BY ORDER OF THE COMMANDER 46TH TEST WING

46TH TEST WING INSTRUCTION 23-101

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Supply

MATERIEL CONTROL

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(Col Glenn Ferguson)

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This instruction establishes responsibilities and procedures for ordering, backordering, and tracking parts with Integrated Maintenance Data System (IMDS) and the Enterprise Solution-Supply (ES-S). It applies to all personnel assigned to the 46 TW and to all agencies involved with maintenance on aircraft/equipment maintained by the 46 TW on Eglin AFB, to include TDY locations that utilize IMDS (Test, Measurement, and Diagnostic Equipment (TMDE) will use PMEL Automated Management System (PAMS).

SUMMARY OF CHANGES

Updated references to AFI 21-101, *Aerospace Equipment Maintenance Management*, to include AFMC Sup 1 and deleted references to AFMCI 21-119, *Objective Center/Test Wing Aircraft Maintenance Management Policy*. This instruction establishes time guidelines for processing Two-Level Maintenance (2LM) reparable assets.

1. Maintenance Supply Liaison (MSL) Responsibilities.

1.1. The 46 TW Maintenance Supply Liaison (MSL) is responsible for ensuring Supply Support Units (SSUs) and maintenance repair shops comply with this instruction.

1.2. The MSL will:

1.2.1. Serve as the supply liaison between 46 TW and 96 LRS.

1.2.2. Attend the 96th Logistics Readiness Squadron (96 LRS) Quarterly Customer Forum meetings to provide feedback on customer support and address any supply support issues.

1.2.3. Provide guidance on maintaining bench stock, forward supply points, repair cycle management, and due-in-from-maintenance (DIFM) management.

1.2.4. Conduct semi-annual surveillance inspections on maintenance materiel control processes to include the precious metal program.

2. Supply Support Units. The 46th Aircraft Maintenance Squadron (46 AMXS) SSUs and maintenance repair shop managers will be thoroughly familiar with processes and responsibilities involved with ordering and tracking parts as summarized below.

2.1. SSUs and maintenance repair shops will:

2.1.1. Receive and process parts requests from maintenance technicians/specialists.

2.1.1.1. Maintain AF Form 2413, *Supply Control Log;* AF Form 2005, *Issue/Turn-In Request*, or a locally developed computer log (i.e., automated log in PAMS), recording all parts ordered from 96 LRS; verify status with the Daily Document Register (D04), Priority Monitor Report (D18), and the Monthly Due-out Validation Listing (M30) or use printouts of requests made via the supply interface in lieu of AF Form 2413 and AF Form 2005.

2.1.1.2. Verify and monitor backordered requests to prevent unwarranted mission-limiting conditions, cannibalizations (CANNs), priority abuses, or wasted money. ***Note***: IMDS printouts may be used instead of AF Form 2413 and AF Form 2005 with flight chief approval. Locally developed logs must contain, as a minimum, all entries/columns found on AF Form 2413 and flight chief approval. Complete all columns on forms.

2.1.1.3. File completed AF Form 2413 and AF Form 2005 in accordance with AFMAN 37-123, *Management of Records*, and dispose of in accordance with AFRIMS.

2.1.2. Deliver reparable asset to the appropriate repair shop. Prompt processing is paramount for asset replenishment. Use direct Not Reparable This Station (NRTS) list for assets directly processed through 96 LRS Flight Service Center (FSC). Ensure all entries on AFTO Form 350, *Reparable Item Processing Tag*, are completely filled in IAW TO 00-20-2, Chapter 8, and accompany all property before forwarding to the repair shop or the Base Supply FSC.

2.1.3. Manage and maintain 46 AMXS Support Section bench stock IAW AFI 21-101 and AFMAN 23-110, Vol II; Part 2, Chap 25, and Part 13 to include AFMC and AAC supplements.

