



**27 MAY 2026**

***Materiel Management***

***READINESS SPARES PACKAGE  
DEPLOYMENT***

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This handbook derives from DAFMAN 23-300, *Materiel Management Procedures*, to provide advisory and informational guidance for all individuals and units in ACC-assigned Regular Air Force, Air Force Reserve, Air National Guard (ANG), and Department of the AF civilians supporting AF materiel management operational missions at wing-level and below units regarding the execution of Readiness Spares Package Deployment oversight. Ensure all records created as a result of processes described in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the AF Records Disposition Schedule located in the AF Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

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## Chapter 1

### ACC/A4RM WEAPON SYSTEM SUSTAINMENT TEAM (WSST)

**1.1. Materiel Management and Mine-Resistant Ambush Protected (MRAP) Branch (ACC/A4RM).** The branch provides oversight for Materiel Management Programs to ensure proper receipt, storage, issue, and returns of AF inventories supporting all Weapons Systems within the command. It also provides direction, oversight, education, and coordination of audit readiness efforts across ACC and serves as the interface between ACC bases and HAF/SAF for all pre- and post-audit functions.

**1.2. Scope.** A4RM also provides overall management of approved Combat Air Force Readiness Spares Packages (RSPs) by conducting annual base and program level reviews. The branch is a conduit for integrating, coordinating, and disseminating strategic, operational, and tactical level materiel management initiatives, ideas, and programs.

**1.3. Lead Command.** Lead Major Command (MAJCOM) Weapon Systems Responsibilities for:

1.3.1. Fighters: A-10, F-15, F-16, F-22

1.3.2. Personnel Recovery: HH-60W, HC-130J

1.3.3. Intelligence, Surveillance, and Reconnaissance (ISR): EC-130H, EA-37B, RQ-4, MQ-9, U-2, RC/WC-135

1.3.4. Command and Control (C2): E-3, E-11

1.3.5. For Deployment Spares Package (DSP), reference the F-35 Supply Sustainment Operations Policy. MAJCOMs and units in support of the F-35 weapon system will use the ACC supplement to ensure standardization and compliance for Materiel Management Support.

## Chapter 2

### TASKING REQUIREMENTS

#### 2.1. Scheduled Immediate Response Force Window:

2.1.1. IAW DAFMAN 23-300, para. 9.4. *Project Code 703, Safeguard Support*, any unit(s) tasked to support Immediate Response Force (IRF) and or replacement naming mission set, can have their Readiness Spares Package (RSP) assigned Project Code (PC) 703 and Project Flag (PF) B for the duration of their IRF window. All PC 703 requisitions will be prioritized equal to all other 7-series project codes, but lower than all 9-series project coded requisitions.

2.1.2. IAW DAFMAN 23-300, para. 9.4.2.2.2, units will be directed by their respective MAJCOM to load PC 703/PF-B to the applicable IRF tasked Kit Serial Number (KSN) 30 days prior to the IRF window start day.

#### 2.2. Upon Receipt of Tasking Notification:

2.2.1. IAW DAFMAN 23-300, para 2.6.13.5, immediately upon notification of deployment, to include forward-deployments and returns, Materiel Management Flight Chief (or equivalent) will prepare and submit a deployment notification email message to their corresponding MAJCOM/A4R or equivalent. See [Figure 2.1](#) for email message template.

2.2.2. Units that deploy to locations with no Integrated Logistics System – Supply (ILS-S) capabilities or an active SRAN will notify their MAJCOMs (on SIPR) to coordinate with 635 Supply Chain Operations Wing, Logistics (SCOW/LG) Contingency Ops for support.

#### Figure 2.1. Mission Readiness Spares Package (MRSP) Deployment Notification.

**SUBJECT: MRSP DEPLOYMENT OR FORWARD DEPLOYMENT NOTIFICATION**

1. IAW DAFMAN 23-300, the following information is provided:
  - a. Home (Storing) Base.
  - b. Using Unit.
  - c. ORG and Shop Code(s)
  - d. MDS Supported.
  - e. Date Deployed.
  - f. Deployment location and inclusive dates of deployment (if security classification applies to location or duration, classify message accordingly).
  - g. Purpose of deployment (if security classification applies to location or duration, classify message accordingly).
  - h. Remarks: As required.
2. Squadron/Office symbol, Rank, Last Name, DSN #### #####

**Note:** For deployments less than 30 days, accountability of kit will remain at home station. For deployments greater than 30 days, accountability of kits will be transferred to deployed SRAN.

### Chapter 3

#### PRE-DEPLOYMENT PREPARATION AND CONSIDERATIONS

**3.1. Purpose.** To provide units with initial pre-deployment procedures before departing home station/deployed site.

**Figure 3.1. Initial Preparation Checklist.**

Subject	Action	Yes	No	N/A
Folder	Create a folder with all information required in preparation for this deployment.			
POC's	Assign RSP Point of Contact (POC) for this deployment and notify MAJCOM: Primary: Alternate:			
Notifications	Date notification was forwarded to lead MAJCOM, gaining MAJCOM, and gaining unit. Losing Unit: Gaining Unit: Date: KSN:			

**3.2. Purpose.** To provide units with pre-deployment procedures within 50-60 days before departing home station/deployed site.

