 hours after redeployment.

3.3.3.2.2. Discrepancy Report letters will match the template format provided in [Attachment 5](#).

3.3.3.2.3. Units will submit Discrepancy Report letters signed by the owning unit commander to the Wing Logistics Planners, in turn the Wing Logistics Planners will disseminate to all other applicable commanders for situational awareness purposes IAW AFI 10-403.

3.3.3.2.4. Unit commanders will ensure proper classifications is maintained when drafting/routing Discrepancy Report letters IAW AFI 10-244.

3.3.3.2.5. Unit commanders will ensure Discrepancy Report letters are updated for each UTC, when any change of serviceability and all deficiencies between LOGFOR and Master Unit PID occurs.

3.3.3.3. Tailoring will be documented in the mission specific LOGPLAN during mission planning for a specific tasking, not for inventories. All tailoring actions will be IAW AFI 10-401 and will only be authorized for 621 CRW UTCs directly supporting 621 CRW led deployments and exercises. A cover letter will be added to the finalized LOGPLAN material list to receive Mission Commander approval and submitted to the Wing Logistics Planners prior to cargo assembly complete in the schedule of events. The Wing Logistics Planners will maintain this documentation IAW AFI 10-401 and AFI 10-403.

3.3.3.3.1. The cover letter will match the template format provided in [Attachment 6](#).

3.3.3.3.2. For UTCs tasked to support a user outside of the 621 CRW, appropriate waiver authority is required IAW AFI 10-401 for specific pare & tailoring actions.

3.3.3.4. If a UTC for which the 621st Contingency Response Wing is the pilot unit for, is undergoing a PUR that has significant changes, the Group Commander can request a waiver through the Wing Commander via the Wing Logistics Planners, after the UTC is in suffix 5 status (at MAJCOM). In turn, if the Wing Commander concurs with the waiver, he/she will request a waiver from the MRA FAM IAW AFI 10-403, [Paragraph 2.33.11.2](#). This waiver indicates the Wing Commander's acceptance of risk to maintain the UTC in accordance with the proposed PUR package sent to MAJCOM rather than the existing LOGFOR. NOTE: If a waiver is pursued and approved, the waiver is for all UTCs of the same type postured against the 621st Contingency Response Wing.

3.3.3.4.1. The waiver will match the template format provided in [Attachment 8](#). Waivers will be routed via TMT through the Wing Logistics Planner by SLAP through the applicable Sq, Gp and Wg/CCs to ensure awareness of all units owning the effected UTC.

3.3.3.4.2. The waiver does not in any way alleviate the postured commander from accurately reporting readiness of UTCs IAW AFI 10-244.

3.3.3.4.3. Units are not allowed to maintain UTCs in accordance with the proposed PUR package until the waiver is approved by the MRA FAM.

3.3.4. Ensure identified discrepancies found during inventories are documented and tracked until discrepancy is remedied.

3.3.5. Ensure unauthorized, excess equipment items are designated for proper disposition, IAW AFI 23-101, *Air Force and Materiel Management*.

CHAPTER 4

EQUIPMENT MAINTENANCE

4.1. Equipment Storage

4.1.1. All storage facilities will adhere to general warehousing requirements IAW AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*.

4.1.2. Equipment items will be stored in a manner to minimize degradation and maximize sustainment; equipment items susceptible to degradation due to exposure to certain weather conditions should be stored indoors or provided protection to the maximum extent possible.

4.1.3. All equipment items will have adequate storage; designated storage locations will be clearly labeled and high-use equipment items will be located as close to the “point-of-use” as possible.

4.1.4. **(CRGs Only)** The equipment of CRG forces will be ready to load 12 hours after receipt of EXORD or VOCO.

4.2. Equipment Maintenance:

4.2.1. All units will maintain equipment IAW appropriate instructions, technical orders and manuals.

4.2.2. Unit Commanders will:

4.2.2.1. Ensure all personnel maintaining equipment acquire proper training and certifications.

4.2.2.2. Optimize serviceability and availability of equipment items designated to their unit; unserviceable equipment should be returned to a serviceable condition as soon as resources are available.

4.2.2.3. Track rates of serviceability and availability of equipment and report readiness assessments in applicable systems IAW AFI 10-201.

4.2.2.4. Ensure equipment custodians do not dispose of assets without coordinating through the host Logistics Readiness Squadron Equipment Management Office when the equipment item is no longer listed on the UTC’s approved LOGFOR.