2.1.4. Manage and maintain applicable reports and listings (including the D04, D18, D19, D23, M30, M04, Q13, S04, R31, R35, etc.). Ensure date, time, printed name and signature of individual validating each report or listing is annotated. Paperless efforts are highly encouraged; however, proof of validation is still required. Verify and monitor backordered requests to prevent unwarranted, mission-limiting conditions, CANNs, priority abuses, and wasted money.

2.1.5. Establish a storage area for reusable containers.

2.1.5.1. Maintain an inventory list of containers in stock number sequence and all base agencies that may utilize reusable containers (supply, operations, and transportation).

2.1.5.2. Consolidate work centers as authorized. Designate container locations.

2.1.5.3. Conduct a monthly review of containers.

2.1.5.4. Upon receipt of a serviceable part from Base Supply, check the D23 for location of unserviceable property. Contact location and forward container, if necessary.

2.1.6. Annually, coordinate with the 46th Maintenance Squadron (46 MXS) backshops, the Air Force Repair Enhancement Program (AFREP), and MSL on candidates for direct NRTS list. The MSL will consolidate all inputs and forward for inclusion in the master direct NRTS listing.

2.1.7. Maintain a current list of personnel authorized to receive classified components.

2.1.8. Validate items requiring functional check, calibration, or operational programming flight prior to use; review and update annually. SSUs will coordinate with 46 AMXS. Forward the functional check list to the MSL; MSL will then forward the list to the 96 LRS Materiel Management Flight.

2.1.9. Locate easily accessible and visible EOQ/XB3 pickup point containers in or near each maintenance work center to encourage turn-in of unneeded items. Containers will be sorted into three categories; serviceable, unserviceable and scrap. All items will be tagged accordingly for identification and serviceability. Inspect the containers on a weekly basis for unauthorized items and contact the MSL or Base Supply personnel to schedule a pickup date/time.

2.1.10. CANN procedures can be found in 46 MXG OI 21-122, *Control of Cannibalization*.

2.1.11. Perform follow-up action with MSL to resolve supply-related issues.

2.2. SSUs will:

2.2.1. Manage and maintain the 46 AMXS Support Section aircraft tail number bins (TNBs) and items removed to facilitate other maintenance (FOM) IAW AFI 21-101, paragraph 11.24. If at all possible do not store aircraft panels one on top of the other. Store panels in vertical position with protective padding or a rubber mated type of material underneath. This storage practice will assist in prevention of potential scratches, dents, tears in panel material, etc. The importance of this storage practice is to ensure the original shape, form, design and function of panel is not compromised. It is imperative that all aircraft parts stored in TNB/FOM storage maintain their functional integrity and have the ability to be used for original intended purpose.

2.2.2. Participate in aircraft document reviews. Validate parts requirements using inquire by serial number function. Ensure mark-for and delivery destination data are correct on all due-outs.

2.3. The maintenance repair shops will:

2.3.1. Repair, determine NRTS, or condemn the asset. Use AF Form 2520, *Repair Cycle Control Log*, or DD Form 1348-1, *DoD Single Line Item Release/Receipt Document* and DD Form 1348-1A, *Issue Release/Receipt Document*, to record all due-in from maintenance (DIFM) information and ensure signature of recipient.

2.3.2. Schedule and control all repair cycle assets through repair flights based on priority. See TO 00-20-3 for further instructions. Use AFTO Form 350 or IMDS Screen 380 to control work; regardless of which method is used, supply status must be current and accurate.

2.3.2.1. Establish a file in priority sequence with three sections when using AFTO Form 350: In Work (INW), Awaiting Maintenance (AWM), and Awaiting Parts (AWP).

2.3.2.2. All work orders will be prioritized on IMDS Screen 380 by scheduling dates and times.

2.3.3. Use AF Form 2520 or DD Form 1348-1/1A to record all turn-ins.

2.3.4. Flights or elements that cannibalize aircraft parts will establish shop-level internal procedures for controlling cross-cannibalization of reparable assets to reduce AWP end units (see paragraph 3.1.10).