**Figure 3.2. 50 – 60 Days Pre-deployment Checklist.**

Subject	Action	Yes	No	N/A
Aircraft Sustainability Module (ASM)	<p>Did you contact SCOW/LG to request a Deployment ASM Computation? (DAFMAN 23- 300 para 2.6.3.8.6)</p> <p>Request AFMC to process an out-of-cycle Deployment Computation. Provide all flying scenario data via SIPR. Please courtesy copy your gaining unit/MAJCOM and lead MAJCOM on the request.</p>			
Deployment Computations Results	<p>Did you review the ASM Deployment Computation Results?</p> <p>Once deployment computation results are processed and sent to the unit, review the levels and validate MDS at the AOR. Verify if a Contingency High Priority Mission Support Kit (CHPMSK), High Priority Mission Support Kit (HPMSK), In-place Readiness Spares Package (IRSP) exists downrange.</p>			
Authorization Considerations and tailoring your kit for deployment	<p>Do in-place authorizations exist in the deployed AOR?</p> <p>If in-place authorizations are loaded, validate the authorizations against your unit's RSP and/or stock levels against the deployment computation and modify the deploying authorized quantities accordingly.</p>			
Logistics coordination	<p>Have you coordinated with Logistics Planner (LOGPLAN) and the Unit Deployment Manager (UDM) on how many pallet positions the RSP will require?</p>			
Air Trans and TMO	<p>Have you coordinated with Air Trans/TMO for loading requirements?</p>			
Pallet Position, configuration, and segmentation	<p>Begin configuration of pallets to match transportation requirements</p>			

**3.3. Purpose.** To provide units with pre-deployment procedures within 31-45 days before departing home station/deployed site.

**Figure 3.3. 31 – 45 Days Pre-Deployment Checklist.**

Subject	Action	Yes	No	N/A
IRF/Global Response Force (GRF) Window	Have you communicated with A4RM for the applicable Project Code IAW tasking order (703/9XX)?			
Management Product	Have you downloaded/shared the latest supportable shortages report for the deploying RSP?			
Backorders	Have you processed backorders in ILS-S to fill the shortages in the RSP?			
Supply Chain Operation Squadron Support	Contact appropriate SCOS of deploying MDS to request assistance in filling any RSP shortfalls (Inform owning and lead MAJCOMs)			
De-Robusting	Have you coordinated with the SCOW to determine de-robusting procedures of redeploying RSP. (DAFMAN 23-300, para 2.6.14.5.2.)			

**3.4. Purpose.** To provide units with pre-deployment procedures within 30 days before departing home station/deployed site.

3.4.1. IAW DAFMAN 23-300, Para 1.2.5.7, tasked units will apply the CJCS PC to the RSP with the appropriate contingency flag. See ILS-S User Manual.

**Figure 3.4. 30 Days Pre-Deployment Checklist.**

Subject	Action	Yes	No	N/A
EXORD	Have you sent CCMD an EXORD to ensure a higher temporary FAD is established? Requires 635 SCOW/LG coordination (see Note 1 page 11 below for template)			
Lead MAJCOM Project Code	Has approval been granted to load the 703/9xx project code from the Lead MAJCOM?			
Shortfall Assets	Have you identified all shortfall assets?			
Functional Check	Have you identified all assets requiring functional checks?			
Mating	Have you identified all assets that require mating prior to the deployment?			

Coordination of C-Decks	Did you process C-Decks to the appropriate back shop to accomplish functional checks and mating?			
Deployment Schedule of Events (DSOE)	Have you received the DSOE from UCC?			
CANN Actions	Did you coordinate with the deploying maintenance unit to discuss remaining shortfalls for any possible CANN actions required?			
Inventory	Are both the Mobility Readiness Spares package and/or the Consumables Readiness Spares Package (CRSP), and/or the Mission Support Kit (MSK) 100% physically inventoried.  If other than RSP personnel deploy with the kits conduct a joint inventory. Member must be on all Authorized listings/letters.  When RSP inventory is scheduled during deployment duration, coordinate the DOLI requirement with Inventory.			
Inventory	Are all inventory discrepancies solved?			
Inspections – Shelf Life	Are all shelf-life dates validated? Have you coordinated with inspection for expired items or items which may expire during the duration of the deployment?			

**3.5. Purpose.** To provide units with pre-deployment procedures within 14 days before departing home station/deployed site.

**Figure 3.5. 14 Days Pre-Deployment Checklist: Follow-Up Actions.**

Subject	Action	Yes	No	N/A
C Decks	Have you ensured all functional checks and mated items were returned/turned-in from back shops?			
CANNS	Were all CANN'd assets turned into Flight Service Center for TEX 2 Turn-Ins against kit due-outs?			
Shortages	Did you review the deploying kit for any additional shortages again?  If new shortages exist and serviceable balances are on base, process assets to fill the deploying kit.			
Validate Classified and COMSEC Items	Have you validated the deploying RSP and verified Classified/COMSEC assets are properly marked within the vault?  Are the Serial Numbers validated, and correct?  Are couriers assigned and respective letters provided?			

**3.6. Purpose.** To provide units with pre-deployment procedures within nine days before departing home station/deployed site.

**Figure 3.6. Nine Days Pre-Deployment Checklist.**

Subject	Action	Yes	No	N/A
Assign Deployment Indicator	Has the deployment indicator been loaded per DAFMAN 23-300 2.6.13.3?			
Hazardous Assets	Are all hazardous items properly labeled and situated correctly on the pallet?			
Shipment Preparation	Are the RSP Pallet(s) ready for shipment (e.g., covered up or strapped down)?			
Marshalling	Have you coordinated with the UDM or LOGPLANS for Marshalling and the PAX processing time?			
Placards	Are all the placards ready and load lists from the UDMs prepared for placement into the kits? Do you have copies? Have you validated the packing list reflects the same assets and quantities prior to cargo marshalling?			
Classified/COMSEC Pallet	Are DD Form 1387-2's filled out for the Classified pallet?			
Locks	Are the locks serviceable and do deploying members know the codes? Does the Classified Containers have GSA approved locks?			
Final Checks	Has a final inventory of all assets been conducted? Are all assets serviceable, functional checked, mated items good, and quantities correct?			

## Chapter 4

### DEPLOYMENT COMPUTATION

**4.1. Scope.** IAW DAFMAN 23-300, para 2.6.3.8.6., *As Required Assessments*, 635 SCOW/LG will process out-of-cycle assessments upon request. Situations that may require an out-of-cycle assessment are contingency deployment computations, destruction, and reconstitution assessments of spares due to natural disaster, fire, war, etc. ASM assessment requests shall be submitted to 635 SCOW/LG.