4.2.3. UTC equipment, or assets critical to UTC equipment upkeep, rendered unserviceable for more than 90 days will be briefed to the Wing Commander during monthly Readiness Reporting briefings.

4.3. Equipment Resupply:

4.3.1. All replenishment of equipment items will address the minimal sustainability requirements.

4.3.2. All replenishment of equipment items will follow equipment purchase guidance (see [Chapter 2](#), Section 2.2 and [Attachment 3](#))

4.3.3. Units will develop centralized supply points for delivery of ordered equipment items—upon arrival, ordered items will be vetted by appropriate, designated personnel prior to acceptance of equipment items.

CHAPTER 5

EQUIPMENT DEPLOYMENT & RECONSTITUTION PROCEDURES

5.1. Equipment Deployment

5.1.1. When possible, deploying UTCs will only be filled with equipment assigned to the tasked unit. It is the responsibility of each tasked unit commander to maintain documentation to ensure proper accountability of UTC equipment items on-hand, on-order, or required for deployment.

5.1.2. Upon tasking notification, if the tasked unit cannot fulfill its equipment requirements, a LIMFAC process will be initiated by the Unit Deployment Monitor (UDM) IAW **Table 1** and complete the LIMFAC justification MFR (**Attachment 6**). If the tasking cannot be supported by another Group from within the Wing, then the shortfall process will be initiated.

Table 5.1. LIMFAC/Shortfall Hierarchy Steps

STEP	AO	ACTION
1	Unit	The tasked unit UDM will review all assigned equipment. If the sourced unit is unable to meet the requirement then a review of possible suitable substitutions will be conducted in coordination with the deployed unit's Group/CC. If the sourced unit is still unable to fill the requirement the LIMFAC process described herein
2	Unit	The tasked unit will prepare a LIMFAC memorandum using the template in Attachment 6 of this document. The LIMFAC memorandum will be signed by the tasked unit commander (Sq/CC or DO for the Air Mobility Operations Squadron (AMOS), Mobility Support Advisory Squadron (MSAS), Mobility Support Operations Squadron (MSOS); Group/CC or CD for CRGs). LIMFAC MFRs for
3	Group/ Wing Logistics	The tasked group UDM will provide a signed copy of the LIMFAC MFR to the logistics planners for review. Upon review the wing logistics planners will send the MFR to the opposite coast unit commanders, wing logistic planners, and UDMs to direct a fill action. Note: Challenges to a significant mission impact justification will be resolved between the two bi-coastal tasked unit commanders. between the tasked unit commanders, the tasked group will elevate the LIMFAC the next higher commander for a final decision.
4	Group	If a suitable replacement/substitute is identified from the opposite coast, that Group's UDM will submit a LIMFAC response MFR using the template in Attachment 8. The tasked team chief will then submit a new M&M to document the new unit sourcing selection. If a suitable replacement/substitute from the opposite coast cannot be identified, that Group's UDM will complete a LIMFAC response MFR using the template in Attachment 9.
5	Unit/Wing Logistics Planner	If the group is unable to find a suitable replacement within the wing the original tasked unit, in coordination with the wing logistics planner, will initiate a shortfall and generate a AF Form 4006 IAW AFI 10-401, AFI 10-403, and the IDP for the tasked UTCs to be filled outside of the CRW. Note: Wing shortfall will only be conducted if TPFDD is populated and sourced with ULN to the unit.

6	Group	The tasked unit will maintain active LIMFAC Memorandums in the WTS “Mission Files” link.
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5.1.3. Units Commanders will:

5.1.3.1. Assign and properly train an appropriate number of Equipment Custodians (EC) for each UTC Equipment Account assigned to accomplish assigned METs.

5.1.3.2. Assign and properly train an appropriate number of Deployed Equipment Custodians (DEC) for each UTC tasked to accomplish assigned METs.

5.1.4. Equipment Custodians will:

5.1.4.1. Maintain alert equipment while in-garrison to meet the unit’s DOC statement response commitment.

5.1.4.2. Report all equipment status changes to unit leadership and UDMs/Readiness Reporting Managers.

5.1.4.3. Issue tasked equipment to DEC and complete Deployed Equipment Listing (DEL) or NGV 581 with host LRS and ITEM inventory with host CS prior to equipment departing home-station.