3. Requirements Processing.

3.1. Prior to ordering, the SSU technician or specialist will verify Urgency of Need Designator (UND) A, B, or C requests. Ensure the proper Urgency Justification Code (UJC), priority designator, and Standard Reporting Designator (SRD) is mission-capable (MICAP) reportable and correct. Check applicable TO data, research accuracy of part number, and validate for possible suitable substitutes.

3.1.1. All MICAP processing requires Production Superintendent (Pro Super)/flight chief approval.

3.1.2. Backorders require Pro Super/element chief approval, except routine backorders.

3.2. Maintain AF Form 2413 and AF Form 2005; recording all parts ordered from 96 LRS. Verify status by utilizing D04, D18, and M30 reports.

3.2.1. Annotate on the AF Form 2413 or locally developed computer log, the date and time ordered/received and warehouse person contacted in 96 LRS. High priority call-ins/issues are ordered 02-aircraft-related and AGE and 03-for all other repairs. Place the AF Form 2005 in the inactive file for at least 1 calendar year.

3.2.2. As parts are received, line through entire entries on the AF Form 2413 until complete. Maintain in accordance with AFPD 33-3, *Information Management*, and AFMAN 37-123, *Management of Records*, and dispose of in accordance with AFRIMS**.** **Note:** Locally developed logs will contain, as a minimum, all entries as shown on the AF Form 2413.

3.3. SSUs will order requests using IMDS Screen 497, Option 1 (Order Unscheduled Maintenance Asset), which will transfer to Screen 072 (ES-S Issue Request Transaction). Use Order Option 1 and input all blocks except Transaction Exception (TEX) Code, FAD Code, MICAP Flag, and Deployed Code.

3.3.1. High-priority on-base issues are ordered priority 02/03 AA.

3.3.2. Delayed discrepancies are ordered 03/04 BQ. Routine requests are ordered priority 05 using IMDS screen 072 with "order option" left blank.

3.3.3. Input employee number, NSN, quantity, unit of issue, work unit code (WUC) input of Z, delivery destination, priority of 05, UJC CZ, work center mnemonic, organization and shop code; then transmit.

3.4. The Request will output either an issue, kill, or reject notice. The Standard Base Supply System (SBSS) will automatically backorder the requested asset if none are in stock for urgency justification code (UJC) of B or C (UJC of BQ not included). Contact the Base Supply Customer Service Element (CSE) to initiate order when IMDS is down. All stock numbers not loaded must be loaded by the CSE. Once loaded, use IMDS Screen 497, Option 4 (resubmit kill priority or reject) and input requested data. IMDS will output a requisition number from Base Supply. Annotate AF Form 2413 and AF Form 2005. Some CZ requirements will not provide a requisition number immediately. Use D04, D18, M30 reports to follow up by referencing the requisition number.

3.4.1. When the request issues, contact the expediter, Pro Super or AMU NCOIC upon receipt of parts. Update the AF Form 2413 or AF Form 2005 accordingly.

3.4.2. When the request kills, IMDS will possibly output an Other Asset Notice (I023), listing mission support kit (MSK), mission readiness spares package (MRSP), bench stock, supply point, or special purpose recoverable authorized maintenance (SPRAM) asset.

3.4.2.1. Contact the CSE to issue the part when an on-hand balance exists on the kill notice. The CSE will provide a new document number to use for DIFM turn-in. Annotate the document number on an AF Form 2413 or AF Form 2005. Upon receipt of the part, SSUs will contact the expediter and Pro Super.

3.4.2.2. Annotate TRN in the remarks section of the AF Form 2520, AF Form 2413 or AF Form 2005, indicating possible turnaround action, when there is a zero balance on base for the item ordered and it is a repair cycle item.

3.4.2.2.1. Use TRN processing procedures (see paragraph 4.6.) when the repair shop can restore the part without backordering bits and pieces through the ES-S. Repair shops will inform the SSU when the item is available for pickup.