**4.2. Example 1.** After reviewing the deployment computation results you found NSN 1234-56-789-1234 recommends a total of 4 each. Conducting research on ILS-S identifies that the RSP has an authorization of 3 each. The deploying kit will require only 1 each for the MSK. Refer to the example in [Table 4.1](#).

**Table 4.1. Deployment Computation Request Format.**

Proper Classification	
XX Month 20XX	
MEMORANDUM FOR 635 SCOW/XXX	
FROM: 111 Logistics Readiness Squadron	
SUBJECT: Deployment Computation Request	
<p>1. The 111 LRS requests a Mobility Readiness Spares Package (MRSP) deployment computation on Kit Serial Number(s) (KSN) <u>0F015C0D111A</u> to determine if additional assets are required to support the projected deployment flying scenario.</p>	
PC-ASM Scenario Data:	
Unit:	111 LRS
KSN(S):	0F015C0D111A
Home Station SRAN:	FB1111
Deployment SRAN:	FB1112
Time Frame:	45 Days
Projected Deployment date:	4 July 2023
Primary Aircraft Authorization (PAA)	111
Planned Sorties	11
Sortie Duration: (Note)	1.1 hours
Max Sortie Rate:	11
Decel Rate if applicable:	1.11
<p>2. The 111 LRS POC for this deployment computation request is MSgt John Doe, DSN 123-1234.</p>	

Signature Block

Chapter 5

DEPLOYED KITS AOR ARRIVAL

5.1. **Deployed site.** The following actions must be accomplished at the deployed location to ensure proper kit accountability is transferred.

Figure 5.1. Checklist.

Subject	Action	Yes	No	N/A
COMSEC	Do all COMSEC items have a 250 Serialized Control Record loaded for every item on hand? <b>Note:</b> Noncompliance will result in the kit rejecting and delay transfer actions.			
Arrival and Inventory	Has the RSP inventory been completed? <b>Note:</b> Deployed RSP/DMS Personnel have 10 days to complete the inventory.  Provide two names of individuals that conducted the inventory on the 635 SCOG-CONOPS RSP transfer request SharePoint site.			
Out-of-Balance Conditions	Are all out-of-balance conditions corrected by home station?			

Note 1: Force Activity Designator (FAD) upgrade request (via NIPR & SIPR),  
 On the high side, send all the lines below adding the bolded classified data. Please make sure the MAJCOM/A4R is informed of the request:  
 IAW DAFMAN 23-300 para 8.4.6.2, requests will be submitted to 635 SCOW/LG via FAD Tool Sharepoint located at <https://usaf.dps.mil/teams/FADRequestSite/SitePages/FAD-Request-Home.aspx> and will include these data elements (example below):  
 (U) SRAN: FB4863  
 (U) OCCR: 251 (F-16)  
 (U) FAD Requested: 2  
 (U) Effective Dates (start/stop): 1 July 22 - 1 December 2022  
 (S) Mod/Annex it's located on the SDOB: (S) FTN# and the line the tasking is on:  
 (S) If no FTN#, attach EXORD/OPORD/TASKORD or other documentation we can use to validate

## Chapter 6

### KEY RSP PROCESSES

**6.1. RSP Robusting.** IAW DAFMAN 23-300, para 2.6.14.5.1, contingency spares robusting from redeploying unit MRSP's is critical to ensure effective positioning of spares to support contingency operations, without harming deployed unit's ability to return to home station. The (E)LRS/CC and/or designated representative and parent AOR MAJCOM will be advised of these procedures and may be asked to assist deployed unit in contingency robusting actions. **Note:** When there is not sufficient overlap time between transfer of inbound replacement MRSP and redeployment of outbound MRSP, robusting to the inbound MRSP may not be possible. AFMC, inbound/outbound accountable Officer/NCO and (E)LRS/CC will make every effort to identify replacement unit MRSP requirements and robust from the redeploying MRSP before departure. Refer to above reference for further details.

**6.2. Complete Inventory.** Conduct a complete inventory prior to and upon return from a deployment. For RSP transfer request, contact 635 SCOG-CONOPS/RSP [635.SCMG.CONOPS@us.af.mil](mailto:635.SCMG.CONOPS@us.af.mil) org box.

**6.3. MSI.** 20 days prior to departure the deploying unit must process all MSI's with TEX code 'F' to suspend issue replenishment. This is done in efforts to minimize excess property.

**6.4. Upon Returning to Home station.** IAW DAFMAN 23-300, para 2.6.14.3.3, redeploying Unit Responsibilities. Immediately upon return to home station from a deployment or exercise, prepare and submit a return notification to MAJCOM/A4R. See [Figure 2.1](#) for email message template.

**6.5. Serialized Control Records.** Process an R46/NGV874 Weapon/COMSEC Reconciliation on a monthly basis to validate the 249 Serialized-Control-Detail and 250 In-Use-Serialized Control records against the item and detail. This is required to correct all error conditions on the database prior to attempting a transfer. The primary rejects encountered when conducting kit transfers are the 615REJ Serialized Cntrl/Inuse Serialized Cntrl Dtl Not Loaded and 616REJ Serialized Control Qty Unequal For Document Nbr.

**6.6. Processing 1KTs.** Use Local Procedures to verify Detail Records are not frozen for Inventory. If records are found to be frozen steps must be accomplished to remove the freeze code prior to the kit transfer.

**6.7. FKD.** Prepare an FKD input for deployment to update the asset status flag to 'D'. This is done to prevent access to the kit once it is loaded against the gaining database. When the kit arrives to the deployed location, the unit will process an FKD return to delete the asset status flag and to add the deployed quantity to the on-hand quantity.

**6.8. R43.** Request the R43 with the "issue" option to initiate replenishment actions for details with on-hand levels below the authorized quantity.

## Chapter 7

### KIT DEPLOYMENT INFORMATION

#### 7.1. Use link below for submitting (FKD): (Submit AF Form 1991, *General Purpose Creation*)

- 7.1.1. <https://usaf.dps.mil/teams/11813/ISA/19912011/SitePages/Home.aspx>.
- 7.1.2. Enter base name in the drop-down menu.
- 7.1.3. Enter 470 FKD WRM Detail Record Deployment Return form drop down menu.
- 7.1.4. Enter Phone/DSN.