5.1.4.4. Not dispose of assets without coordinating through the host Logistics Readiness Squadron Equipment Management Office when the equipment item is no longer listed on the UTC’s approved LOGFOR.

5.1.5. Deployed Equipment Custodians will:

5.1.5.1. Inventory and assume responsibility of tasked equipment on the NGV 581 from the EC.

5.1.5.2. Maintain accountability of all assigned equipment throughout the deployment. If equipment is lost or damaged during deployment, notify home-station EC immediately.

5.1.5.3. Ensure no equipment will be left in a deployed location without confirming that the host base LRS has transferred the equipment to the deployed LRS/EAE’s supply account.

5.2. Equipment Reconstitution.

5.2.1. IAW AFI 10-202, UTCs in CRG units will be reconstituted to full operational capacity within 72 hours of return to home station.

5.2.2. Equipment Custodians will develop a checklist for SOP for inclusion in AFTTP 3-4.7.

5.2.3. Wing Logistics Planners will forward the deployed unit’s redeployment plan required by AFI 10-201, [Paragraph 4.3.5](#), to all applicable wing agencies. At a minimum, this will include the transportation and reconstitution plan/schedule for personnel and equipment and a POC for each chalk to ensure reception support is coordinated with host base.

5.2.4. Unit Commanders will develop internal processes and programs to ensure redeployment activities comply with all required AFIs, host wing Installation Deployment Plan (IDP) and this memorandum. At a minimum, this will include procedures for:

5.2.4.1. Individual equipment, weapons, ammunition and COMSEC turn-in.

5.2.4.2. Retrieval of UTC equipment from the host base cargo yard.

5.2.4.3. Coordination with the deployed commander or team chief to identify any known equipment issues as well as consumable replenishment requirements prior to teams return to home station to facilitate the 72-hour reconstitution timeline.

5.2.4.4. Establishing an inspection program to ensure UTC equipment items have been properly reconstituted and are available for immediate deployment if required.

5.2.4.5. In addition to making sure UTC statuses are assessed in AEF Reporting Tool, notify associated Group Commanders of UTCs that cannot be brought to full operational capacity within the 72 hour timeframe.

5.2.5. Unit Deployment Managers will:

5.2.5.1. Monitor the overall progress of the re-deployment and reconstitution process. For all “Major” deployments, UDMs will work with 621 CRW/XP to ensure accurate and up-to-date status information is reported. “Major” deployments are defined in Wing Mission and Deployment Execution Policy, dated 22 Aug 17.

5.2.5.2. Ensure the AEF Reporting Tool is kept up to date.

5.2.5.3. Ensure the appropriate chain of command is briefed on the status of all issues and LIMFACs preventing the UTC(s) from achieving full mission capability.

5.2.6. Deployed Commander or Team Chief will:

5.2.6.1. Ensure the re-deployment plan is developed and sent IAW AFI 10-202, A3.2.14 and includes the 621 CRW WOC and the Wing Logistics Planners in coordination.

5.2.6.2. Ensure qualified personnel are available to download specialty equipment (i.e., HELAMS) upon arrival at home station, and ‘certification letter’ equipment is downloaded properly from aircraft before personnel depart. When unable, coordinate for DET certified personnel to assist.

5.2.6.3. Develop a UTC discrepancy/reconstitution report to identify all equipment related issues and/or re-supply requirements needed to return UTC to a fully mission capable status.

5.2.7. Deployed Equipment Custodians (DEC) and Equipment Custodians (EC) will:

5.2.7.1. Inspect/inventory UTC assigned equipment and ensure signed inventories are sent to the host base LRS and CS returning the equipment to an in-garrison status within 24 hours of return in accordance with AFMAN 23-122 **Paragraph 5.4.2.8.6.**

5.2.7.2. Work with the UDM office and EC to accomplish turn-in of UTC Equipment.

5.2.7.3. Submit AF Form 2005(s) to applicable agencies when an item from the deployed UTC Equipment has been consumed/used.