3.4.2.2.2. When bits and pieces are required to be ordered, the repair shop will contact the applicable SSU to reprocess the document number using TEX Code 7. The SSU will inform the repair shop of the loaded document number, cross through TRN and write TEX 7. Repair shops will contact either the SSU or MSL to help determine whether to MICAP the end item or bits and pieces, based upon the parts availability. Repair shops will order the bits and pieces against the document number or the end item, placing the end item in AWP status. Shops ordering AWP items must input TEX Code 4 (fill or kill), check other possible base assets, and forward the AWP bits and pieces document number to SSU who will annotate the document numbers on the AF Form 2520, AF Form 2413 or AF Form 2005.

3.4.2.3. When end items are ordered, reprocess the kill notice, TEX M and contact either the SSU or MSL to firm the due-out in ES-S. Repair shops will contact the SSU, who will reflect MICAP upgrade on the AF Form 2520, AF Form 2413, or AF Form 2005.

3.4.3. When the IMDS input rejects; perform research actions to re-accomplish the transaction and clear all rejects as soon as possible. Contact the MSL for assistance, if needed.

3.5. SSUs and back shops will input MICAP information for all aircraft, AGE, and engine end-items utilizing the ES-S web site.

3.6. Initiate all aircraft CANNs through the 46 MXG, Maintenance Operations Center (MOC). The MOC will provide a CANN job number. Shops that CANN aircraft parts will use IMDS Screen 083 (Schedule CANN) and input the CANN job number and other pertinent data. IMDS will transfer to Screen 516 (Transfer Asset Accountability), then Screen 353 (ES-S MICAP 46 Notification Transaction) or 481 (SBSS Due-in/Due-out Update Transaction), depending on the type of CANN performed and the input requested data. Contact the SSU or MSL to input parts transfer into IMDS. Refer to 46 MXG OI 21-122 for further CANN guidance.

3.7. Reference 46 MXG OI 21-101, *Local Manufacture Procedures,* for local procedures.

4. Repair Cycle Processing.

4.1. Receive and transport reparable assets to the appropriate repair shop in an expedient manner. The 46 TW standards for movement of property are: MICAP, 2LM, and agile logistics- reparable assets to the repair shop within 1 hour after removal from aircraft or serviceable part receipt from Base Supply. All other reparable assets should be moved to the repair shop as soon as possible, but not later than end-of-shift

4.2. Input the current DIFM status and location in IMDS or provide the status to the FSC or MSL when IMDS is inactive. Transporting personnel will not leave repair shop until this action is complete. **Note**: DIFM status codes reflect the status of the unserviceable reparable asset, not the issued asset. The Repair Cycle Management List (D23) is used to manage the flow of DIFM assets in the repair cycle and to ensure the DIFM status is updated. Review the D23 daily to ensure the appropriate DIFM status and location codes are accurately reflected in IMDS and ES-S. The wing standard for DIFM asset turn-in is: pre-day (2), repair day (2) and post day (1).

4.3. The SSU will ensure flight line technicians complete all entries to AFTO Forms 350, annotating it as repair and return, the name of the repair shop, and maintenance priority code (MPC). The AFTO Form 350 will accompany all property to repair shops. Classified assets will have a stamp stating, "This item is classified and must be handled IAW AFI 31-401, *Information Security Program Management*," on the front of the AFTO Form 350. All parts handlers will ensure proper documentation, tags, and a reusable container (or equivalent) accompanies the asset throughout the repair cycle.

4.4. Use AF Form 2520 to record applicable information for TRN processing, and the kill notice document number, and ensure signature of recipient.

4.5. Upon delivery, the repair shop will reflect receipt of reparable assets by signing and dating the transporter's AF Form 2520 and input the appropriate DIFM status and location in IMDS or; if IMDS is inactive, provide the status to the FSC/MSL. The D23 must be reviewed daily to ensure the appropriate maintenance DIFM status codes and property locations are accurately reflected. ***Note***: DIFM status codes reflect the status of the unserviceable reparable asset, not the issued serviceable asset.