#### 7.2. FKD Select Card Options are below:

##### 7.2.1. **Option 1:** FKD - Select card

- FKD in cc 1-3
- System-Designator in cc 5-6
- Action Code in cc 8-10
- (DEP to put details in deployed status)
- (RET to remove details from deployed status) Deployed RID cc 12-14

##### 7.2.2. **Option 2:** FKD - Parameter card to select everything under a KSN

- G in cc 1
- Enter Type spare code in cc 3
- (Reference Correct Type Spares Code below; information can be obtained from a document number inquiry) KSN in cc 5-16

##### 7.2.3. **Option 3:** FKD - Parameter card to select everything under just one org and shop code G in cc 1

- Enter Correct Type spare code in cc 3 (Reference Correct Type Spares Code below; information can be obtained from a document number inquiry) System Designator in cc 17-18
- UTC in cc 19-24
- SRD in cc 25-27
- Organization Code in cc 28-30
- Shop Code in cc 31-32

##### 7.2.4. **Option 4:** FKD - Parameter card to select a single detail

- S in cc 1
- Enter Correct Type spare code in cc 3 (Reference Correct Type Spares Code below; information can be obtained from a document number inquiry) RSP Document number in cc 5-18

##### 7.2.5. **Option 5:** FKD - Parameter card for MSK kit

- G in cc 1
- Enter Correct Type spares code in cc 3 (Reference Correct Type Spares Code below; information can be obtained from a document number inquiry)

- System-Designator in cc 17-18
- Organization Code in cc 28-30
- Shop Code in cc 31-32

7.2.6. **Note:** **WSST** Contact Information | Commercial (757) 764-3669 | DSN 574-3669 | NIPRNET: [ACC.A4RMSC@us.af.mil](mailto:ACC.A4RMSC@us.af.mil) | Contact the WSST for SIPR Correspondence

## Chapter 8

### RSP RESUPPLY AND DIFM SUPPORT AT NON-SBSS ACCOUNT LOCATIONS

**8.1. Purpose:** In coordination with the 635th SCOW, a MAJCOM may elect to use these procedures to provide an RSP resupply option. These procedures will provide increased accountability and audit readiness in support of FIAR principles and could simplify resupply at locations without an existing SBSS account.

8.1.1. These same basic procedures could potentially be applied, with limited modifications, to support off-base supply points and deployed Mission Support Kits.

8.1.2. The procedures below are only an option for a MAJCOM. They are not a one-size-fits all solution for all RSP deployments.

#### 8.2. RSP Resupply Support.

8.2.1. Establish an FY supplementary shipping address if one does not already exist. OPR: Deployed Unit /MAJCOM DODAAC Monitor /635 SCOW/LOC

8.2.2. Create off-base org codes for both the MRSP and Maintenance orgs on the Home Station SBSS (FB) Account. See User Manual in the ILS-S Hot Links tab. OPR: Base

8.2.2.1. Ensure off-base flag indicator is loaded as “X” on both OCCR records. **Note:** An “X” will indicate DOR and ISU transactions must go through local Cargo Movement for delivery.

8.2.2.2. FY address must occupy the first six positions of the organization title of the OCCR record.

8.2.2.3. Process 1DE to load delivery destination for the kit and maintenance org codes (ensure the off-base indicator is set to “Y”) See ILS-S User Manual. **Note: The Off-Base Indicator field must be a ‘Y’ or ‘N’ when the action flag equals ‘C’ or ‘L’, this field cannot be blank. If the Off-Base Indicator field is currently blank you must enter a ‘N’ in this field. You cannot change this field to a ‘Y’. If a ‘Y’ is entered your transaction will be ignored.**

8.2.2.4. Deployed units will clear Shipment Suspense details created by MSIs to the off-base maintenance org code.

8.2.3. Ensure the kit is in deployed status after robbing prior to transfer. Leave deployed for the period of the deployment. OPR: Base/ 635/735 CONOPS

8.2.4. Process 1WD off home station and back to transfer the RSP to the new off-base org code (from host RID to host RID) & add a serial # suffix. OPR: 635/735 SCOG CONOPS

8.2.4.1. If needed by the deployed personnel, process the R43 without the ISU option. OPR: 635 SCOW

8.2.4.2. If not still “deployed” from step 3 above also process FKD to put deployment indicator on the transferred kit with home station RID. This prevents home station issues/WSMT sourcing errors. OPR: 635/735 CONOPS

8.2.4.3. Ensure withdrawal flag is set to prohibit automatic MSI processing on the MRSP serial number record “N”. OPR: 635 SCOW

8.2.5. Process all MSIs in real-time with Replenishment Flag “F” and Deployed Quantity Flag “D”. OPR: Deployed personnel.

8.2.6. Review daily RSP fill and manually source replenishment assets to fill kit shortages.

8.2.6.1. If home station stock is available, process a normal RSP issue to fill the authorization (no TEX.)

8.2.6.2. If home station stock is not available or optimal for resupply, the 635th SCOW should process the kit replenishment due-outs with TEX code “Z” to bypass the home station serviceable balance and replenish through lateral support/CRF/Depot requisitioning. This will ensure the deployed RSP due-out releases only to the specific lateral support/CRF/Depot requisition, not to generate stock replenishment back at home station. **Note:** Do not assign the JCS Project Code to the MRSP Serial Number Control Record for units authorized a JCS Project Code. This will change the TEX “Z” to a TEX “O” and will allow on hand balances at the home station to DOR to the deployed kit. Instead, process the SPR (Special Requirements Indicator “R” may be required) with the JCS project code and do not link to the kit due-out. The deployed unit will need to process a TEX 2 REC to release the asset to the specific kit due-out. OPR: 635 SCOW/WSMT

8.2.6.3. Use the deployed location FY supplementary address (positions 45-50) and signal code J or M (position 51) on all requisitions for kit shortages to ensure assets ship direct to the deployed location. OPR: 635 SCOW/WSMT.