RYAN T. MARSHALL, Colonel, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES/ABBREVIATIONS AND ACRONYMS

References

DoD 4500.9R, *Defense Transportation Regulation (DTR)* AFI 10-215, *Personnel Support for Contingency Operations* AFI 10-401, *Air Force Operations Planning and Operations* AFI 10-403, *Deployment Planning and Execution*

AFI 23-101, *Air Force Material Management*

AFI 24-201, *Cargo Movement*

AFI 31-101, *AF Installation Security Program*

AFI 36-2908, *Family Care Plans*

AFI 38-205, *Manpower & Quality Readiness and Contingency Management*

AFMAN 10-100, *Airman's Manual*

AFMAN 10-401, Volume 1, *Operation Plan & Concept Plan Development and Implementation*

AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFI 10-202, *Expeditionary Air Mobility Support Operations Travis Installation Deployment Plan*

JBMDL Installation Deployment Plan

Abbreviations and Acronyms

AEF—Air and Space Expeditionary Force **AFI**—Air Force Instruction

AMAG—Air Mobility Advisory Group **ASC**—Allowable Source Code

CA/CRL—Custodian Authorization/Custody Receipt Listing (also known as R-14) **COA**—Course of Action

COMSEC—Communications Security **CRG**—Contingency Response Group **CRW**—Contingency Response Wing **CS**—Communications Squadron

DEC—Deployed Equipment Custodian **DEL**—Deployed Equipment Listing **DOC**—Designed Operational Capability

DRRS—Defense Readiness Reporting System **EC**—Equipment Custodian

EMB—Equipment Management Board **FAM**—Functional Area Manager

FAR—Federal Acquisition Regulation **GPC**—Government Purchase Card **IAW**—In Accordance With

ITEC—Information Technology Equipment Account **LIMFAC**—Limiting Factor

LOGDET—Logistics Detail

LOGFOR—Logistics Force Packaging System **LOGPLAN**—Logistics Plan

LOGPLANS—Logistics Planning System LRS—Logistics Readiness Squadron MET—Mission Essential Task

MRA—MEFPAK Responsible Agency

OGV—Group Standardization and Evaluation OPR—Office of Primary Responsibility

PID—Plan Identification Number POC—Point of Contact

PUR—Pilot Unit Review

PURWG—Pilot Unit Review Working Group

R-14—Custodian Authorization/Custody Receipt Listing (also known as CA/CRL) R-15—Organizational Visibility List

SLAP—Senior Leader Approval Process SME—Subject Matter Expert

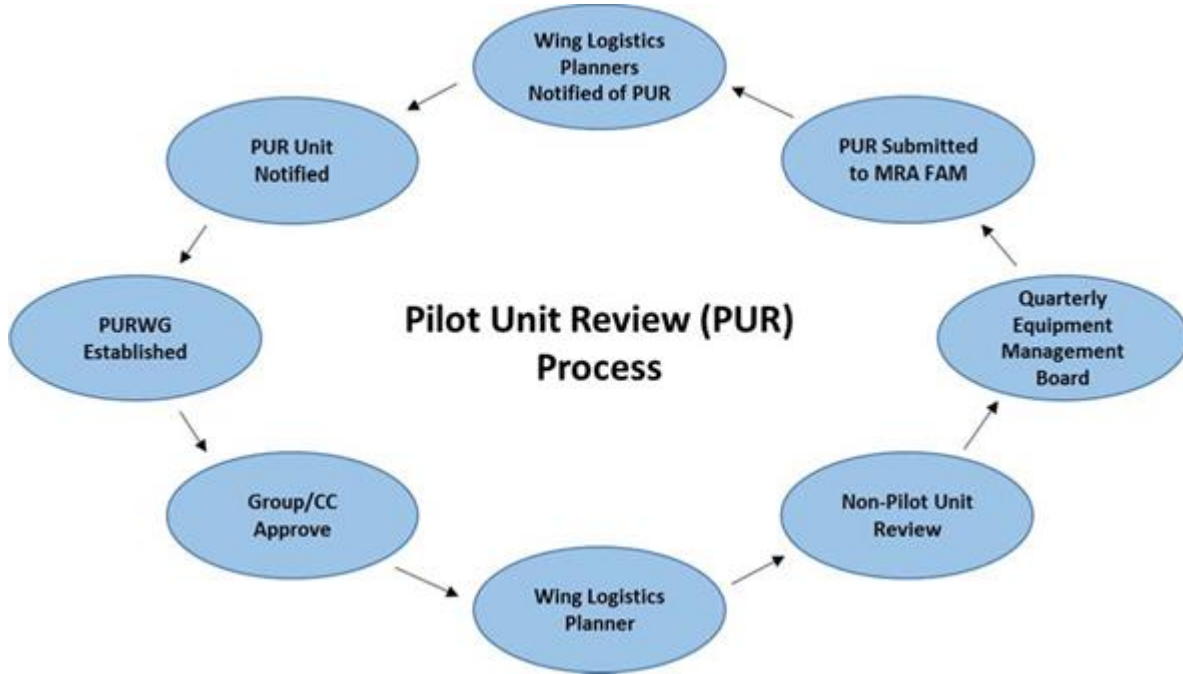
SOP—Standard Operating Procedure TMT—Task Management Tool UDM—Unit Deployment Manager UTC—Unit-Type-Code