4.6. When the repair shop can restore the part without backordering bits and pieces through the ES-S, use TRN processing procedures. TRN procedures are only used when due-out document numbers cannot or will not be established (maintenance action codes A, F, G, K, L, or Z qualify for TRN transactions). Provide the SSU with an estimated completion time and date. Maintain AF Form 2521, *Turnaround Transaction Log*, or locally developed log and use a completed AFTO Form 350, part 2 (annotate TRN in Block 15), to process transaction into IMDS (Screen 352 – ES-S TRN Transaction). When IMDS is inoperable, contact the FSC or MSL to assist.

4.7. When assets are reparable and bits and pieces are needed, the repair shop will contact the SSU, placing items in AWP status. Annotate the AF Form 2413 with document number, time and individual contacted at the SSU. Shops ordering AWP items must input TEX Code 4 (fill or kill) and check other possible base assets. The repair shop will inform the SSU and ordering originator of all actions (repair, NRTS, or AWP). The SSU will require the document number, noun, quantity, and aircraft tail number.

4.8. When the applicable part cannot be repaired, the repair shop will call the SSU to re-input the kill notice, creating a due-out for the end item. SSU personnel will need an authorized verifier from the repair shop (provide authorization list to the MSL) and information from the TO. Provide the source maintenance and recoverability (SMR) code, quantity per assembly (QPA), next higher assembly (NHA) with part number, usable on code (UOC), acquisition advice code (AAC), TO, figure, index, and NRTS code. Annotate the AF Form 2413 with document number, time and individual contacted at the SSU.

4.9. Flights or elements that CANN aircraft parts will initiate CANNs through the MOC. The MOC will provide a CANN job number. Shops will use IMDS Screen 083 (Schedule CANN) and input the CANN job number and other pertinent data. IMDS will transfer to Screen 353 (ES-S MICAP Notification Transaction) or 481 (SBSS Due-in/Due-out Update Transaction), depending on the type of CANN performed and data input requested. Contact SSU or the MSL to input parts transfer into IMDS or ES-S. Elements that CANN aircraft parts will use proper procedures for cross-CANN of reparable assets to reduce AWP end units.

4.10. Ensure parts coded AWM and AWP are stored separately in clearly marked storage areas. Review the AWP Validation Listing (D19) daily, check for cross-CANN candidates; if cross-CANN is feasible, provide the FSC or MSL with DIFM AWP end item and due-out document numbers to update supply database. Ensure DIFM detail change inputs (i.e., DFM) reflect all end item changes by validating the D19 against the AF Form 2413 daily. Identify to MSL unacceptable supply status impacts for possible mission impact letters or disposition of assets to repair facility (only item managers have disposition authority); if directed to return asset to repair facility, ensure AFTO Form 350 tag reflects NRTS Code 4 authority.

4.11. Base Supply personnel will pick up NRTS items from repair shops and deliver to the FSC. All parts handlers will ensure proper documentation, tags, and reusable container (or equivalent) accompanies the asset throughout the repair cycle.

4.12. Repair shops will call the appropriate SSU when backordered aircraft MICAP parts are received.

5. Bench Stock and Forward Supply Point (FSP)

5.1. Bench stock on-hand balances will be monitored and appropriate actions taken to reorder items when bench stock on-hand quantities reach the 50 percent on-hand balance level. SSUs will contact 96 LRS Customer Service for all loads, changes, and deletes for bench stock details.

5.2. Forward Supply Points (FSP) will be managed using the Supply Point Listing (Q13). FSP manager will conduct a physical inventory monthly and annotate listing as applicable. FSP manager will contact 96 LRS FSC when an item gets issued from the supply point. 96 LRS FSC will process a maintenance support issue (MSI) and forward document to the FSP manager for signature. Signed documents will be kept in suspense file until detail shows as being updated on next Q13.

6. Non-MICAP Requirements Processing.

6.1. Prior to ordering, the technician or specialist will verify UND A, B, or C requests.

6.2. Order a part on IMDS Screen 497, Option 1, which will transfer to Screen 072. Use Order Option 1 and input all blocks except TEX Code, FAD Code, MICAP Flag, and Deployed Code. If the request is routine, order on Screen 072, leaving order option blank. Input employee number, NSN, quantity, unit of issue, WUC input with Z, delivery destination, priority of 05 or 06, UJC of BZ or CZ, work center mnemonic, organization/shop, and transmit. Shops ordering AWP items must input TEX Code 4 (fill or kill) and check other possible base assets.