8.2.7. Consider establishing a full SBSS account (FB) if events at the deployed location drive the creation of an ELRS with an assigned accountable officer.

### **8.3. DIFM Control:**

8.3.1. For XD2 items: Process any unserviceable TINs in real-time with the supplementary address of the host account (FBXXXX) and Action Taken Code “D” to create a shipment back to the home station account (or applicable SRAN where shipment will be directed such as CRF or other main operating base). This creates a CMOS event and DWA for the unserviceable receipt. **Note:** AFMC SCM-R Weapon System Support Activity may direct shipment of repairable items to the most appropriate repair destination. OPR: Deployed Personnel

8.3.2. For XF3 items: Process with Condition Code F and Action Taken Code 1. This will place the asset on an unserviceable detail until the asset is returned to home station. Upon return to home station the asset will be issued to Maintenance for repair or condemnation.

8.3.3. Processing MSIs on off-base MRSP organization codes will load “INO” – In transit Issue (Off-base only) status on the DIFM detail.

### **8.4. Mission Impaired Capability Awaiting Parts (MICAP) Procedures:**

8.4.1. In most cases, deployed MICAP support will be determined by AFMC SCM-R MICAP Support Activity who will direct where assets are shipped from. If assets will be supported from home station, process “ISU” from stock using the off-base maintenance organization code. If AFMC SCM-R MICAP Support Activity directs that support comes from other than home station, process a TEX Code “Z” due-out. Process the MICAP requisition with the “FY” address in the supplementary address field for direct delivery to the off-base delivery destination. The TEX code “Z” will ensure only the specific due-in linked to that due-out will “DOR” to satisfy the requirement.

8.4.2. Deployed or home station personnel will process the “REC” when property is received.

## Chapter 9

### TYPE SPARES CODE

**9.1. Purpose:** To identify the Type Spares Codes for WRM, MRSP, IRSP, etc.

**Figure 9.1. Type Spares Code.**

Type Spares Code	
See ILS-S User Manual	
Used to identify the type of spares for WRM, MRSP, IRSP, etc. The codes are defined below and the SBSS schema record number on which they may appear:	
Code	Description
A	Aircraft MRSP
B	Aircraft IRSP
C	Non-airborne MRSP
D	Non-airborne IRSP
F	High priority MSK
G	Weapons training detachment operating spare
H	Special spares (bare base, harvest eagle, Southwest Asia, station sets, and housekeeping sets)
J	Civil Engineer MRSP
K	Civil Engineer IRSP
P	Permanent MSK
T	Temporary MSK
W	WCDO

## Chapter 10

### TAILORABLE FORCE PACKAGE

**10.1. Purpose.** To provide units with pre-deployment procedures when tasked to support Forward Operating Sites (FOS) and Contingency Locations (CL).

**Figure 10.1. Tailorable Force Package Checklist.**

SUBJECT	ACTION	Yes	No	N/A
Aircraft Sustainability Module (ASM)	<p>Did you contact SCOW/LG to request a Deployment ASM Computation? (DAFMAN 23-300, para 2.6.3.8.6)</p> <p>Request AFMC to process an out-of-cycle Deployment Computation. Provide all flying scenario data via SIPR.</p> <p>Please courtesy copy your gaining unit/MAJCOM and lead MAJCOM on the request.</p>			
Management Product	Have you downloaded/shared the latest supportable shortages report for the deploying RSP?			
Backorders	Have you processed backorders in ILS-S to fill the shortages in the RSP?			
SCOS Support	Contact appropriate SCOS of deploying MDS to request assistance in filling any RSP shortfalls (Inform owning and lead MAJCOMs)			
De-Robusting	<p>Have you coordinated with the SCOW to perform de-robusting procedures of redeploying RSP?</p> <p>(DAFMAN 23-300, para 2.6.14.5.2)</p>			
Admin Kit	Have you packaged a laptop, AFTO 350 tags, DIFM tags, paper or electronic order log, pens, pencils, paper?			
Important Contacts	Establish communication with the MOB and have all important numbers readily available (etc. MICAP support, SCOW)			

**Figure 10.2. Inventory Requirements.**

SUBJECT	ACTION	Yes	No	N/A
MOB Activity	Assign a designated representative to account for forwarding assets (must be mutually agreed upon by the organization commander).			
	Conduct inventory with forwarding representative prior to movement of assets.			
	Identify the property to be forwarded.			
	Ensure forwarding assets are serviceable and have identification labels.			
	Maintain signed form in suspense file until supply assets have been returned to LRS/Materiel Management Activity.			
Forwarding Activity	Verify and sign applicable supply accountable document/listing (example: AF Form 1297, Temporary Issue Receipt, or MRSP Listing R43 or DD Form 1348-1A, Issue Release/Receipt Document)  <b>Note:</b> If assets cannot be taken, work with the LRS/Transportation Activity (Shipment Planning) to decide what needs to be done.			
	Upon return, immediately initiate a Financial Liability Investigation Property Loss (FLIPL) investigation for losses resulting from deployment as specified in DoD 7000.14-R, Vol 12, Chapter 7, <i>Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen</i> .			

## Chapter 11

### CUSTOMER SUPPORT FUNCTIONS

**11.1. Purpose.** To establish a Project Funds Management Record (PFMR) at a deployed location. This ensures funds are loaded.

**11.2. Organization Account and Funding.** Deployed RSP members must coordinate with their gaining ELRS Supply Customer Service and 635 SCOW at [635.SCMW.FM@us.af.mil](mailto:635.SCMW.FM@us.af.mil) for Organizational Codes and Line of Accounting.

**11.3. Non-AF Units.** Request an Area of Responsibility (AOR) Supply Account Non-AF Units (including ANG/AF Reserves)

11.3.1. Requester emails a certified MIPR, PFMR and ORG request to AOR Supply to POC and/or ([635.SCMW.FM@us.af.mil](mailto:635.SCMW.FM@us.af.mil)).