WOC—Wing Operations Center XP—Wing Plans and Programs

ATTACHMENT 2

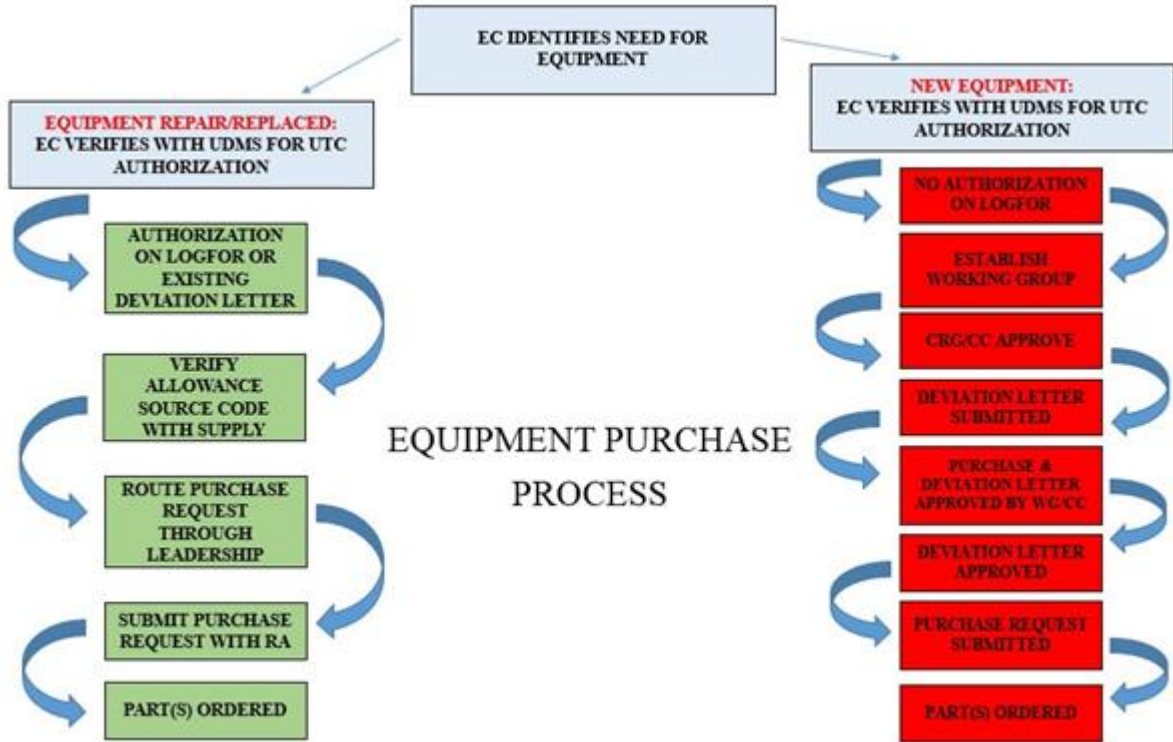
PILOT UNIT REVIEW (PUR) PROCESS

Figure A2.1. PILOT UNIT REVIEW (PUR) Process



ATTACHMENT 3 EQUIPMENT PURCHASE PROCESS

Figure A3.1. Equipment Purchase Process



ATTACHMENT 4

SAMPLE LOGDET DEVIATION APPROVAL MEMORANDUM

Figure A4.1. Sample LOGDET Deviation Approval Memorandum, Part 1

Note: For the 621 AMAG, the MFR will be sent directly to the 621 CRW/CC for concurrence as the 1st indorsement.