6.3. Requests will issue, kill, reject, or automatically backorder, depending on UJC. If request kills, IMDS will output an I023, which may list other possible assets. All stock numbers not loaded will be loaded by Base Supply. Once loaded, use IMDS Screen 497, Option 4 (resubmit kill priority or reject), and input requested data. IMDS will output a requisition number from Base Supply. ES-S will automatically backorder the requested asset if there are none in stock for UND of B or C (except UJC BQ).

6.4. When zero balance is indicated on the I023 notice, go to Screen 497, Option 4, and input the document number. IMDS will transfer to Screen 072; input order option 2, employee number, change UJC code to appropriate non-MICAP UJC, TEX Code M and transmit.

6.5. IMDS will output a requisition number from Base Supply. Annotate AF Form 2005 and AF Form 2413. Some CZ requirements will not provide a requisition number immediately. Follow up with D04/D18/M30 report for requisition number.

6.6. Refer to paragraphs 4.1. through 4.12., for repair cycle asset procedures.

6.7. The repair shop originator will call all backordered aircraft delayed discrepancies to the appropriate SSU. This also includes aircraft backorders received by the ordering originator.

7. Procedures for Inoperative IMDS.

7.1. Refer to same procedures for MICAPs and non-MICAPs when IMDS is operational. Back order through 96 LRS to include an authorized verifier and give all pertinent data.

7.2. The repair shop will call, fax, or email all backordered aircraft MICAPs and aircraft-delayed discrepancies to the appropriate SSU or MSL to update ES-S. Inform MSL for non-aircraft requisitions. Utilize paragraphs 4.1 through 4.12 for repair cycle asset procedures.

8. Removal of Bits and Pieces from Condemned Assets. Repair shops may remove selected bits and pieces from condemned end items. All XD items require item manager approval before removal. Only items not exceeding 75 percent economic repair criteria are allowed bits and pieces removed from items. All items will be tagged with a DD Form 1574, *Serviceable Tag – Materiel*, and stored as operating stock or turned into 96 LRS, if no future requirement is anticipated. All XD/XF items will be tagged with DD Form 1577-1, *Unserviceable (Condemned) Label – Materiel*, or 1577–2, *Unserviceable (Reparable) Tag – Materiel*, and turned into Base Supply to delete DIFM detail from ES-S/IMDS. Demilitarize all assets, if required, prior to turn-in.

9. Intermediate Repair Enhancement Program (IREP). The SSU will forward ES-S MICAP Historical data to MSL by the third duty day of each month. Historical data will contain the following; MICAP Delete Code 6, MICAP Delete Code 9, instances of Recurring MICAPs with MICAP orders of three or more times, information pertaining to Delinquent 2-Level Maintenance (2LM) turn ins to the FSC, and Repair Cycle trend analysis for any month exceeding the 46 TW 5-day turn-in timeframe of DIFM assets (see para 5.2.). All data will include inputs of explanations for each area.

10. Forms Prescribed and Adopted

10.1. Prescribed Forms

No forms prescribed

10.2. Adopted Forms:

AF Form 2005, *Issue/Turn-In Request*

AF Form 2413, *Supply Control Log*

AF Form 2520, *Repair Cycle Control Log*

AF Form 2521, *Turnaround Transaction Log*

AFTO Form 350, *Reparable Item Processing Tag*

DD Form 1348-1, *DoD Single Line Item Release/Receipt Document*

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

DD Form 1574, *Serviceable Tag - Materiel*

DD Form 1577-1, *Unserviceable (Condemned) Label – Materiel*

DD Form 1577-2, *Unserviceable (Reparable) Tag – Materiel*

MICHAEL T. BREWER, Colonel, USAF
Commander