**Figure 11.1. PFMR Request – ES-S/ILS-S.**

**PFMR REQUEST FORM - ES-S**  
(Non-Medical Supply)

Please submit all PFMR requests to: [dfas.limestone-me.jaa.mbx.dfas-li-jaabc-pfmrrequests@MAIL.MIL](mailto:dfas.limestone-me.jaa.mbx.dfas-li-jaabc-pfmrrequests@MAIL.MIL)

Host Base SRAN (DODAAC)		
System Designator		
PFMR		DFAS WILL PROVIDE
Full Line of Accounting		
OAC/OBAN		
Fund Code/Fiscal Year		
BA or BPAC		
PEC		
ADSN		
Account Holder Title		
CAM (Y) or Non-CAM (N)		Please Note: CAM accounts can't be changed to Non-CAM and Non-CAM accounts can't be changed to CAM. Please request a new PFMR if this kind of change needs to be made.

**Please Note:** If this is not a local account, please provide a copy of the MIPR (form 448 and 448-2) as a funding document.

\*\*IMPORTANT INFORMATION\*\*

Please inform your DFAS POC of any changes you intend to make to the Line of Accounting of an existing PFMR/ORG to prevent an E60 Out of Balance.

\*\* AN INFORMATION PACKET IS AVAILABLE UPON REQUEST\*\* Thank you for your assistance!

Figure 11.2. PFMR Request – ES-S Medical.

**PFMR REQUEST FORM - MEDICAL**

Please submit all PFMR requests to: [DLI-RIGHTFAX-DOCMGT-AR@DFAS.MIL](mailto:DLI-RIGHTFAX-DOCMGT-AR@DFAS.MIL)

SRAN (DODAAC) \_\_\_\_\_ **BASE MUST PROVIDE**

PFMR (from DMLSS) \_\_\_\_\_ **BASE MUST PROVIDE**

ORG CODE \_\_\_\_\_ **BASE MUST PROVIDE**

Note: ORG Code is a 6 digit code that may match but doesn't have to match the RCCC

Full Line of Accounting \_\_\_\_\_

OAC/OBAN \_\_\_\_\_

Fund Code/Fiscal Year \_\_\_\_\_

BA or BPAC \_\_\_\_\_

RCCC \_\_\_\_\_

PEC \_\_\_\_\_

ESP (if necessary) \_\_\_\_\_

ADSN \_\_\_\_\_

Account Holder Title \_\_\_\_\_

**Please Note:** If this is not a local account, please provide a copy of the MIPR (form 448 and 448-2) as a funding document.

**\*\*IMPORTANT INFORMATION\*\***

Please inform your DFAS POC of any changes you intend to make to the Line of Accounting of an existing PFMR/ORG to prevent an E60 Out of Balance.

**\*\* AN INFORMATION PACKET IS AVAILABLE UPON REQUEST\*\***

Thank you for your assistance!

Figure 11.3. ORG Account Request Worksheet.

ORG ACCOUNT REQUEST WORKSHEET

**SECTION I**

Requesting unit's deployed location/AOR base/location/SRAN- (Al Udied, Ali Al Salem etc):  
 Indicate Branch of Service and/or ANG, AFR unit: **(Any Branch of Service other than Air Force will need a funding document/MIPR prior to processing request)**  
 What type of unit (e.g. Comm, CE, Ops, Maintenance, SF):  
**Prior to submission to our office, you must have this reviewed by your local LRS.**

ORG ID/UIC	
ORGANIZATION TITLE	
PFMR	
Cost Center	
SRAN	
ORG	
OBAN	
MDS	
System	
MAJCOM	
TOC	
ESP	

Fund Code	
Sales Code	

**SECTION II**

**(If more than one account is needed; please specify)**

Which type of account is needed (e.g. BOS, EQUIP etc.):

Will this be a RSP/KIT transfer? (Please indicate YES or NO)

Will this be a Cost Per Flying Hour (CPFH) account? (Please indicate YES or NO)

What is the MDS? (system supported e.g. C130J; HH60; A10 etc):

**IMPORTANT INFORMATION**

AFRC AND ANG MUST PROVIDE A FLYING HOUR LINE OF ACCOUNTING (LOA).  
Partner Nations/Coalition Partners/ACSA Program Customers must complete a Request for  
PFMR Application.

**\*NOTE: Anything related to RSP Kit transfers are referred to 635 SCOG-CONOPs 635  
SCOG-CONOPS/RSP (635.SCMG.CONOPS@us.af.mil)**

**11.4. Orders.** To Establish an Organizational Cost Center Record (OCCR) at the deployed location refer to **Figure 11.3**. **Note:** The PFMR will need to be loaded first when requesting an OCCR.

11.4.1. Requester sends an ORG request to (**635.SCMW.FM@us.af.mil**).

11.4.2. 635 SCOW/FM office sends ORG requests to Records Maintenance for generation of an ORG. Records Maintenance generates ORG and sends it back to 635 SCOW/FM office.

11.4.3. AOR Supply generates draft load sheet and sends it to the requester.

11.4.4. Requester returns signed load sheet. AOR Supply loads funds into the ORG/PFMR in ILS-S. Funds will not be loaded until the signed load sheet is received by AOR Supply.

**11.5. Mission Impaired Capability Awaiting Parts (MICAP).**

11.5.1. CL and FOS DMS or RSP manager(s) must coordinate MICAP(s) and other mission related supply support through Main Operating Base (MOB). MOB Supply Customer Service will be the main liaison for all MICAP coordination between AOR units and SCOW. Refer to **Chapter 12** for POCs.

11.5.2. Customer Service will coordinate with respective units involved regarding Air Line of Communication or Ground Line of Communication for any RSP related shipments being forwarded to FOS and CL locations. DMS and/or RSP manager will track their kit fills and MICAPs accordingly. MOB ELRS will assume custody of parts until departure. DMS and/or RSP managers will assume custody upon receipt.