DD MMM YY

MEMORANDUM FOR XXX Group/CC (*Opposite Coast for CRGs*)

FROM: XXX Group/CC (*Requesting Coast*)
XXXX XXXXX
XXXXX, XX XXXXX

SUBJECT: LOGDET Deviation Approval—UTC XXXXX

1. **Attachment 1** identifies additions/deletions of allowance standard code (ASC) “A” equipment and vehicles on the above mentioned UTC.
2. IAW AFI 10-403, paragraph 2.33.11.2., MAJCOM FAMs are the approval authority for any significant tailoring action such as addition or deletion of equipment items (see **Attachment 1**). IAW AFI 10-403, paragraph 2.33.11.4, adding equipment items to LOGDET is prohibited unless the item has been added to the standard UTC by its Pilot Unit and approved by the HAF FAM and LOGDET Manager for that UTC. IAW AFI 10-401, paragraph 5.18.7.2., adding additional AS equipment items and/or vehicles of any sort to LOGDET is prohibited unless the Pilot Unit has added the item to the standard UTC or a unit has obtained MAJCOM UTC FAM approval in writing.
3. Please contact **Rank and Name**, 621 CRW/AFSC Functional at DSN ###-#### or e-mail at with regards to the tailoring of this UTC.
4. If you have any questions please contact **Rank and Name** at DSN XXX-XXXX or by e-mail at

FIRST MI. LAST, Colonel, USAF
XXX Group/Commander

UTC XXXXX Equipment Deviation Listing

1st Ind, XXX Group/CC (*Opposite Coast for CRGs*)

MEMORANDUM FOR 621 CRW/CC

Concur/Non-Concur

FIRST MI. LAST, Colonel, USAF
XXX Group/Commander

2nd Ind, 621 CRW/CC

MEMORANDUM FOR AMC/A3CM

Concur/Non-Concur

FIRST MI. LAST, Colonel, USAF
621 CRW Commander

3rd Ind, AMC/A3CM MEMORANDUM

FOR 621 CRW/CC

Approve/Disapprove

FIRST MI. LAST, Rank, USAF
Signature Block

Figure A4.2. Sample LOGDET Deviation Approval Memorandum, Part 2

Attachment 1
UTC XXXXX Equipment Deviation Listing Items added to UTC

Equipment Item	Quantity	LOGPLAN Inc, Itm, Suffix	NSN	Reason for Addition

Figure A4.3. SAMPLE LOGDET DEVIATION APPROVAL MEMORANDUM, Part 3

Items deleted UTC				
Equipment Item	Quantity	LOGPLAN Inc, Itm, Suffix	NSN	Reason for Deletion

ATTACHMENT 5
SAMPLE DISCREPANCY REPORT LETTER

Figure A5.1. Sample Discrepancy Report Letter

DD MMM YY

MEMORANDUM FOR 621 CRSS/DOR or 821 CRSS/DOR

FROM: Unit/CC

SUBJECT: Discrepancy Report Letter-UTC: XXXXX/LOGPLAN: XXXXX

1. The following identifies deficiencies:

Nomenclature	LOGPLAN Inc, Item, Suffix	NSN	QTY	Reason for Deficiency

2. The following identifies serviceability discrepancies:

Nomenclature	LOGPLAN Inc, Item, Suffix	NSN	QTY	Serviceability Issue/GWD

3. If you have any questions please contact me at DSN XXX-XXXX or via e mail at firstname.lastname@us.af.mil.

FIRST MI. LAST, Rank, USAF
Commander

cc: Other unit CCs as required

ATTACHMENT 6

SAMPLE TAILORING AUTHORIZATION MEMORANDUM

Figure A6.1. Sample Tailoring Authorization Memorandum

DD MMM YY

MEMORANDUM FOR 621 CRSS/DOR or 821 CRSS/DOR

FROM: Mission/CC

SUBJECT: Tailoring Authorization-UTC: XXXXXX/LOGPLAN: XXXXXX

1. All tailoring actions have been documented in the attached LOGPLAN material list with my approval for the above mentioned UTC for mission XXXXXXX.
2. If you have any questions please contact me at DSN XXX-XXXX or via e-mail at firstname.lastname@us.af.mil