11.5.3. Customer Support. DMS and RSP managers will coordinate through MOB ELRS Customer Support regarding stock/demand level inquiries to include listings (if needed), FILs, etc. Customer Support can coordinate Document Control inquiries from respective units. MOB ELRS will be a liaison between RSP managers, DMS representatives, and SCOW. Refer to **Chapter 13** for POCs.

### 11.6. Flight Service Center:

11.6.1. Supply personnel at the FOS or CL should communicate with Flight Service Center representative at the Main Operating Base to validate the assets against the current Repair Cycle Listing and update DIFM Status and Location in ILS-S. Also, review and annotate the Repair Cycle Listing to ensure it reflects the correct current status and location. As such, Flight Service Center personnel will work closely with the applicable shop to resolve these discrepancies.

11.6.2. Supply personnel will ensure completion of applicable property tags. Review the tags accompanying each DIFM asset. At a minimum, each DIFM will have a completed AFTO Form 350 tag and if applicable, a condition tag. Some DIFM assets may require other tags. Additional information concerning the completion of these tags can be found in DAFMAN 23-300.

11.6.3. Supply personnel should use a log to track, maintain accountability and transfer custody of DIFM between maintenance and supply personnel.

11.6.4. Supply Personnel at the FOS or CL should coordinate movement of all DIFM to the MOB through ground transportation or local procedures.

### 11.7. Degraded Operations:

11.7.1. Supply personnel should prepare an AF IMT Form 2005, Issue/Turn-in Request or locally developed product for all materiel returns. The procedure for preparing the AF Form 2005 depends on the type of item being returned. The format and processing instructions for consumable (XB3), equipment (NF/ND) and recoverable (XD2/XF3) item return requests are provided in the ILS-S User Manual. **Note:** For recoverable item turn-ins (XD2/XF3), either an AF Form 2005 or a copy of the original output issue/due-out release document (DD Form 1348-1A) may be used as the alternate source document for the return input transaction. Ensure the AF Form 2005 contains all required entries, when applicable include the classified or NWRM stamp. After processing then forward to Document Control.

11.7.2. Acting DMS personnel should complete the following:

11.7.2.1. Validate TRICs needed prior to deployment.

11.7.2.2. Retain hard copy of R43 MRSP with on hand items.

11.7.2.3. Ensure GOV license include 5K,10K (AT) forklift certifications.

11.7.2.4. Have hard copy Tail Number Bin (TNB)/Facilitate Other Maintenance (FOM) sign in/out sheets.

11.7.2.5. Obtain Restricted Area Badges prior to deployment.

11.7.2.6. Familiarize yourself with reusable container program.

11.7.2.7. Bring AF Form 2005, condition tags, and AFTO Form 350 tags (hard copies).

11.7.2.8. Create precious metals sign in/out log, and secure briefcase or cage to store assets.

11.7.2.9. Utilize FED LOG, LogiQuest Lite, and FedMall for asset information.

11.7.2.10. Maintain log and store XD/XF assets (DIFM) if there is no established FSC (tag unserviceable assets immediately to prevent re-issue of bad parts) segregate DIFM from RSP assets.

## 11.8. Inventory Operations:

11.8.1. Assign a designated representative to account for forwarding assets (must be mutually agreed upon by the organization commander).

11.8.2. Losing activity:

11.8.2.1. Conduct inventory with forwarding representative prior to movement of assets.

11.8.2.2. Identify the property to be forwarded.

11.8.2.3. Ensure forwarding assets are serviceable and have identification labels.

11.8.2.4. Compile documents/listings to properly manage inventory control procedures.

11.8.2.5. Maintain signed form in suspense file until supply assets have been returned to LRS/Materiel Management Activity.

11.8.3. Gaining activity:

11.8.3.1. Verify and sign applicable supply accountable document/listing (example: AF Form 1297 Temporary Issue Receipt or MRSP Listing R43 or DD Form 1348-1A). **Note:** If assets cannot be taken, work with the LRS/Transportation Activity (Shipment Planning) to decide what needs to be done.

11.8.3.2. Upon return, immediately initiate a FLIPL investigation for losses resulting from deployment as specified in DoD 7000.14-R, Vol 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*.

11.8.4. Physical inventories will be conducted using the floor-to-book/book-to-floor method for all assets IAW DoDM 4140.01, *DoD Supply Chain Materiel Management Procedures*. Floor to book refers to physically checking the entire work area to ensure items are accounted for on the appropriate Accountable Property System of Record (APSR). Under no circumstances will computer balances be reflected on initial HHT or initial inventory count sheets. Reference DAFMAN 23-300, para 5.47.2 for inventory count procedures.

11.8.5. Inventory personnel will provide an inventory schedule by fiscal year to ensure all items assigned a warehouse location and on a detail record are inventoried at prescribed frequencies. IAW DAFMAN 23-300, para 5.51, Table 5.9.

11.8.6. Inventory personnel will ensure proper asset accountability documentation/listings accompanies all RSP, MSK, WRM throughout the duration of the deployment i.e., R43.

11.8.7. Post count validation will be done for all out of balance discrepancies. Post count validation is a comparison of physical count to recorded balances with consideration for transactions that have occurred since the date of last inventory. Post count validation research ends when the accuracy of the original inventory count has been verified or when any necessary recounts have been taken. **Note:** Reconstitution will be conducted/accomplished for all equipment, and RSPs, upon return of WRM assets to the storing units as money and contractual limitations permit.

## Chapter 12

### SUPPLY CHAIN OPERATIONS WING (SCOW) POINTS OF CONTACTS

#### 12.1. SCOW/LG (FAD upgrade requests via SIPR).

##### 12.1.1. 635th Supply Chain Operations Wing – Logistics Operations Flight

- DSN: 576-6626, Comm: 618-256-6626
- (FAD) Logistics Operations Flight NIPR Email: [635SCOW.LG@us.af.mil](mailto:635SCOW.LG@us.af.mil) (FAD) CAT SIPR Email [usaf.scott.amc.mbx.635-scow-crisis-actionteam@mail.smil.mil](mailto:usaf.scott.amc.mbx.635-scow-crisis-actionteam@mail.smil.mil)

##### 12.1.2. 635 SCOW/LGA (ASM requests via SIPR)

- 635th Supply Chain Operations Wing – Logistics Analysis Flight
- DSN: 576-6098, Comm: 618-256-6098
- (ASM) Analysis NIPR Email [635scow.lg.analysis@us.af.mil](mailto:635scow.lg.analysis@us.af.mil)
- (ASM) Analysis SIPR Email [usaf.scott.amc.mbx.635-scow-crisis-action-team@mail.smil.mil](mailto:usaf.scott.amc.mbx.635-scow-crisis-action-team@mail.smil.mil)

##### 12.1.3. 438 SCOS- Langley AFB (F-15/F-16/F-22/F-35)

- Stock Control [438scos.gwmrworkflow@us.af.mil](mailto:438scos.gwmrworkflow@us.af.mil)
- Weapon System Management [438scos.f-15-f22-bo@us.af.mil](mailto:438scos.f-15-f22-bo@us.af.mil)
- Weapon System Support Flight [438scos.csat@us.af.mil](mailto:438scos.csat@us.af.mil) or [438scos.rsp@us.af.mil](mailto:438scos.rsp@us.af.mil)
- F-16 MICAP [438scos.f16@us.af.mil](mailto:438scos.f16@us.af.mil)
- F-15 MICAP [438scos.bluestreak@us.af.mil](mailto:438scos.bluestreak@us.af.mil)
- F-22 MICAP [438SCOS.GWF.F-22MICAP@us.af.mil](mailto:438SCOS.GWF.F-22MICAP@us.af.mil)

##### 12.1.4. 439 SCOS-Langley AFB (A-10/ISR/Bombers/Non-Airborne/ICBM)

- Stock Control/Requisitioning [439scos.gwmiworkflow@us.af.mil](mailto:439scos.gwmiworkflow@us.af.mil)
- Weapon System Team [439scos.weapon.sys@us.af.mil](mailto:439scos.weapon.sys@us.af.mil)
- Requirements [439scos.requirements@us.af.mil](mailto:439scos.requirements@us.af.mil)
- Bombers [439scos-bombers@us.af.mil](mailto:439scos-bombers@us.af.mil) (DSN 575-0179)
- ICBM [439scos-bombers@us.af.mil](mailto:439scos-bombers@us.af.mil) (DSN 575-3777)
- A-10/ISR [439scos-a10-isr@us.af.mil](mailto:439scos-a10-isr@us.af.mil) (DSN 575-6460)
- ICBM MICAP [439SCOS.GWB.ICBMMICAP@us.af.mil](mailto:439SCOS.GWB.ICBMMICAP@us.af.mil)
- Non-Airborne Back Order Team [439SCOS.GWG.MicapBackOrderTeam@us.af.mil](mailto:439SCOS.GWG.MicapBackOrderTeam@us.af.mil)
- Bomber MICAP [439SCOS.GWH.BomberMICAP@us.af.mil](mailto:439SCOS.GWH.BomberMICAP@us.af.mil)
- A-10/ISR Weapon System Manager [439scos.a10isr.wsm@us.af.mil](mailto:439scos.a10isr.wsm@us.af.mil)

##### 12.1.5. 436 SCOS-Scott AFB (C-5/C-17/C-130/C-135/HH-60 (Rotary/Heavy))

- C-17 Stock Control [436scos.gwmc.c17.stockcontrol@us.af.mil](mailto:436scos.gwmc.c17.stockcontrol@us.af.mil)
- (DSN 779- 8309/8486/8461)
- C-5 Stock Control [436SCOS.GWMD.C5.StockControl@us.af.mil](mailto:436SCOS.GWMD.C5.StockControl@us.af.mil) (779-8527)
- C-130 Stock Control [436SCOS.C130.stockcontrol@us.af.mil](mailto:436SCOS.C130.stockcontrol@us.af.mil) (DSN 7798280/8430)
- KC-135 & Rotary Stock Control [436scos.gwmo.kc-135stockcontrol@us.af.mil](mailto:436scos.gwmo.kc-135stockcontrol@us.af.mil) (DSN 779-8595)

- KC-46 Stock Control [436SCOS.GWMC.KC-46StockControl@us.af.mil](mailto:436SCOS.GWMC.KC-46StockControl@us.af.mil) Tankers & Special MSN 436 SCOS/KC135/WSMT (DSN 576-8105)

JON A. EBERLAN, Brigadier General, USAF  
Director of Logistics, Engineering, and Force  
Protection

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 23-300, *Materiel Management Procedures*, 22 July 2025

DoD 7000.14-R, Vol 12, *Special Accounts, Funds and Programs*, February 2023

DoDM 4140.01, *DoD Supply Chain Materiel Management Procedures*, 13 December 2018

***Prescribed Forms***

None

***Adopted Forms***

AF Form 1991, *General Purpose Creation*

DAF Form 1297, *Temporary Issue Receipt*

DAF Form 2005, *Issue/Turn-in Request*

DAF Form 847, *Recommendation for Change of Product*

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

***Abbreviations and Acronyms***

**ASM**—Aircraft Sustainment Module

**CIR**—Custodian Inventory Report

**CL**—Contingency Location

**DPAS**—Defense Property Accountability System

**DSP**—Deployment Spares Package

**FIAR**—Financial Improvement Audit Ready

**FOS**—Forward Operation Site

**IRF**—Immediate Response Force

**GRF**—Global Response Force

**KSN**—Kit Serial Number

**MIPR**—Military Interdepartmental Purchase Request

**MOB**—Main Operating Base

**OCCR**—Organization Cost Center Record

**PFMR**—Project Funds Management Record

**UDM**—Unit Deployment Manager

**WSST**—Weapon System Sustainment Team