FIRST MI. LAST, Rank, USAF
Mission Commander

ATTACHMENT 7

SAMPLE LOGDET PILOT UNIT REVIEW WAIVER APPROVAL MEMORANDUM

Figure A7.1. Sample LOGDET Pilot Unit Review Waiver Approval Memorandum

DD MMM YY
MEMORANDUM FOR AMC/A3MC
FROM: 621 CRW/CC
SUBJECT: LOGDET Pilot Unit Review Waiver Approval—UTC XXXXX
1. UTC: XXXXX was opened for Pilot Unit Review by the 621st Contingency Response Wing on DD MMM YY and was last approved by HQ USAF on DD MMM YY.
2. IAW AFI 10-403, paragraph 2.33.11.2., MAJCOM FAMS are the approval authority for any significant tailoring action such as addition or deletion of mobility equipment items that will otherwise impact the overall mission or movement of a UTC (see Attachment 1).
3. The 621st Contingency Response Wing requests a waiver to not maintain UTC: XXXXX based on the LOGFOR approved by HQ USAF on DD MMM YY, but rather based upon the proposed LOGFOR attached (see Attachment 1).
4. In order to effectively use resources within my Wing, I am accepting the risk associated with this waiver request to maintain UTC XXXXX in accordance with the proposed LOGFOR (Attachment 1).
5. Please contact Rank and Name, 621 CRW/AFSC Functional at DSN ###-#### or e-mail at with regards to the tailoring of this UTC.
6. If you have any questions please contact Rank and Name at DSN XXX-XXXX or by e-mail at
FIRST MI. LAST, Colonel, USAF Commander
1 Attachment Proposed LOGFOR for UTC XXXXX

1st Ind, AMC/A3CM MEMORANDUM

FOR 621 CRW/CC

Approve/Disapprove

FIRST MI. LAST, Civ, USAF
Chief, Expeditionary Operations Branch

ATTACHMENT 8

SAMPLE PERSONNEL/EQUIPMENT LIMFAC MEMORANDUM

Figure A8.1. Sample Personnel/Equipment LIMFAC Memorandum

DD MMM YY

MEMORANDUM FOR 621 CRSS/DOR or 821 CRSS/DOR

FROM: Tasked Unit/CC

SUBJECT: Personnel / Equipment LIMFAC for Tasking Summary

1. Personnel / Equipment LIMFAC is being submitted for the following reason(s):

- a. _____ Personnel / Equipment not assigned
- b. _____ Lack of qualified personnel / NMC equipment
- c. _____ Lack of deployable personnel (e.g. DAV code limitation)
- d. _____ Other (Reason: _____)

2. Tasking detail:

UTC	AFSC or Equip Inc	# Tasked	# Assigned	# Available

3. Justification: Provide detailed justification why unit is unable to fill the task(s).

4. Please direct any questions regarding this LIMFAC to my POC, Rank/First/Last Name, DSN XXX-XXXX.

FIRST MI. LAST, Rank, USAF
Commander

cc: Other Group CC

ATTACHMENT 9

SAMPLE FILL LIMFAC RESPONSE MEMORANDUM

Figure A9.1. Sample Fill LIMFAC Response Memorandum

DD MMM YY

MEMORANDUM FOR 621 CRSS/DOR or 821 CRSS/DOR

FROM: Unit filling tasking/CC

SUBJECT: LIMFAC Response - Tasking Summary

1. The following personnel / equipment is available to fill the tasking description for the dates of DD MMM YY to DD MMM YY.

UTC	AFSC or Equip Inc #	Rank	Last Name	First Name

2. Please direct any questions regarding this LIMFAC to my POC, Rank/First/Last Name, DSN XXX-XXXX.

FIRST MI. LAST, Rank, USAF
Commander

cc: Original Tasked Group/CC

ATTACHMENT 10

SAMPLE NO FILL LIMFAC RESPONSE MEMORANDUM

Figure A10.1. Sample No Fill LIMFAC Response Memorandum

DD MMM YY

MEMORANDUM FOR 621 CRSS/DOR or 821 CRSS/DOR
 INFO: Original Tasked Group/CC

FROM: Unit filling tasking/CC

SUBJECT: Personnel/Equipment LIMFAC for <Tasking Summary>

1. The following tasked UTCs are unable to be replaced/substituted by the secondary operating location:

UTC	AFSC or Equip Inc #	# Auth Pers	# Assgn Pers	# Avail Pers

2. Justification: <Provide detailed justification why unit is unable to fill the task(s). If DAV code or other limiting factors prevent selection, request get well date.>

AFSC	Rank	Last	First	Reason and GWD

3. Please direct any questions regarding this LIMFAC to my POC <POC Information>.

FIRST MI. LAST, Rank, USAF
 Commander